

**HOLMES**

**Middle School**



*“Shaping Tomorrow Today”*

**2016-17**

**Student-Parent  
Handbook**

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**HOLMES MIDDLE SCHOOL**

[www.livoniapublicschools.org](http://www.livoniapublicschools.org)

**16200 NEWBURGH RD. LIVONIA, MI 48154**

**(734)-744-2675**

**SCHOOL COLORS: GREEN AND WHITE**

**SCHOOL MASCOT: HAWK**

**ACCREDITED BY ADVANCED**

# ACADEMIC GRADING

## HONOR ROLL/GRADE POINT AVERAGE

The Holmes Honor Roll recognizes outstanding academic achievement. Honor Roll students must earn a grade point average/honor roll average of 3.333 for a marking period. The honor roll average is determined by dividing the number of honor points earned by the number of classes. Grade points/honor points are not rounded. This score is particularly important to high school counselors and college admissions officers. Students who earn the privilege of being on the Honor Roll will be recognized after each marking period. If an 8<sup>th</sup> grade student is honored for each of the first three marking periods, he/she will also be honored at Awards Night.

<u>Letter Grade</u>	<u>Honor Points</u>
A.....	4.000
A-.....	3.667
B+.....	3.333
B.....	3.000
B-.....	2.667
C+.....	2.333
C.....	2.000
C-.....	1.667
D+.....	1.333
D.....	1.000
D-.....	0.667
E.....	0.000

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held twice a year. Conferences are “arena” style and are conducted in the gymnasiums and cafeteria. The goal of 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.

## PARENT/STUDENT CONNECTION

Parents have access to all teachers Gradebooks via the Parent Connection. You may contact your student’s counselor if you need assistance with a password. Students are encouraged and expected to monitor their own progress by viewing their grades online via Student Connection.

## PROGRESS REPORTS

At approximately the midpoint of each of the four marking periods, a computer-generated Interim Progress Report will be available for all students. 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. These Interim Progress Reports allow time for students who may be failing a given class to improve their grade.

## **REPORT CARDS**

At the end of each quarter, report cards are completed to reflect the student's progress. Two marks are given. One mark is a letter to tell the quality of the student's work.

A – represents **excellence**

B – represents **above average**

C – represents **average**

D – represents the **lowest quality** of work for which a passing grade is given

E – represents **failure** for that marking period

I – represents **incomplete** work (You have 10 days to complete whatever work is missing and have the grade changed. If it is not changed in that time frame, it will become an "E")

The other mark reflects the student's citizenship.

1 – **Almost always** contributes to a positive classroom atmosphere; almost always demonstrates courtesy and respect; almost always comes to class prepared.

2 – **Regularly** contributes to a positive classroom atmosphere; regularly demonstrates courtesy and respect; regularly comes to class prepared.

3 – **Sometimes** contributes to a positive classroom atmosphere; sometimes demonstrates courtesy and respect; sometimes comes to class prepared.

4 – **Often** contributes to a negative classroom atmosphere; often is discourteous and disrespectful; often is unprepared to class.

5 – **Almost always** contributes to a negative classroom atmosphere; almost always is discourteous and disrespectful, almost always is unprepared for class.

\*Students are eligible for retention (repeat the grade), if they fail two or more core classes for the year.

## **GRADING ASSIGNMENTS DURING SUSPENSION**

Students placed on suspension will have the responsibility to make up any graded assignments. Any assignments turned in to the teacher upon return from a suspension will be graded with full credit.

## **WORK MAKE-UP POLICY**

Upon returning from an absence, students are expected to inquire regarding missed assignments. These assignments are due the next class period except in the case of consecutive absences. Time allowed for making up these assignments from extended absences will correlate with the number of classes missed. A student is allowed one day to make-up assignments per day(s) missed. However, previously assigned work with stated due dates is due immediately upon the student's return. Students who return to school and receive make-up work and then are absent again are expected to submit all previous work upon return to school.

# ACTIVITIES

## **STUDENT SENATE** *Join Student Senate to help make our school the best!*

Any student at Holmes may volunteer to be on the Student Senate. Our Student Senate works in many ways to make Holmes a better school for all students. Students plan, decorate, and work during activity nights, plan spirit days and participate in different charities and community service projects.

## **ACTIVITY NIGHTS**

Activity Night events are held several times a year. School Activity Nights run from 7:30-9:30 p.m. They involve a disc jockey and dancing in the cafeteria, video games, board games and basketball in the gyms. Activity Nights have a theme such as “Halloween” or “50’s”.

## **ACTIVITY NIGHT GUIDELINES:**

- Students are not allowed to be in the building BEFORE the start of the activity.
- All students are expected to have rides home after the activity. Students are not allowed to walk home/elsewhere from the activity. Students who are picked up more than 15 minutes after the activity may lose their privilege of attending the next activity.
- If you arrive later than 30 minutes into the activity, you must be accompanied into the building by a parent. If you plan to leave early, a parent must come into the building to pick you up. In either case, the parent should speak to one of the teacher chaperones.
- You must be present in school in order to participate in any after school activity.
- All student activities are an extension of the regular school day. ALL school rules will apply. If you violate school rules during an activity, you may lose your activity privileges and/or face school suspension.
- The regular school dress code is in effect. Shoes must be worn at all times. For special theme Activity Nights, special dress code guidelines will be given to you before the activity.
- Activity Night tickets MUST be bought in advance. Tickets for all Student Activities are sold during lunch for three days. No guest passes will be issued.
- Parent chaperones are at our Activity Nights to help. Treat them with respect at all times.
- Refunds will not be given unless special arrangements are made with the Student Activities Director(s).
- Food & Refreshments will be available for purchase.

## **FIELD TRIPS**

Each year some teachers plan field trip activities as an extension of classroom instruction. There is usually a nominal cost and parental permission is required through a signed permission slip.

# **ATHLETICS**

## **PHILOSOPHY OF MIDDLE SCHOOL ATHLETIC PROGRAM**

The athletic program is an integral part of the extensive extracurricular activities offered at all middle schools in the Livonia Public Schools. The program offers young people a wide variety of opportunities to participate in competition. Athletics, like all other extracurricular activities, must fulfill its proper role in the total educational program. As with other parts of the district's educational program, athletics are governed by the policies of the Board of Education.

Consistent with the policies governing all district sponsored activities, all students have an equal opportunity to participate on the athletic teams. It is the aim of the school to encourage all students who are interested and physically fit to be a part of the athletic programs.

For the athletic program to be successful, it must have the support of the community, parents and students. To merit this support, the athlete should foster respect by being a good citizen in both the school and the community.

In order for an athletic code of conduct to be functional, it must to a large extent depend upon an honor system subscribed to by all parties of interest. When documentable and responsible evidence of infractions relating to the code are brought to the attention of school officials, it will be incumbent upon those persons to investigate the charges. Where these infractions are validated, the code will be implemented.

## **THE MIDDLE SCHOOL ATHLETIC PROGRAM WILL FEATURE THE FOLLOWING**

There will be a tryout period for players wanting to participate in sports in which a total maximum number of players exist and cuts may be needed to reach such a number.

Teams will play other middle school teams in Livonia and neighboring districts that compete in the Kensington Lakes Middle School League (KLMSL), the middle school component of the Kensington Lakes Athletic Association (KLAA).

Students will have the opportunity to play in as many as four different sports seasons.

There will be equal opportunity for both boys and girls.

“All-will-play” philosophy will be followed for those on the teams.

There will be a pay-to-participate fee.

## **LIVONIA MIDDLE SCHOOL ATHLETIC PROGRAM**

1. The responsibility for overseeing the middle school athletic program lies with the Middle School Athletic Council. Members of the council are: middle school principals, middle school athletic directors, and Director of Administrative Services. The Director of Administrative Services will be an ex-officio member.

2. The Livonia Public Schools Middle School Athletic Program operates on a pay-to participate basis. A one-time payment will cover all sports in a school year. The payment of a participation fee does not guarantee a particular role on the team or playing time. Fees are due after the final cuts have been made.
3. This program is structured on the “all will play” philosophy. All teams will adhere to the specific regulations for each sport as they appear in the KLMSL bylaws.
4. There will be opportunities for both boys and girls in eighth grade and seventh grade.
5. When possible, sports seasons are scheduled so that students do not have to make a choice between two or more school sports within that same season.
6. Competition will be among the middle schools in the Livonia Public Schools School District and neighboring districts, in the KLMSL conference.
7. Practice time for all sports will vary between one hour and thirty minutes per session and two hours per session. The days of participation in this program will usually total 4 days per week. The length of each sports season will vary between 7-9 weeks.
8. No practice or games will occur during scheduled vacation periods or holidays.
9. Declaring league champions, reporting league stands or awarding team trophies will not take place.
10. Cheerleaders and pompon squads are not part of the LPS Middle School program.
11. All athletic contests will be scheduled after school.
12. There will be an annual in-service program for coaches in the philosophy of the program. An Athletic Handbook for students will describe the rules and regulations of the program.
13. Students will be encouraged to participate in both the intramural and athletic programs.
14. Students will comply with the guidelines established by the Michigan High School Athletic Association (M.H.S.A.A.) with regard to eligibility.
15. Athletic Directors will be responsible for monitoring academic and citizenship performance.
16. Students must indicate their desire to participate in a particular sport by an established sign-up date (for that sport). Failure to sign-up by this date may result in the student not being able to participate in that particular sport that season.
17. Students signing up late will be placed on the waiting list and will have the opportunity to participate when/if openings become available.
18. All tryout teams will consist of the best eligible athletes as determined by the coach and the athletic director.
19. Maximum participation is encouraged.
20. Noisemakers will not be allowed.

### **KENSINGTON LAKES ATHLETIC ASSOCIATION (KLAA)**

All three Livonia Middle Schools are part of the Kensington Lakes Middle School League (KLMSL), the middle school component of the Kensington Lakes Athletic Association (KLAA). All contests will be governed by the rules and bylaws of the KLAA. Please visit the KLAA home page for further information: [www.klaasports.org](http://www.klaasports.org)

## **RESPONSIBILITIES OF THE MIDDLE SCHOOL ATHLETE**

Although athletes by their nature place stress on the development of specific skills to be utilized in competitive sports, their sponsorship by schools places them within the broader context of the schools' educational objectives. Equally important to the development of the skills needed to compete in a particular sport is the development of positive social attitudes and inter-personal relations. The student who serves on a team which competes in the middle school program represents herself/himself, the family, the team, the school and the community. For this reason, conduct on and off the playing field should reflect the highest values and standards which the school exemplifies.

In addition to the foregoing expectations, members of athletic teams have these specific responsibilities:

1. Athletes will be responsible for all school equipment which is issued to them during a sport season. This responsibility will be based on the following guidelines:
  - A. Athletes must wear the school issued uniform.
  - B. All equipment will be issued by the coach and a record card will be kept recording the items of equipment. The athlete will be responsible of this specific equipment.
  - C. Athletes must maintain their equipment in reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for cleaning of uniforms. Any student who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the school athletic director.
  
2. Participation in athletics is a privilege and, as such, athletes will be subject to some general rules and regulations to which the regular student body in some cases would not. If the athlete is found guilty of violating the standards specified, action will be taken.
  - A. An athlete participating on a team in any sport season who is found possessing and/or using alcohol or tobacco will be removed from the remainder of the contests in that season or from 50 percent of the contests in that season. The penalty for this offense will be the lesser of the two alternatives. The athlete will follow all district rules regarding alcohol and tobacco.  
  
A "season" begins of the official starting date for practice as dictated by the middle school athletic calendar and ends on the date of the last contest. The total number of contests which makeup a specific "sport season" is based on the middle school athletic calendar.
  - B. An athlete participating on a team in any sport season who is found possessing and/or using controlled substances, including marijuana, will be removed from that sport for the remainder of the season.
  - C. An athlete who is found possessing and/or using tobacco, alcohol or controlled substances in off season will be penalized by being removed from the first two games of the contests of the next sports season in which they participate. A



second violation by an athlete out of season would prevent participation in the next sport season in which participation is intended.

- D. Punishment for school or athletic related incidents of theft by an athlete participating on a team in any sport season will be determined by the coach, middle school team athletic director and a building administrator. An athlete could be removed from the team for the remainder of the season for this violation.
  - E. An athlete participating on a team in any sport season who is suspended from school for any reason will not be allowed to practice with the team or participate in any athletic contests during suspension.
  - F. An athlete is expected to display a high degree of sportsmanship in relationship to opponents, teammates, coaches, officials and spectators. Excessive display of temper, loss of self-control, use of profanity or abusive language, or making of obscene gestures will not be tolerated. The first violation will result in the athlete being removed from the remainder of the contest by the coach. A second violation and succeeding violations will result in the athlete being removed from the remainder of the contest and suspension from one additional contest.
  - G. It is expected that each member of an athletic team will express a high degree of loyalty toward the members of the team and the coach. Excessive display of disloyalty could result in disciplinary action being taken and a possible removal from the athletic team.
  - H. Any athlete who in a hostile manner interacts physically with an official, coach, or school supervisory personnel will immediately lose his eligibility for participation in the interscholastic athletic program for that sport season and possible permanent exclusion from the middle school team sports in the district.
3. An athlete traveling to and from an away athletic contest as a member of a school team on school approved mode of transportation shall return to the school or some pre-determined drop-off point after the contest is over. The only exception would be a prior arrangement made between the parent and the coach, in which the parents of the athlete agree to transport the athlete to or from the athletic contest.
  4. Athletes represent the middle school while traveling as a team. It is expected that the athlete's conduct will be that of a good citizen at all times. Dress requirements may be established by the individual coaches. Each athlete must dress in accordance with these requirements.
  5. Athletes may not simultaneously participate in more than one sport in the Livonia Public School program at any given time. An athlete may, before the first contest of the season of a particular sport, elect to withdraw from a team in preference for another sport. However, he/she must participate in three practice sessions of the new team sport before being eligible to participate in the first meet or contest.

6. Athletes are expected to attend all practices, meetings and games. If it is necessary for an athlete to miss a practice session, meeting or game due to personal business, illness, injury, family emergency or family vacation, it is incumbent upon the athlete to make arrangements with the coach. Authorized or excused absences from school are excused absences from athletic participation, but may affect playing time in a contest. However, players who choose to miss a practice session, meeting, or game because of an unexcused absence may be denied the right to participate in one competitive contest.
7. In order to participate in an athletic activity or contest, a student must have attended school at least one-half day on the date of the scheduled activity or contest. It is the responsibility of both the student as well as the coach to comply with this regulation. Other than illness, there may be an emergency reason for school absence which may qualify an athlete to participate in an athletic event on the same day. Such exceptions must have prior approval of the middle school athletic director.
8. A sports season usually consists of seven to nine practices prior to the first contest of which three will be combined with all players in the same sport. The remainder of the season will consist of practices and four to twelve contest days.

### **STATEMENT OF MEDICAL POLICY**

The Board of Education does not assume any responsibility relative to doctor and hospital expenses. Athletics are voluntary and the student participates with the knowledge of his/her parents/guardians at his/her own risk of injury. Each student athlete is expected to have a physical exam before participation in the program. Any exam after April 15 may be deemed valid for the following school year. A Physical Exam card must be on file before the athlete can attend practice.

### **PAY TO PARTICIPATE**

Participation in athletics is based on the individual interest, ability, and number of members needed per team. The payment of a participation fee does not guarantee a particular role on a team or that the student will play in contest.

A one-time participation fee of \$150 will be collected upon making a sports team. The fee is paid online.

There is a cap of \$600 per family for secondary athletic and activities.

The fee is due on the first day of practice after the final cut has been made.

If a student quits or is dismissed for disciplinary/academic reasons, there is no refund.

If a student is injured, any refund will be at the discretion of the athletic director.

Students/Parents who do not have the ability to pay the fee, should contact the school office for information regarding athletic scholarships.

## **ELIGIBILITY**

For eligibility in the middle school athletic program, an athlete must comply with the M.H.S.A.A. rules and regulations. No student shall compete in any middle school contest during the current semester that does not have satisfactory academic/citizenship performance. All athletes will be expected to maintain satisfactory academic/citizenship performance in school studies. Specific information regarding how grades/citizenship affects eligibility will be addressed in detail at pre-season meetings.

## **APPEAL PROCESS**

The coach should be the first level of any appeal involving team sports program. When necessary, an appeal committee shall consist of the middle school team athletic director and a middle school administrator. Decisions of coaches will prevail until the appealed action is reviewed.

## **SPORTS SPECTATOR GUIDELINES**

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 must be followed:**

1. Spectators must stay in bleachers or stands. Spectators cannot mingle with athletes or coaches.
2. Noisemakers are not allowed.
3. Students may not wander in the building during athletic contests.
4. All practices are closed. Spectators are not allowed to observe practices or interfere with them in any way.
5. If a student is 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 actions.
8. Spectators will be expected to maintain the same academic standards as the athletes.

Repeat problems or serious infractions of the above may result in disciplinary action and a student being excluded from any sports contest or after-school activity for the remaining school year.

# ATTENDANCE

## **Remember – 5 or Less for Academic Success!**

- Successful students attend school regularly.
- School hours are 8:00 a.m. through 2:49 p.m.

## **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, punctuality and outstanding attendance necessary for success.**

## **ATTENDANCE PROCESS**

Parents are required to complete the online absence form or call the attendance line by 9:00a.m. to excuse their student's absence. If this is not done, the absence will be counted as unexcused.

## **CHECK IN**

A student checking in after the start of school must check in at the Main Office. To be excused, a parent must send a note in with the student, accompany the student, or call the attendance line.

## **CHECK OUT**

If you need to check your student out during the day, your student should bring a note to the Main Office before 1<sup>st</sup> hour. The other option is to call the Main Office before 9:00 a.m. to check your student out.

Students who receive a pass to leave during the school day should keep the pass until the time indicated on it, show it to their teacher at the appropriate time, go to their locker and then go to the Main Office to check out. Students may not leave the school building during the day without checking out.

## **CONSEQUENCES**

District attendance policy states in part: **fifteen total absences in a class during one semester are deemed excessive** and may result in a loss of credit for that student. 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. All other absences including absences due to suspension will be included in the total absence count which could lead to the 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 ages six to eighteen.

## **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 make-up work.

## **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 afternoon.

## **QUESTIONS ABOUT ATTENDANCE**

If there are questions or concerns regarding your student's attendance, the first line of communication should be with the Attendance Secretary (734-744-2675 ext.38914). She will be in the Main Office each morning 7:45 a.m. – 11:45 a.m. You may also want to contact your student's teacher, counselor, or assistant principal to assist in clarifying attendance errors or correcting attendance problems.

## **PARTICIPATION IN AFTER-SCHOOL ACTIVITIES**

Students who are absent from school may not attend or participate in after-school or evening activities.

## **HOMEWORK REQUESTS**

If a student will be absent for three consecutive days, or has missed three consecutive days, parents may go to our website and submit the **Absent Student Homework Request** form. The completed request should be available after 3:00 p.m. the following school day. If you do not have access to a computer, please call the **Planning Room Supervisor (734-744-2675 ext. 38971)**. We encourage students to visit teacher websites to obtain missing assignments. Many times this will alleviate the need for a homework request.

## **TARDINESS TO SCHOOL AND TO CLASS**

Students are expected to be on time for school and for each of their classes. Tardiness will be considered when the teacher determines a citizenship grade. After 30 minutes, the student is marked absent for that class.

Consequences for students who accumulate the following number of unexcused tardies per semester will be as follows:

- 4<sup>th</sup> tardy: Parent notification by the teacher and teacher consequence
- 5<sup>th</sup> tardy: Meeting with Counselor – phone call to parents/plan
- 6<sup>th</sup> tardy: Referral to Assistant Principal

Students who arrive late to class because a teacher kept them after class should have a pass from that teacher. Students who do not have a pass and are more than five minutes late to class will be referred in writing to the Assistant Principal.

### **PRE-ARRANGED ABSENCES**

Parents are urged to send their student with a note to the **Attendance Secretary** in the Main Office about one week ahead of time. Your student will receive a form which is to be signed in each class, at which time the student may request assignments. The form should be returned to the **Main Office** at the end of the day. Extended family vacation during the school year requires pre-planning if the student is to keep up with the work of the class.

### **ILLNESSES AND ACCIDENTS**

If you become ill during the school day, inform your teacher who will send you to the Main Office. Your parents will be contacted and they should arrange to have you taken home. **If you become ill in between classes and go to a restroom, make sure you report back to a teacher or to the Main Office as soon as possible. Do not stay in a restroom for a prolonged period of time. Students should not use their cell phones to contact parents.**

### **CLOSED CAMPUS**

Holmes has a closed-campus policy. This means that students are not allowed to leave school grounds during the day unless a parent contact has been made by school personnel and the student checks-out at the Main Office. Once a student arrives at school in the morning, he/she cannot leave the school grounds. This includes the time before first hour and the lunch period. Failure to check-out at the Main Office can result in a suspension.

# BEHAVIOR AND EXPECTATIONS

At Holmes every student is expected to:

- Be seated in their seat before the end of passing time and remain there until dismissed by their teacher. **The bell does not dismiss you, the teacher does.**
- Willingly follow directions of all staff members.
- Bring the proper materials to class and be prepared for class.
- Participate in a manner that will not interfere with the teacher's teaching or with other students learning.

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’ts”. There are always a few students who choose not to control their own behavior and act inappropriately. That is why we have school rules, and why the Board of Education has also made definite rules for students to follow. **All of the rules in this book govern students while at school, on school grounds, to and from school and at all school events.**

## **CONSEQUENCES & INTERVENTIONS**

### **1. Reminders**

Reminders are directions to a student that their behavior needs to change. A classroom teacher may “remind” a student to stop talking, to turn around, or to sit in their assigned seat. These are just a few examples. Students who fail to follow reminders may be sent to the Main Office. Students are expected to follow reminders **immediately**. You may not argue, talk back to a staff member, or refuse to follow their directions.

### **2. Detention**

A detention is a consequence in which a student must arrive at school early or stay after school. A typical detention lasts between 30-60 minutes. Sometimes detentions are given during lunch. Lunch detentions may be served in the Planning Room or in an assigned classroom.

### **3. Hallway Time-Out**

Students misbehaving or causing a disruption in the classroom may be placed in the hall for a brief time-out until the teacher can talk to the student privately. While waiting in the hall, do not look into the classroom or any other classroom. Do not socialize with anyone passing by, and do not leave that area to go to your locker, get a drink, or use the restroom. Do not re-enter the classroom until your teacher gives you permission to do so. If the class period ends and the teacher has not come out to speak with you, re-enter after all of the students have left.

#### **4. Office Referral**

When a student's misbehavior will take more time or attention than the teacher has available, the teacher may tell the student to report to the Main Office to speak with the assistant principal. Most of the time, the teacher will describe the student's inappropriate behavior on a Discipline Referral Form for the student to take to the Main Office. Students are expected to report to the Main Office immediately, and should not stop anywhere before going to the Main Office.

#### **5. Planning Room**

The Planning Room is a place for a student who needs more time and guidance to change their behavior. In the Planning Room, students may write a plan for changing their behavior

The rules in the Planning Room are very strict. Students sent to the Main Office because they do not follow the rules in the Planning Room will be sent home on suspension. Students in the Planning Room for an extended period of time will receive assignments from their teachers and the assistant principal and will complete their work in the Planning Room until they are allowed to return to classes.

#### **6. Suspension**

Suspension from school is a very serious disciplinary action. It is a statement to the student, their family, and the rest of the school community that the student's behavior was so unacceptable that he/she cannot be at school. Suspensions are usually given for serious behavior such as fighting, assault, involvement with illegal substances, patterns of harassing behavior, defiance and disrespect to staff, and damage to property. Sometimes students are suspended because they repeat more minor disruptive behavior.

Students who are home suspended for three or more days will be provided with homework. Students who are suspended cannot be on any school grounds and may not attend any school activity during their suspension.

*Other topics in this Handbook that refer to SUSPENSION include: Academic Dishonesty, Attendance (Tardiness) and (To and From School), Closed Campus, Destruction of Property/Vandalism, Dress Code, forgery of Parent/Guardian Signature, Lockers, Loitering on School Property, Lunchroom Rules, Substitute Teachers, Technology.*

#### **BEHAVIOR REFERRALS (FREQUENCY OF)**

We feel that it is unacceptable for a student to be sent to the Main Office for behavior problems twice in one day. If this occurs, an out-of-school suspension will result.

#### **FORGERY OF PARENT/GUARDIAN SIGNATURE**

Forging a parent/guardian's signature is regarded as a serious offense usually resulting in a suspension.



## **GANG ACTIVITIES**

The Board of Education regards it as suspendable offense to glamorize being in a gang or recruit others for gang membership. Students cannot wear any article of clothing or jewelry that would be associated with a gang which includes wearing gang “colors”. Also prohibited would be gang drawings or graffiti, hand signs, or gang hand signals. Any act, verbal or non-verbal associated with gangs is not allowed. Penalty for violation of the above will range from suspension to expulsion.

## **HARASSMENT**

No sexual, racial, religious or ethnic harassment of a student or staff member is allowed. Sexual harassment means any sexual references which make a person uncomfortable and/or which make fun of or embarrass another person. Sexual harassment can also include inappropriate contact with the clothing of another person. Racial, religious and ethnic harassment includes comments which make fun of, embarrass or abuse a person based on their race, religion or nationality. Personal harassment includes making fun of/teasing another student. Students who feel that they have suffered harassment should report the incident(s) to an administrator. Any of these behaviors are punishable by suspension.

## **ILLEGAL SUBSTANCES**

It is illegal for students to use, distribute, or possess alcohol or drugs (including cigarettes and e-cigarettes). You may not sell or give alcohol or any kind of drugs to others. You may not have lighters, matches, drug paraphernalia or alcohol in your possession or in the building. Students are not allowed to smoke, chew, or otherwise use tobacco in the school, to or from school, on school property, or in the vicinity of the school. Students should not have tobacco in any form in their possession. Students involved in any of these behaviors will be suspended.

## **THINGS YOU SHOULD NOT BRING TO SCHOOL**

Any item that is potentially disruptive to the school environment should not be brought to school. The following items are NOT to be brought to school:

- Squirt guns, squirt pens, squirt rings, water balloons, any item used to propel a liquid at another person, or toys.
- Snap-n-pops; cap pistols; fireworks; stink, smoke, or paint bombs; or any other noise or odor makers.
- Magazines, posters, pictures, stickers, or signs which could be considered to be obscene or inappropriate.
- Hair sprays, perfumes, breath sprays, body sprays, any pump liquid, and any aerosol cans (due to allergies).
- No glass bottles should be brought to school. No open beverage containers (except water bottles) are allowed in the school building with the exception of the cafeteria

If a student wishes to bring anything to school which is unusual or special for class, permission should be obtained from a building principal or staff member.

## **CELL PHONES AND OTHER ELECTRONIC ITEMS**

Students are not to use electronic items including cell phones in school unless authorized by a staff member. The administration recognizes that cell phones are a desirable and convenient means of communication between parents and their children. Thus, authorized cell phone use is defined below:

- Cell phones are not to be used in the school building between the hours of 7:50 a.m. and 2:49 p.m. unless under the direction of a teacher.
- Prior to 7:50 a.m., students are permitted to use their phones to listen to music or play games.
- It is not appropriate to use cell phones during such events as plays, concerts, indoor sporting events, etc.

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 (ranging from detention to suspension) and the phone will be returned to the student or a parent/guardian at the administrator's discretion.

Cell Phone Violations at Office Level:

- 1<sup>st</sup> – Cell phone confiscated and released to student at the end of the school day. Student serves a lunch detention.
- 2<sup>nd</sup> – Cell phone confiscated and released to student at the end of the day. Student will serve a before or after school detention.
- 3<sup>rd</sup> – Cell phone confiscated, parent meeting with appropriate consequence.

## **THREATS**

Any type of threat (verbal or written) toward a staff member or another student is unacceptable and will be considered very serious. Any type of threat or intimidating behavior may result in a parent conference, contact with appropriate school personnel, risk assessment, and, if necessary, contact with the local police department. Disciplinary consequences will range from suspension to expulsion.

## **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 in a school building, or on school grounds, or committed criminal sexual conduct in a school building, or on school grounds. As required by law, the police will be contacted in all issues related to weapons, arson, and criminal sexual conduct.

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 have 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, a 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 – a full year of school. Also during that time, a student cannot attend any other public school in the State of Michigan.

As required by law, the police will be contacted in all issues related to Weapons, Arson or Criminal Sexual Conduct.

### **LIVONIA PUBLIC SCHOOL BOARD POLICY**

In another part of this handbook, you will find a list of the major areas of student behavior and discipline as they are covered by policies adopted by our Board of Education. Students and parents should be aware of those policies. Penalties for violating Board Policy range from suspension to expulsion.

EXPULSION from school is an extremely serious disciplinary action. When necessary, a request can be made by the administration to the Board of Education for the permanent exclusion of the student from school. Only the Board of Education can determine exclusion of a student from the Livonia Public Schools.

### **HALL BEHAVIOR AND PASSING TIME**

A period of time is provided for students to move between classes during the school day. There is sufficient time for students to pass between even the most widely separated rooms in the building at a normal walking pace. Consequently, we expect all students to be on time for all classes during the school day. This may require that certain students will not be able to go to their lockers between some classes, but prompt attendance is the student’s responsibility.

To provide for the safety of all Holmes students, running in the hallways and/or “fooling around” behavior is not permitted. “Fooling around” between students can be easily interpreted as fighting, and it can also have unpredictable results when someone does not feel like “fooling around”. To keep traffic flowing students should walk on the right side of the hallway.

Students should not gather in groups because it makes traffic flow difficult and prevents students from easy access to lockers. Patterns of improper hall behavior can result in hallway/passing time restrictions and/or disciplinary action.

### **LOITERING ON SCHOOL PROPERTY**

1. For the protection and the safety of students, protection of school property, and general necessity of an efficient administration of school buildings, 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 principal's office and be given an identification pass or be escorted to the proper rooms or room they are visiting.
3. Students who are on 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. Holmes students should stay away from other LPS school property during the regular school day.

### **LUNCHROOM RULES**

1. Once students have their food, they are expected to sit at a table and stay there unless excused by a cafeteria supervisor.
2. Students may not switch from table to table.
3. Students are not to throw anything in the lunchroom, nor are they to yell, make noises, or create any disruptions. Students will receive consequences for the throwing of anything during lunch.
4. **Any student engaged in a food fight will be immediately suspended from school**
5. When finished eating, students are to put their trash in the trash barrels. At Holmes, students are expected to recycle plastic bottles and cans in designated barrels. Students are responsible for cleaning the place where they eat their lunch.
6. When someone speaks on the P.A. in the lunchroom, students are to be quiet and listen.
7. Students are expected to follow immediately, any directions given by the lunchroom supervisors without argument or discussion.
8. Courtesy, politeness, and good manners are expected of all students at lunch.

Students who misbehave in the lunchroom will be assigned consequences which may include cleaning duties, assigned seat in cafeteria, or an assigned seat in the planning room for lunch detention(s). Repeated infractions will be dealt with in a progressive manner:

- 1<sup>st</sup> Offense: Lunch detention served in the Planning Room
- 2<sup>nd</sup> Offense: Lunch detention served in the Planning Room and a note home
- 3<sup>rd</sup> Offense: Lunch detention served in the Planning Room and a phone call home

Students may bring their lunches or buy a lunch in the cafeteria. Students may not send out or order out for food from outside restaurants. The cafeteria provides a la carte lunches and the menu is posted near the cafeteria line. Students are expected to be ON TIME for lunch. All students must eat in the cafeteria with the exception of those who are assigned to eat in the Planning Room or have a pass from a teacher to eat with them.

## **ACADEMIC DISHONESTY, CHEATING, PLAGERISM**

Students are expected to conduct themselves honestly and with 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 individually
- 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
- Using cell phones or other electronics to share test questions/answers
- Using cell phones or other electronics to access stored or online information during a test or quiz

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 limit to the following:

- Teacher will confiscate the paper, test, or project
- Teacher will discuss the situation with the student(s)
- Teacher will contact the parent/guardian
- Teacher will discuss with the parent/guardian that the test/project/homework may receive a failing grade for this assignment or an alternative assignment will be assigned
- Teacher will write a Discipline Behavior Referral to see the Assistant Principal

## **DRESS & GROOMING STANDARDS**

The Student Dress Code was reviewed and revised in May, 2016, based on the recommendations of a committee comprised of students, parents, and staff representatives. The dress and grooming code for the school district has been established by the Livonia Board of Education and the student body, and has been publicized. Dress or grooming which is distracting to or disruptive of the educational process is prohibited. The school administration and staff will uphold the following regulations:

1. Extremes of dress, sleepwear, immodest clothing, and extreme hairstyles and hair color are inappropriate.
2. All hats, hoods, ski bands, bandanas and head dresses are not to be worn in the building and should remain off until the end of the school day (unless worn for a religious nature). Students must remove their headwear upon entrance to the building and place them in their locker.
3. Top garment must overlap bottom garment and the body torso must be covered.
4. Clothing such as shorts, skirts, skorts and dresses must be hemmed and must extend down at least to the midway line of the student's thigh. Holes in pants, shorts, etc., must be below the mid-thigh length.
5. Any clothing that advocates objectionable material, illegal activities or displays profane language is prohibited.

6. Shoes or other appropriate footwear must be worn at all times (no slippers). Staff may determine the appropriateness of a student's footwear based on specific class activities.
7. Undergarments should not be visible.
8. Modest tank tops that cover the entire torso and chest area are permitted but spaghetti straps are not permitted. (No T-tops) Tank top straps must have at least a 3 finger width strap. No low cut tops are allowed. Also, undergarments such as camis, etc., should not be visible.
9. Outer clothing, such as jackets, is discouraged from being worn during the school day and permission to wear such clothing remains at the discretion of the classroom teacher.
10. Ear piercing and nose studs are the only acceptable forms of body piercing.

Students have four options if they choose not to dress appropriately for school:

1. Change into clothes that a student has in his/her locker.
2. Change into clothes that the office keeps on hand.
3. Call home and have a parent bring up appropriate clothes.
4. Be removed from school for non-compliance.

**Consequences:** Students who violate this policy during the school day may be sent to the Main Office and held out of class until the violation is corrected using one of the above four options. Repeat violations will result in disciplinary action ranging from detention to suspension.

Dress Code applies to all school activities.

### **GAMBLING**

Gambling of any kind on school property is prohibited. This includes any type of sports polls, card playing, etc. Students involved in these types of activities could face suspension.

### **LOCKERS**

The use of an 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 with 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.

The combinations in our lockers are changed every year to protect your property. Every student in the building is assigned his or her own locker, and every student has the responsibility to take care of it. Some important directions regarding lockers:

1. **Do not give your combination to anyone.**
2. After closing your locker, spin the combination dial to prevent anyone from opening your locker.

3. Do not write on lockers, put decorations, stickers, notes, tape or pictures on them.
4. If your locker needs repair, please report the problem to the Main Office.
5. LPS does not assume responsibility for reimbursement for lost or stolen items.
6. You may **not** switch lockers.
7. Students are not to enter anyone's locker but their assigned locker.
9. Tampering with a locker so that it is easy to open is not allowed.

### **MEDICATION AND PRESCRIPTION DRUGS**

A student cannot be in possession of or take prescription drugs or non-prescription medication such as aspirin at school or during school time unless a doctor/parent permission form is on file in the main office,. If there is a necessity for a doctor to require medication to be taken at school or be available for student use, the parent can request the proper medication form. When the form is completed by both the doctor and the parent, all medication will be kept in the Main Office for the student's use and dispensed by a secretary in the office. With the proper medication form completed, students may carry an inhaler.

### **MONEY**

The borrowing of money is prohibited by Board of Education Policy and City Statutes. Please bring your own money for lunch and do not attempt to borrow from others. Offenders will receive a warning and repeat violations will result in a parent phone call with the possibility of other disciplinary action. Students should also never bring large sums of money to school. It may be lost or stolen. A student should have no more than \$20 in their possession.

### **POSTERS AND DECORATIONS**

Due to recent renovations, students are no longer permitted to decorate lockers. Unless approved by the Main Office, students cannot place posters or signs anywhere in the building.

### **PUBLIC DISPLAYS OF AFFECTION**

The staff at Holmes believes that close physical contact is not appropriate for students in an educational setting. Therefore, the following guidelines will be enforced:

Students should keep their hands to themselves

Kissing, hugging and holdings hands are not acceptable. Walking down a hallway with your arms/hands on someone else's shoulder or waist or interlocked are not acceptable.

### **SELLING OR DISTRIBUTING THINGS IN SCHOOL**

No student is to sell or distribute anything in school without permission from the office. Permission will usually NOT be given for the selling of things for outside groups during school time.

## **STEALING/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.

## **TEACHER POSSESSIONS**

All teacher property must be treated with respect. It is not permissible for students to tamper with a teacher's possessions or materials which include the teacher's desk, closet, and items therein.

## **ASSEMBLIES**

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

## **THE HOLMES PLANNER**

"The Holmes Planner" is a notebook which is distributed to each student to help students be more successful in middle school. Students may use the planner each day to record daily assignments, long-term assignments, and calendar events.

## **SUBSTITUTE TEACHERS**

Substitute teachers are guests in our building. We expect the best behavior from students whenever they have a substitute teacher. We want substitute teachers to leave our school at the end of the day with a good feeling about our students and our school. The usual consequence when a student misbehaves for a substitute teacher will be:

- 1<sup>st</sup> Offense - Plan with Parent Signature and/or detention
- 2<sup>nd</sup> Offense and Subsequent Offenses - Suspension

Serious infractions will result in immediate suspension.

## **TEXTBOOKS**

Our textbooks are loaned to you. Students are responsible for books assigned to them. If you take reasonable care of them, there will be no charges made for using them. However, excessive wear or damage will result in charges covering the cost of repair or replacement.

# **PARENT/GUARDIAN PROCEDURES**

## **BUILDING HOURS**

The middle school day is from 8:00 a.m. to 2:49 p.m. **The building will open for students at 7:30 a.m.** Beginning at 7:30 a.m. students will enter the building and be asked to wait in the cafeteria or lobby until released at 7:50 a.m. to go to their lockers.

All students are expected to be out of the building and off school property by 3:00 p.m. unless staying for a supervised activity, or working with a teacher.



## **EMERGENCY CARE CARDS**

It is extremely important that every student have one pink emergency care card on file with the school for the entire year. This card enables us to contact parents/guardians, relatives, or other adults to seek help when a student is injured or ill. It is very important that parent/guardians' current business phone numbers and/or department numbers (where appropriate) be listed **along with "other adults" to be contacted when the parent is not available**. It is ABSOLUTELY ESSENTIAL to have two emergency numbers listed on the card in case of an emergency when the parent/guardian cannot be contacted.

Parent/guardians should never send anyone to take their child out of school without a telephone call or a note to the school. Students are released only to persons listed on the Emergency Care card.

## **MOVING**

If you are moving before the end of the school year, you should pick-up a form from the Main Office. You will be required to check-out with each of your teachers. After you have checked out with your teachers, the form must be returned to the Main Office. This form needs to be completed on or before your last day at Holmes.

## **PARENT VISITORS**

Please check-in at the Main Office and receive your visitor's badge. Parents wishing to see a teacher, counselor, or administrator should schedule an appointment.

## **VISITORS**

It is the policy of Holmes Middle School that students may not bring visitors with them during the school day.

## **ACCIDENT INSURANCE**

Please be aware that Livonia Public Schools does not insure students for accidental injuries during the school year. The personal insurance of the parent/guardian is assumed to cover any and all medical treatments for such injuries. Unfortunately, some parents/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 office or at the Board of Education office during the school year.

## **MEDIA AUTHORIZATION FORM**

Every student enrolled in the Livonia Public Schools 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.

# **SUPPORT SERVICES**

## **COUNSELORS**

A counselor's job is to help students be successful in school. Counselors act as the student's advocate. Students should see their counselor if they are experiencing difficulty with their classwork, their friends, or other outside concerns. If students need to see a counselor, they should sign up in the Main Office.

## **SCHOOL SOCIAL WORKER**

The school social worker helps provide a tie between home and school when serious adjustment problems occur. Social workers can also provide recommendations for outside therapy or placement if necessary.

## **SCHOOL PSYCHOLOGIST**

The school psychologist is qualified to administer individual tests and interpret the results to parents/guardians. Psychologists recommend courses of action to school personnel and parents/guardians when special education is indicated.

## **SPECIAL EDUCATION**

Special Education services are available to students who qualify under the individuals with Disabilities in Education Act. Contact your child's counselor if you believe your child may actually be suffering from a disability. An Individualized Educational Planning Committee, which always includes a parent/guardian, plans the services and program of study once a disability has been identified through testing.

## **STUDENT ASSISTANCE PROGRAM**

Each middle school in Livonia has a S.A.P. specialist who offers a wide range of services focusing on prevention and early intervention. All students are eligible for services, and parent involvement is encouraged.

## **WE NEED YOUR HELP**

Sometimes students feel pressured to protect other students who break school safety rules. Most serious discipline or safety issues, however, are resolved because responsible student come forward. This is **not** "tattling, or being a rat or a snitch." It is practicing good citizenship and doing the right thing.

**The following list includes some situations which should be reported immediately to an administrator, counselor, teacher, or your parent:**

If a classmate is talking about suicide, hurting himself/herself, or is making statements that life is no longer "worth it."

If a classmate is making statements that he/she would like to hurt/kill other people or if they talk about having access to a weapon of any kind particularly explosives or guns.

If a classmate is being hurt or abused at home or is being bullied or harassed at school.

If a classmate is in possession of drugs, alcohol, tobacco products, or anything that would put that person or others at a dangerous risk.

**The school district has a confidential hotline, (734)744-2545, for students or families to report any threats to school or individual safety. Information received will be treated confidentially, but all reports will be taken seriously and followed up.**

## **TECHNOLOGY**

### **CODE OF CONDUCT**

Students in the Livonia Public Schools will be provided, with parent/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.

1. Students will sit in assigned seats or sign-in when using computer facilities.
2. 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. Students may not change anything on their desktop (clock, sounds, pattern, colors, etc.)
3. Computers, software, and related materials 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. Students may not copy anything in their file for another student without teacher permission.
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. It is illegal to access or copy files that are the private property of another user.
8. 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.
9. 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.
10. Any violation of these guidelines will be considered reasons for disciplinary action. Consequences will include: exclusion from the computer lab and/or suspension.

### **LIVONIA PUBLIC SCHOOLS LivNet POLICIES**

**As a condition of the student being allowed to network resources and electronic equipment and communications (hereinafter called LivNet) through Livonia Public Schools, students and parents are expected to understand 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. The staff of the Livonia Public Schools shall be the sole determiners of the appropriateness of materials or actions of student users of LivNet.
2. The school district reserves the right to 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. 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.

*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.

Parents are expected to 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, and grant permission for their student to access LivNet. Parents should understand that individuals and families may be held liable for violations, including unauthorized financial obligations resulting from inappropriate use of LivNet. Parents understand that some materials on LivNet may be objectionable, but accept responsibility for guidance of LivNet use as well as setting and conveying standards for their student to follow when selection, sharing, or exploring information and media.

In consideration for the privilege of using LivNet, parents and students hereby release the Livonia Public Schools, the Board of Education, staff, and volunteers for any and all claims arising from the use of, or inability to use, LivNet.

A separate sheet requiring student and parent/guardian signatures agreeing to the Holmes Technology Code of Conduct AND the Livonia Public Schools LivNet policies will be collected from students at the beginning of the new school year.

## **TRANSPORTATION**

### **TO AND FROM SCHOOL**

Students walking to and from school should respect all private property. You should stay away from other school district buildings, and stay away from older and younger students. Disciplinary action including suspensions, can result if student behavior is unacceptable to and from school.

Bicycles can be rode to and from school. Bike racks are available for students on the south side by the parking lot, but students are responsible for their own locks. The school is not responsible for bikes that may be damaged or stolen. The district urges the use of protective helmets to significantly reduce the frequency and severity of bicycle and other sports-related head injuries.

**Safety rules should be followed at all times. Bikes must be walked on the sidewalk, not ridden through the parking lot.** Particular caution should be observed at driveways in and out of the parking lot. Bikes should not be left overnight.

### **TRANSPORTATION ELIGIBILITY**

The Board of Education believes that bus transportation is a privilege, not a right and shall be administered according to the laws and regulations of the State of Michigan. Transportation shall be provided for secondary student who have registered for busing and live 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.

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.

You must get on and get off at your designated bus stop each day.

### **BUS RIDE – INCLUDING FIELDS TRIPS AND ATHLETICS)**

No damage or vandalism to the bus seats.

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.

No videotaping or taking of pictures.

No throwing of any objects inside or outside the bus. No loud, boisterous, or profane language.

No horseplay or aggressive behavior.

No harassing behaviors that would make anyone feel uncomfortable. No food or beverages on the bus.

School rules apply and are in effect while you are riding the bus.

### **BUS PASSES**

Students must use their own bus pass every day. You are not allowed to use anyone else's bus pass. If you forget your bus pass, you will need to get a 1 day temporary pass. You will need to see the Planning Room Supervisor before 1<sup>st</sup> hour and pick up your temporary pass at lunch in the cafeteria. If you lose or badly damage you pass, you must purchase a replacement pass for \$5.00 from the Planning Room Supervisor.

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

If you wish to ride home with a friend after school, BOTH students need a note signed by each parent/guardian to be taken to the Planning Room before 1<sup>st</sup> hour to receive a one-day temporary pass which can be picked up at lunch in the cafeteria.

If you ride the bus and wish to get off at a stop different from your own for one-day, please bring a note to the Planning Room before 1<sup>st</sup> hour and pick up a one-day temporary pass at lunch in the cafeteria.

### **IF YOU MISS THE BUS**

If you miss the bus, which departs 7 minutes after dismissal, come to the main office to make a phone call to your parent/guardian or relatives to make arrangements to get home.

### **BUS BEHAVIOR CONSEQUENCES**

Bus Driver Procedures: Steps may vary depending on the offense.

- 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: Discipline for bus referrals includes, but is not limited to:

- Warning with parent contact
- Short term removal from bus service
- Long term removal from bus service
- Permanent loss of bus privileges

Serious or continual issues will result in more serious disciplinary action.

## **LIVONIA PUBLIC SCHOOLS** **SCHOOL BOARD POLICIES**

### **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 list 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 meet 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 of 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 chaperone 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.

*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 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 the 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 or e-cigarettes 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 Statements**

A student shall not make false statements or give false evidence to administration or teaching staff during an investigation of possible violation of the 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:

1. 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.
2. 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*

#### **W. Harmful Substances**

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

### **II. POLICY FOR REVISED SCHOOL CODE SECTION 1399 – TEACHER-IMPOSED SUSPENSION**

Teachers may suspend students from a class, subject or activity, pursuant to Section 1309 of the Revised School Code, for misconduct that poses a clear threat of imminent injury to persons or property. Specifically, for the 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. STUDENT BULLYING PREVENTION

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the (policy) of the District to provide a safe educational environment for all of its students. All forms of bullying toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors or volunteers, is strictly prohibited.

This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the District, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related 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 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:

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

**“Cyberbullying”** is any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

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

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

Any student, whether victim or not, who believes he/she has been or is the victim of bullying, or who is aware of another student who has been or is the victim of bullying, should, and every staff member must, report the situation to the building principal or his/her designee. Complaints against the building principal should be filed with the Superintendent or his/her designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

The building principal (or his/her designee) shall investigate, as promptly as the circumstances permit, and document all complaints about bullying (as defined in this policy) and other behavior which may violate this policy. If the investigation finds an instance of bullying has occurred, it will result in appropriate consequences.

The individual responsible for conducting the investigation shall notify the parents/legal guardians of the victim, as well as of the perpetrator, of the verified incident(s) of bullying as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of this contact, or attempt to notify, shall be noted.

The individual responsible for conducting the investigation shall document all reported incidents which are prohibited and report all verified incidents of bullying or other behavior which violates this policy, as well as any remedial action taken, to the Superintendent or his/her designee.

The Superintendent, or his/her designee, shall submit a compiled report to the Board on an annual basis. The Superintendent is responsible for implementation of this policy. This policy will be publicized by being placed on the School District's website and in student handbooks.

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 reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. To the extent permitted by law, documents comprising the investigation will be maintained in a secure manner, will not be co-mingled with other documents, and will be disclosed only in accordance with law or on a “need to know” basis.

### **Notice of Nondiscrimination**

Livonia Public Schools 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 and grievances regarding discrimination based on race, color, religion, sex, national origin, age, height, weight, and marital status-Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability-Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.