

# Adlai E. Stevenson High School

33500 W. Six Mile Road  
Livonia, MI 48152

**Telephone:** (734) 744-2660

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<http://stevenson.livoniapublicschools.org>

**Confidential Tip Hotline:** (734) 744-2545



## 2019-2020 STUDENT HANDBOOK

A full version of the Student Handbook can be found at

<http://stevenson.livoniapublicschools.org>

School Colors: **Double Blue and White**

*Home of the: Spartans*

### School Mission Statement

*Stevenson High School - Striving for excellence; learning for life*

### District Mission Statement

*Livonia Public Schools: Teaming together to ensure learning for all.*

**Student Name:** \_\_\_\_\_

## **Introduction**

*Dear Stevenson Spartans:*

*It is our pleasure to welcome you to Stevenson High School. The days you spend here have the potential to be some of the most memorable days of your life. As a student of Stevenson High School, you are expected to conduct yourself in a manner that brings great pride to yourself, your family, and your school.*

*Students at Stevenson have the opportunity to participate in many quality academic and co-curricular programs. You will be expected to make a commitment throughout the school year to take advantage of these programs in a way that benefits you and the school to the highest degree possible. It is the desire of the Stevenson staff to assist you in every way possible to assure a positive and successful high school experience.*

*We thank the Stevenson Booster Club for financial support for this planner.*

*We wish to extend our best wishes for an outstanding school year. Go Spartans!*

*Sincerely,*

*Stevenson High School Administration and Staff*



**2019-2020**

**Stevenson School Calendar**

***can be found on the SHS website***

**<http://stevenson.livoniapublicschools.org/calendar>**

**To report an all-day absence:**

**Preferred Method** - Fill out the Stevenson Attendance Form available on the school website or by typing this address into your browser:

**<https://goo.gl/A79zn5>**

**or**

Call the **Stevenson Attendance Line at (734) 744-2661** and then follow the prompts for reporting an all-day absence.

# DAILY TIME SCHEDULE

1st Hour	7:25 AM – 8:23 AM
2nd Hour	8:29 AM – 9:27 AM
3rd Hour	9:33 AM – 10:35 AM
4th Hour	10:41 AM – 12:11 PM
5th Hour	12:17 PM – 1:15 PM
6th Hour	1:21 PM – 2:20 PM
7th Hour (optional)	2:25 PM – 3:25 PM ( <i>M, T, Th, F</i> )

**A Lunch:** (lunch) 10:41 AM – 11:08 AM  
(class) 11:13 AM – 12:11 PM

**B Lunch:** (class) 10:41 AM – 11:08 AM  
(lunch) 11:13 AM – 11:39 AM  
(class) 11:44 AM – 12:11 PM

**C Lunch:** (class) 10:41 AM – 11:39 AM  
(lunch) 11:44 AM – 12:11 PM

## FINAL EXAM SCHEDULE

1st/3rd/5th Hours	7:25 AM – 9:10 AM
2nd/4th/6th Hours	9:20 AM – 11:05 AM

**January and June** (see 2019-2020 calendar for dates)

7th hour Final Exams will be administered on the last day or two of the regularly scheduled class.

Second Semester Final Exams for seniors will be administered on days to be determined during the regularly scheduled class periods.

# ITEMS OF EMPHASIS FOR 2019-2020

- **Protection of Electronic Devices:**  
Thieves are targeting smart phones and other electronic devices because they are costly. Make it difficult on potential thieves; when you are not using your electronics, keep them out of sight. Don't put them on the lunch table or out in the open, keep them in a secure place. Don't leave your backpack, purse, or athletic bag unattended at any time including the locker room.
- **Textbooks/Property:**  
Please put your name in your textbooks and on all of your property.
- **Attendance (Pg. 10-15):**  
The policy has been revised and updated for this school year. Make sure you understand the policy and how it works.
- **Tardiness (Pg. 12):**  
Make sure you are on time for class and understand the revised policy.
- **Bullying/Harassment (Pg. 25-27):**  
If you are bullied or harassed, please let a staff member know.
- **Dress Code: (Pg. 22)**
  - The length of shorts, skorts, and skirts is to the midway line of the student's thigh.
  - No visible undergarments.
  - Modest tank tops that cover the entire torso and chest area are permitted but spaghetti straps and racerback shirts are not permitted.
  - No head wear (except those of a religious nature).
- **SHS Parking Permits: (Pg. 38)**  
Updates have been made to the policy. Please read over the procedures.
- **Dances (Pg. 41)**  
Students must be passing four (4) classes in order to be eligible to attend extracurricular school dances.  
Grades used for verification will be the previous IPR or card marking date nearest the date of the dance.

## CLOSED CAMPUS

Stevenson High School is a closed campus – which means that students are **not** allowed to leave school during the school day without properly checking out through their appropriate Assistant Principal's office.

# **SAFETY PROCEDURES**

## **FIRE AND TORNADO DRILLS**

Stevenson High School has an organized program to provide safety and assistance in case of school or community emergency. Specific directions for vacating the building and for passing to refuge areas are posted in each room and in other appropriate areas. Should the need arise to report a real fire, one should seek assistance from the nearest staff member or office **IMMEDIATELY** prior to tripping the general alarm.

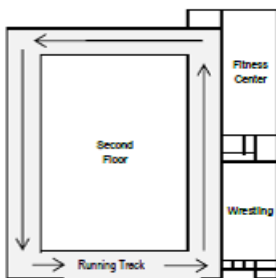
### **GENERAL PROCEDURES IN CASE OF FIRE OR FIRE DRILLS:**

1. At the sound of the alarm, pupils must stand at once at the side of their desks.
2. The teacher will give the order to vacate the room, using designated route.
3. Pupils will stay in group formation throughout the entire drill.
4. Students must not stop for books, clothing, snacks, etc.
5. Students should walk, not run. There should be no pushing, shoving, or talking. No laxity of discipline will be permitted.
6. The first students outside the building should not stop until the entire group is at least 200 feet from the building.

### **GENERAL PROCEDURES FOR TORNADO ALERT:**

1. At the sound of a rapid series of bells, students must listen for instructions.
2. Students out of the classrooms should enter the nearest classroom and follow the directions of the teacher.
3. Students outside the building should enter the building as quickly as possible, enter the nearest classroom and follow the teacher's instructions.
4. Students outside in physical education classes should follow the directions of the teacher and/or seek cover in the nearest low section of the play area.

# STEVENSON HIGH SCHOOL



# STEVENSON HANDBOOK NOTES

## Academic Information

### GRADE LEVEL ADVANCEMENT

All students are assigned to a fixed graduation cohort year and will automatically advance to the next grade level during the district's summertime rollover process. There are no minimum credit requirements for the progression from one grade level to another. All ninth-grade students will become tenth-grade students regardless of credits earned. Students will be considered behind in credits and not on track to graduate with their four-year cohort if they do not progress along the following credits earned guideline:

- By the end of 9th grade: 5 credits
- By the end of 10th grade: 11 credits
- By the end of 11th grade: 17 credits

See your counselor if you have any questions regarding your grade status. Total credit required for graduations is **23**.

### 1REPORT CARD GRADING

The following grade numerical values are used in determining a student's grade-point average. The plus and minus value is a determining factor in the student's final semester grades. These were approved by the Board of Education and took effect January 1989.

<b>Credit</b>	<b>Letter Grade</b>	<b>Numeric Equivalency</b>	<b>Extra Honor Point</b>
Yes	A	4.000	5.000
Yes	A-	3.667	4.667
Yes	B+	3.333	4.333
Yes	B	3.000	4.000
Yes	B-	2.667	3.667
Yes	C +	2.333	3.333
Yes	C	2.000	3.000
Yes	C-	1.667	2.667
Yes	D+	1.333	2.333
Yes	D	1.000	2.000
Yes	D-	0.667	1.667
No	E	0.000	0.000

**Incomplete (I):** When an incomplete is given instead of a mark, the student is responsible for completing the work necessary to receive a grade. Failure to do so may result in a recorded grade of an "E".

**Online Learning Experience:** Students are required to experience twenty (20) hours of online learning. The requirement will be met through on-line experiences provided in high school core required courses.



## **HONOR ROLL CRITERIA**

The honor roll at Stevenson High School is established each semester based on the following criteria:

- semester GPA of 3.5 or higher
- no grade lower than a B-
- no grade of an "EW" (E-Withdraw)
- no grade of an "I" (Incomplete)
- no citizenship grade of a 4 or 5

## **ACADEMIC LETTER CRITERIA**

In order to be eligible for this award, a student must achieve a grade point average of 3.5 or higher during four individual semesters of course work in a Livonia Public Schools School District high school.

## **SCHEDULE CHANGE POLICY**

After course selections and before the master schedule and student schedules are printed, students may make schedule changes. Students must be prepared to attend school all hours of the school day. Schedule changes may not be made for the purpose of early release to go to work unless the job is a part of the school program.

After the schedule is complete and the student schedules are printed, any change must be approved by the scheduling assistant principal. A request for change must be submitted in writing on the form available in the Guidance Office.

Once schedules have been distributed, changes to student schedules will not be made unless approved by the Scheduling Assistant Principal.

Changes will be approved **only** for the following reasons:

1. Changes necessitated by a previous failure.
2. Conflicts (two classes which meet at the same hour).
3. Incomplete schedules.
4. Placement in the Community Service program.
5. Changes due to summer school work.

Any student who drops a course without replacing it with another will receive a grade of "EW" on their transcript. Changes that permit a student to enter a class for credit must be completed by the end of the second week of the semester.

**Students who are anticipating a change in their class schedule are expected to follow their old schedule until a new one has been provided.**

# **Attendance Information (Revised June 2019)**

## **PHILOSOPHY OF ATTENDANCE**

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. That students regularly attend class should be a shared and common expectation of the schools, the students, and the parents. While our goal is to work cooperatively with parents and students, we also wish to maintain high standards and instill the work traits of punctuality and outstanding attendance necessary for success. Those students who skip class or accrue excessive absences in a class could have their grade lowered or lose credit for that class.

## **ATTENDANCE MONITORING (PARENT/STUDENT/SCHOOL)**

All absences from individual classes will be recorded by the classroom teacher and become part of the student's permanent record. School business absences will be recorded in the attendance program as well. Parents/guardians may check a student's attendance with the online access available to all parents/guardians at any time to see if the student was in class. Parents/guardians can access our Parent Connect program through the link on the Stevenson website. Attendance can be viewed within minutes of the teacher entering the absence into the system. An automated telephone service will report absences to the student's home or designated phone number. Additionally, we strongly encourage students to monitor their own absences through the Student Connect program.

A student who has reason to believe that their attendance has been marked incorrectly for a particular class should first work to resolve the matter with the appropriate teacher. Any concerns that cannot be resolved after talking with the teacher should be brought to the attention of the appropriate administrator in a timely manner.

## **CONSEQUENCES FOR EXCESSIVE ABSENCES**

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. With that understanding, Livonia Public Schools encourages daily attendance and has deemed ten (10) absences in a class during a given semester as an excessive amount.

Teachers have the prerogative to include absences as a consideration in determining a student's grade in a course. Any teacher who chooses to utilize attendance as a factor in determining a student's grade may do so with the following understandings:

1. The teacher's implementation must apply to every student in the class and the teacher must inform the students at the beginning of the semester that they will be implementing this procedure in the class.
2. Beginning with the 11th absence in a class, the student's semester grade may be negatively impacted for not being present in class.
3. For each absence 11 and above in a class, the student's semester grade may be reduced by one-third of a grade. For example, a student who has earned a B- for their semester grade, but who was absent 11 times during the semester, will have their grade reduced by one step and assigned a C+ by the teacher as the semester grade.  
A student who has earned a B- for their semester grade report, but who has 16 absences during the semester, will have their grade reduced by five steps and will be assigned a letter grade of D by the teacher for the semester grade.
4. The lowest that a grade may be reduced due to excessive absences is a D-. For example, a student that earned a C for their semester grade, but has 32 absences can, at most, have their semester grade reduced to a D-.
5. The only grade this policy applies to is the semester grade. There will be no adjustment of grades for the marking periods.
6. Regardless of a student's absence count, a student may still earn a failing grade for their semester grade due to lack of academic performance.
7. School to parent contacts and alerts prior to a student surpassing the excessive absence standard will be made via the district's automated system. Under LPS policy, each high school will determine their contact method and contact interval. An individual teacher may make additional contacts with students and parents/guardians to communicate regarding attendance matters and concerns.
8. Students with documented medical issues or other reasonable concerns should, in a timely manner, contact their assistant principal to discuss concerns about grade reductions due to absences.
9. For students with six or more absences, the teacher will include in an IPR and/or 10-week report card a comment that reads "Grade may be reduced due to excessive absences". A teacher who reduces a student's grade through this policy must select the comment on the semester report card comment section that reads the "Grade has been reduced due to excessive absences."

## TARDINESS

Tardiness to class interferes with the instructional program and creates an atmosphere in which teaching and learning are restricted. A tardy is generally defined as not being in the classroom, properly seated, when the "bell" stops ringing, signaling the end of passing time, excepting a pass from a teacher or other school authority. This student shall be marked tardy in the attendance program. A tardy may not be excused by a parent/guardian.

A student who is more than 15 minutes late for class will be considered absent and marked as such in the attendance program.

Excessive tardiness will result in disciplinary action as is outlined below:

*On the third tardy, the student is issued a one-hour detention and the parent/guardian is notified. On the fourth tardy, the student is referred to their assistant principal with a Tardy Contract. Once the assistant principal has verified the four tardies, the student and parent/guardian are notified and placed on a tardy contract. This will also occur at the sixth tardy, using the previously established Tardy Contract. Each tardy after seven (7) may result in a grade reduction of 1/3 of a grade for each tardy after the 7th (following the procedures outlined above for excessive absences).*

## MAKE-UP WORK

The responsibility for make-up work is with the student. The length of time a student has to complete make-up work due to an absence, in most cases, will be as many days as they were absent if the absences occur on consecutive days. Under school policy, students with a school business absence will be allowed to make up, without penalty, any work missed as a result of this absence. An absence **does not** automatically extend a due date for a class assignment. In general, daily assignments may be turned in upon the student's return to school/class. A student who has been absent from class has the responsibility for obtaining and completing homework, class projects, or other graded assignments including tests and quizzes that occurred during their absence. Obligations such as projects, papers, and long-term classroom assignments which have been scheduled in advance will be expected to be submitted on or before the pre-established due date unless otherwise designated by the teacher. An absence does not automatically extend a due date for a class assignment.

A student with an excused absence, school business absence, or absence due to suspension will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make-up missed work. A student with an unexcused absence may not receive credit for work missed as a result of the unexcused absence. Students are required to complete all work missed regardless of why the student was absent.

Students who have been issued an out-of-school suspension will need to contact their teachers within the first day of the notification of consequence to obtain the work for the period of time for which they will be suspended. Due dates and credit for work completed during a suspension will follow the policy established by the teacher for each class.

Any exceptions to the above regulations will be made only with administrator approval.

## **ARRIVING LATE OR LEAVING SCHOOL EARLY**

When it becomes necessary to leave the immediate school property during the school day, students are required to check out at their assistant principal's office as well as at the desk in the lobby. If a student leaves without permission at any time for any reason during the school day, the student will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work assigned, done, or due during the time you were absent from class). Additionally, the student will be marked Absent Unexcused for the classes missed during their absence. Please see the procedures below for further clarification.

Students who repeat this behavior beyond the first offense will be suspended for additional days for each subsequent offense. Any student that needs to leave the building at any time should ask for permission before they go, including trips to the parking lot during the school day.

## **CHECK-IN PROCEDURE**

Students arriving at school after the start of the school day (either arriving late or returning from a previously approved check-out) are required to sign in electronically at the check-in desk in the main office or main lobby. They should then proceed to class in a timely manner.

## **CHECK-OUT PROCEDURE**

1. Any student leaving school, other than at their scheduled time, must check out through the office of their assistant principal.
2. If a parent/guardian needs to check their student out during the day, the student should come to school with a note indicating the time at which they are to be dismissed. The note should be delivered to the student's assistant principal's office when the student arrives at school.

Another option is for the parent/guardian to come into the appropriate school office to check your student out (If selecting this method, please try to arrive approximately ten minutes before you need the student to leave the school to allow your student to be called from their class and go to their locker.) A parent/guardian may also call their student's

assistant principal's office at least one hour prior to their needed check out time (to allow a student to be located in time for check out.) **No electronic submissions for checking out students shall be allowed or recognized.**

3. A check-out pass will be prepared for the student in advance of their early dismissal. Before leaving, the student must sign-out electronically at the computer in the main office or main lobby. If a student does NOT check out in this manner prior to leaving the building, the absence will remain unexcused.
4. If a parent/guardian does **NOT** check a student out prior to the student leaving the building/missing class, the absence will remain unexcused.

### **PROCEDURE FOR A PREARRANGED ABSENCE**

Routine attendance practices will be followed for excused absences of two days or less. If an absence of three or more days for reasons other than illness is necessary and known ahead of time, a request for prearranged student absence must be made through the Attendance Office. This includes family vacations of three days or more that extend into scheduled school time. Days missed because of prearranged absences will count toward the total absences allowed for the semester. If it is determined that the absence would be detrimental for the student, the administrator will advise the student and the student's parents or guardians of this.

1. The student obtains a pre-arranged absence form in the office of their assistant principal.
2. When a student presents this form to his/her instructors, each classroom teacher will record the number of absences to date, make comments, and note assigned work where necessary, and sign the form. The teacher's signature on the form does not imply approval for the proposed absence.
3. Parents or guardians shall read information on form and sign it. The absence must be then approved by the student's assistant principal. The student returns the completed form to the office of their assistant principal before the anticipated absence.

**SPECIAL NOTE:** Completed homework assignments for a prearranged absence must be submitted on the day in which the student returns to school. Failure to do so may result in an "E" for those assignments which have not been completed. It is the student's responsibility to make arrangements with the teacher for test make-ups as well.

## ILLNESS DURING SCHOOL HOURS

If a student becomes ill at school, the student should report to the clinic in the Main/Attendance Office. If necessary, the student will be excused to go home after the school has received instructions from the home or an authorized person named on the Emergency Care Card.

## TRANSFER AND WITHDRAWAL

If a student plans to transfer to another school or to withdraw from school, this student should:

1. Have the parent(s) or guardian(s) contact the student's administrator or counselor.
2. Secure an official withdrawal slip from the Attendance Office.
3. Present this withdrawal slip to each of his/her teachers, obtaining the appropriate signatures.
4. Clean out their locker and return books and materials which belong to the school to the proper teacher(s).
5. Obtain a statement from the Stevenson Business Office stating that all fees have been paid.



# **Athletic Code of Conduct**

## **Responsibilities of the Athlete**

*(Revised June 2013)*

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 that competes interscholastically represents himself, the family, the team, the school and the community. The athlete is, therefore, responsible for appropriate behavior in season and out of season. This includes the summer and times when the athlete is not on a team. Failure to adhere to these expectations may result in removal from the team.

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

1. Athletes will be responsible for all school equipment that is issued to them during a sport season. This responsibility will be based upon the following guidelines.
  - a) 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.
  - b) All school issued equipment and or clothing/uniforms are to be worn only to appropriate events as determined by the athletic director.
  - c) Athletes must maintain their equipment in reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for the 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 administration.
  - 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 from participating in any other extracurricular activity, or practice session, and/or from accepting athletic awards, until this obligation has been cleared by the coach or athletic director.
1. Student-athletes represent more than their individual selves; they represent their team and their school. Because participation in interscholastic athletics is not mandated, it is deemed a privilege, and as such, student-athletes will be subject to additional rules and regulations to which the regular student body, in some cases, would not.
  - a. Upon the sole determination of school officials, any student-athlete who is found in possession, distributing or selling, under the influence, or using illegal substances to include tobacco products,



alcohol, mood altering drugs, or a performance enhancing substance banned by the MHSAA will face immediate disciplinary consequences that prohibit participation in athletic contests, practices, and scrimmages. There will be no distinction among in-season and out-of- season offenses or between illegal substances. The student may be permitted to resume participation in practice once any school suspension has been served.

- b. A first offense consequence will result in a suspension for 50% of the contests/dates for that season. The 50% of competition contests/dates consequences will begin with the current season and may extend into the next season of athletic participation on a percentage basis if the 50% consequence cannot be completed within the current season.

For instance, if there were only four contests/dates remaining in a season comprised of twenty contests/dates, the student-athlete would forfeit 4 of 20 contests (20%) of the current season and then 30% of the next season of participation. The suspension will stand and extend through all MHSAA tournament contests, but those contests/dates will be added into the current season's consequence which will lessen the next season consequence.

- c. The student-athlete facing a suspension that will extend into two seasons, must complete the second sport season in its entirety-s/he could not quit the next sport season before the team has its natural season-ending conclusion or else the missed contests/dates served during the second sport season will not satisfy the original suspension.

**Examples:**

#1. In a sport with nine contests, the offender will lose 50% participation or 4.5 of those contests. If the infraction was enforced for games eight and nine, the student would have served 2/9s (or 22%) of their penalty, which would mean the remaining 28% of the penalty would be served during the next season of participation. If that next season of participation had a schedule of 20 contests, the penalty would be calculated as  $.28 \times 20 = 5.6$  games enforced from the start of the season. Suspension calculations will be rounded to the lowest half game or full game. In the instance above the suspension would stand for 5.5 games.

#2. In a sport season with 20 contests, the offender will lose 50% participation or ten of those contests. If the infraction was enforced for the last six games, the student has only served 6 out 20 game season or 30% of their consequence and the remaining 20% would

be applied to the next season of participation. If the same team played in two MHSAA tournament games following the regular season, the student has now served 8 of a 20-game season (40%) and needs to complete the consequence by serving the remainder of the suspension during 10% of the next season of participation.

- c) 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, athletic director and a building administrator. An athlete could be removed from the team for the remainder of the season for this violation.
  - d) An athlete participating on a team in any sport season who is suspended from school for any reason will not be allowed to practice with the team or participate in any athletic contests during the suspension.
  - e) 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 and may include one additional contest. A second violation and all subsequent violations will result in the athlete being removed from the remainder of the contest, suspension from the next contest, and/or may result in removal from the team.
  - f) 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 displays of disloyalty could result in disciplinary action. Student athletes are not to upload or post to social media websites content including, but not limited to, any comments, photographs, videos, or other materials that reflect negatively upon themselves, the team, or the school. Consequences for violating this policy may include dismissal from the team, suspension from school or expulsion.
  - g) Any athlete who in a hostile manner interacts physically with an official, coach or school supervisory personnel will immediately lose his/her eligibility for participation in the interscholastic athletic program for that sport season and possible permanent exclusion from interscholastic sports in the district.
3. Student athletes will be subject to the LPS Academic Eligibility Standards. Poor performance in the classroom will result in a loss of athletic eligibility. For specific details see the Student Handbook or your Athletic Administrator.
4. Athletes represent the middle or high school while traveling as a team. It is expected that the athlete's conduct will be that of a good citizen at all times. Dress requirements may be established by the individual coach. Each athlete should dress in accordance with these requirements.

5. An athlete may participate in two (2) sports in the same athletic season. Approval must be granted from both program coaches and the athletic department. The athlete and his/her parents must also complete a dual sport participation form. Any conflicts that may occur will be resolved by the building administrator. Dual sport participation will usually be allowed only at the varsity level of play.
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 illness, injury, family emergencies or family vacation, it is incumbent upon the athlete to make arrangements with the coach. Authorized or excused absences from school are excused absences from athletic participation. However, athletes who miss a practice session or meeting because of an unexcused absence will be denied the right to participate in one competitive contest for each day of scheduled practice or meeting that has been missed. A second unexcused absence from a practice or meeting may result in removal from the team. Athletes who miss a game because of an unexcused absence will miss the next two games or contests, or they may be removed 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 emergency reasons for school absence that may qualify an athlete to participate in an athletic event on the same day. Such exceptions, however, must have prior approval of the athletic director.

**Limited Team Membership** - A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a middle or high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) days of competition and maximum of the remainder of that season in that school year. The following exceptions will apply:

1. Ice hockey and all individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice.
2. During a season an individual may participate in a maximum of two (2) individual sports meets or contests in that sport while not representing his or her school.

## **ACADEMIC ELIGIBILITY STANDARDS FOR PARTICIPATION AS A STUDENT-ATHLETE IN THE LIVONIA PUBLIC SCHOOLS**

Participation in school sponsored athletic programs plays a significant role in the development of our student-athletes. Lifelong traits such as teamwork, self-discipline, effort, and perseverance give substance to the concept of 'educational athletics'. Granting all this, the primary focus of our student-athletes will always be in the arena of academic achievement. Performance in the academic classroom supersedes performance on the athletic fields. Toward that end, LPS student-athletes will be expected to be passing all of their classes to remain eligible for competition in athletic contests. The guidelines for this eligibility standard are set forth below:

### **CARD MARKING GRADES**

1. Grades of student-athletes will be reviewed by the athletic director at five weeks intervals.
2. Student-athletes who have two failing grade(s) at the time of the review will be deemed ineligible for competition for a period of one week.
3. Student-athletes who are failing only one class are eligible for competition if their grade point average in their remaining classes is at a 2.0 or above.
4. A failing grade is defined by a grade of lower than a D-; a period of one week is defined as beginning on Monday and ending on the following Sunday.
5. Ineligible students may practice with their teams, but are not to compete during scrimmages, games, or other events and contests.
6. An ineligible student may become eligible after sitting out a week and by having improved his/her academic performance such that he/she has no failing grades or that his/her currently running card marking GPA is at or above a 2.0 in his/her remaining five classes.
7. Ineligible students will remain on a weekly ineligible status. Their grades will be reviewed on a continuing weekly basis until they have met the performance standard and are deemed eligible.

## SEMESTER GRADES

1. The athletic director will review end-of-semester grades.
2. All student-athletes who have earned two failing grade(s) on the end-of-semester report card will be deemed ineligible for competition for a period of sixty (60) scheduled school days.
3. Student-athletes who are failing only one class are eligible for competition if their grade point average in their remaining five classes is at or above a 2.0.
4. After being ineligible for a period of sixty (60) scheduled school days, that student may return to eligible status if he/she has met the academic performance standard.
5. A failing grade will be defined as an 'E', and 'EW', and 'I', or a 'NC' as reported for the semester grade.
6. Ineligible students may practice with their team, but are not to compete during scrimmages, games, or other events and contests.

## GENERAL INFORMATION

1. Card marking and semester grade point averages will be calculated using a standard scale such that A=4.0, B=3.0, C=2.0, D=1.0, E=0.0.
2. Additional honor points for Accelerated, AP, or IB classes will not be included in the calculation of a student's GPA.
3. **Summer school coursework and/or approved online courses can make an ineligible student eligible during the fall semester or during the school year.** Courses that are taken during the summer do not have to be exact courses that were failed in the previous semester. The classes passed during the summer will replace the failed classes with regard to athletic eligibility.
4. Ineligible students will not have any portion of their athletic fee reimbursed.
5. Unless otherwise specified in an Individual Educational Plan, these eligibility standards will apply to special education students.

# Student Behavior and Disciplinary Issues

## INTRODUCTION

Students are expected to demonstrate acceptable standards of behavior. In order for a school to carry out its purpose and function, it is necessary for students to exhibit courtesy in their relationships with fellow students, staff members, other school employees, and members of the community. Any behavior which is disruptive to the school or threatens the safety and well-being of others cannot be tolerated.

## DRESS AND GROOMING

The student dress code was reviewed and revised in May 2012 based on the recommendations of a committee comprised of students, parents, and staff representatives. The dress and grooming code for the school district has been established by the Livonia Public Schools Board of Education and the student body and has been publicized. Dress or grooming which is distracting to or disruptive of the education process is prohibited. The school administration and staff will uphold the following regulations:

1. Extremes of dress, sleepwear, immodest clothing, excessive make-up and extreme hairstyles are inappropriate.
2. All hat, hoods, ski bands, bandanas, head dresses, sunglasses and personal hair grooming items are not to be worn in the building and should remain off until the end of the school day (unless worn for a religious nature). Students must remove their headwear upon entrance to the building and place it in their locker.
3. Top garment must overlap bottom garment and the body torso must be covered.
4. Clothing such as shorts, skirts, skorts and dresses must be hemmed and must extend down at least to the midway line of the student's thigh. Stevenson athletic uniforms are exempt from this policy.
5. Any clothing that advocates objectionable material, illegal activities or displays profane language is prohibited.
6. Shoes or other appropriate footwear must be worn at all times (no slippers). Staff may determine the appropriateness of a student's footwear based on specific class activities.
7. Undergarments should not be visible.
8. Modest tank tops that cover the entire torso front and back are permitted but spaghetti straps and racerback tops are not permitted.
9. Outer clothing, such as jackets, is discouraged from being worn during the school day and permission to wear such clothing remains at the discretion of the classroom teacher. Any Stevenson apparel is exempt from this policy.
10. Sharp or pointed stud-like jewelry of any kind is prohibited. Wallet chains should not exceed seven inches in length.

**Dress Code Consequences:** Students who violate this policy during the school day may be sent to the office and held out of class until the violation is corrected. Repeat violations will result in disciplinary action ranging from detention to suspension.

## COMMUNICATION DEVICES

**Students bring the devices to school at their own risk.** The school is not liable for any loss, damage, or stolen property. These items may be disruptive to the educational environment. The administration recognizes that cell phones are a desirable and convenient means of communication between parents and their children.

1. Cell phones are **not** to be used in bathrooms, gymnasiums or locker rooms at any time due to their recording capabilities. Cell phones may be used in the halls during passing time and during a student's designated lunch period and in the cafeteria area only.
2. Using a cell phone or other electronic device to take a photograph, a video recording and/or transmit data electronically of other people without that party's permission is **illegal** and strictly prohibited in school. Violators will face school discipline and possible criminal charges.

There are certain behaviors related to electronic devices use that are unacceptable at **all times**, not only during the school day, but in general as well. Threats, photos, sexting, plagiarism, cheating, copyright violation, etc. can all result in disciplinary consequences as well as potential legal charges.

3. During fire drills, emergency situations or when adults are addressing them, students are expected to refrain from cell phone use.
4. The administration reserves the right to authorize/restrict cell phone use other than stated in this policy. Changes will be communicated via PA, email, and posted in each school office window.
5. It is not appropriate to use cell phones during events such as plays and concerts.
6. Students are asked to not use their cell phone for calling or texting while driving on school property (or otherwise).

## Cell Phone Use Policy for Classrooms

Teachers will select a classroom standard regarding use of electronic device. Each teacher will determine if the classroom is one of the following:

**Green Light Room:** Electronic devices are allowed daily by the classroom teacher based on the curriculum for that course. Students will be professional in their use of and understand the expectation is that the curriculum demands interaction with community or through the use of technology. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be a misuse of technology.

**Yellow Light Room:** Electronic devices are regulated by the classroom teacher based on curriculum for that course. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be a misuse of technology.

**Red Light Room:** Electronic devices are not allowed by the classroom teacher based on the curriculum for that course. The teacher will communicate classrooms expectations clearly to the students as well as consequences, should there be a misuse of technology.

**Consequences:** The student will face disciplinary action ranging from detention to suspension.

### OTHER ELECTRONIC DEVICES

Portable radios, iPods, MP3 players, audio/video recorders, headphones, and the like are only to be used during passing time and in the lunchroom. The student may listen to the device through one ear. They are not to be used in class unless they are needed for a particular class assignment or otherwise authorized by the administration. **Students bring these devices to school at their own risk. The school is not liable for any loss, damaged, or stolen property.**

**Consequences:** The electronic device can be confiscated and turned over to an administrator. The student will face disciplinary action ranging from detention to suspension and the item will be returned to a parent/guardian.

### BICYCLE AND SKATEBOARD USE

The specific building rules governing bicycles and skateboard on school property will be determined the principal of the school. Skateboard riding on any school steps, benches, railings and on any part of an athletic field is strictly prohibited. Students are expected to wear helmets. The district urges the use of protective helmets to significantly reduce the frequency and severity of bicycle and skateboard related head injuries.



## **BUILDING ACCESS**

Entry into a school building or area of a building without authorization is not permitted. Loitering and hanging around school after the school day with without authorization is prohibited. Accessing records or materials in a school building or area of the building without authorization is also not permitted. Unauthorized entry or access will be viewed as a violation of school rules and may result in disciplinary action.

All students will be required to exit the school premises in a timely matter after their last school activity. Examples include events such as the end of the school day, extracurricular activities, and athletic events.

## **BULLYING PREVENTION**

(Revised March 2015)

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

This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the District, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school-sponsored, school-approved or school-related activity or function whether or not it is held on school premises, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the District. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

**"Bullying"** is any written, verbal, psychological, physical act or electronic communication, including but not limited to cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

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

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

The individual responsible for conducting the investigation shall notify the

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

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

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

Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

### **BUS BEHAVIOR**

This school district provides many of our students with bus transportation to school. This privilege carries with it responsibilities on the part of the student. The safety of all riders requires good conduct on the part of all passengers, and those students who cannot behave on the buses will be prohibited from riding them. Smoking is not permitted on buses. This is a State Law. Students must have a bus pass and present it upon request to be permitted on buses.

***LPS Buses are equipped with monitoring cameras.***

## **CONFIDENTIALITY**

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

## **CLOSED CAMPUS**

Stevenson High School has a closed campus. No one should leave the school building or campus without permission. **There is no such thing as a lunch pass.** When it is necessary to leave the school during the school day, you must "check out" at the office of your assistant principal (see the attendance policy). Trips to the parking lot require administrative approval. If you leave without permission at any time for any reason during the school day, you will face disciplinary action ranging from detention to suspension (consequences may also include not receiving credit for work due or done during the time you were absent).

## **NOTICE OF NONDISCRIMINATION**

Livonia Public Schools prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap or disability in any of its educational programs or activities.

The following person has been designated to handle inquiries and grievances regarding discrimination based on race, color, religion, sex, national origin, age, height, weight, and marital status: Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2502.

The following person has been designated to handle inquiries and grievances regarding discrimination based on handicap or disability-Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.

## **END OF SCHOOL YEAR BEHAVIOR**

Students are reminded that all school policies will be rigidly enforced during the closing weeks of the school year. All students will be expected to demonstrate acceptable standards of behavior. Any behavior which is disruptive to the school or threatens the safety and well-being of others will not be tolerated. Seniors who do not follow school rules and regulations will jeopardize their right to participate in the prom and commencement exercises. Suspensions would apply to all school-sponsored events and activities both on and off campus.

## **EXTORTION**

Any action involving extortion or threats could be subject to disciplinary action, including expulsion. Money should not be exchanged between students, and they should never carry large sums of money or valuables to school.

### **FALSE FIRE ALARMS**

Pulling false fire alarms will bring an automatic suspension, and the name of the offender will be turned over to the appropriate authorities. Misuse of fire extinguishers is a felony!

### **FIGHTING**

Students involved in a fight can be suspended for a minimum of five days and may be arrested for disorderly conduct. Mediation and/or a parent meeting may also be required before the student is allowed to resume attending classes.

### **FIRECRACKERS**

Any student who participates in the use of firecrackers, smoke bombs, or other incendiary devices will be suspended. A full report will be made to the appropriate authorities and the police department for prosecutions as a violation of the city code. Any damage or destruction of school property must result in replacement or repair of the property or payment for all damages by the student or his/her parent/guardian.

### **FOOD/BEVERAGES**

Glass beverage containers are not to be brought into the school. Students can bring unopened cans or plastic bottles as part of their lunch to be consumed in the cafeteria area only. Only ordinary water (no flavored beverages) can be consumed in the hallways during the school day. Students may be permitted to drink ordinary water in class at the teacher's discretion. Students are prohibited from eating in the classrooms unless it is part of an approved class activity.

### **FORGERY**

Forging any school staff's signature or parent's/guardian's signature is regarded as a serious offense resulting in disciplinary action

### **FORGOTTEN ITEMS**

Items that students have forgotten at home, which have been delivered to the building, cannot be delivered to students. Items can be dropped off (i.e., lunches, books, clothing, etc.) at the reception desk in the main lobby. Students are responsible retrieving their item(s). There are no passes delivered or calls made to classrooms to let students know that items have been dropped off. Students should make sure they have all items needed for each school day when leaving the house in the morning.

### **FRAUDULENT REPRESENTATIONS**

Any false or misleading statements or actions are detrimental to the good order and functioning of the school and will result in disciplinary action. This is particularly applicable to false calls received in regard to student attendance.

## **GAMBLING**

Gambling on school grounds is strictly prohibited. This includes, but is not limited to, such activities as dice, sports pools, lotteries, and other games of chance. Students participating in gambling activity will face disciplinary action.

## **GANG ACTIVITY**

Gang activity is defined as, but not limited to: A group of students who associate closely, often exclusively, for social reasons and to engage in delinquent, anti-social or criminal activity. The group usually identifies itself with a common name, clothing and /or sign. Gang activity of any kind is not permitted in school and individuals or groups will be subject to disciplinary action for violations of school rules and criminal acts.

## **HARMFUL SUBSTANCES**

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

***DRINKING:*** Anyone who has consumed alcoholic beverages or is in possession of intoxicating beverages in school or at a school function will be immediately suspended for a minimum of seven days, and a parent/guardian conference will be required.

***DRUGS:*** Students under the influence of drugs or students with dangerous drugs in their possession will be suspended from school for a minimum of ten days. Students found in possession of drug paraphernalia will face disciplinary action. A parent/guardian conference will be required. We will cooperate with the police department and any other agency that is attempting to prevent drug traffic among young people.

**SMOKING:** State law prohibits students from smoking or chewing tobacco on or in the vicinity of any school property or on the way to and from school. This applies to all school activities and any other functions held on school property or in school buildings. Students cannot carry matches or lighters. Students smoking or in possession of lighted tobacco, using tobacco, or an electronic cigarette in the building, on the grounds, or at activities will be suspended. Parents will be notified in all cases.

**POSSESSION** - A student shall not have tobacco in any form, including an electronic cigarette or in liquid or vapor form in his/her possession or under his/her control inside any school building or on the school grounds or off school grounds at a school activity, function, or event. Such conduct will result in suspension.

### **Smoking/Possession of Tobacco**

1st offense	3-day suspension
2nd offense	5-day suspension
3rd offense	7-day suspension
Additional offense	7-day suspension

### **Use or possession of Electronic Cigarette**

1st offense	2-days out-of-school suspension with a 3rd day in-school-suspension allowing completion of a Vaping Module. <b><i>(Refusal to accept the vape module opportunity will revert the suspension to a total of 5 days out-of-school.)</i></b>
2nd offense	7-day suspension
3rd offense	10-day suspension

## **IDENTIFICATION**

Students are required to identify themselves upon request of the Stevenson staff. The student ID card helps identify students of Stevenson High School. ID cards, which also serve as student bus passes, are to be carried at all times during the school day and at after school activities. Students may be required to show their school ID for admission to some school activities and to ride the bus. School ID may be required to be shown during schedule pick-up in August. Lost ID cards can be replaced in the Main Office for \$5.00.

## **INITIATIONS AND INDUCTIONS**

The Stevenson administration believes that initiations have the potential to embarrass, harm, demean, or jeopardize the safety of the individuals involved and thus are considered a form of hazing. Therefore, no form of initiation, voluntary or involuntary, will be permitted in connection with any club, athletic team, or activity associated with Stevenson High School. Any induction into a school-sponsored organization must be authorized by the administration.

## **INSUBORDINATION**

The authority of a staff member should be respected at all times. When there are differences of opinion between a staff member and student, appropriate procedures to follow are: (1) It is appropriate for the student to follow the directions of the staff member and to appropriately address the differences at a later time; (2) If the student feels this is not possible, he/she should report directly to their assistant principal, and the parents or assigned guardian should be notified. Consequences for insubordination will range from detention to suspension

## **PLAGIARISM/CHEATING**

Any student who plagiarizes or cheats, who hands in any work which is not new or entirely his/her own, may fail the card marking. If the student plagiarizes a second time, he/she may fail the course. Plagiarism/Cheating consists of (1) direct quoting without giving credit to the source; (2) omitting quotation marks to indicate quoted material; (3) copying the work of other students; (4) paraphrasing the idea(s) of others without giving credit; (5) handing in work which has already been given credit, or (6) using any source which automatically translates English into a foreign language or which translates a foreign language into English. A student who provides inappropriate assistance—such as permitting someone to view his/her test or assignment answers or to copy his/her work—is also cheating. Students who have cheated or plagiarized will be advised by the teacher that the policy is being implemented. A discipline referral to the appropriate assistant principal will also be issued to document the cheating or plagiarism after a contact has been made by the teacher to the student's parent or guardian.

## **PROFANITY**

Profanity, vulgar language, and gestures have no place at Stevenson High School. Offenders give a distorted image of themselves and the school that will require a necessary change in his or her behavior. Students and staff have the right to be in an environment absent of offensive language. Inappropriate language in the school setting may result in disciplinary action ranging from a warning to suspension.

## **PUBLIC DISPLAYS OF AFFECTIONS**

Kissing and other displays of affection in the halls are not acceptable, nor will they be tolerated. Holding hands is permitted. If, after a discussion with the offending students, there is no change in behavior, a parent conference will be held.



## **SCHOOL SAFETY/THREATENING BEHAVIOR**

Students are expected to treat all staff and other students with respect at all times. A student who is having a problem with another student should ask a teacher, counselor, or administrator for help with resolving the problem. Any type of threat or intimidating behavior toward a staff person or other student is unacceptable and will be considered to be very serious. Administrative action will include parent contact and may include contact with the school social worker and a parent meeting with the school administrator and the school district Director of Security. Disciplinary action will range from detention to expulsion.

## **SCHOOL LUNCHROOM**

Students are expected to go only to the lunchroom during the time they are scheduled to eat. The lunchroom can be a clean and comfortable place to eat only if everyone takes care of the area used. Students who cannot conform to lunchroom policies will have their privileges withdrawn.

## **STUDENT EXPRESSION**

Regulations pertaining to oral and written expression and distribution of printed materials:

1. In accordance with the Bill of Rights and the statement of those specific rights found in Board Policy, freedom of speech and expression will be protected in the Livonia Public Schools within those limitations necessary to assure the orderly conduct of classes and school activities and the reasonable protection of the rights of others. Activities not acceptable are the following:
  - a. Activities which involve the use of expressions deemed obscene or prurient in nature by the principal of the school;
  - b. Activities involving the use of false statements or innuendoes which may subject any person to hatred, ridicule, or injury to his/her reputation;
  - c. Advocating the violation of existing statutes, ordinances, or other established laws or official school policies, regulations, or rules;
  - d. Any expression, written or oral, advocating the use of any illegal substance or material which may reasonably be believed to constitute a direct and present danger to the health of students or providing information regarding the availability of such substances or materials;
  - e. Activities which advocate the superiority of any religious denomination or sect over another or in any other way criticize or deride others by virtue of their race, creed, color, or place of origin.
2. Teachers are delegated the responsibility by the principal for the enforcement of the above limitations in the case of any class activities.
3. No printed material may be prepared, published, circulated, or distributed on school property for the purpose of personal financial gain, the soliciting of funds, or otherwise be offered for sale, unless previously approved by the principal.
4. All written materials circulated, distributed, or posted on school property shall be reviewed and approved by the principal or his designee prior to such circulation, distribution, or posting.

5. Distribution of written publications by students shall be limited to those hours of the school day and locations on the school property determined by the principal.
6. The use of printing or duplicating equipment of the school for preparing general publications shall be reserved to official school organizations. All students shall, on the other hand, have access to the use of official school publications in ways to be determined by the editorial board or committee of each publication.
7. Any proven violation by a student of the above restrictions may subject the student to disciplinary action including suspension as in the case of violation of other school rules.
8. The right to petition is guaranteed by the Constitution. Students are allowed to present petitions to the administration at any time. The petition must be free of obscenities, libelous statements, personal attacks, and be within the bounds of reasonable conduct. The collecting of signatures on petitions should be limited to time before and after school hours or between classes.

### **SUSPENSION FROM SCHOOL**

When students engage in unacceptable behavior or violate school regulations, they may be subject to suspension from school. When this becomes necessary, the school administrator will provide oral or written notice of the charges against the student, and if the student denies the charges, an explanation will be afforded of the evidence which supports the suspension. The student will be given an opportunity to present his/her side of the story. A delay between the time a "notice" is given and the time of the hearing is not essential. Discussion may occur within minutes after the misconduct has occurred.

In the case where the presence of the student poses a continuing danger to persons or property or an ongoing threat disrupting the academic process, that person or persons may be immediately removed from school. In such cases a notice of charges and a hearing will follow as soon as practicable.

Suspensions of long duration or expulsion for the remainder of the school term, or permanently, require more formal procedures. Only the Board of Education can expel a pupil permanently from school. In those cases, procedures will include written notice of the rules violated, the intention to expel, and the place, time, and circumstances of the hearing with sufficient time provided to prepare a defense. Students and their parents will be afforded a full and fair hearing with the right to legal counsel or other adult representation.

Students who have been issued an out-of-school suspension will need to contact their teachers within the first day of the notification of consequence to obtain the work for the period of time for which they will be suspended. Due dates and credit for work completed during a suspension will follow the policy established by the teacher for each class.

While on 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. During any suspension, the student will not be allowed to participate in any extracurricular activities or athletics. These activities are by their nature not required and as such will not be available to students on suspension.

Days missed resulting from suspension from school will be included in the total number of days absent which may result in a student being placed on the excessive absence grade reduction policy.

### **Appeal Procedures:**

Efforts are made at Stevenson to assure parents and students of "due process" in the handling of disciplinary infractions and, at the same time to retain effective decision-making processes. Every reasonable effort will be made to ensure that the rights of those involved are fully protected.

Students and parents have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjust and not in the best interest of public education.

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

- Teacher                                      First level
- Assistant Principal                      Second level
- Principal                                      Third level

### **TECHNOLOGY MISUSE**

Each student will be required to have a Student and Parent/Guardian LivNet Access Release Form, signed and turned in to the office before they will be allowed to access any school computers. It is everyone's responsibility to ensure that equipment is not used for illegal, inappropriate, or obscene purposes, or in the support of such activities. Inappropriate use shall be defined as a violation of the intended use of the hardware and wireless network and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly operated computer network. In addition,

1. Students may not bring to school any applications or programs. Students may not transfer or copy any LPS approved programs.
2. Students must not change any default settings. Only the technology facilitator is authorized to change default settings.
3. Students are not to use computer printers as copying machines.
4. Computers are for school work. Computer use not associated with school work is inappropriate and prohibited.
5. It is unethical to access or copy files that are the private property of another user unless you have permission from the technology facilitator and file creator to do so.

6. All food, candy, and drinks are to be kept out of the labs and away from hardware located in classrooms.
7. Treat all equipment with care. If you experience a hardware problem, please notify your technology facilitator immediately. Don't attempt to make adjustments on your own.
8. Ask for help before using a piece of hardware or software if you are unfamiliar with its operation.
9. Hardware and books are to remain in the labs or classrooms unless you have approval from the technology facilitator to borrow them.
10. Only the technology facilitator will install or modify software.
11. Students must sign in when using computer facilitates on an individual drop-in basis.

Technology misuse will be dealt with on a case by case basis. Disciplinary action could range from detentions, loss of computer privileges, suspension from school, and/or removal from class.

### **THEFT**

Any student found in possession of stolen property will be suspended from school, parents contacted, and the police department notified as required by law.

### **VANDALISM/DESTRUCTION OF PROPERTY**

Malicious destruction of school property will result in the replacement or repair of property or payment for the damages by the student or by the parents of the student, as well as disciplinary action.

### **WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT**

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

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

#### **A dangerous weapon means:**

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

- c) Any explosives, incendiary or poisonous gas device (i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or device similar to any of these devices.)
- d) A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

**NOTE:** As prescribed by Public Act 328, the length of a "Dangerous Weapon," Arson, or Criminal Sexual Conduct expulsion will be 180 school days—a full year of school. Also, during that time, a student cannot attend any other public school in the State of Michigan.

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

## **General Information**

### **ADMISSION/ENROLLMENT**

To avoid delays if entering Stevenson High School for the first time or returning after attending school in another district, make sure to have a certified birth certificate, proof of residency, and proof of immunization. Students will not be allowed to enroll if they cannot earn the minimum number of credits to graduate by their 20th birthday.

Students who do not meet the immunization requirements of the state of Michigan will be excluded from the school. If a student has attended a school in another district, the student's official record, the CA-90, must be requested to be sent to our counseling office. Without these documents, or other evidence of achievement, enrollment or graduation could be delayed. When transferring, a student's attendance and academic record from the previous school, credits earned and course grades will be considered in determining grade level and course placement. If a student transfers late in a semester, has failing grades, and/or has excessive absenteeism, he/she may be able to enroll in a class but may not be able to earn credit.

### **AUDIENCE/PERFORMING ARTS CENTER BEHAVIOR**

As a member of the audience, you are expected to behave in a manner that does not distract or disturb the individuals on stage or any other member of the audience. Never act in a way that draws attention to you. This includes: whistling, talking, yelling, shouting names, untimely applause, etc. During musical performances, students are expected to be quietly courteous and only applaud at the end of musical selections. Except for this applause, it is not an audience participation assembly. No calling out, no talking, no shouting out names.

## BUS PASSES

All secondary students entitled to receive bus privileges must show a permanent official pass to the driver to be able to board the bus. It is the student's responsibility to keep the pass for his/her own use. Abuses of these privileges will lead to revoking the pass. If a student loses the official permanent pass, the following procedure will occur:

### MORNING RUNS:

- a. A student who forgets his/her pass will be permitted one free ride without it. A student will not be permitted to board a bus without a pass after being permitted one free ride.
- b. Bus drivers will record all free rides on their master route lists.

### AFTERNOON RUNS:

No student will be permitted to board a bus without a permanent or a temporary pass unless authorized by the administration.

A one-day temporary bus pass may be obtained from the Scheduling Office for students who left their pass at home.

Replacement permanent student ID cards/bus passes may be obtained at the Main/Attendance Office. The cost of replacing the bus pass is \$5.00.

## CARE OF PERSONAL PROPERTY

1. You must exercise caution in the handling of your personal property.
2. Be sure your locker is locked at all times and that the combination issued to you is kept confidential.
3. DO NOT leave personal property unattended. The school is not responsible for your personal property.
4. DO NOT bring large sums of money to school.
5. DO NOT broadcast to other students your possession of any valuable personal items. Such an action could lead to theft.

## STEVENSON PARKING PERMIT DISTRIBUTION

**Student parking is limited;** therefore, driving by high school students is discouraged. Students who do not live within walking distance of the school are provided bus transportation by the District. The distribution of available student parking permits will be used for Seniors and Juniors.

***Sophomores will not be considered for permits throughout the school year.***

**Students who qualify to park on campus will need to be passing four (4) classes.** Grade checks may take place at IPR and card marking dates. If a student is not passing four (4) classes at that point, parking on campus may be suspended until the next grade check. Administration reserves the right to make final determinations.

**No student, regardless of grade or involvement in school activities, is guaranteed a parking permit.** Parking is a privilege; an equitable system is in place to award the limited number of parking permits. (The cost of a parking permit is \$50)

***For your planning purposes and due to limited parking space, please be aware many students will be denied a parking permit.***

**Mid-August;** Students need to apply on-line through the Stevenson website under the Students tab for a parking permit. **Seniors and Juniors will apply using separate, grade level application tabs.**

**Early September;** Distribution will follow a prescribed priority list:

1. Seniors
2. LCTC students in programs without district provided transportation
3. Career Interns/Dual Enrollment/District and Building Programs
4. Junior Lottery until fulfillment of available spaces.

**Note:** We ask all parking permit business be taken care of during student lunch times and before or after school. This will reduce class time disruptions.

### **FRATERNITIES, SORORITIES, AND SECRET SOCIETIES**

Fraternalities, sororities, and secret societies in public schools are unlawful, and students are not permitted to have an affiliation with these groups. The state statute provides that students violating this law will not be granted credit for subject pursued and that the school will be unable to graduate any person who shall knowingly violate the provisions of this act.

### **HALL PASSES**

To pass through the halls during a class hour, a student must have a written pass. Students should plan to obtain their materials and to utilize the drinking fountains and lavatories during the six (6) minutes of passing time between classes.

### **INVESTIGATIONS AND SEARCHES BY SCHOOL OFFICIALS**

In accordance with the Board of Education Policy (JCAB), administrators, teachers, and other employees who have reasonable suspicion shall have the right to detain and question students when, in their judgment, it is necessary to do so. A student's person may be searched by the principal or his or her designee based upon a reasonable suspicion that a prohibited act, as set forth in the Student Code of Conduct, has occurred. A student locker is the property of the school district, and a principal or his or her designee may enter the locker from time to time and inspect the contents contained therein without reasonable suspicion and without notice to or approval by the student. A student's automobile parked on school property may be searched without notice to or approval by the student.

## **INVESTIGATIONS AND SEARCHES BY SCHOOL OFFICIALS (cont.)**

In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy. Illegal drugs, alcohol, weapons and other dangerous instruments, unauthorized items, items in violation of Board policy or rules, and other items reasonably determined to be a potential threat to the safety or security of others which are found during a search, shall be seized by school personnel and may be used as evidence in a suspension or expulsion hearing; and, in addition, these items may be turned over to the proper police authority.

### **LOCKERS**

Locker space is provided to each student. Locker combinations should be kept in strictest confidence; otherwise, security of the contents cannot be assured. 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. In addition, these items need to be turned over to the proper police authority. Students are not to write on or deface lockers by attaching pictures or stickers. Lockers are not to be shared by students.

### **LOITERING ON SCHOOL PROPERTY**

1. There shall be no unauthorized persons allowed to loiter on or adjacent to the school grounds or in the school building.
2. Students under temporary suspension or expulsion from school are not allowed on school property or in any school building or admitted to any school function.
3. Persons causing any disturbance to school programs, activities, or property will be requested to leave the school property at once. An individual who fails to leave the premises when requested to do so by school personnel is insubordinate and may be considered trespassing which is grounds for calling the police.
4. All students will be required to exit the school premises in a timely matter after their last school activity. Examples include events such as after the school day, extracurricular activities, and athletic events.



## **REMOVAL FROM EXTRACURRICULAR ACTIVITIES**

The suspension or expulsion of a student from an extracurricular activity is not covered by the Code of Conduct; and accordingly, a decision of suspension or expulsion is solely within the discretion of the building principal or designee. The student activities identified in this handbook, in addition to others which may be added from time to time, are extracurricular by their nature. There are other special activities such as Homecoming, Prom, Commencement, which are also extracurricular. A student may be denied participation in these activities by exhibiting behavior which is inappropriate. **Students that are not passing four (4) classes will be ineligible to attend extracurricular school dances. Grades used for verification will be the previous IPR or card marking date nearest the date of the dance.**

## **REPORT CARDS**

Report cards are generated two times each semester. These computer-processed reports will be available online the week following the end of the marking period. An attempt is made to alert parents periodically in addition to report cards if a student is not doing satisfactory work. Interim progress reports are generated at approximately the mid-point of each marking period. These reports will be available online in accordance with the dates listed in the school calendar.

## **STUDENT BEHAVIOR AND CONDUCT**

It is the aim of the Board of Education and the administration and instructional staff to promote, through its policies and regulations, the highest possible standard of conduct and atmosphere for good instruction. It is earnestly desired to have high standards of conduct, behavior, and school achievement. Development of good habits in citizenship and conduct as individuals requires a consistent, calm atmosphere which will promote the individual and group learning process.

These policies are meant to apply especially to the junior/senior high school grades but should also be suitable as the basis for the regulations in the elementary schools.

## **STUDENT BEHAVIOR AND CONDUCT POLICIES**

1. Students shall be held strictly responsible at all times for diligent application to school work and the development of good study habits.
2. Students shall show proper respect at all times to other students, teachers, administrators, and other staff members and school employees. Both students and staff members have an obligation to maintain at all times conditions which will promote the proper atmosphere for learning and the carrying on of other school activities.
3. Students are expected to exhibit high standards of behavior at all times. Public displays of affection, fighting on the school grounds and to and from school, profane language, vulgar behavior, and the like are strictly prohibited.
4. Malicious destruction of school property will result in the replacement or repair of property or payment for the damages by the student or the parents or guardians of that student.
5. There shall be no smoking or possession of tobacco in the school buildings, on the grounds, or at activities.
6. Students shall help keep the school grounds and property clean at all times, and each building shall have a policy for building cleanliness, cooperatively determined between the students and staff.

## **TAKING MEDICATION AT SCHOOL**

It is recognized that certain medications may be necessary and may be prescribed at certain times of the day. In many instances, the administration of medication can be adjusted to avoid the necessity of administration during school hours; however, there may be instances when medication must be administered to your child during school hours.

### **When medication is necessary during school hours:**

1. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. Please contact the school office to make appropriate arrangements.
2. If school personnel will be administering medication, the *Medication Authorization* form must be completed by the student's physician and parent or guardian and returned to the school office before administration of medication. This authorization is valid for the current school year only.
3. It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by the building principal.
4. "As-needed" medication requires a physician's statement specifying dosage limits.
5. All medications to be administered at school must be in an original, appropriately labeled container. (The label must specify student name, medication name, frequency, and dosage to be given.)
6. Both prescription and non-prescription medications require a completed physician and parent/guardian authorization form.

7. All medications that are to be administered by school personnel must be brought to school and immediately turned in to the school office. Inhalers or medications for life-threatening situations may be maintained by the student or in other locations as approved building administrator.
8. All controlled-substance medications (defined as drugs regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens) will be counted and recorded upon receipt with the parent/guardian.
9. Medication left over at the end of the school year, or after the student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log.
10. Individual exceptions to these procedures must be approved by the building principal.

### **TELEPHONE USE**

Stevenson High School telephones and personal cell phones may be used by students in their appropriate assistant principal's office with the authorization of a staff member. Students' use of school phones should be limited to situations such as informing a parent that they are staying after school or to arrange for transportation home or in case of emergency.

### **TEXTBOOKS**

Students will be provided with textbooks. The responsibility for the return and condition of the books belongs to the student. Fines will be charged for lost and abused textbooks. It is the student's responsibility to write his/her name and date in each textbook as it is issued. Failure to pay fines will cause students' documents such as student schedule, diploma, and varsity awards to be withheld. No student will be able to receive credit for his/her final exam until turning in his/her textbook to the teacher or showing receipt for having paid for the lost item(s).

### **WORK PERMIT**

Applications for working papers may be picked up at the Guidance Office. The processing of working papers is to be completed in the Main Office at Stevenson.