ROBERT FROST

MIDDLE SCHOOL

Parent/Student HANDBOOK

FROST MIDDLE SCHOOL

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www.livoniapubicschools.org/frost

HOME OF THE FROST FALCONS

At Frost, we believe:

Providing a positive safe school environment promotes learning.

High expectations should be challenging but attainable for all students.

All students can learn.

Nurturing a positive partnership between school, home, and community benefits all.

Technology will have a vital impact on our students' future success.

Our students have different learning styles, which require varied activities and instructional practices.

Mutual respect, tolerance, and acceptance of diversity are fundamental to our learning community.

Students can be respectful and responsible citizens.

Mission Statement:

"Preparing for Tomorrow's Challenges"

Vision Statement:

Frost Middle School works with our community to:

- provide a safe, supportive educational environment
- promote self-discipline, motivation and excellence
- prepare independent learners who contribute responsibly in a global society.

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CODE OF CONDUCT AND KEY POINTS OF INFORMATION

Listed alphabetically for easy reference of key information, policies, and rules.

ACADEMIC DISHONESTY, CHEATING, PLAGIARISM

Students are expected to conduct themselves with honesty and integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework..
- Working with others on projects that are meant to be done individual.
- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get/give test or quiz answers.
- Taking a test or quiz in part or in whole to use or give others.
- Copying information from a source without giving proper credit to the source.
- Taking papers/projects from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors.

The disciplinary process will include, but is not limited to, the following:

1. Teacher will confiscate the paper, test, or project.
2. Teacher will discuss the situation with the student(s).
3. Teacher will contact the parent or guardian and notify them regarding consequences.
4. The teacher will notify administration and counseling by completing a disciplinary referral upon a second offense for purposes of documentation. Further disciplinary action may occur.

ACTIVITIES/ACTIVITY NIGHTS

Several Activity Nights are held throughout the year. There are a variety of activities students can participate in including: dancing, karaoke, and open gym.

Activity Night Guidelines:

1. Activity Nights begin at 7:00 p.m. and end at 9:00 p.m. Students will not be permitted inside the building before 7:00 p.m. Students should make arrangements to be picked up no later than 9:00 p.m. after the activity. **Students picked up late may lose the privilege of attending the next activity.**

2. Students must have their Student Identification to attend an Activity Night.
3. Students may not attend student activities if they are not present in school on that day or are suspended in or out of school.
4. An activity is an extension of the school day. All school rules apply.
5. Except for special theme nights, the regular dress code is in effect.
6. Parent chaperones are to be treated with the utmost respect and courtesy at all times.
7. Roughhousing, unsafe play, or inappropriate dancing will not be permitted at any time.
8. If a student is suspended from school, he/she loses the privilege of the next Activity Night.
9. A student must arrive at the Activity Night no later than 7:30 p.m. to be admitted. If a student arrives later than 7:30 p.m., the parent must bring the student to the front door to be admitted.
10. Tickets for the Activity Night are sold at lunches on the Wednesday, Thursday, and Friday of the week of the activity. No tickets are sold at the door for any Activity Night.
11. A student must sign for and purchase his/her own ticket.
12. Activity Nights are for Frost students only. No guests are allowed.

AFTER-SCHOOL EXPECTATIONS

While we wish for our students to be involved at Frost after school, certain guidelines and precautions are necessary to ensure student safety.

1. Students remaining after school must be with a supervisor or in a supervised area, fully participating in the activity. Students who are not in an assigned area after 3:00 p.m. are considered to be loitering, sent immediately to the Main Office, and face disciplinary action.
2. If still waiting for a ride after 3:15 p.m., please report to the Office so that we can assist you. If you missed your bus, you must also report to the Office.
3. Students who are under temporary suspension or have been expelled from school are not allowed on any school property, in any school building, or admitted to any school function.
4. Frost students should stay away from other school property during the regular school day. This provision applies to Frost half-day curriculum days and any other days that school is in session. Persons causing a disturbance to any Livonia school program, school activity, or to school property will be requested to leave at once and are subject to disciplinary action.
5. Middle school students may visit other schools if permission is first obtained from the school's principal or the teacher receiving the visit.
6. After school is dismissed, students must be with an adult if staying or returning to the building.
7. Spectator attendance at after-school sports functions is a privilege. Students will be denied this privilege if they are unable to behave in accordance with the rules in this Handbook.

ASSEMBLIES

School assemblies are given for the entertainment and education of the student body. Proper assembly behavior is expected of all students.

Because we enjoy assemblies, it is only proper to extend common courtesy to those involved. Therefore, there will be no whistling, booing, hissing, shouting, stomping of feet, etc. All students must enter and leave the assembly in an orderly manner. No jackets or coats should be brought to an assembly.

ATTENDANCE AND TARDY POLICY

The state compulsory education law requires regular attendance at school. Students are to remain on the school grounds and facilities from the time they arrive at school until their dismissal. During the lunch hour, no student is to leave the school grounds. The school will contact the parents of students who accumulate excessive absences. The goal of these contacts is to improve the students' attendance and prepare them for high school.

CHECK OUTS/CHECK INS DURING THE DAY

All students checking in or out of school during the regular school day **must** report to the Main Office to be recorded for official attendance reasons.

- **Check Outs: Students may not leave the school building during the school day without checking out at the Main Office.** Students who leave without check-out permission may be suspended.

  If you need to check your student out during the day, your student should come to the Main Office *before school* **with a note** indicating the student's name, date, dismissal time, parent name, telephone number, and parent signature. Students will receive a check-out pass to show their teacher to be released from class and then report to the main office to check out. For emergency check outs, call or come into the Main Office to check out. (Please try to arrive approximately ten minutes before you need to leave the school to allow your student to be called from class and go to their locker.)

- **Check Ins:** If your student is arriving late to school, your student **must** report to the Main Office. Tardy students must bring a parent note to be excused. If arriving to school without a note, your student should still report to the office to receive a pass to go through the hallway to class.

PARENT MONITORING

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

SCHOOL MONITORING

Our secondary teachers take attendance hourly and this attendance can be viewed within minutes of the teacher entering the absence into the computer. Parents of absent middle school students will receive an automated phone call regarding absences during the morning and later in the evening. Parents of absent high school students will only receive an evening call.

QUESTIONS ABOUT ATTENDANCE

If there are questions or concerns regarding your student's attendance, please check your ParentConnect account as it may have been updated by the teacher. The first line of communication should be with the classroom teacher. *Staff telephone numbers and email addresses can be found on the Frost website. (www.livoniapublicschools.org/frost).* You may also want to contact your student's counselor or assistant principal to assist in clarifying attendance errors or correcting attendance problems.

PHILOSOPHY OF ATTENDANCE

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

CONSEQUENCES

Our attendance policy states in part: ten (10) total absences in a class during one semester are deemed excessive and may result in a loss of credit for that student. Instances of school business absence will not figure into the total number of absences. Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis and will normally not be counted in the total absences. Written and signed documentation must be submitted to the school in those instances. All other absences will be included in the total absence count, which could lead to a student losing credit.

In addition, our Board Policy requires each school to report truancy to the appropriate authorities. State law requires all students to attend school from age six to eighteen. Frost utilizes the Erase Truancy Program, sponsored by Wayne County. Truancy petitions filed with Wayne County will result in court appearances for the truant student and his/her parents or guardians. When a student reaches ten (10) absences, a formal attendance letter will be mailed home. At fifteen (15) absences, a meeting will be requested between Frost administrators, counselors, parents, and the truant student. Finally, assuming there are no mitigating circumstances (illness, etc.), **students reaching 18 absences will be referred to Wayne County for truancy proceedings.**

Please work with us to try instilling good attendance habits in our students. With these changes, we know more responsibility will be placed on the student and parent to track attendance, but we believe this will help our students become better at managing their own time and studies.

TARDINESS TO CLASS

Students are expected to be in class on time and ready to work. They will be considered tardy if they are not in class at the time class is scheduled to begin according to the clock designated by the classroom teacher. Persistent tardiness will not be tolerated:

NOTE: Students who arrive to class late because a teacher kept them after class should have a pass from that teacher. Students who arrive more than five minutes late without a pass will be referred to the assistant principal.

AUTOMOBILE PICK UP

For your own safety, no student should expect to be picked up at school in automobiles driven by high school students or other teenagers who are no longer in school. In case of unusual circumstances requiring a ride with someone else, please notify the Main Office.

BACKPACKS

Backpacks, duffle bags, etc. are encouraged, but they must be stored in hallway lockers. They are not permitted in classrooms, locker rooms, or the cafeteria. Small drawstring bags are permitted to be carried during the school day.

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

Most students follow these rules very well; and because they do, it is not necessary to have a long list of “do’s” and “don't’s” at Frost. When students are able to control themselves, it is not necessary for teachers to control them; however, the Board of Education has made definite rules for students to follow. These rules govern students going to and from school, on school grounds, and at all school events.

The Rules of Common Sense

1. Attend school and be on time, be prepared for class, and work hard.
2. Act courteously to other students and adults.
3. Have fun, but exhibit self-control.
4. Show respect for the property of others, both the school’s and students’.
5. Respect all staff members.
6. If you have reason to question an action of a teacher or staff member, speak with them privately after you have followed that person’s direction.

ENFORCEMENT POLICIES:

Students who are having behavioral problems in the school will usually be corrected by one of the following procedures: reminders, behavioral referrals, detentions, Planning Room, suspension, and expulsion/exclusion.

Behavioral Referrals:
A teacher will first intervene by speaking privately with a student, assigning a detention, and enlisting parental support. Students who receive a referral to a counselor or administrator must immediately report to the appropriate location. It is unacceptable for a student to be referred to the Main Office for behavioral problems twice in one day. If this should occur, a suspension would result. A suspension will also apply to students exhibiting disruptive behavior while sitting in the Main Office on an office referral. However, students may be sent directly to the assistant principal when these efforts fail.

Detention is a requirement that a student stay at lunch, or come in before school or after school for a specific period of time. Students who are assigned detentions should bring school work or reading to do. Parents are notified in writing of the detention and asked to sign the notice for return to the teacher.

The Planning Room is a place where students reflect on their behavior, complete assignments designed to help them correct their behavior, and/or serve detentions and in-school suspensions. Students may be sent to the Planning Room if they have a behavioral problem in a class that is of sufficiently serious nature that they need to discuss it with the assistant principal or principal. All Planning Room rules and instructions from the Planning Room Supervisor must be followed at all times. Students referred for misbehavior in the Planning Room will be suspended.

Suspension from school is a very serious disciplinary action. It is a statement to the student, his/her family, and the rest of the school community that the student's behavior was so unacceptable that he/she cannot participate in the regular school day. Suspension may be served in school (Planning Room) or out of school, and are typically issued for (but are not limited to) serious behavior such as fighting, assault, foul language, smoking, alcohol or drug involvement, defiance, or damage to property. Sometimes students may also be suspended because they repeat more minor disruptive behavior. Students referred from the Planning Room, and those who receive more than one referral in a day, will be suspended from school. Students who are on suspension may not be on or near school grounds, nor may they attend any school activity. All students suspended from school are expected to make up their work.

Expulsion is the most severe consequence issued by the district. It pertains only to the most egregious and significant rule violations, such as a threat to the health or safety of students or staff, illegal activities, etc. A request can be made by the administration to the Board of Education for the permanent exclusion of a student from school in these cases. Only the Board of Education can determine exclusion from the Livonia Public Schools for a student.

Investigations and Due Process:
Frost is diligent in guaranteeing rights of due process to students when investigating and processing disciplinary infractions. Every reasonable effort will be made to ensure that the rights of those involved are fully protected. It is not feasible or helpful to contact parents during investigations. However, administrators regularly make phone contact, when possible, following completion of all serious investigations.

Appealing a Disciplinary Action:
Students and parents have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjustified.

The following is the appropriate sequence of contacts to be followed when appealing a decision.

Teacher and/or Counselor – First level
Assistant Principal – Second level
Principal – Third level

The appeal process for short-term and long-term suspensions has been more precisely outlined. The Board of Education adopted the procedure July 14,1980. The complete document may be reviewed in this Handbook under Board Procedures Governing Violations of the Proceeding School Rules.

BICYCLE SAFETY (SKATEBOARDING, ETC.)

Many Frost students ride their bicycles to school. We urge consideration in the use of safety helmets, but leave the decision whether or not to enforce the use of safety helmets to the parents/guardians. Be sure to have a good-quality lock on your bike. Students are asked to stay away from the bike racks during the school day. Mini-bikes, mopeds, motor scooters and other forms of motorized transportation, whether gas or electric are types of vehicles that students may NOT ride to and from or operate at school. Skateboards should not be stored in lockers. Please bring them to the main office. Frost Middle School assumes no responsibility for damaged or missing bicycles.

The specific building rules governing bicycles on school property will be determined by the principal of each school.

Bike riding, rollerblading/in-line skating, skateboarding, and riding a scooter are prohibited on school property until one half hour after school is dismissed and during times in which school activities are occurring.

BULLYING PREVENTION

All forms of bullying toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors or volunteers, is strictly prohibited. This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the District, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school sponsored, school-approved or school-related activity or function whether or not it is held on school premises, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to conduct using a telecommunications access device (phone, iPod, iPad, tablet, computer, etc.) or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the District. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any written, verbal, psychological, physical act or electronic communication that is intended or that a reasonable person would know is likely to harm 1 or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with education opportunities, benefits, or programs of 1 or more students.
2. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Some examples of bullying are:

1. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
3. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
4. Written - graphic or electronically transmitted.

Bullying includes a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Any student, whether victim or not, who believes s/he has been or is the victim of bullying, or who is aware of another student who has been or is the victim of bullying, should, and every staff member must, report the situation to the building principal or his/her designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. The building principal (or his/her designee) shall investigate, as promptly as the circumstances permit, and document all complaints about bullying (as defined in this policy) and other behavior which may violate this policy.

Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above. In addition, to the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

BUS TRANSPORTATION ELIGIBILITY

The Board of Education believes that bus transportation is a privilege and not a right and shall be administered according to the laws and regulations of the State of Michigan. Transportation shall be provided for secondary students living more than one and one-half miles from the school of designated attendance. Exceptions may be made through the Supervisor of Transportation for safety and health reasons.

BUS STOP

- Students should be present at their bus stop 7 minutes before loading time. Once a student has waited 10 minutes past their designated loading time, they should return home to call the transportation department (734/744-2517) for further information.
- Stay off private property while waiting for the bus or after leaving the bus.
- Students must cross in front of the bus for safety reasons.
- School rules apply and are in effect while you are walking to and from the bus stop and while waiting for the bus.
- Students must get on and get off at their designated bus stop each day.

BUS RIDE (includes Field Trips and Athletics)

- Only board the bus when the bus driver is present.
- Follow the directions of the bus driver without discussion or argument.
- No more than three people to a seat.
- No standing, moving, or switching seats once you are seated on the bus.
- Bus windows may be opened as permitted by the bus driver.
- Hands, arms, and head must be in the bus at all times.
- No throwing of any objects inside or outside the bus.
- No loud, boisterous, or profane language.
- No rowdy or aggressive behavior.
- No harassing behaviors that would make anyone feel uncomfortable.
- No food or beverages on the bus.
- Report all damage and vandalism to the bus driver immediately.
- No cell phone use unless granted permission by the driver.

BUS PASSES

- Students must use their own bus pass every day.
- If a student forgets his/her bus pass, a temporary pass will need to be picked up in the cafeteria during lunch.

- If a bus pass is lost or badly damaged, a replacement pass must be purchased for $5.00 from the Planning Room Supervisor.

RIDING HOME WITH A FRIEND OR GETTING OFF AT A DIFFERENT STOP

- If students wish to ride home with a friend, BOTH students need a note signed by a parent to be given to the Planning Room Supervisor before lunch to get them authorized.
- If students wish to get off at a different stop, bring a note to the Planning Room Supervisor before lunch to receive authorization.

IF YOU MISS THE BUS

Students who miss the bus, which departs 7 minutes after dismissal, should come to the Main Office to make a phone call to make arrangements to get home. Students may walk home with parent's permission.

BEHAVIOR CONSEQUENCES

Bus Driver Procedure:

- Step 1 - Warning
- Step 2 - Second Warning - Move seat near driver
- Step 3 - Assigned seat
- Step 4 - Referral to Assistant Principal
- Severe Clause - Immediate referral to Assistant Principal for more serious issues

Assistant Principal Procedure:

* 1st Referral - minimum 3 day removal from bus service
* 2nd Referral - minimum 1 week removal from bus service
* 3rd Referral - minimum 2 week removal from bus service
* Serious or continual issues will result in more serious disciplinary action

We are extremely concerned about safety when we have so many students riding the bus. These rules are in effect whenever a student is riding a bus. In reading the above information, students and parents understand that these rules and consequences will be followed.

CAFETERIA RULES

1. Courtesy, politeness, and good manners are expected of all students.
2. All students are expected to be on time.
3. Students will form single-file lines to purchase food and other items. Cutting in lines is not permitted.
4. Nothing is to be thrown in the lunchroom.
5. Students are responsible for cleaning the area where they sit, including floor, table, and seats.
6. Wandering, shouting, excessive noise, and other disruptive behavior are not allowed. Once a student is seated, he/she must stay at that table until dismissed by a supervisor. Students may not switch from table to table.
7. Students are to be quiet and listen whenever anyone talks on the microphone.

8. All directions of lunchroom supervisors are to be followed immediately without argument or discussion.
9. No food or beverage can be taken from the cafeteria, except for water.
10. Borrowing money for lunch is not allowed.

The usual consequences for misbehavior in the lunchroom will be:

- 1st Offense Removal from the lunchroom for 3 days
- 2nd Offense Removal from the lunchroom for 1 week
- 3rd Offense Removal from the lunchroom for 2 weeks and assigned seat
- 4th Offense Possible suspension

Any student engaged in a food fight will be immediately suspended from school.

COMMUNICATION DEVICES

The use of electronic devices such as cell phones, iPods, etc., is only allowed during lunch periods and during classes in which a staff member has authorized their use for specific purposes. The use of these devices is prohibited at all other times during the regular school day.

Acceptable use of communication devices is outlined as follows:

1. During all lunch periods for appropriate purposes (listening to music, texting/ calling parents, etc.).
2. In class **only when approved** by a teacher for reasonable and appropriate purposes.
3. At extracurricular events that are unlikely to be disrupted by the use of electronic communication devices, such as athletic contests and Activity Nights.

Prohibited use of communication devices includes the following:

1. Texting or otherwise contacting (via call, social media, etc.) students who are in any LPS classroom at the time of the message.
2. Engaging in harassing behavior via text, call, or social media.
3. Taking pictures or recording video of oneself or others, regardless of whether the subject has given permission.
4. Use anywhere/anytime during the regular school day (outside of lunch) without the approval of Frost staff.
5. Use at concerts, plays, performances, awards ceremonies, or any event that may likely be disrupted by such.
6. Use of cell phones on the bus without the approval of the driver.

Students found in violation of the guidelines stated above will have their cell phone confiscated and turned over to an administrator. The student will face disciplinary action according to the Code of Conduct and the phone will be returned to the student or a parent/guardian at the administrator's discretion.

COMMUNICATION FROM THE SCHOOL – PHONE CALLS / EMAIL

Communication by phone regarding academic and/or behavioral issues is a

teacher responsibility at Frost and in all LPS schools. Teachers will attempt calls during the day, at home and at work. If you are unable to accept phone calls at work, notify the teacher or contact the Main Office ahead of time so that staff can be informed. Teachers may be contacted during school hours using their voicemail. Incoming calls to classrooms are directly routed to voicemail between 8:00 a.m. and 2:48 p.m. Email is checked daily and is a great way to stay in contact. *(Staff phone numbers and email addresses can be found on the Frost Website: www.livoniapublicschools.org.)*

COUNSELORS

A counselor's role for students is to support the advancement of their education. Regard your counselor as a friend, and you should go out of your way to make the acquaintance of your counselor. Do not hesitate to call or visit the counselor if you need help with academic, peer, or stress anxiety/concerns.

DRESS AND GROOMING

All students of Livonia Public Schools shall be neatly and appropriately dressed and groomed at all times while in school and at all school functions. Clothing and general appearance of all students shall be in keeping with the intent of this policy. Any form of dress or grooming deemed to be disruptive to the learning environment and proper school atmosphere is prohibited.

The Livonia Board of Education has stated: "Every student should personally maintain a reasonable standard of wearing apparel which is appropriate to the role of a student and which contributes to developing a good climate for study. A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety."

The following rules were approved by a committee of parents, students, teachers, and administrators, and they apply to all students:

DRESS CODE

1. Body piercing other than ears is prohibited.
2. Students are not to wear clothing having vulgar, obscene, anti-religious, racist, or sexually suggestive/harassing pictures or statements. Clothing with statements or pictures advocating drugs, tobacco, alcohol, or other illegal substances may not be worn. In addition to gang colors, gang symbols and clothing are prohibited, as are bandanas and items of clothing advocating violence or portraying violent acts.
3. Dress which is distracting to the educational process is not permitted. Examples include bare midriffs; plunging backs or necklines; bare sides/ shoulders; halter tops; tank tops (less than one-inch strap width); spaghetti straps, excessively light and see-through clothing; pajamas; clothes with holes, tears, and frays in the private areas (e.g. buttocks); and pants with excessive holes.
4. Pants must be worn so that underwear is not visible. Appropriate footwear is required.
5. Skirts and shorts are permitted as long as they are not shorter than five (5") inches from the top of the kneecap (front or back) at its shortest point (this includes slits), or leggings are worn underneath.

6. Students should not wear excessively tight-fitting pants. Under shorts, pajama shorts, swim shorts, spandex, tight shorts, leotards, and cutoffs are not allowed. Tights may not be worn alone as pants.
7. Sleeveless shirts and/or dresses are permitted, so long as the shoulder strap is one (1") inch minimum in width, and the back and/or neckline is not plunging.
8. Shirt hems and pants waist must overlap in such fashion as to cover the midsection.
9. Coats, jackets, hats, head coverings, sunglasses, gloves, and other outerwear should remain in the student's locker during the day. In addition, students should not write on their skin or clothes with pens, markers, etc.
10. The use of cosmetics should not be a distraction to the school environment. Some individuals are allergic to perfumes and colognes; therefore, any spraying of a fragrance is prohibited.
11. The Frost Dress Code must be adhered to for any school-related activity. such as field trips, activity nights, etc.

Exceptions to the above policy may be approved by the administration for "special days" or activities.

Some attire may be appropriate in length while the student is motionless, but slips up or down while in motion. Sometimes the student has outgrown the outfit, or the outfit is simply too tight. Staff members will refer to #1 above and make a professional judgment as to the potential disruptiveness in such situations.

Students in violation of the dress code will be sent to the Main Office and asked to come into compliance. These students are subject to the following progressive consequences:

First Offense: The student will be given the option to change into other clothes they may have brought to school, call home for a change of clothes, or borrow a school-issued T-shirt and/or sweats when available.

Second Offense: The student will follow the above-mentioned directions. In addition, parents will be contacted and the student will serve lunch detention.

Third Offense: Additional violations may result in an in-school suspension.

EMERGENCY CARE CARDS

The school must have a current and accurate EMERGENCY CARE CARD on file for each student and should be notified immediately of any change in the following: (a) home address, (b) telephone number, (c) parents'/guardians' place of employment and telephone number, (d) change in medical/health condition. **It is the responsibility of parents and guardians to include pertinent medical conditions on the Emergency Care Card.**

END OF SCHOOL YEAR BEHAVIOR

Students are reminded that all school policies will be rigidly enforced during the closing weeks of the school year. All students will be expected to demonstrate acceptable standards of behavior. Any behavior which is disruptive to the

school, or threatens the safety and well being of others, will not be tolerated. Eighth grade students who do not follow school rules and regulations will jeopardize their right to participate in the Cedar Point trip and eighth grade party. Suspensions apply to all school-sponsored events and activities both on and off campus, and may be served during summer vacation days and/or the beginning days of the following school year.

FALCON TIME

The first 20 minutes of the fifth period is called Falcon Time and includes morning announcements, homeroom activities, Read-In, school improvement, and WEB activities. During Read-In, students may read books of their own interest which are appropriate to a school setting. There is no talking during the Read-In period or during announcements.

FALSE STATEMENTS

A student shall not make false statements or give false evidence to administrators or other staff during an investigation of alleged Code of Conduct violations. We emphasize to students that we all make mistakes, but we cannot tolerate lying about or refusing to take responsibility for them.

FIELD TRIPS

You MUST have written parental/guardian permission to attend any field trip. You will be provided with the permission slip and other particulars about the field trip several days in advance of the activity.

Occasionally, you may be asked to share a nominal cost for a field trip; however, you will not be denied attending the field trip if you are unable to afford the cost. Parents/guardians will be asked to help chaperone these trips on a voluntary basis. Students who have received repeated in-school or out-of-school suspensions may not be allowed to go on a field trip. All school rules are in effect for field trips.

FIGHTING

Fighting is dangerous and unacceptable behavior which always results in suspension from school. Fighting is unnecessary because Frost has so many adults who are committed to solving conflicts. Do not wait for trouble. Talk to your parent, a counselor, teacher, student mediator, principal, or assistant principal. **Also, inciting other students to fight or act with physical violence toward another student is grounds for suspension.**

FORGERY

Forging a parent or staff member signature on a hall pass, bus pass, discipline referral, assignment, or any other school document is considered a serious offense, which may result in suspension.

HALL BEHAVIOR AND PASSING TIME

A five-minute period of time is provided for students to move between classes during the school day. We expect all students to be on time for all classes. This may require that certain students will not be able to go to their lockers

between some classes. Prompt attendance is the student's responsibility.

To provide for the safety of all Frost students, running and/or rough play is not permitted. Students are expected to walk on the **right side** of the hall, maintain personal space, and respect people and property. Do not gather in groups in the halls because it makes traffic flow difficult and prevents students from easily accessing their lockers. Public displays of affection (other than hand holding or hugs), horseplay, running, dodging through traffic lanes, shoving, fighting, profanity, and vulgar language are strictly prohibited. Patterns of improper hall behavior may result in restricted passing time with locker relocation to the Planning Room.

HARMFUL SUBSTANCES

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

HONOR ROLL AND CITIZENSHIP COMPUTATION

To compute the Academic Honor Roll, a student must have a 3.33 average or higher:

Grade	Point	Grade	Point	Grade	Point	Grade	Point
A	4.000	B	3.000	C	2.000	D	1.000
A-	3.667	B-	2.667	C-	1.667	D-	0.697
B+	3.333	C+	2.333	D+	1.333	E	0.000

Add up points and divide by number of classes. A student must have a 3.33 average or higher to make the honor roll. Students who receive a "4" or "5" in citizenship are not eligible for the honor roll.

Criteria for a **1** in citizenship is:

- Almost always contributes to a positive classroom atmosphere.
- Almost always demonstrates courtesy and respect.
- Almost always comes to class prepared.

Criteria for a **2** in citizenship is:

- Regularly contributes to a positive classroom atmosphere.
- Regularly demonstrates courtesy and respect.
- Regularly comes to class prepared.

Criteria for a **3** in citizenship is:

- Sometimes contributes to a positive classroom atmosphere.
- Sometimes demonstrates courtesy and respect.
- Sometimes comes to class prepared.

Criteria for a **4** in citizenship is:

- Often contributes to a negative classroom atmosphere.
- Often is discourteous and disrespectful.
- Often is unprepared for class.

Criteria for a **5** in citizenship is:

- Almost always contributes to a negative classroom behavior.
- Almost always discourteous and disrespectful.
- Almost always unprepared for class.

Shortly before the end of the school year, a special effort is made to recognize all students who have behaved in an exemplary manner. At that time teachers present awards to seventh grade students during the school day. Honored eighth grade students and their parents are invited to an evening Awards Program.

ILLNESS AND ACCIDENTS

School is not the best place for students when they are ill. If you do not feel well enough to attend classes, you will be sent home. If you become ill during the school day, inform your teacher who will send you to the office. If you are ill and go to a restroom, have another student get help for you and then get to the Main Office Clinic for further help as soon as possible. Do NOT stay in a restroom for a prolonged period of time. Your parents will be contacted, and they should arrange to have you taken home. For your safety in these situations, you must have on file in the Main Office two Emergency Care Cards which state: (1) A doctor your parents authorize calling in an emergency and, (2) someone to whom you can go for care if your parents are not home when you become ill.

INSURANCE FOR ACCIDENTS/HEALTH

The Livonia Public Schools does not insure students for accidental injuries during the school year. The personal insurance of the parent or guardian is assumed to cover any and all medical treatments for such injuries. Unfortunately, some parents and guardians have limited or no medical coverage, and health care is expensive. Each school year, the school district offers reasonably priced student accident insurance plans. Application forms and brochures explaining the options are available in the school offices or at the Board of Education office during the school year.

ITEMS PROHIBITED IN SCHOOL

Students are NOT to bring the following items to school or school activities: aerosol sprays (except deodorant to be used and kept in gym locker), beverages in glass bottles or open containers, breath sprays, indecent or

obscene materials, pump liquid containers, radios, roller blades, skateboards, slam books, toys, walkie-talkies, cameras, laser light pens, squirt guns, and cap guns.

* iPod's, tablets, and MP3 players **are permitted** in school. They are allowed to be used freely during lunch, and may be used in class if granted permission by administrators or other staff members.

Possession of any of the following items will result in suspension or expulsion from school: lighters/matches, alcohol or alcoholic beverages, prescription or street drugs, tobacco products, drug paraphernalia, glue or inhalants, snap pops, fireworks or explosives, knife of any length, darts, mace spray, smoke creating devices, stink bombs, spray paint, throwing stars, stolen property, anything construed to be a weapon, or any item that might harm a person or create a disruption in the school or on a school bus. **Please note: possession of other items listed in separate sections elsewhere in this Handbook will also result in expulsion (see *Weapons, Arson, Criminal Sexual Conduct*).**

If a student wishes to bring anything to school which is unusual or special for a class, permission should be obtained in advance from the assistant principal or principal.

LITTERING

Littering is unacceptable anywhere to, from, or in school. Students who litter may be expected to participate in lunch and/or after school environmental cleanup duty.

LOCKERS

You will be responsible for your assigned locker and any belongings you may store within it. Some important directions regarding lockers:

1. Do not give combinations out to anyone or enter anyone else's locker.
2. You must use ONLY your own assigned locker. Sharing lockers is not permitted.
3. Do not write on the lockers or put stickers on them.
4. If lockers need repair, please report the problem to the office.
5. Students should always keep their lockers locked. Rigging them to open easily is not permitted.

Livonia Public Schools Administrative Regulation states: "The use of this assigned locker is a privilege. The student understands that the locker is the property of the school district and school personnel may enter the locker from time to time and inspect the contents contained therein without notice to or the approval of the student. The student also understands that illegal drugs, marijuana, alcohol, weapons, and other dangerous instruments contained in the locker may be seized by school personnel and used as evidence in a suspension or expulsion hearing; and, in addition, these items may be turned over to the proper police authority."

LOITERING ON SCHOOL PROPERTY

1. For the protection and safety of all students, staff, and school property, there shall be no unauthorized persons allowed to loiter on or adjacent to the school grounds, or in any school buildings.
2. All visitors shall report to the main office and be given an identification pass or be escorted to the proper rooms or room they are visiting.

LOSS / LIABILITY

Livonia Public Schools does not accept liability for items brought to school that are lost, stolen or otherwise damaged. Students must take reasonable precautions to ensure against theft.

LOST AND FOUND

A Lost and Found area is kept in the office. Students who find things that belong to other students should bring the items to the office. Students who have lost items should come to the office. Any items not claimed within one week after the closing of the student school year will be disposed of. Unclaimed items are periodically taken to the Livonia Clothing Depot after being displayed in the cafeteria for several days during the lunch hours and at the end of the school year.

MEDIA AUTHORIZATION FORM

Every LPS student will have a media authorization form on file at his/her school. The media authorization form will be given to parents of incoming and new students entering the district and will remain on file throughout the student's educational years in the district. Parents will be given an opportunity to make changes to the forms on file at the beginning of every school year.

MEDICATION AND PRESCRIPTION DRUGS

Unless a doctor/parent permission form is on file in the Main Office, a student cannot take prescription drugs, pills, aspirin, or other medication at school or during school time. If there is a necessity for a doctor to require that medication be taken at school or be available for student use, the parent can request the proper form from the Main Office. These forms must be filled out completely at the beginning of **each** school year. When the form is completed, all medication will be kept in the Main Office for the child's use and it is only there that it will be dispensed. Diet pills, caffeine pills, or the like are not permitted in school. Possessing, consuming, or distributing pills (Tylenol, aspirin, etc.) or any other medication is a serious offense with penalties ranging from suspension to expulsion. **Parents, not students, are to deliver prescription medication to the Main Office.**

MONEY/GAMBLING

The borrowing of money is prohibited by Board of Education Policy and City Statutes. Please bring money for lunch and do not attempt to borrow from others. Offenders will receive a warning and repeat violations will result in lunch detention and parent/guardian notification.

Students should never bring large sums of money to school, as it may be lost or stolen. **A student should have no more than $30.00 in his/her possession unless special arrangements have been made.**

In addition, gambling in school or on school property is prohibited.

MOVING, LEAVING FROST

If for some reason you are going to move before the end of the school year, you should pick up a form from the Counseling Office. This form is for your parents to sign. You will also be required to check out with each of your teachers. This form also goes back to Counseling. Notify the Counseling Office that you will need this form at least one week before you move.

NORTH CENTRAL ACCREDITATION

Our school improvement process is guided by the North Central Association. Frost is an accredited school. Our goal to improve reading and writing skills is emphasized in each subject area when applicable. The School Improvement/ NCA committee meets once per month. Student and parent/guardian participation is welcome at any of these meetings and both a parent/guardian and student representative sit on the committee. Meetings are held at least once per month to discuss NCA goals, assessment data, and specific goals for each department. Contact the Main Office for more information.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held twice a year. The goal of these conferences is to communicate ways to assist students in becoming self-confident, cooperative learners who are skilled in problem solving. Discussions on helping students to be successful will be the focus. Individual parent conferences with teachers may be arranged as needed throughout the school year by contacting the teacher or counselor.

PARENTS/VISITORS COMING TO FROST

All visitors and parents must report to the office to receive a visitor's I.D. badge before going anywhere in the building before, during, or after school. As a security measure, visitors will find a single access door in the front of the building. Visitors will need to press the doorbell to access entry.

PASSES

When classes are in session, students are to be in class, arriving on time. If a student has an appointment elsewhere in the building or is in the halls during a class period, that student must have a pass. Students with a pass are to take a direct route, not loiter, and not disturb or distract other classes. Being out of class without a pass can be regarded as “skipping,” which may result in suspension from school.

POSTERS AND DECORATIONS

Unless approved by the Main Office, students cannot place posters or signs anywhere in the school or distribute literature. It is permissible to decorate a friend’s locker for a birthday, but the decorations may not include balloons or

any item that could create a disruption. Students must get permission to go to a friend's locker before 7:50 a.m. Students will not be able to decorate a locker during school hours.

PROGRESS LETTERS

At approximately the midpoint of each of the four marking periods, the computer will generate an Interim Progress Report for all Frost students that parents will be able to view in Zangle ParentConnection. Although the vast majority of these reports will show positive progress, some of them will indicate areas where a student needs to improve. In the latter case, parents/guardians are encouraged to contact individual teachers and/or the counselor by calling (734) 744-2670. These Interim Progress Reports allow time for students who may be failing a given class to improve their grade.

REPORT CARDS AND CITIZENSHIP

The purpose of report cards it to let your parents know how you are getting along in school. Two marks are given. One is a letter to tell the quality of your work.

A – means excellent.

B – means above average.

C – means average work.

D – means the lowest quality of work for which credit is given.

E – means failure during that marking period.

Citizenship and remarks are also indicated on the report card *(see Citizenship Criteria)*.

RETENTION GUIDELINES

If a student fails two or more academic classes with a final grade of "E" for the entire year, the student will be considered for retention and may have to repeat the grade level the next school year. Academic classes are: Language Arts, Mathematics, Science, and Social Studies. Parents will be notified each semester of concern regarding possible failure. A decision for retention is made weighing factors and data along with the academic failing grades. A committee comprised of the teachers of the student, counselor, learning specialist, and an administrator makes a recommendation. The school administrators evaluate the conclusions of the retention committee and make the final decision. The parent/guardian will be informed in writing as to the recommendation.

SCHOOL RULES TO AND FROM SCHOOL

We would like to remind students to take care in coming to and going from school. It is best to go in groups. Avoid suspicious strangers in cars and strangers. We urge students to be alert, and report any inappropriate activity or person to the office. All school rules are in force from the time you walk off your property until the time you arrive at your home at the end of the day. Students may not "cut through," traverse, or encroach upon private property without express permission of the property owner. In addition, students should not put litter on private or public property. All school rules apply even at night, on weekends and during holidays when you are on any Livonia Public Schools

property.

SCHOOL SAFETY

The staff at Frost place the safety of our students FIRST. Middle school students are expected to treat all staff and other students with respect at all times. A student who is having a problem with another student should ask a teacher, counselor, or administrator for help with resolving the problem. Any type of threat, including bomb or death threats (written or spoken), or intimidating behavior toward a staff member, volunteer, visitor to the school, or other student is unacceptable. Administrative action may include suspension and possible recommendation for expulsion from the Livonia Public Schools.

Parent involvement may include contact with the school social worker and psychologist for a Risk Assessment and a parent/student reinstatement meeting with the school administrator and the District Director of Security. Also, law enforcement agencies may be contacted, and criminal charges filed.

Frost prides itself in its genuine atmosphere of trust, sharing, and caring. This includes administrators who are responsible for keeping the school safe. **Every piece of information received from students and parents/guardians is viewed as important by the principal and assistant principal and is kept in strict confidence to ensure the anonymity of the informant.**

Students often feel that nobody reports incidents when they occur. In reality, most serious discipline or safety issues are resolved quickly because responsible students do come forward. This is good citizenship; it is NOT “snitching” or “tattling.”

The following are examples of what should be reported immediately to an administrator, counselor, teacher, or parent:

- A classmate is threatening to commit suicide, making statements that life is no longer “worth it,” or talking about/exhibiting signs of self-injury.
- A classmate is making statements (verbal or written) that he/she would like to hurt or kill other people.
- A classmate speaks of having access to a weapon of any kind.
- A classmate speaks of being hurt or abused.
- A classmate is being harassed, bullied, or abused by other students.
- A classmate is in possession of drugs, alcohol, or cigarettes, or is talking about using them.

Frost is a safe school, but we are vulnerable to any of the problems plaguing our society. Communication is the key to our success. Students who report information are protected with strict confidentiality. Please make a difference. Parents, please also contact an administrator with information you receive from youngsters. We welcome these calls and follow up with each and every contact.

CONFIDENTIAL TIP LINE: (734) 744-2545

SELLING OR DISTRIBUTING THINGS IN SCHOOL

Students may not sell or distribute anything in school without permission from the office.

SMOKING POLICY

In order to discourage smoking and other use of tobacco by students and to protect the health of others which may be affected by secondary smoke, no student is allowed to smoke, chew, or otherwise use tobacco on school property. In addition, while on school property, no student shall have tobacco in any form, lighters or matches in their possession or under their control. In addition, State of Michigan law prohibits any person, adult or otherwise, from using tobacco products anywhere in the school or on school property with the exception of tobacco use for adults in outdoor areas after 6:00 p.m. or during weekends. This law also prohibits anyone from smoking in vehicles while in our school parking lot.

SNOWBALLS

For the safety of all, the throwing of snowballs is not allowed on school property, nor on the way to or from school.

SPORTS SPECTATOR GUIDELINES

The Livonia Middle Schools Sports Program for 7th and 8th graders is described at the back of this Handbook. Students attending sports contests, whether home or away, must reflect the standards of behavior established in this Handbook (i.e. all school rules apply).

Inappropriate conduct during an activity can result in disciplinary action which could include a suspension. The following spectator guidelines should be followed:

1. Spectators must stay in bleachers or stands. Spectators cannot mingle with athletes or coaches.
2. Noisemakers or student-generated signs or banners are not allowed.
3. Students may not wander in the building during athletic contests. No food or beverage is allowed in the gym. Only the drinking fountain and rest rooms near the lobby area can be used during contests.
4. All practices and tryouts are closed. Spectators are not allowed to observe practices or interfere with them in any way.
5. If a student is suspended or absent from school the day of a sports event, he/she is not eligible to attend the sports event.
6. Only team members can ride the team bus along with coaches. Spectators cannot ride the team bus.
7. Remember that COURTESY is of extreme importance at all sports events. Disruptive or inappropriate conduct can result in removal from the activity and further disciplinary action.

Repeat problems or serious infractions of the above may result in disciplinary action and exclusion from any sports' contests or after-school activities for the remaining school year.

STUDENT ASSISTANCE PROGRAM (S.A.P.)

Each middle school in Livonia has a specialist who offers a range of services focusing on prevention and early intervention and parent/guardian education. All students are eligible for services, and parent involvement is encouraged. Each school's program may include classroom activities, small group and individual support, and parent outreach.

SUBSTITUTE TEACHERS

Substitute teachers are guests in our building and we expect students to treat guest teachers with the same respect one would show to guests in your home. Our substitute teachers should leave at the end of the day with a good feeling about our students and our school. Disrespect and disruptive behavior directed at a substitute will result in disciplinary action up to and including suspension from school.

Consequences

1st Offense: Warning, use of Planning Room and letter home.
2nd Offense: Suspension.
***Serious infractions may result in immediate suspension regardless of offense record.**

SUPPORT GROUPS

A variety of support groups, facilitated by a support staff member, are offered to students subject to parent approval. If you are interested in joining a group or have questions, please contact your student's counselor.

SUPPORT STAFF

Under the direction of the Board of Education, services are provided for students with impaired hearing and/or speech and students who are homebound, homeless, or disabled. Special services also include social worker and police liaison officer support and psychological testing.

TEACHER POSSESSIONS

All teacher property must be treated with respect and privacy. It is not permissible for students to tamper with a teacher's possessions or materials which includes the teacher's desk, grade or attendance book, computer, classroom telephone, closet, file cabinet, and items therein.

TECHNOLOGY: RULES FOR USE OF SCHOOL SYSTEMS

Frost has many types of technology in the building that you will be able to use during your classes. There are three computer labs and a technology lab in addition to computers in your classrooms. As with all items in the school, treat the technology equipment with care, especially since most items are very costly. Misuse of any of the technology equipment and software will result in disciplinary action and consequences for student(s) involved. Student technology guidelines have been produced by the Frost Building Technology Committee and will be sent home for a parent/guardian signature.

These guidelines are called the "Technology Code of Conduct." When the signed "Code of Conduct" contract has been returned to the homeroom teacher,

students will be given a card with their password, and the student will be allowed to log on. At that time, teachers will discuss the importance of not revealing his/her passwords to anyone.

Each student and staff member has the PRIVILEGE to use the hardware and software that has been placed in the labs and classrooms to facilitate personal academic growth.

To make sure that everyone who wants to use the computers has the opportunity, we each must take the RESPONSIBILITY to act in the correct manner:

1. Treat all equipment with care. If you experience any problems, please notify the adult in charge. Do not attempt to make any adjustment on your own.
2. Ask for help before using a piece of hardware or software if you do not know how to use it.
3. Hardware and books are to remain in the labs or classrooms unless you have permission from a staff member to borrow them.
4. Only staff will install or change software.
5. All food, candy, or drinks are to be kept out of the computer areas.
6. Only district-approved and/or school-approved software will be allowed on the computers. Students are not allowed to bring in software from home.
7. Students are prohibited from accessing the Apple or Microsoft windows menu or hard drive unless given permission by the instructor.
8. It is unethical to access or copy files that are the private property of another user.
9. It is everyone's responsibility to see that equipment is not used for inappropriate purposes. Students are not to bring in their own disks without the permission of a staff member.
10. Students must sit at the computer assigned to them.
11. Students should each have a signed "Code of Conduct" prior to using computers.
12. Under no circumstances should students share their password with others. If you reveal your password to someone, you risk having your files tampered with and/or deleted by others. Passwords will not be changed at student request.
13. Any violation of these guidelines will be considered reasons for disciplinary action. Consequences will include: exclusion from the computer lab and/or suspension. The school reserves the right to require payment for excessive printing or damage of equipment. Also, severe infractions can result in the loss of the computer privilege for a length of time extending to as long as the school year as well as possible suspension from school.

See following page for copy of the LivNet form.

STUDENT AND PARENT/GUARDIAN LIVNET ACCESS AUTHORIZATION FORM

Student Name:__ Grade: _

As a condition of the student being allowed access to network resources and electronic equipment and communications (hereinafter called LivNet) through Livonia Public Schools, we understand and agree with the following:

1. The use of LivNet, which includes limited access to the Internet, is a privilege and may be revoked at any time.
2. The school district reserves the right to review at any time any student use of LivNet.
3. Any misuse of LivNet may result in disciplinary action. Penalty: ranging from suspension to expulsion.
4. The student will accept the responsibility of keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via LivNet.
5. The staff of the Livonia Public Schools shall be the sole determiners of the appropriateness of materials or actions of student users of LivNet.

We have read the Livonia Public Schools Student LivNet Access Policy, printed on the back of this form, and agree to fully comply with that policy. We understand that the term LivNet includes, but is not limited to, access to the Internet, use of all school district computer equipment, and all electronic communications and devices.

We agree to comply with all of the conditions stated in this authorization form as well as the Student LivNet Access Policy.

As the parent or legal guardian of the student, I grant permission for the student to access LivNet. I understand that individuals and families may be liable for violations, including unauthorized financial obligations resulting from inappropriate use of LivNet. I understand that some materials on LivNet may be objectionable, but I accept responsibility for guidance of LivNet use-setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media.

In consideration for the privilege of using LivNet, we hereby hold harmless the Livonia Public Schools, the Board of Education, staff, and volunteers from any and all damages, costs, and attorney fees incurred as a result of injuries or damages caused by the student which arise from his/her use of, or inability to use, LivNet.

PRINT STUDENT'S NAME	PRINT PARENT'S/GUARDIAN'S NAME
STUDENT'S SIGNATURE	PARENT'S/GUARDIAN'S SIGNATURE
DATE	DATE

LIVONIA PUBLIC SCHOOLS
STUDENT LIVNET ACCESS POLICY

Students in the Livonia Public Schools will be provided, with parent or guardian approval, access to network resources and electronic equipment and communications (hereinafter called LivNet) for educational purposes. This access to LivNet is designed to assist in the collaboration and exchange of information, to facilitate personal growth in the use of technology, and to enhance information gathering and communication skills. The use of LivNet includes limited access to the Internet.

Students must comply with the following acceptable use of LivNet for Livonia Public Schools:

1. The use of LivNet at school is a privilege and may be revoked by the administrators of LivNet at any time.
2. The district reserves the right to monitor and review at any time any type of use or information used, stored, sent, received, or downloaded on district computers or equipment.
3. Any misuse of LivNet may result in disciplinary action as a violation of Board Policy JD, Prohibited Acts, B{1}, F{2}, G{3}, and I{4}. Misuse of LivNet shall include, but is not limited to, the following:

   a. Malicious use of LivNet through hate mail, harassment, profanity, obscenity, vulgar statements, or other discriminatory acts.

   b. Illegal installation or use of copyrighted software.

   c. Intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users.

   d. Disrupting the operation of LivNet through abuse of the hardware or software.

   e. Use of LivNet for any commercial-for-profit purpose.

   f. Use of LivNet for non-educational/non-district-related communications.

{1} JD, B: A student shall not intentionally cause, or attempt to cause, damage to school property or steal, or attempt to steal, school property.

{2} JD, F: A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, teacher aides, principals, other school personnel, or persons acting in chaperon or supervisory capacity.

{3} JD, G: A student shall not commit, or participate in, any conduct or act defined as a crime by state law or local ordinance.

{4} JD, I: A student shall not commit, or participate in, any conduct or act prohibited by a school building's rules and regulations.

TELEPHONE USE POLICY

Emergency calls to parents are best handled by office personnel. Students should plan to use telephones only for necessary calls. Also, dialing 911 as a prank, or making prank calls to other persons, is illegal and will be dealt with accordingly.

TEXTBOOKS

Textbooks are loaned to students free of charge. Be sure to put your name and school year inside the cover of the book. Keep a record of your textbook numbers. This will make it easier to recover them if they are lost. There is a lost and found area inside the Main Office. Check there if you lose something and help others by bringing items that you find to the lost and found. Students are responsible for repair or replacement of lost or mishandled books.

THEFT

Stealing or possession of stolen property is against the law and will not be tolerated. Students caught stealing will be expected to make restitution and may be suspended. As required by law, PA 102 of 1999, the police will be contacted in all issues related to theft.

VANDALISM, GRAFFITI, AND DESTRUCTION OF SCHOOL AND PERSONAL PROPERTY

Students and their parents/guardians will be held financially responsible for vandalism and malicious or reckless destruction of property. These infractions are also suspendable offenses, and may also involve the Livonia Police at the administrator's discretion.

VERBAL ABUSE AND PROFANITY

Any form of inappropriate communication - written, spoken, musical, pictorial, symbolic gestures, etc. - is forbidden by Livonia Public Schools Board Policy. Language which has become common and accepted in the music and television media is completely inappropriate for most all other settings, including school (see also "Harassment").

VIOLENCE PREVENTION

Violence is any gesture, word, or action that hurts or threatens a person's body, feelings, friendships, reputation, or property. Injury or discomfort is based on how it is perceived, regardless of the intent. Every student and staff member has the right to be in a school environment that is safe, conducive to learning, and in which he/she feels respected and protected. We believe that a friendly and secure school atmosphere is necessary to promote academic, social, and personal growth. Therefore, our school will not tolerate any form of violence within the school building, on school grounds, or on school-sponsored transportation, as well as any school-sponsored activity away from the school. We will intervene when violent behavior comes to our attention, and enforce rules and consequences when violence occurs. We will empower students to report violent behavior—particularly threats, bullying, and harassment—and expect students to treat others with respect.

VISITING CLASSROOMS

Parents wanting to visit classes must provide at least 24 hours notification to the principal. Parents wishing to see a teacher, counselor, or administrator should try to schedule an appointment. Any visitors to the school must check in at the Main Office first to get a visitor's pass. Student visitors are not permitted at Frost, including cousins, best friends, etc., as the presence of student visitors causes too much of a disruption to the learning environment. Former students wishing to visit must secure prior approval from a teacher or Main Office staff.

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

The Board of Education has enacted the following regulation in accordance with federal law, being the Gun-Free Schools Act of 1994, and Michigan law, being Act 328 of the Public Acts of 1994, requiring the school district to expel a student who commits certain prohibited acts:

1. The school district's student code of conduct shall be administered and enforced in compliance with the Gun-Free Schools Act and Act 328 of the Public Acts of 1994. Except as otherwise required by the Gun-Free Schools Act and P.A. 328, 1994, the school district's student code of conduct and due process procedures in effect at the time of this board policy shall remain in full force and effect and shall be administered and enforced as written.
2. As provided in the Gun-Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson (started a fire) in a school building or on school grounds, or committed criminal sexual conduct in a school building or on school grounds.

A dangerous weapon means:

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

b. any firearm muffler or firearm silencer;

c. any explosives, incendiary or poisonous gas device [i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of these devices.]

d. A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

NOTE: As prescribed by Public Act 328, the length of a "Dangerous Weapon," Arson, or Criminal Sexual Conduct expulsion will be 180 school days. Also during that time, a student cannot attend any other public school in the State of Michigan. As required by law, the police will be contacted in all issues related to weapons, arson, and criminal sexual conduct.

WEB PAGE

Our web page provides staff phone extensions and email addresses; information about the school, homework, and research aids; and a Parent Advisory page which supports effective parenting of teenagers and drug/alcohol awareness.

You can find us at http://www.livoniapublicschools.org.

WOODS BEHIND FROST

The woods on the west and northwest side of Frost are the property of Livonia Public Schools. They are used for ecology and science studies and are to be treated with care. Many native wild plant species, some of them endangered, and numerous animal species share this wooded area. Our nature trail was developed to encourage and facilitate closer study of this beautiful ecosystem. Students must stay on the paths when in the woods. Please report any suspicious activities or individuals at once to a school staff member or parent.

WORK REFUSAL

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

POLICY:
LIVONIA BOARD OF EDUCATION

I. PROCEDURES GOVERNING VIOLATIONS OF SCHOOL RULES

STUDENT DISCIPLINE - DECEMBER 6, 1999

This statement does not cover the school district's attendance and tardy policies and the school district's requirements for credit and graduation. Rather, this statement covers only the most serious and obvious types of misconduct, and the following rules are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health or safety of students.

If a specific penalty is not stated for a violation of a particular rule, then disciplinary action may vary depending upon the age of the student, the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel and all other relevant circumstances.

The prohibited acts and penalties listed below are applicable when a student (1) is on school property; (2) is in a vehicle being used for a school business-related purpose; (3) is at a school-related activity, function or event; (4) is en route to or from school; (5) engages in a prohibited act which adversely affects or interferes with the good order of the school system, the proper functioning of the educational process or the health or safety of the students or the employees.

I. PROHIBITED ACTS

A. Disruption of School

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

Neither shall he/she urge other students to engage in such conduct for the purpose of causing such disruption or obstruction if such disruption or obstruction is reasonably likely to result from his/her urging.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which is intentionally done for the purpose of disruption, or is likely to result in disruption, is forbidden.

1. Occupying any school building, school grounds, or a part thereof with intent to deprive others of its use;

2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. Setting fire to or substantially damaging any school building or property;
4. Firing, displaying, possessing or threatening use of firearms, explosives, or other weapons;
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly;
6. Preventing students from attending a class or school activity;
7. Except under direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus;
8. Intentionally causing or behaving in such a way as to cause a false fire alarm or bomb threat; and
9. Continuously making noise or acting in any manner so as to interfere with the teacher's ability to conduct his/her class.

Penalty–Ranging from suspension to expulsion

B. Theft, Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.

Penalty–Ranging from suspension to expulsion

C. Theft, Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to property or other persons or steal or attempt to steal property of other persons.

Penalty–Ranging from suspension to expulsion

D. Assault on Another Person

A student shall not cause or attempt to cause physical injury to a school employee, student or other person.

Penalty–Ranging from Suspension to Expulsion

E. Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument.

Penalty–Ranging from Suspension to Expulsion

F. Failure to Comply with Directions of School Personnel

A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, other school personnel, or persons acting in a chaperon or supervisory capacity.

Penalty–Ranging from suspension to expulsion

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

Penalty–Ranging from suspension to expulsion

H. Verbal Abuse and Profanity
A student shall not verbally abuse another student, teacher, student teacher, substitute teacher, paraprofessional, principal, or other school personnel nor use profanity toward a teacher, student, student teacher, substitute teacher, paraprofessional, principal, or other school personnel.

Penalty–Ranging from suspension to expulsion

I. Verbal Assault
A student shall not commit a verbal assault on a student, teacher, substitute teacher, student teacher, paraprofessional, principal, or other school personnel.

Penalty–Ranging from Suspension to Expulsion

The term "verbal assault," as used in this policy and in Section 1311a (2) of the Revised School Code, means words, writing or behavior that, in the judgment of building administration, would reasonably put school personnel or students in fear of injury to persons or damage to property.

J. Bomb or Similar Threats
A student shall not make a bomb threat or similar threat directed at a school building, other school property or a school-related event.

Penalty–Ranging from Suspension to Expulsion

The term "bomb or similar threats" as used in this policy and in Section 1311a (2) of the Revised School Code means words, writing or behavior, directed at a school building, school property or school-related event, that, in the judgment of building administration, would reasonably put school personnel or students in fear of injury to persons or damage to property by a bomb, chemical or incendiary device, or other weapon.

K. Violations of Building's Rules and Regulations
A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

Penalty–Ranging from suspension to expulsion

L. Alcohol
A student shall not manufacture, sell or possess, use, deliver, transfer, or be under the influence of any alcoholic beverages or intoxicant of any kind.

Penalty–Ranging from suspension to expulsion

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

Penalty–Ranging from suspension to expulsion

N. Smoking
A student shall not smoke or possess tobacco products inside any school building or on the school grounds or at any school activity.
Penalty–Ranging from suspension to expulsion

O. Toy Weapons
A student shall not possess a toy "look alike" gun or other weapon.
Penalty–Ranging from suspension to expulsion

P. Gang Activity
A student shall not engage in gang activity.
Penalty–Ranging from suspension to expulsion

Q. Recording Without Permission
A student shall not record by any means (i.e., audio, video, or 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 recorded.
Penalty–Ranging from suspension to expulsion

R. Making False Statement
A student shall not make false statements or give false evidence to administrators or teaching staff during an investigation of possible violation of this Code of Conduct.
Penalty–Ranging from suspension to expulsion

S. Falsification of School Document
A student shall not falsify times, dates, grades, or other data on school district forms or records.
Penalty–Ranging from suspension to expulsion

T. Inappropriate Communications
A student shall not make threatening, vulgar and/or obscene communications, verbally, in writing, or by gestures, to other students, district employees, volunteers, or visitors to the school building.
Penalty–Ranging from suspension to expulsion.

U. Fireworks/Explosives/Smoke Devices

A student shall not possess, handle, or transmit any substance or device that can explode, create smoke, or is capable of inflicting bodily injury.
Penalty–Ranging from suspension to expulsion

V. Misconduct Prior to Enrollment

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

a. A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Livonia Public Schools.

b. A prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another district.

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

Penalty—Ranging from suspension to expulsion.

II. POLICY FOR TEACHER-IMPOSED SUSPENSION

Teachers may suspend students from a class, subject or activity, pursuant to Section1309 of the School Code, for misconduct that poses a clear threat of imminent injury to persons or property. Specifically, for committing offenses that violate provisions of the Student Code of Conduct involving:

A. Physically fighting with or assaulting another person resulting in physical injury.
B. Possessing, using or being under the influence of alcohol or a controlled substance.
C. Having a “dangerous weapon” as defined by the Revised School Code.
D. Possessing or using fireworks or explosives.
E. Destroying or defacing school property.
F. Causing a false fire alarm.
G. Verbal assault directed at a student or staff member.

Teachers who suspend students pursuant to this policy must do so consistent with all other applicable Board policies, including the Student Code of Conduct, and all applicable federal and Michigan laws, including Section 1309 and laws pertaining to the education of disabled students.

III. PROCEDURES GOVERNING VIOLATION OF SCHOOL RULES

A. Introduction to Rules of Due Process

The following procedures only govern the suspension or expulsion of a student from the school district’s regular educational program.

The suspension or expulsion of a student from an extracurricular activity is not covered by this Code of Conduct or the procedures of due process, and accordingly a decision of suspension or expulsion is solely within the discretion of the building principal or designee. In addition, discipline in the nature of an in-school suspension or exclusion of a student from class, or in the nature of a written reprimand, detention, and/or work assignment before or after school, additional classroom assignments, etc., is also solely within the discretion of the building principal or designee and is not covered by this Code of Conduct or the procedures of due process.

If a student charged with a violation of the Code of Conduct has been returned to the regular school program pending a decision by either the principal, appropriate director of administrative services, hearing officer, or Board of Education, then such action of reinstatement shall not limit or prejudice the school district's right to suspend or expel the student following a decision by the principal, director of administrative services, hearing officer or Board of Education.

B. Definition of Discipline

1. **Suspension**—The exclusion of a student from school for a specific period of time, terminating at the end of a specific period or upon the fulfillment of a specific set of conditions.

2. **Expulsion**—The permanent exclusion from the school system by action of the Board of Education.

C. Suspension of Ten (10) School Days or Less

1. **Step One:** The initial judgment that certain conduct violates school rules of conduct shall be made by the principal or assistant principal. Prior to any suspension of the student, the principal shall investigate the incident, shall inform the student of the charges against him/her, shall provide to the student an explanation of the evidence the principal possesses, and shall provide the student with an opportunity to explain his/her version of the facts. If the student requests that other witnesses be questioned, the principal should talk to those witnesses if possible.

   If the student makes a reasonable claim or other defense that, if true, would free him/her from blame, but the evidence is not immediately available, the principal may postpone disciplinary action for a reasonable time if the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process.

   If, upon conclusion of the investigation and meeting with the student, the principal determines that the student has violated the rules of conduct, he/she may impose the disciplinary action of a suspension not to exceed ten (10) school days.

   A disciplinary suspension of five (5) school days or less shall be at the sole discretion of the building principal and shall not be subject to an appeal by the student, parents or guardian. However, if the principal imposes a suspension in excess of five (5) school days but less than eleven (11) school days, the student and/or his/her parents or guardians may appeal the principal's decision to the superintendent or his designee.

2. **Step Two:** If an appeal is going to be made to the director of administrative services or his/her designee, it should be requested within two school days following notification to the student and student's parents or guardian of the principal's disciplinary action. If a timely requested appeal is not made, the principal's disciplinary action shall not be subject to further review.

   If a timely requested appeal is made by the student and/or his/her parents or guardian, and the director of administrative services or his/her designee determines that the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process, the student shall be returned to school after three (3) school days pending a conference with one of the director of administrative services. The appeal before the director of administrative services or his/her designee shall be conducted on an informal basis and the student and/or his/her parents or guardian shall be told of the evidence against the student and be given an opportunity to explain their version of the facts.

   The director of administrative services or his/her designee, following the informal conference, shall inform the student and/or his/her parents or guardian of the decision, and the director of administrative services decision shall be final and not subject to further review.

D. Suspension for Eleven (11) or More School Days and Expulsion

1. **Step One:** If, after his/her investigation, the principal decides that a suspension for eleven (11) or more school days or expulsion is warranted, and the director of administrative services or his/her designee agrees with the principal's decision, the student and the parents or guardian shall be notified of:

   a. the charges against the student;

   b. the recommended disciplinary action;

   c. the fact that a hearing will be held before an impartial school employee;

   d. the time, place, location, and procedures to be followed at the hearing;

   e. the right to appeal any adverse decision of the hearing officer if the suspension is for more than 20 days.

   If the director of administrative services or designee decides that the student's presence in school would present a danger to the student himself, to other students, school personnel, or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student shall be returned to school pending the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the superintendent or designee shall appoint the hearing officer and provide for a hearing to take place within seven (7) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the superintendent or designee shall appoint the hearing officer and cause the hearing to be held within fifteen (15) school days following the completion of the principal's initial investigation.

2. **Step Two:** Unless the student and/or his/her parents or guardian notify the school district that they waive their right to a hearing before a hearing officer, a hearing before a hearing officer will be conducted within the time limits set forth above and 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 appropriate disciplinary measure.

3. **Step Three:** The hearing officer's decision shall be given orally, if possible, to the student and parents or guardian within two (2) days after the close of the hearing, and a written decision shall be mailed within four (4) days after the close of the hearing.

   If the hearing officer's decision imposes a suspension of twenty (20) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of twenty (20) school days or recommends expulsion, the student and/or his/her parents or guardian may appeal the hearing officer's decision to the Board of Education.

   The hearing officer may amend the principal's charges upon motion of the principal or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the principal. The hearing officer should not merely substitute his/her judgment for that of the principal's judgment.

4. **Step Four:** If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parents or guardian must request in writing the hearing within five (5) calendar days following receipt of the hearing officer's written decision.

   Upon receipt of a timely appeal by the student and/or his/her parents or guardians, the superintendent shall notify the student and parents or guardians of the time, place, location and procedures to be followed at the Board hearing and shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

   Upon the timely request for hearing before the Board of Education, the Board shall review the decision and record made before the hearing officer and shall provide for a hearing to take place for the purpose of allowing the student, parents or guardian to present oral argument why they disagree with the hearing officer's decision and to present any additional evidence which could not have been presented at the hearing before the hearing officer.

The Board, not later than at its next regular public meeting following the hearing, shall issue a decision and shall, within seven (7) days following the public meeting, mail to the student, parents or guardians a written decision.

If the hearing officer's decision recommends expulsion and the student and/or his/her parents or guardians do not timely request a hearing before the Board of Education, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials and a formal hearing will not be allowed the student and parents or guardian.

If the hearing officer's decision imposes suspension of twenty (20) school days or more and the student and/or his/her parents or guardians do not timely request a hearing before the Board of Education, then the decision of the hearing officer shall be final and not subject to further appeal.

During any suspension, the student will not be permitted on any school property, in any school building, or admitted to any school function. School-related activities include Career Center, Skills Center, Vocational Programs and Cooperative Educational Training. Absence resulting from suspension will be recorded as unexcused.

Suspension from school will be considered an unexcused absence. Days missed resulting from suspension will be included in the total number of days of unexcused or excused absences which may result in a student being withdrawn from a class.

A student with unexcused absences will not receive credit for the class activities missed; however, a student will be able to make up for credit those assignments and tests which are essential to the completion of the course if the unexcused absence results from suspension from school. The responsibility for such makeup is with the student at the convenience of the teacher. The course of appeal is with the building administrator.

Statement of Student Rights in the Hearing Process

Private Hearing: This hearing will be private and is being held before a school district administrator not having previous knowledge of the student's suspension or behavioral record.

Purpose: The purpose of the hearing is to evaluate the facts of the case and determine if, in the judgment of the hearing officer or panel, the decision to impose a long-term suspension was warranted.

Appearances: Both the guardian or parent and student have the right to testify as to the facts, offer other evidence, and explain the reasons for disagreeing with the principal's charges, and/or the director's requested disciplinary action. Therefore, in order to protect the student's interests, the guardian or parent and student should appear and be prepared to present their case.

The student's failure to attend this hearing may result in a decision against him/her.

Right to Counsel: The guardian or parent and/or student have a right to have counsel attend the hearing. Any attorney who is designated to appear in this case should file an appearance before the day of the hearing. Failure to file an appearance may result in an adjournment.

Witnesses: If you have any witnesses who have knowledge of the circumstances of this case, you may arrange to have them present at this hearing. If assistance is necessary to produce teachers or administrators, please call _ at .

Records: If you have any written instruments, documents, or letters relevant to the case, they should be presented at the hearing.

Adjournments: Guardian or parent and/or student requesting adjournment at the hearing should call _ at . Adjournments which are granted may result in the continued suspension of the student.

Transcript of Hearing: Either a tape-recorded or verbatim record will be made of the hearing by the school district.

Decision: Within two (2) school days after the close of the hearing, the student and parent or guardian will be notified orally, if possible, of the decision of the hearing officer. Within four (4) school days after the close of the hearing, the student and parent or guardian will be mailed a written decision of the hearing officer.

The decision shall outline the facts of the case and the hearing officer's conclusions.

Appeal: If the suspension is in excess of twenty (20) days or if a recommendation for expulsion is to be made, and if the guardian or parent and/or student are not in agreement with the written decision of the hearing officer (Hearing Panel), they may, within five (5) days following receipt of the written decision, request a hearing before the Board of Education. (If the decision is to request expulsion, only the Board can make an expulsion.)

The request for a hearing must be in writing and received by the superintendent's office within five (5) days following receipt of the decision of the hearing officer (Hearing Panel).

Upon receipt of a timely appeal and acceptance for a hearing, the superintendent's office will notify the guardian or parent and student of the date, time and location of the hearing before the Board of Education and the procedures to be followed in the Board hearing.

Upon receipt of the appeal, the superintendent will decide, based upon the record before the hearing officer (Hearing Panel), whether the student will remain suspended until the Board of Education decision.

The superintendent's decision concerning continued suspensions will be based upon reasonable belief that the record establishes the student to be a danger to himself/herself, to other students, teachers, school administrators or the educational process of the student's school.

TITLE IX - SEX DISCRIMINATION

Title IX of the Education Amendments of 1972 prohibits sex discrimination and segregation in education and became effective July 21,1975.

Public Notice

Please be advised that the Livonia Public Schools School District does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required not to so discriminate by Sections 901 and 902 of Title IX of the Educational Amendments of 1972 (86 Stat.373,374:20 U.S.C.11681,1682) and by the regulations issued by the Secretary of the United States Department of Health, Education and Welfare, on June 4,1975 effective July 21,1975, (45 C.P.R. 86.s1 et Seq.). This law and these regulations also prohibit discrimination on the basis of sex with respect to employment in educational programs and activities operated by school districts subject thereto.

LIVONIA
PUBLIC SCHOOLS

15125 Farmington Road
Livonia, MI 48154

(734) 744-2500

www.livoniapublicschools.org

Confidential Tip Line: (734) 744-2545

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Assistant Superintendent for Human Resources
15125 Farmington Road
Livonia, MI 48154