

EMERSON MIDDLE SCHOOL

29100 West Chicago Livonia, Michigan 48150

(734) 744-2665



Student-Parent Handbook

Respect! Responsibility! Learning!

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**Updated 10/2020

MIDDLE SCHOOL MITIGATION MEASURES

[CLICK HERE to review the district's complete list of Middle School Mitigation Measures \(https://bit.ly/3kDgAUq\)](https://bit.ly/3kDgAUq)

MASKS

Students are expected to wear appropriate face coverings while in the building except when seated for lunch or breakfast.

Appropriate face coverings include:

- homemade facial coverings (must be washed daily)
- disposable masks (must be disposed of daily)
- Gaiter (one-piece neck and face sleeve -- no bandanas)

CHROMEBOOKS

Students will be assigned a Chromebook that they will pick up at the beginning of the school day and return at the end of the day. Students are permitted to bring a personal device from home but a phone is not an adequate device for completing school work.

HALLWAYS

School hallways are marked to indicate which direction students will travel during arrival, passing time, and dismissal.

WATER FOUNTAINS/WATER BOTTLES

Water fountains will not be in use, they will be covered. Students should bring their own water bottle. Water bottle filling stations will be operational.

ACADEMIC GRADING

GRADE POINT AVERAGE/HONOR ROLL

The Emerson 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 8th grade student is honored for each of the first three marking periods, he/she will also be honored at Recognition Night.

Letter Grade	Honor Points
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

EMERSON EXCELLENCE CLUB

The Emerson Excellence Club is a recognition award given at the end of each card marking. It recognizes a superior, positive attitude and a high level of participation in class. To have a chance at being considered for this honor, a student must receive a "1" in at least four out of six classes with no other mark being lower than a 2. Students who achieve this honor receive a letter of recognition. If an 8th grade student is honored for each of the first three marking periods, he/she will also be honored at Recognition Night.

PROGRESS REPORTS

At the midpoint of each of the four marking periods, an Interim Progress Report (IPR) is available to parents on ParentConnect. 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 744-2665. These Interim Progress Reports allow time for students who may be failing a given class to improve their grade.

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 the potential for full credit. The teacher's policy for late work will be in effect. There will be no grade penalty assignment for a behavioral suspension.

WORK MAKE-UP POLICY

Upon returning from an absence, students are to request all assignments missed. 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.

REPORT CARDS

The purpose of report cards is 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	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 (<i>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".</i>)

Citizenship and remarks are important. They reflect your school progress. When the time comes to decide whether to promote or retain you, teachers consider your progress. If it is good, you will probably be able to do satisfactory work in the next grade. If it is poor, you will probably have trouble.

1	Almost always contributes to a positive classroom atmosphere; always demonstrates courtesy
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 for class
5	Almost always contributes to a negative classroom atmosphere; almost always is discourteous and disrespectful, almost always is unprepared for class

If you are failing two core classes at the end of the year, you are eligible for retention (to repeat the grade).

ACTIVITIES

IMPORTANT: Many activities may not run as described below due to the COVID crisis.

STUDENT INVOLVEMENT

As a Lighthouse school, it is important that students are given multiple opportunities to demonstrate and develop their leadership skills. Our governing student group is called Student Lighthouse Team. Students apply to be considered for Student Lighthouse, and up to 15 students are selected for this group. An important role of the Student Lighthouse is to represent the voices of the Emerson student body. Throughout the year, announcements are made asking students to volunteer for clubs, committees, single activities or to work on a long term activity. This year, our theme is "Choose Kind". We will be promoting this theme through involvement in service learning projects, activities in the classroom, decorations in the hall, and offering a variety of clubs and activities. We encourage involvement in a great variety of ways-for students, staff, community members and families.

OTHER ACTIVITIES

Monthly, we will hold a iPod/Music Day. Students will be able to listen to their music during their classes (teacher approval) and in the hallway! A \$2.00 donation is requested in order to participate in iPod Days. All money collected will go to various departments/clubs/activities.

Twice a year, Student Activities will sponsor Spirit Weeks. The first Spirit Week will go to the Livonia Goodfellows to support their mission. This week, students are asked to bring in 3 cans of food or \$2.00 each day in order to participate in the various themed days. Examples-Comfy Day (wear your pajamas, slippers and bring your favorite stuffed animal), Hat Day, Wacky

Day, Halloween Costume Day, Twin Day..., etc. The other week is held in the spring, and all money will go to five different charities-all chosen by students. We have supported Breast Cancer, Humane Society, Cookies for Veterans, Special Olympics, First Step, Gleaners..., etc.

CLUBS (ON HOLD DUE TO COVID CRISIS)

Emerson has a variety of clubs that are offered to students. Each year, the clubs may change. Some of the clubs we have had include, Newspaper Club, Student Mentor Club, Homework Club, Library Crew, Minecraft Club, Stars War Club, Art Club, Writing Club, Yo-Yo Club, Fitness Club and Harry Potter Club. We are looking at forming a Birthday Club, Baking Club and a Peer Mediator Club. If any student has an idea for a club, they are welcome to find a staff sponsor and the club can be formed!

CEDAR POINT (ON HOLD DUE TO COVID CRISIS)

All eighth grade students are invited to attend a trip to Cedar Point after school is out in June. The trip is offered by the Emerson PTSA. The cost of the trip will be approximately \$65.00. This money will provide bus transportation, admission to the park and attractions and lunch. Busses leave Emerson at 7:15 AM and return at 9:45 p.m. Students will be on their own inside the park. The beach area and Soak City are off limits. Two important items to remember are listed below. Please read them carefully.

- If a student has exhibited poor behavior or received a suspension during the school year they may not be able to participate as determined by Emerson administration.
- There will be no refunds after a predetermined date. Costs for transportation and the overhead remain fixed whether or not a seat is occupied.

FIELD TRIPS (ON HOLD DUE TO COVID CRISIS)

Each year 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 and derive their financial support from the general budget of the district.

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 program.

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 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.
- For cross country track & field, and wrestling membership is unlimited. All players who sign up will be able to participate in these sports.
- 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 opportunities 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 include: 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 8 to 10 weeks.
8. No practice or games will occur during scheduled vacation periods or holidays.
9. Declaring league champions, reporting league standings or awarding team trophies will not take place.
10. Cheerleading and pom-pom squads are not part of the present 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 comply with the guidelines established by the Michigan High School Athletic Association (M.H.S.A.A.) with regard to eligibility.
14. Athletic Directors will be responsible for monitoring academic and citizenship performance.
15. 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.
16. All tryout teams will consist of the best eligible athletes as determined by the coach and the athletic director.
17. Maximum participation is encouraged.
18. Noisemakers will not be allowed.

KENSINGTON LAKES ATHLETIC ASSOCIATION (KLAA)

As of the 2008-2009 school year, 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.

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 interpersonal 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 for 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.
 - d. All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and may be restricted in participating in any other extracurricular activity or practice session until this obligation has been cleared by the coach or middle 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, actions 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 on 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 make up 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 athlete contests during the 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 the 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.
 - i. All athletes must maintain acceptable grades. If an athlete has a grade of a D or an E in any class they may be benched for a game. The athletic director will make all decisions in regards to a student athlete's grades.
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 predetermined 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 individualized coach. 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 emergencies or family vacations, 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. **Three unexcused absences will result in the removal from the team.**
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. 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. 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 a contest.

- A one-time participation fee of \$150 will be collected upon making a sports team.
- The fee is due to the athletic director.
- There is a cap of \$700 per family for secondary athletics 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 affect 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 sport 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 or student-generated signs or banners 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 action.

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 7:30 to 1:15 PM

PHILOSOPHY OF ATTENDANCE

The Livonia Public Schools is committed to providing our students with a world class education that will prepare them to be productive citizens in a diverse and democratic society. Student's regular attendance should be a shared and common expectation of the schools, the students, and the parents. **Our goal is to work cooperatively with our 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: 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 including absences due to suspension 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 ages six to eighteen. Parents of truant students may be brought into court and issued fines for truancy of their children through Wayne County.

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.

QUESTIONS ABOUT ATTENDANCE

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

ABSENCES

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

Homework requests cannot be made until the third consecutive day the student is absent. Parents should email their student's teachers to request work. Homework not available online will be placed in the main lobby for pick up. Please allow 24 hours for requests to be processed. If a parent is unable to email teachers, they should contact their student's counselor.

CHECK-IN TARDINESS TO SCHOOL

A student who arrives late to school (after 7:30 a.m.) must check-in using the computer in the Main Office and get a pass **before** he/she goes to his/her locker and class. Any student who does not sign in may receive disciplinary consequences.

TARDINESS TO SCHOOL AND TO CLASS

Students are expected to be on time for school in each of their classes. They will be considered tardy to school and class if they are not in their class when it is scheduled to begin, according to the clock designated by the classroom teacher. Persistent tardiness cannot be tolerated. Tardiness will be considered when the teacher determines a citizenship grade.

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

1st tardy: Warning

2nd tardy: Warning

3rd tardy: Loss of one classroom pass and email or phone call to parents from teacher

4th tardy: Loss of one classroom pass and after school detention assigned

5th tardy: Loss of one classroom pass and meeting with Counselor - phone call to parents

6th tardy: Loss of one classroom pass and referral to assistant principal - Plan with parent signature

Subsequent tardies: Discipline may include but is not limited to in-school suspension, loss of passing time, or additional lunch/after school detention.

Students who arrive to class late because a teacher kept them after class should have a pass from that teacher.

Tardy detentions will begin FIVE minutes after the last hour dismissal 1:20 p.m.). Tardy detentions will end at 1:50 p.m.

CHECK-OUT DURING THE SCHOOL DAY

If you need to pick your student up early from school, please report to the office to request that he/she be called down for dismissal. Use the computer in the front office to complete the check-out process. It can take time to have your student ready to leave during busy times of the day. Please understand that it may take approximately 10 minutes for your student to arrive in the office.

PRE-ARRANGED ABSENCES

If a student/parent knows ahead of time that a student will miss three or more consecutive days of school for a valid reason, the parent/guardian should send an explanatory note to the Counseling Office as soon as possible before the absence.

We want parents to be aware that we do not expect teachers to develop special assignments in advance for students who will be gone during the school year. It is the responsibility of the STUDENT, upon returning from the trip, to see his or her teachers for the missed assignments. A period of time equal to the length of the absence will be allowed for missed assignments to be completed.

ILLNESS, CHECKOUT, AND ACCIDENTS

If you become ill during the school day, inform your teacher who will send you to the office. Your parents will be contacted and arrangements made to address your illness. 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 bathroom for a prolonged period of time.**

Student cell phones should not be used to contact parents without school staff's knowledge.

Because accidents and illnesses do occur, you must have on file in the main office 2 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.

CLOSED CAMPUS

Emerson 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 office can result in a suspension.

TRUANCY PROCEDURES

The following is Livonia Public Schools administrative procedures for the processing of truancy cases. The steps listed may take place concurrently, and in certain cases the sequence may need to be modified. The Livonia Public Schools submits formal paperwork to the Wayne County Prosecutor's Office to process such cases.

MIDDLE SCHOOL (attendance is cumulative)

Step 1: Once a student has accumulated sixty (60) hours of INVALID absences , a formal district notification letter will be sent to the parent/guardian by a School Administrator, or their designee, which will remind them of the Compulsory Education Law and our relationship with the Erase Truancy Program.

Step 2: Once a student has accumulated ninety (90) hours of INVALID absences , a parent/guardian contact will be made by an administrator, or their designee, via a certified letter requiring:

- A. A student/parent meeting and
- B. The student to return to school the next day and subsequent school days.

Step 3: Once a student has accumulated one hundred twenty (120) hours of INVALID absences, an administrator or designee will proceed to file a **Complaint (JCO1)** with the Prosecutor.

ABSENCES

School absences will be divided into two categories: VALID AND INVALID.

VALID ABSENCES may include the following:

- Illness/Sickness
- Medical appointment with documentation
- Long-Term or chronic illness, injury, or medical emergency with documentation
- Funeral/Bereavement with documentation
- Court Appearance with documentation
- Religious observance

INVALID ABSENCES may include the following:

- House sitting/Baby sitting
- Transportation issues such as missed bus, car problems, etc.
- Inclement weather
- Overslept/too tired
- Illness beyond three (3) consecutive school days without documentation

These are just a few examples. If a parent has questions regarding the validity of an absence they should be encouraged to call the appropriate school administrator or the school's attendance office. Consideration will be given to students with medical conditions and/or other documented care.

BEHAVIOR AND EXPECTATIONS

The sign near the front door at Emerson reads: **RESPECT, RESPONSIBILITY**, and **LEARNING**. Common sense says that you should always show good manners, act courteously to other students and adults, be on time and prepared for class, show respect for the property of others, and respect staff members and their authority.

At Emerson, every student:

- should be seated in class before the end of passing time and remain there until dismissed by their teacher.
- should willingly follow the reasonable directions of all staff members.
- is expected to bring the proper materials to class and make a reasonable effort to do the work assigned in each class.
- is expected to participate in a manner that will not interfere with the teacher's teaching or with other students' learning.
- abide by the technology code of conduct and Livnet policies.

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". When students display self-control, it is not necessary for teachers to control them. Unfortunately, there are always a few students who have not learned how to control their own behavior and act appropriately. 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, and at all school events.**

CONSEQUENCES AND 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, turn around, sit in their assigned seat. These are just a few examples. Students who fail to follow reminders may be sent to the office. Students are expected to follow teacher 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 or stay at school after others have gone home. A typical detention last between 30 to 60 minutes. Sometimes detentions are given during lunch. Lunch detentions maybe served in the reflection 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, you should not look into your 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 reenter 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 the room 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 office to speak with the principal or 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 office. Students are expected to report to the office immediately, and should not stop anywhere before going to the office.

5. Reflection Room

The Reflection Room is a place for a student who needs more time and guidance to change their behavior. In the Reflection Room, students may write a plan for changing their behavior, and then show their plan to the teacher who sent them to the office. If the plan is acceptable, the teacher will sign it and the student may be allowed to return to class.

The rules in the Reflection Room are very strict. Students sent to the office because they do not follow the rules in the Reflection Room may be sent home on suspension. Students in the Reflection Room for an extended period of time will receive assignments from their teachers and do their work in the Reflection Room until they are allowed to return to class.

6. Restorative Intervention

In cases of conflict, students may be asked to participate in a restorative intervention process. During this process, students are provided a safe space to air their differences, reflect on their own actions, and develop a plan for moving forward. This process is supervised by a school counselor or administrator and is voluntary.

7. 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 or 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 school grounds and may not attend any school activity during their suspension. Eighth grade students who are suspended may jeopardize their Washington D.C. trip and/or the Cedar Point trip.

ACADEMIC DISHONESTY, CHEATING, PLAGIARISM

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

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:

- Teacher will confiscate the paper, test or project.
- Teacher will discuss the situation with the student(s).
- Teacher will contact the parent or guardian.
- Teacher will discuss with the parent that the test/project/homework will receive a failing grade for this assignment.

ASSEMBLIES

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

During 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.

BEHAVIOR REFERRALS (FREQUENCY OF)

We feel that it is unacceptable for a student to be sent to the office for behavior problems twice in one day. If this occurs, a school suspension may result.

BUILDING HOURS

The middle school day is from 7:30 a.m. - 1:15 p.m. **The building will open for students at 7:15 a.m. a.m.** Students who arrive at Emerson early than 7:15 a.m.. will wait outside. Beginning at 7:30 a.m. students will enter the building and be asked to wait in the cafeteria until released at 7:50 to go to their locker. All students are to be out of the building and off school property by 3:00 p.m. unless staying for a supervised activity, event or performance.

CELL PHONES AND OTHER ELECTRONIC ITEMS

Emerson staff recognize that cell phones are a desirable and convenient means of communication between parents and their children. Thus, authorized cell phone use is defined below:

1. Cell phones, headphones and earbuds are permitted during breakfast (7:30-7:50) and lunch.
2. Cell phones may be used during passing time.
3. Headphones and ear buds are NOT permitted in the hallways. They are not to be used or visible during passing times between classes.
4. Cell phones, headphones or earbuds are permitted in class with teacher permission.
5. Students may use their cell phone in the building after dismissal at 2:49.
6. At NO TIME is it permissible to take photographs or videos in the building.
7. Students should not loan their devices to students who have been restricted from carrying a cell phone at school.

Students found in violation of the guidelines stated above will have their cell phone, headphones or earbuds confiscated and turned over to the Reflection Room supervisor. The students will face disciplinary action and **the phone will be returned to the student at the conclusion of the school day.** If a student refuses to turn over a cell phone, headphones or earbuds when asked by any Emerson staff member, it will be insubordination and an office referral will be written.

Cell Phone, Head Phone, Ear Bud Disciplinary Action:

- 1st Violation – Warning
- 2nd Violation – Violation notification sent home for parent signature and returned the next day
- 3rd Violation – Student will eat lunch in the Reflection Room for 3 days
- 4th Violation – Referral to Emerson Administrators
- 5th Violation – Student will be restricted from carrying a cell phone at school for 1 week. The student will be expected to turn in their cell phone to the Reflection Room supervisor at the beginning of each school day. The length of the cell phone restriction will increase for additional violations.

COSMETICS

The use of cosmetics should not be a distraction to the school environment. The list of items in “Items you should not bring to school” on page 11, includes pump spray containers which are not allowed in school. Some individuals are allergic to perfumes and colognes; therefore, any spraying of a fragrance may result in disciplinary action. Any fragrance put on at home should also be used in moderation. Excessive or inappropriate makeup can result in an office referral. This includes the use of glitter.

DRESS AND GROOMING

- Every student shall maintain a reasonable standard of wearing apparel which is appropriate to the role of a student and which contributes to developing a favorable climate for study.
- **Any article of clothing or extreme appearance deemed to be disruptive to the learning environment and proper school atmosphere is prohibited.**
- All jewelry and clothing of considerable value should be left at home.
- Clothing should not be so revealing to be inappropriate or immodest.
 - o Pants must be worn at waist level. Undergarments (underwear, boxers, shorts, etc.) should not be visible.
 - o Shirts must be long enough to cover the midsection when a student reaches his or her arms overhead. No bare backs, strapless, transparent clothing, or extremely low-cut shirts allowed.
 - o Shorts must be closed around the leg as to not expose a student’s undergarments or buttocks.

- o Skirts/Dresses must be long enough to reach beyond the student's hand with the arm fully extended at their side. This length must be maintained around the entire width of the garment and must remain at this length when the student is walking. This includes any slits in the garment.
- Inappropriate sayings or symbols on any article of clothing are prohibited.
- Particular areas may require additional clothing standards such as appropriate clothing around machinery, eye protection dictated by OSHA, and the Board of Health standards involving food preparation.
 - o Jewelry, especially necklaces, should break away easily for safety reasons.
- Accessories which may disrupt or create safety concerns are prohibited. Examples of such articles include chains (attached to a wallet or belt, connected to pants, or worn as jewelry); dog collars; spiked wrist or neck bands; safety pins, necklaces with inappropriate symbols or sayings; and sunglasses.
- Backpacks are not permitted in the classrooms, including 6th hour.
- Small purses are permitted but must be kept under a desk during class time.
- Coats that are intended for outdoor wear, such as winter coats, are not acceptable during the school day and should be stored in the student's locker.
- Hats and/or hoods are not to be worn in the building. Students are expected to take off their hats as they enter the building and they are to be kept in the student's locker during the school day.
- Shoes must be worn at all times.
- The administration may approve exceptions to the dress code for "special days."
- Students violating the dress code will be given the opportunity to correct the violation by:
 - o changing into another, more appropriate, article of clothing they have at school
 - o contacting their parents to have appropriate clothing brought to school
 - o change into clothing provided by the school (if available)
- Parents and students uncertain about these rules should contact a building administrator.
- This policy was reviewed and revised by parents, students, and staff in October of 2018.

FORGERY OF PARENT/GUARDIAN SIGNATURE

Forging a parent's/guardian's signature is regarded as a serious offense usually resulting in a suspension. If a staff member directs you to bring in a note or paper with a parent/ guardian signature, that direction must be followed.

GAMBLING

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

GANG ACTIVITIES

The board of education regards it as a suspendable offense to glamorize being in a gang or recruit 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.

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 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 Emerson 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". 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.

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 may be punishable by suspension.

HARMFUL SUBSTANCES

A student shall not manufacture, sell, possess, use or deliver, any drugs, narcotic drugs, or synthetic drugs (including vaping) nor be under the influence of any of those substances. Consequences for a violation of this policy include a minimum of a 3 day suspension up to expulsion. The police department will be notified of these situations.

ILLEGAL SUBSTANCES

It is illegal for students to use or possess alcohol or drugs (including cigarettes and vapes). 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 or "vape juice" in any form in their possession or under their control. Students involved in any of these behaviors will be suspended.

ITEMS 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.

1. No photography is allowed during school hours.
2. Any item that may be used to propel an object or a liquid.
3. Any noise or odor makers (air horns, fireworks, stink bombs, etc.).
4. Magazines, posters, pictures, stickers, or signs which could be considered to be obscene or inappropriate.
5. Hair sprays, perfumes, breathe sprays, body sprays, any pump liquid, and any aerosol cans.
6. 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. This includes Slurpees, Hot Chocolate, Coffee, etc.
7. Laser Pointers are not allowed.

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

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 a warning 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.

LOCKERS

If lockers are assigned to students, students are advised that the use of an 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.

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. Students are not to share lockers or enter anyone's locker but their own.
4. Do not write on the lockers or put stickers on them.

5. If your locker needs repair, please report the problem to the office.
6. Do not use confetti when decorating a locker and limit balloons to one or two.
7. LPS does not assume responsibility for reimbursement for lost or stolen items.

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. Emerson students should stay away from other LPS school property during the regular school day. This provision applies to Emerson half-day curriculum days and any other days that school is in session.

LOST AND FOUND

Lost articles are turned into the office. Ask for lost articles during the lunch hour, during passing time, or after school.

LUNCHROOM RULES

1. Once students have their food, they are expected to sit at their assigned seat and stay there unless excused by a cafeteria supervisor.
2. Students may not wander 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.
4. Students are not to run to lunch or in the lunchroom.
5. When finished eating, students are to put their trash in the trash 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.

The usual action for dealing with students who misbehave in the lunchroom will be cleaning duties, assigned seat in the cafeteria, or an assigned seat in the planning room.

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

Students may bring their lunches or buy a lunch in the cafeteria. Milk and juice will be sold. 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 may go to their lockers (when lockers are assigned), then to the cafeteria for their lunch period. 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.

MEDICATION AND PRESCRIPTION DRUGS

Unless a doctor/parent permission form is on file in the school office, a student cannot be in possession of or take prescription drugs or over the counter drugs at school. 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. When the form is completed, all medication will be kept in the office for the child's use and it is only there that it will be dispensed.

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 \$20.00 in their possession unless special arrangements have been made.

MOVING

If 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. You will need this form completed at least one week before you move.

PASSES

When classes are in session, students are to be in class, arriving on time. Students are only permitted to leave the classroom to use the restroom and in emergency circumstances such as feeling ill. Students in the hall are to take a direct route and not loiter. Students violating this policy may be assigned an adult escort when requesting to leave a classroom.

POSTERS AND DECORATIONS

Unless approved by the main office, students cannot place posters or signs anywhere in the school. It is permissible to decorate a friend's locker for a birthday, but the decorations may not include any item that could create a disruption. Students must get permission to go to a friend's locker before 7:30 a.m.. See a teacher on bus duty to get this permission.

PUBLIC DISPLAYS OF AFFECTION

The staff at Emerson believes that close physical contact is not appropriate for students at this age level. At the same time, we understand that some students want to express special feelings they feel toward another student; therefore, the following guidelines will be enforced:

- As a general rule at Emerson, students should keep their hands to themselves.
- Kissing is not acceptable. Walking down a hallway with your arms/hands on someone else's shoulder or waist is not acceptable. Hugging and holding hands 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.

STUDENT VISITORS

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

SUBSTITUTE TEACHERS

Substitute teachers are guests in our building. When you have guests in your home, you put on your best manners. In a similar way, 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.

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.

TEXTBOOKS

Your textbooks are loaned to you. You are entitled to one-year's use of 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. A lost book, regardless of its condition, must be replaced. Students are responsible for books assigned to them, regardless of how they are lost.

THREATS

Students who become angry and frustrated and do not ask for help to resolve the problem causing their anger may want to make threatening statements toward the other person. 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 and, if necessary, contact with the local police department. Disciplinary consequences will range from warning to expulsion.

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

The Board of Education has enacted the following regulations in accordance with federal law, being the Gun-Free Schools Act of 1994, and Michigan law, being Act 328 of the Public Acts of 1994, 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 may 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 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.

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

EMERSON PARENT INVOLVEMENT PLAN

At Emerson Middle School, our goal is to educate all students in partnership with their parents/guardians. Emerson Middle School staff is committed to the following practices:

Emerson will:

- hold annual meetings for parents/guardians.
- offer a flexible schedule of meetings.
- educate school staff on how to build ties between home and school.
- assist in developing appropriate roles for community-based organizations and businesses and encouraging partnerships.
- provide a **School-Parent Compact**, which is a written agreement of what schools and parents are each expected to do to help students achieve.
- involve parents in an organized, ongoing and timely way to plan, review and improve programs such as:
 - o Parental involvement policy
 - o School Improvement Initiatives
- Provide parents/guardians with
 - o description and explanation of curriculum to be taught.
 - o timely information regarding their child's progress.
 - o the forms of academic assessment used to measure student progress.
 - o proficiency levels that students are expected to meet.
 - o opportunities for decision-making related to the education of their children.
 - o materials and training about how parents can improve their child's achievement
 - o information that is in a language that parents can understand.
 - o a response to any parent suggestions in a timely manner.
 - o reasonable support for parental involvement at parents' request.

Parents are encouraged to evaluate and give feedback on staff practices, curricular offerings and programs. Emerson will survey all stakeholders on an annual basis to formulate the best plans for students.

SCHOOL - HOME COMPACT

The School-Home Compact outlines actions that support academic success. In order to help improve academic achievement, we suggest that the items below be reviewed in an open and honest family discussion. Each of these actions has been proven to raise the probability of academic success and passing grades.

Student Actions

- Being in school and arriving to all classes on time
- Organizing folders, backpack, and locker weekly and bringing materials to each class
- Asking for help when needed (for example, attending Homework Club after school)
- Writing assignments into a planner and checking teacher websites and Google Classroom daily
- Utilizing MiStar to monitor grades
[Student Portal: sisweb.resa.net/studentPortal/](http://StudentPortal:sisweb.resa.net/studentPortal/)
- Returning to school to pick up forgotten work/materials in your locker (building open until 10

Family Actions

- Providing a designated place and adequate time to do homework
- Checking planner and completing homework and reading daily
- Limiting the amount of screen time (phone, computers, video games, etc.) on school nights
- Talking to and/or email teachers and keeping contact information updated at school
- Utilizing MiStar to monitor grades
[Parent Portal: sisweb.resa.net/ParentPortal/](http://ParentPortal:sisweb.resa.net/ParentPortal/)
- Assuring your student arrives to school on time

- pm for students accompanied by an adult)
- Contacting classmates for missed work
- Bringing homework home
- Doing homework and turning in assignments

- and has minimal absences (less than 5 in a year)
- Eating balanced meals
- Having a regular bedtime
- Encouraging regular exercise

SUPPORT SERVICES

COUNSELORS

A counselor is a person whose job is to help you succeed in school. You should regard your counselor as a friend, and you should go out of your way to make the acquaintance of your counselor. There are times when you need special help. You may need some information. You may be worried about your school work. You may be having difficulty with your friends. Do not hesitate to go to the counselor if you need help. You will be assigned a counselor, but you may see another counselor if you want to.

POLICE LIAISON OFFICER AND SCHOOL SECURITY

A Police Liaison Officer and a School Security Officer is assigned to Emerson Middle School. Our liaison and security officers have the following duties:

- to work with school officials to provide a healthy and safe learning environment,
- to take a proactive approach to prevent delinquent behavior,
- to take immediate action when criminal violations take place at the school,
- to be a resource of information for school staff, students and parents,
- to be a positive role model for students,
- to keep educating students about drug and alcohol abuse, and
- to deter violent behavior.

The implementation of this program is meant to signify the commitment and dedication the Livonia Police Department and the Livonia Public Schools have toward our students and this community.

SCHOOL SOCIAL WORKER

The school social worker helps provide a tie between home and school when serious adjustment problems occur. Social workers also help by recommending outside therapy or placement when such a move is indicated.

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 learning disability. An Individualized Educational Planning Committee, which always includes a parent or 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. Each school's program includes classroom activities, small group and individual support, and parent outreach. Building staff design a plan that best meets the needs of its own students, parents, and teachers.

Since some students may benefit from additional intervention, S.A.P. also offers educational support groups, each of which focuses on a specific topic. The groups are small and time- limited and are designed to help students with any one of a number of issues. These may include:

- coping with family issues such as divorce, illness, grief, and loss, and substance abuse
- strengthening interpersonal relationships through improved social skills and conflict resolution
- becoming a responsible learner through improved study and organizational skills
- managing personal adjustment difficulties through effective problem-solving and decision making
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- strengthening interpersonal relationships through improved social skills and conflict resolution
- becoming a responsible learner through improved study and organizational skills
- managing personal adjustment difficulties through effective problem-solving and decision making

When you have a problem, how do you get help?

When you are having any kind of problem in school, it is important to discuss it with your parent/guardian first. Usually, you will be encouraged to also talk to someone at school.

If the problem is . . .

- about a **class or grade**, you should talk with your teacher first.
- your **school schedule/class** or **family or friends**, make an appointment to see your counselor.
- about **drugs, alcohol**, and other **personal issues**, make an appointment to see your counselor.
- about **bullying** or **harassment**, you should go to the Counseling Office or to the Main Office.
- about a **bus pass** problem or a problem with your **locker**, one of the secretaries in the Main Office can help you.
- about losing something, the **Lost & Found** is located in the hall outside the Main Office.

We need your help!

Sometimes students feel pressured to protect another student who breaks a school safety rule. Most serious discipline or safety issues, however, are resolved because responsible students come forward. This is *not* "tattling," it is good citizenship and the right thing to do.

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, is being hurt or abused at home, 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.

OK2SAY

The State of Michigan has a confidential hotline called OK2SAY. OK2SAY is a resource for students or families to report any threats to school or individual safety. Information received will be treated confidentially and all reports will be taken seriously and followed up. OK2SAY may be contacted by phone (855-565-2729), text (652729), email (OK2SAY@mi.gov), or using the OK2SAY app available for iphone and android devices.

TECHNOLOGY

Students are encouraged to use the technology available at Emerson whenever appropriate for their educational experience. Student responsibilities attached to the privilege of technology use include the following:

1. Read and comply with the Emerson Middle School Technology Code of Conduct. This outlines general guidelines for technology use at Emerson.
2. Discuss with parents and sign the pink Emergency Cards.
3. Once student passwords are received, they are to be memorized and kept private. Under no circumstances should a student share a password with another student.
4. Be aware that violations will result in disciplinary action ranging from loss of computer access to expulsion.

EMERSON MIDDLE SCHOOL TECHNOLOGY CODE OF CONDUCT

Each student has the **PRIVILEGE** to use the computers and software that have been placed in the computer labs and classrooms to facilitate personal academic growth. In consideration of the many students sharing our facilities, it is important that everyone is a **RESPONSIBLE** user of technology. We, at Emerson, therefore expect the following guidelines to be followed by **EVERYONE**:

1. A "*Student LivNet*" form signed by both student and parent/guardian must be on file for every student using the Internet.
2. Passwords are confidential and should not, under any circumstances, be shared. It is a serious violation of district policy to access, copy, or delete the personal files of another user.
3. Students entering a computer lab with a class will be assigned to a specific computer by their classroom teacher. NO student is allowed on a computer without supervision from a teacher or other staff member.

4. All computers and their components should be treated with RESPECT and CARE.
 - o Food, candy, gum, and beverages are NOT allowed in the computer areas at any time
5. Any problems with a computer or its software must be reported to the adult in charge.
6. Students are NOT allowed to access the hard drive or to **alter** the computer in any way including, but not limited to: changing the mouse, background, sound, or screensaver.
7. Only school-related material may be stored, accessed, or printed from a school computer network. **NO** personal software or flash drives are permitted.
8. All printing should be approved by the adult in charge before printing.
9. Any violations of these guidelines will result in disciplinary action and possible loss of computer privileges.

STUDENT AND PARENT/GUARDIAN LIVNET ACCESS AUTHORIZATION FORM

As a condition of the student being allowed access to network resources, 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 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 (located on page 37) 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.

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} (see below). 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 modified 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 noneducational/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.

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 or 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. A bike rack is available for students in the front of the building, 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.

Skateboards and rollerblades must be able to fit in your locker. The school is not responsible for skateboards or roller blades that may be stolen. Students should not "ride" skateboards on school property. Students using roller blades must have shoes to change into before you enter the building.

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

BUS RIDE (INCLUDES FIELD TRIPS, ATHLETICS AND ACTIVITY BUSES)

- 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.

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 need to get a temporary pass at lunch.

If you lose or badly damage your pass, you must purchase a replacement pass for \$5.00.

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

If you wish to ride home with a friend to visit that person after school, BOTH students need a note signed by a parent to be given to the Main Office before school to request a one-day temporary pass. This request may be denied due to transportation policies or by school administration.

If you ride the bus and wish to get off at a stop different from your own for one day, bring a note to the main office before school and you will receive a one-day temporary pass.

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 parents or relatives to make arrangements to get home. You may walk home with your parent's permission.

BUS 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:

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

- Warning with parental contact
- Short term removal from bus service
- Long term removal from bus services
- Suspension

LIVONIA PUBLIC SCHOOLS BOARD POLICIES

JD -- STUDENT DISCIPLINE

STUDENTS

AUGUST 21, 2017

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 on 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. Penalties can include warning, restorative practices, suspension, or expulsion.

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 warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning to expulsion

N. Smoking

A student shall not use or possess tobacco products or e-cigarettes inside any school building or on the school grounds or at any school activity.

Penalty - Ranging from warning to expulsion

O. Toy Weapons

A student shall not possess a toy "look alike" gun or other weapon.

Penalty - Ranging from warning to expulsion

P. Gang Activity

A student shall not engage in gang activity.

Penalty - Ranging from warning 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 warning 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 warning 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 warning 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 warning 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 warning 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 warning to expulsion.

II. POLICY FOR REVISED SCHOOL CODE SECTION 1309

- 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 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/assistant superintendent for elementary or secondary instruction, 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/assistant superintendent for elementary or secondary instruction, hearing officer, or Board of Education.

B. Definition of Discipline

1. Restorative Practice - Practices that emphasize repairing the harm to the victim and the school community caused by the pupil's misconduct.
2. 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.
3. Expulsion - The permanent exclusion from the school system by action of the Board of Education.

C. Factors to be Considered Before Suspension or Expulsion

Section 1310d of the Revised School Code requires school officials to consider each of the following seven factors before suspending or expelling a student (except for students being expelled for possession of a firearm in a weapon free school zone):

1. the student's age;
2. discipline history;
3. disability;
4. the seriousness of the behavior,
5. whether the behavior posed a security risk to any student, staff member, or other individual;
6. restorative practices, and
7. whether a lesser intervention would properly address the behavior.

Note: Restorative practices may be used in addition or as an alternative to suspension or expulsion.

Except for students being expelled for possession of a firearm in a weapon free school zone, the above seven factors shall be considered prior to any decision to suspend or expel a student, including an initial decision to suspend or expel a student or an appeal of a decision to suspend or expel a student. School official(s) shall document their consideration of these factors.

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

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.

Step Two:

If an appeal is going to be made to the director/assistant superintendent of elementary or secondary instruction 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/assistant superintendent for elementary or secondary instruction 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 the director/assistant superintendent for elementary or secondary instruction. The appeal before the director/assistant superintendent for elementary or secondary instruction 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/assistant superintendent for elementary or secondary instruction 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/assistant superintendent for elementary or secondary instruction's decision shall be final and not subject to further review.

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

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/assistant superintendent of elementary or secondary instruction 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/assistant superintendent of elementary or secondary instruction or his/her 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.

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.

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.

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, Skill Center, Vocational Programs, and Cooperative Educational Training. Days missed resulting from suspension will be included in the total number of days absent, which may result in a student being placed on an attendance plan or 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.

LEGAL REF.: MCL, 380.11, 1999 PA 102, 1999 PA 103, 1999 PA 104, Goss v. Lopez, 419 U.S. 565 (1975), Birdsey v. S.Grand Blanc Community Schools, 130 Mich App 718, 344 NW2d 342 (1983) (Legal References Updated 3/12/07)

JCDAE -- PERSONAL COMMUNICATION DEVICES

STUDENTS

OCTOBER 29, 2018

The Board recognizes that Personal Communication Devices (PCDs), such as cellular phones and electronic tablets, are a convenient means for students to contact parents and can also be a valuable tool for instruction and learning.

Technology, including but not limited to PCDs, will be permitted as approved by the classroom teacher or the building administration. Students may not use PCDs on school property or during school-sponsored activities to access and/or view Internet web sites that are otherwise blocked or prohibited for students at school

Recording a building incident or a communication with a school district employee without expressed permission is not allowed the rule against recording without permission is included under "Prohibited Acts" in Board Policy JD - Student Discipline and the penalty for violation of this rule shall range from warning to expulsion.

CROSS REF: Board Policy IFA - District Technology Network and Related Resources, Board Policy JD - Student Discipline

JCDA -- PROHIBITED USE OF TOBACCO SUBSTANCES

STUDENTS

OCTOBER 29, 2018

The Board of Education has determined that a nonsmoking policy is appropriate in order to

- Discourage smoking/chewing/vaping and other use of tobacco by students;
- Protect the health of others who may be affected by secondary smoke, and
- Enhance and promote a school district curriculum designed to enlighten students on the health hazards of smoking, chewing, and vaping tobacco products or other inhalants.

The Board of Education has established that students shall not smoke, chew, or otherwise use tobacco or other smoking or tobacco substitutes on school property nor shall any student, while on school property, have in his/her possession or under his/her control, cigarettes, e-cigarettes, vaping mechanisms, or tobacco in any form, including tobacco substitutes or other inhalants.

The rule against the use and possession of tobacco and tobacco substitutes is included under "Prohibited Acts" in Board Policy JD - Student Discipline and the penalty for violation of this rule shall range from warning to expulsion.

CROSS REF Board Policy JD - Student Discipline