

HOLMES MIDDLE SCHOOL

16200 NEWBURGH RD. LIVONIA, MI 48154



Main Office: 734.744.2675

Attendance Line: 734.744.2676

Fax: 734.744.2677

livoniapublicschools.org/holmes

SCHOOL COLORS: GREEN AND WHITE

SCHOOL MASCOT: HAWK

Holmes Middle School offers exceptional educational opportunities within a school community which promote a passion for learning and a philosophy that puts the needs of children first.

TABLE OF CONTENTS

ACADEMIC GRADING	1
ACTIVITIES	4
ATHLETICS	5
ATTENDANCE	11
BEHAVIOR AND EXPECTATIONS	14
PARENT/GUARDIAN PROCEDURES	25
SUPPORT SERVICES	26
TECHNOLOGY	27
TRANSPORTATION	29
BOARD POLICY	31



ACADEMIC GRADING

HONOR ROLL/GRADE POINT AVERAGE

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

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

PARENT-TEACHER CONFERENCES

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

PARENT/STUDENT CONNECTION

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

PROGRESS REPORTS

At approximately the midpoint of each of the four marking periods, Interim Progress Reports will be available in Parent/StudentConnect. Although the vast majority of these reports will show positive progress, some of them will indicate areas where a student needs to improve. In the latter case, parents/guardians are encouraged to contact individual teachers and/or the counselor. These Interim Progress Reports allow time for students who may be failing a given class to improve their grade.

REPORT CARDS

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

A – Represents **excellence**

B – Represents **above average**

C – Represents **average**

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

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

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

The other mark reflects the student's citizenship.

At Holmes Middle School, we uphold the Livonia Public School's Community with Character Traits and believe that respect, empathy, mindfulness, reflection, grit, responsibility, integrity, and confidence are a part of everyday citizenship

Outstanding: To receive a "1" in citizenship the student ALWAYS

- Goes **well above** and beyond expectations regarding behavior, effort, and punctuality
- Participates and acts appropriately, is on task, and does not disrupt class
- Has a positive attitude and contributes to an overall positive classroom environment
- Pays attention to instruction and answers questions when asked
- Works well with other students and staff and is helpful to others
- Demonstrates community with character traits listed above

Good: To receive a "2" in citizenship the student REGULARLY

- Goes **above and beyond** expectations regarding behavior, effort, and punctuality
- Participates and acts appropriately, is on task, and not disruptive
- Has a positive attitude and contributes to an overall positive classroom environment
- Pays attention to instruction and answers questions when asked
- Works well with other students and staff and is helpful to others
- Demonstrates community with character traits listed above

Average: To receive a "3" in citizenship the student USUALLY

- Demonstrates appropriate behavior regarding behavior, effort, and punctuality
- Participates and acts appropriately
- Stays on task and is generally not disruptive
- Has a positive attitude and contributes to a positive classroom environment
- Pays attention to instruction and answers questions when asked
- Works well with other students and staff; may or may not be helpful to others
- Demonstrates community with character traits listed above

Poor: To receive a “4” in citizenship the student OCCASIONALLY

- Demonstrates appropriate behavior regarding behavior, effort, and punctuality
- Participates and acts appropriately
- Stays on task but can be disruptive
- Has a positive attitude and does not contribute to an overall positive classroom environment
- Demonstrates community with character traits listed above

Unsatisfactory: To receive a “5” in citizenship the student BARELY

- Demonstrates appropriate behavior regarding behavior, effort, and punctuality
- Participates and acts appropriately
- Stays on task and can be disruptive
- Has a positive attitude and does not contribute to an overall positive classroom environment
- Demonstrates community with character traits listed above

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

GRADING ASSIGNMENTS DURING SUSPENSION

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

ABSENT WORK

When absent, students should access each of their teachers’ Google Classrooms for missed assignments and other information.

ACTIVITIES

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

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

ACTIVITY NIGHTS

Activity Night events are held several times a year and usually run from 7:00-9:00pm.

ACTIVITY NIGHT GUIDELINES:

- Students are not allowed to be in the building BEFORE the start of the activity.
- All students are expected to have rides home after the activity. Students are not allowed to walk home/elsewhere from the activity.
- If you arrive later than 30 minutes into the activity, you must be accompanied into the building by a parent. If you plan to leave early, a parent must come into the building to pick you up. In either case, the parent should speak to one of the teacher chaperones.
- You must be present in school in order to participate in any after school activity.
- All student activities are an extension of the regular school day. ALL school rules will apply. If you violate school rules during an activity, you may lose your activity privileges and/or face school suspension.
- The regular school dress code is in effect. Shoes must be worn at all times. For special theme Activity Nights, special dress code guidelines will be given to you before the activity.
- Activity Night tickets MUST be bought in advance. No guest passes will be issued.
- Parent chaperones are at our Activity Nights to help. Treat them with respect at all times.
- Refunds will not be given unless special arrangements are made with the Student Activities Director(s).
- Food & refreshments will be available for purchase.
- Please see “Extra Curricular Event Participation” on page 18 for criteria to be eligible to participate in Activity Nights.

FIELD TRIPS

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

ATHLETICS

PHILOSOPHY OF MIDDLE SCHOOL ATHLETIC PROGRAM

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

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

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

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

THE MIDDLE SCHOOL ATHLETIC PROGRAM WILL FEATURE THE FOLLOWING

- There will be a tryout period for players wanting to participate in sports in which a total maximum number of players exist and cuts may be needed to reach such a number.
- Teams will play other middle school teams in Livonia and neighboring districts that compete in the Kensington Lakes Middle School League (KLMSL), the middle school component of the Kensington Lakes Athletic Association (KLAA).
- Students will have the opportunity to play in as many as four different sports seasons. There will be equal opportunity for both boys and girls.
- "All-will-play" philosophy will be followed for those on the teams.
- There will be a pay-to-participate fee.

LIVONIA MIDDLE SCHOOL ATHLETIC PROGRAM

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

KENSINGTON LAKES ATHLETIC ASSOCIATION (KLAA)

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

RESPONSIBILITIES OF THE ATHLETE

Although athletes by their nature place stress on the development of specific skills to be utilized in competitive sports, their sponsorship by schools places them within the broader context of the schools' educational objectives. Equally important to the development of the skills needed to complete 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 cleaning of uniforms. Any student who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the school athletic director.
 - D. All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and may be restricted 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.
2. 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.

- D. Punishment for school or athletic related incidents of theft by an athlete participating on a team in any sport season will be determined by the coach, athletic director and a building administrator. An athlete could be removed from the team for the remainder of the season for this violation.
- E. An athlete participating on a team in any sport season who is suspended from school for any reason will not be allowed to practice with the team or participate in any athletic contests during the suspension.
- F. An athlete is expected to display a high degree of sportsmanship in relation 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.
- G. It is expected that each member of an athletic team will express a high degree of loyalty toward the members of the team and the coach. Excessive 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.

- H. 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, beginning with the 2011-2012 school year. 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.

STATEMENT OF MEDICAL POLICY

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

PAY TO PARTICIPATE

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

- A one-time participation fee of \$100 will be collected upon making a sports team. Students who qualify for reduced lunch will pay a \$50 fee and students who qualify for free lunch will pay \$25. The fee is paid online.
- There is a cap of \$700 per family for secondary athletics and activities.
- The fee is due on the first day of practice after the final cut has been made.
- If a student quits or is dismissed for disciplinary/academic reasons, there is no refund.
- If a student is injured, any refund will be at the discretion of the athletic director. Students/Parents who do not have the ability to pay the fee, should contact the school Athletic Director for information regarding athletic scholarships.

APPEAL PROCESS

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

SPORTS SPECTATOR GUIDELINES

Students attending sports contests, whether home or away, must reflect the standards of behavior established in this handbook (i.e. all school rules apply). Inappropriate conduct during an activity can result in disciplinary action which could include a suspension.

The following spectator guidelines must be followed:

- Spectators must stay in bleachers or stands. Spectators cannot mingle with athletes or coaches.
- Noisemakers are not allowed.
- Students may not wander in the building during athletic contests.
- All practices are closed. Spectators are not allowed to observe practices or interfere with them in any way.
- If a student is absent from school the day of a sports event, he/she is not eligible to attend the sports event.
- Only team members can ride the team bus along with coaches. Spectators cannot ride the team bus.
- Remember that courtesy is of extreme importance at all sports events. Disruptive or inappropriate conduct can result in removal from the activity and further disciplinary actions.
- Spectators will be expected to maintain the same academic standards as the athletes.

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

ATTENDANCE

Remember – 5 or Less (in a semester) for Academic Success!

- Successful students attend school regularly.
- School hours are 8:00am through 2:50pm.

PHILOSOPHY OF ATTENDANCE

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

ATTENDANCE PROCESS

Parents need to complete the online absence form or call the attendance line (734.744.2676) by 9:00pm to excuse their student's absence. If this is not done, the absence will be counted as unexcused. [Full day absences can also be reported online.](#)

CHECK IN

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

CHECK OUT

For the safety and well-being of our students, the following procedures will be followed:

Students Leaving Early

- The person picking up the student must come to the main office and show picture ID
- Students will only be released to individuals who are listed as contacts in MiStar
- Parents/guardians will wait in the lobby and the student will then be called to the office for dismissal.
- Telephone calls requesting the release of students will not be accepted
- **Parents and students should not text each other in order to make arrangements for early release.**

Students may wait in the office for their parent/guardian to arrive if they bring a note signed by their parent/guardian to the Attendance/Counseling Office to get an Early Release Pass before 1st hour. Students who receive a pass should keep the pass until the time indicated on it, show it to their teacher at the appropriate time, go to their locker and then go to the Main Office to check out. The parent/guardian will still need to present ID in order for us to release the student.

Students may not leave the school building during the day without checking out.

CONSEQUENCES

District attendance policy states in part: **Ten total absences in a class during one semester are deemed excessive.** Excused absences, unexcused absences, and suspensions will count in a student's total number of absences. Instances of school business absence will not figure into the total number of absences.

Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis and will normally not be counted in the total absences. All other absences including absences due to suspension will be included in the total absence count.

In addition, our Board Policy requires each school to report truancy to the appropriate authorities. State law requires all students to attend school from ages six to eighteen.

PARENT MONITORING

Parents may check a student's attendance using ParentConnection. We expect students to make-up work for teachers when absent by following the guidelines each teacher has established for make-up work.

SCHOOL MONITORING

Our secondary teachers take attendance hourly, and this attendance can be viewed within minutes of the teacher entering the absence into the computer. Parents of middle school students will receive an automated phone call regarding unexcused absences.

QUESTIONS ABOUT ATTENDANCE

If there are questions or concerns regarding your student's attendance, the first line of communication should be with the Attendance Secretary (734.367.9742) between 7:45 - 11:45am. She will be in the Attendance Office each morning. You may also want to contact your student's teacher, counselor, or assistant principal to assist in clarifying attendance errors or correcting attendance problems.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

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

TARDINESS TO SCHOOL AND TO CLASS

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

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

- Three tardies to one class = one lunch detention
- Additional tardies to that same class, the student will receive additional lunch detentions, the parent will be contacted, and a plan will be developed.
- Should tardies continue to occur, the student will be given an alternate passing time plan.

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

ILLNESSES AND ACCIDENTS

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

Parents and students should not text each other in order to make arrangements for early release due to an accident, illness, or for any other reason.

CLOSED CAMPUS

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

BEHAVIOR AND EXPECTATIONS

At Holmes every student is expected to:

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

Most students follow these rules very well, and because they do, it is not necessary to have a long list of "do's" and "don'ts". There are always a few students who choose not to control their own behavior and act inappropriately. That is why we have school rules, and why the Board of Education has also made definite rules for students to follow. **All of the rules in this book govern students while at school, on school grounds, to and from school and at all school events.**

CONSEQUENCES & INTERVENTIONS

1. Reminders

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

2. Detention

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

3. Hallway Time-Out

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

4. Discipline Referral

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

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

5. **Reflection Room**

The Reflection Room is a place for a student who needs more time and guidance to change their behavior. In the Reflection Room, students may write a plan for changing their behavior. The rules in the Reflection Room are very strict. Students sent to the Main Office because they do not follow the rules in the Reflection Room will be sent home on suspension. Students in the Reflection Room for an extended period of time will receive assignments from their teachers and the assistant principal and will complete their work in the Reflection Room until they are allowed to return to classes.

6. **Suspension**

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

Students who have been suspended should access their teachers' Google Classrooms for assignments and other information. Students who are suspended cannot be on any school grounds and may not attend any school activity during their suspension.

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

ACADEMIC DISHONESTY, CHEATING, PLAGIARISM

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

- Copying another student's homework
- Working with others on projects that are meant to be done individually
- Looking at or copying another student's test or quiz answers
- Allowing another student to look at or copy answers from your test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or give others
- Copying information from a source without giving proper credit to the source
- Taking papers/projects from other students, publications, or the internet
- Using cell phones or other electronics to share test questions/answers
- Using cell phones or other electronics to access stored or online information during a test or quiz

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

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

- Teacher will confiscate the test, assignment, or project
- Teacher will discuss the situation with the student(s)
- Teacher will contact the parent/guardian

Teacher will discuss with the parent/guardian that the test/assignment/project may receive a failing grade for this assignment or an alternative assignment will be assigned. Teacher will write a Discipline Referral to see the Assistant Principal.

BACKPACKS

Backpacks, drawstring bags, briefcases, trapper-keepers etc. are not permitted in classrooms, hallways, or the cafeteria. Students may use pencil cases or pouches to carry supplies needed for class. Any other items should be stored in student's lockers.

CELL PHONES AND OTHER ELECTRONIC ITEMS

Telephones are available in the Main Office and in every classroom should a student need one.

Personal electronic devices (cell phones, headphones/AirPods, smartwatches, video games, etc.) may not be used during the school hours of 7:50 a.m. to 2:50 p.m. unless directed by a teacher. Technology use is for educational purposes and under teacher direction only.

Students may not carry their cell phones in their pockets, pencil cases, or waistbands. Cell phones should be stored in their lockers during the entire school day.

Students with diabetes who require access to a smartphone to monitor and manage their diabetes care will be exempt from this policy.

Pictures and videos are not permitted without teacher permission. Taking a picture/video of another person without their consent is a violation of privacy.

Social media (ex. Instagram, Snapchat, etc.) should not be used during school hours.

Students who are found in violation of the guidelines stated above will have their cell phones confiscated and turned over to an administrator.

Students found using their smartwatches other than to tell time will be subject to the process listed below.

Violation Process

- First Offense: The student will have to turn in their phone to the office for the remainder of the day. An email will be sent home on Mrs. Cousino's and Mrs. Dykstra's behalf.
- Second Offense: The student will have to turn in their phone to the office before 1st hour and pick it up after 6th hour for *three days*. An email will be sent home on Mrs. Cousino's and Mrs. Dykstra's behalf.
- Third Offense: The student will have to turn in their phone to the office before 1st hour and pick it up after 6th hour for *five days*. An email will be sent home on Mrs. Cousino's and Mrs. Dykstra's behalf *AND* administration will contact the parent/guardian.
- Fourth Offense—The student will have to turn in their phone to the office before 1st hour and pick it up after 6th hour for *10 days*. An email will be sent home on Mrs. Cousino's and Mrs. Dykstra's behalf *AND* administration will contact the parent/guardian.

DRESS & GROOMING STANDARDS

The purpose of a dress code is to provide and maintain a safe school environment that is conducive to students learning. Our dress code is reflective of a gender-neutral set of guidelines that maintains a level of decorum and provides a fair and equitable education. The style and manner in which a student dresses while attending school and school-related functions is largely the responsibility of the student and the student's parents/guardians. The staff at Holmes believes that students should be able to express themselves while also feeling safe and comfortable at school, and that a student's attire and mindset can help support their learning.

Students **MUST** wear:

- A shirt that covers the torso and chest, is fitted under the arms, and that covers undergarments
- Bottoms (pants, shorts, skirts, dresses, leggings, etc.) that do not expose undergarments.
- Shoes that are appropriate for school activities. Staff may determine appropriateness of a student's footwear based on specific class activities.

Students **CANNOT** wear:

- Outerwear such as coats, blankets, sunglasses, etc.
- Hats, hoods, or durags (head scarves and religious head coverings are permitted)
- Images or language depicting drugs, alcohol, pornography, or violence
- Clothing with hate speech or profanity
- Any other image or language that creates a hostile or intimidating classroom environment or significantly disrupts school.
- Clothing that exposes midriffs, breasts, buttocks or undergarments.
- Strapless tops; items such as nightwear or beachwear, etc.

*There is a trend of cutting the necks of sweatshirts to create an off-the-shoulder look. It will be considered inappropriate when the neck is cut so large that the sweatshirt exposes the bare shoulder, bra strap/s, or both shoulders or falls down the body. The same applies to an unzipped zip-up hoodie. Students must wear an appropriate shirt underneath. Tank top straps must be wide enough to cover a bra strap.

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

- Change into clothes that a student has in his/her locker.
- Change into clothes that the office keeps on hand.
- Call home and have a parent bring up appropriate clothes.

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

Dress Code applies to all school activities.

EXTRA CURRICULAR EVENT PARTICIPATION

Students are to adhere to school rules and expectations according to the student code of conduct in order to attend any Livonia Public Schools Middle School events. This includes middle school activity nights and any Holmes specific event.

We view event participation as a privilege and not a right. If academic, attendance, or behavior concerns become an issue throughout a student's time at Holmes, it will be at the discretion of the leader/organizers and administration to remove the student from the event.

The following criteria are necessary for any student to be eligible:

1. Must be passing at least 4 of 6 classes
2. Regularly attends school and must attend school at least 3 hours on the day of the event
3. Demonstrates appropriate behavior according to the student code of conduct.

We have set the following progressive behavior steps:

- a. **Warning**
- b. **Probation**
- c. **Exclusion**

If a student receives a disciplinary consequence for violating the code of conduct, they will receive a **Warning** at minimum. A second infraction will result in **Probation** at minimum and a third violation will result in **Exclusion** from the event.

Administration reserves the right to move to any steps based on the severity of the infraction.

Example - If a student is given any school consequence that student receives a warning. An In-School-Suspension will prompt an immediate probation. A student with an Out-Of-School Suspension should expect exclusion from the next upcoming event. Any major offenses that are detailed in Holmes' Student/Parent Handbook will result in automatic exclusion from upcoming events and possible future events.

If a student is excluded from an event, they may have the chance to restore themselves and have an opportunity to attend the following event if no further violations from the code of conduct occur and they are able to meet the academic and attendance guidelines above. Administration does reserve the right to determine appropriate steps, time frames, and future opportunities.

FORGERY OF PARENT/GUARDIAN SIGNATURE

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

GAMBLING

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

GANG ACTIVITIES

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

HALL BEHAVIOR AND PASSING TIME

A 5-minute period of time is provided for students to move between classes during the school day. There is sufficient time for students to pass between even the most widely separated rooms in the building at a normal walking pace. Consequently, we expect all students to be on time for all classes during the school day. This may require that certain students will not be able to go to their lockers between some classes, but prompt attendance is the student’s responsibility.

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

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

HARASSMENT

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

ILLEGAL SUBSTANCES

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

LIVONIA PUBLIC SCHOOL BOARD POLICY

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

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

LOCKERS

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

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

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

LOITERING ON SCHOOL PROPERTY

1. For the protection and the safety of students, protection of school property, and general necessity of an efficient administration of school buildings, there shall be no unauthorized persons allowed to loiter on or adjacent to the school grounds or in any school buildings.
2. All visitors shall report to the principal's office and be given an identification pass or be escorted to the proper room or rooms they are visiting.
3. Students who are on suspension or have been expelled from school are not allowed on any school property, in any school building, or admitted to any school function.

Holmes students should stay away from other LPS school property during the regular school day.

LUNCHROOM RULES

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

Courtesy, politeness, and good manners are expected of all students at lunch. Students who misbehave in the lunchroom will be assigned consequences which may include cleaning duties, assigned seat in the cafeteria, or an assigned seat in the Reflection Room for lunch detention(s). Repeated infractions will be dealt with in a progressive manner.

All students are able to receive the full breakfast and/or lunch at no cost during the 2023-24 school year. Students may bring their lunches or purchase snacks in the cafeteria. **Students may not send out or order out for food from outside restaurants.** The cafeteria provides a la carte lunches and the menu is posted near the cafeteria line. Students are expected to be ON TIME for lunch. All students must eat in the cafeteria with the exception of those who are assigned to eat in the Reflection Room or have a pass from a teacher to eat with them.

MEDICATION AND PRESCRIPTION DRUGS

A student cannot be in possession of, or take prescription drugs or non-prescription medication such as Tylenol, Motrin, Benadryl, Tums etc. at school or during school. If it is necessary for a student to take medication during the school day (prescription or non-prescription), a [Medication Authorization](#) form must be completed and signed by both the doctor and the parent. All medication will be kept in the Main Office for the student's use and dispensed by office staff.

We encourage students to carry their own inhaler, and they may do so with the Medication Authorization properly completed.

MONEY

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

POSTERS AND DECORATIONS

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

PUBLIC DISPLAYS OF AFFECTION

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

- Students should keep their hands to themselves
- Kissing, hugging and holding hands are not acceptable.
- Walking down a hallway with your arms/hands on someone else's shoulder or waist or interlocked are not acceptable.

SELLING OR DISTRIBUTING THINGS IN SCHOOL

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

STEALING/THEFT

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

SUBSTITUTE TEACHERS

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

1st Behavior Referral: Reflection form and/or detention

2nd (and subsequent) offenses: Suspension

Serious infractions will result in immediate suspension.

TEACHER POSSESSIONS

All teacher property must be treated with respect. It is not permissible for students to tamper with a teacher's possessions or materials, which include the teacher's desk, closet, and items therein. Students may not remove, damage, tamper with or alter a teacher's or classroom property (phones, classroom passes, doorstops, food, computer to name a few).

TEXTBOOKS

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

THINGS YOU SHOULD NOT BRING TO SCHOOL

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

- Laser pointers
- Squirt toys, water balloons, any item used to propel a liquid at another person
- Snap-n-pops; cap pistols; fireworks; stink, smoke, or paint bombs; or any other noise or odor makers
- Magazines, posters, pictures, stickers, or signs which could be considered to be obscene or inappropriate
- Hair sprays, perfumes, breath sprays, body sprays, any pump liquid, and any aerosol cans (due to allergies)
- Glass bottles should not be brought to school

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

THREATS

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

WATER BOTTLES

All water bottles must have a closed top and not have straws. Water spills in the classrooms and hallways pose a safety risk.

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

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

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

A dangerous weapon means:

- A. Any firearm (including a starter gun and BB gun) which is designed to expel a projectile by the action of an explosive or the frame or receiver of any such firearm;
- B. Any firearm muffler or firearm silencer;
- C. Any explosives, incendiary or poisonous gas device (i.e. bomb, grenade, rocket have a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one quarter (1/4) ounce, mine, or device similar to any of these devices.)
- D. A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, a pocket knife opened by mechanical device, iron bar, or brass knuckles.

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

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

PARENT/GUARDIAN PROCEDURES

BUILDING HOURS

Students may enter the building at 7:30am and wait in the cafeteria or lobby until released at 7:50am to go to their lockers. The middle school day is from 8:00am to 2:50pm.

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

RE-ENROLLMENT UPDATES

It is critical that every student's Re-Enrollment Updates are completed in ParentConnect each year. This information enables us to contact parents/guardians, relatives, or other adults to seek help when a student is injured or ill. It is very important that parent/guardians' current business phone numbers and/or department numbers (where appropriate) be listed **along with "other adults" to be contacted when the parent is not available**. It is ABSOLUTELY ESSENTIAL to have two emergency numbers listed in case of an emergency when the parent/guardian cannot be contacted.

Students are released only to persons listed as contacts in ParentConnect.

MOVING

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

PARENT VISITORS

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

VISITORS

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

ACCIDENT INSURANCE

Please be aware that Livonia Public Schools does not insure students for accidental injuries during the school year. The personal insurance of the parent/guardian is assumed to cover any and all medical treatments for such injuries. Unfortunately, some parents/guardians have limited or no medical coverage and health care is expensive.

[Parents who would like a budget-friendly option to insure their student may purchase short-term insurance using this link.](#)

SUPPORT SERVICES

COUNSELORS

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

SCHOOL SOCIAL WORKER

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

SCHOOL PSYCHOLOGIST

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

SPECIAL EDUCATION

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

STUDENT ASSISTANCE PROGRAM

Each middle school in Livonia has a Student Assistance Provider (SAP) specialist who offers a wide range of services focusing on prevention and early intervention. All students are eligible for services, and parent involvement is encouraged.

WE NEED YOUR HELP!

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

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

- If a classmate is talking about suicide, hurting himself/herself, or is making statements that life is no longer "worth it."
- If a classmate is making statements that he/she would like to hurt/kill other people or if they talk about having access to a weapon of any kind particularly explosives or guns.
- If a classmate is being hurt or abused at home or is being bullied or harassed at school.
- If a classmate is in possession of drugs, alcohol, tobacco products, or anything that would put that person or others at a dangerous risk.

The school district has a confidential hotline, 734.744.2545, for students or families to report any threats to school or individual safety during business hours. Information received will be treated confidentially. All reports will be taken seriously and followed up.

OK2SAY is a 24 hour program that provides a confidential way for students to report anything that threatens their safety or the safety of others. OK2SAY is accessible via phone (855.565.2729), text (652729), email (ok2say@mi.gov), web (ok2say.com) and is also downloadable via your app store (search "ok2say").

TECHNOLOGY

CODE OF CONDUCT

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

1. Students will sit in assigned seats or sign-in when using computer facilities.
2. Treat all equipment with care. If you experience any problems, please notify the adult in charge. Do not attempt to make any adjustment on your own. Students may not change anything on their desktop (clock, sounds, pattern, colors, etc.)
3. Computers, software, and related materials are to remain in the labs or classrooms unless you have permission from a staff member to borrow them.
4. Only staff will install or change software. Students may not copy anything in their file for another student without teacher permission.
5. All food, candy, or drinks are to be kept out of the computer areas.
6. Only district-approved and/or school-approved software will be allowed on the computers. Students are not allowed to bring in software from home.
7. It is illegal to access or copy files that are the private property of another user.
8. It is everyone's responsibility to see that equipment is not used for inappropriate purposes. Students are not to bring in their own disks without the permission of a staff member.
9. Under no circumstances should students share their password with others. If you reveal your password to someone, you risk having your files tampered with and/or deleted by others. Passwords will not be changed at student request.
10. Students may use their own image/likeness as their LPS Google profile picture, but may not use images/likeness of any other HMS staff or student.
11. Any violation of these guidelines will be considered reasons for disciplinary action.

Consequences will include: exclusion from the computer lab and/or suspension.

LIVONIA PUBLIC SCHOOLS LIVNET POLICY

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

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

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

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

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

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

TRANSPORTATION

TO AND FROM SCHOOL

Students walking to and from school should respect all private property. You should stay away from other school district buildings and stay away from older and younger students.

Disciplinary action including suspensions can result if student behavior is unacceptable to and from school.

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

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

TRANSPORTATION ELIGIBILITY

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

BUS STOP

- Students should be present at their bus stop 7 minutes before loading time.
- Stay off private property while waiting for the bus or after leaving the bus.
- Students must cross in front of the bus for safety reasons.
- School rules apply and are in effect while you are walking to and from the bus stop and while waiting for the bus.
- You must get on and get off at your designated bus stop each day.

BUS RIDE – INCLUDING FIELDS TRIPS AND ATHLETICS

- No damage or vandalism to the bus seats.
- Only board the bus when the bus driver is present.
- Follow the directions of the bus driver without discussion or argument. No more than three people to a seat.
- No standing, moving, or switching seats once you are seated on the bus. Bus windows may be opened as permitted by the bus driver.
- No videotaping or taking of pictures.
- No throwing of any objects inside or outside the bus. No loud, boisterous, or profane language.
- No horseplay or aggressive behavior.
- No harassing behaviors that would make anyone feel uncomfortable. No food or beverages on the bus.
- School rules apply and are in effect while you are riding the bus.

BUS PASSES

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

AT THIS TIME, THE TRANSPORTATION DEPARTMENT IS NOT ALLOWING GUEST BUS RIDERS. STUDENTS MUST RIDE THEIR ASSIGNED BUS AND GET OFF AT THEIR DESIGNATED STOP.

IF YOU MISS THE BUS

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

BUS BEHAVIOR CONSEQUENCES

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

Step 1 – Warning

Step 2 – Second Warning, move seat near driver

Step 3 – Assigned Seat

Step 4 – Referral to Assistant Principal

Severe Clause – Immediate referral to Assistant Principal for more serious issues

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

Warning with parent contact

Short term removal from bus service

Long term removal from bus service

Permanent loss of bus privileges

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

BOARD POLICY

JD

STUDENTS STUDENT CODE OF CONDUCT

MAY 2, 2022

INTRODUCTION

The Livonia Public Schools School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our educational community including students, teachers, other school and District personnel, and parents play an important role in promoting the academic growth and social development of each child. Courteous, respectful, civil, and responsible behavior fosters a positive climate in which our learning community can thrive.

This Student Code of Conduct sets forth student rights and responsibilities while at school and school-related activities, and the potential consequences for violating District policy. It defines behaviors that undermine the safety and learning opportunities for any member of the school community. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions including exclusionary measures.

This policy covers only serious and major types of misconduct. The following rules are not to be construed as an all-inclusive list or as a limitation of the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations or other types of conduct which interfere with the good order of the school environment, the proper functioning of the educational process, or the health and safety of students, even if not explicitly stated herein.

The specific prohibited acts and consequences listed below are applicable when a student is on school or District property, is on a school bus or in a vehicle being used for a school-related purpose, is at a school-sponsored activity whether or not the event is held on school premises, is enroute to or from school, and when a student's conduct at any time and place adversely affects and/or substantially disrupts the daily operations and positive climate of our schools.

PROHIBITED ACTS

Administrative intervention in a prohibited act may include the removal of a student from a class period, an in-school suspension, a reprimand, restitution, loss of recess, detention and/or work assignments before or after school, additional classroom assignments, and revocation of the privilege of attending after-school functions, special events, athletic contests, and activities.

The prohibited acts listed alphabetically below may involve disciplinary consequences ranging from an administrative warning and intervention to an expulsion from school. Each assigned consequence of a prohibited act will be determined on a case-by-case review and the actual penalty will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. Inappropriate student conduct may also result in the involvement of law enforcement personnel such as the local police.

ALCOHOL, MARIJUANA, DRUGS, OR OTHER BANNED CHEMICAL SUBSTANCES

A student will not possess, use, be under the influence of, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, drug paraphernalia, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school and the student follows the required possession and use protocols as defined by the school.

BULLYING AND HAZING

Students are prohibited from engaging in bullying and hazing behaviors that interfere with another's participation in educational programs or activities by placing that person in fear of physical harm or by causing emotional distress while at school or at school-related activities. Bullying and hazing behaviors can be expressed through a variety of manners such as physical, verbal, psychological, written words, and social media posts. The Board of Education Policy JCEC also addresses bullying.

COERCION, EXTORTION, AND BLACKMAIL

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other item of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY

A student shall not cause or attempt to cause damage or vandalism to school property or personal property of others.

DISRUPTION OF SCHOOL OPERATIONS

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

Neither shall any student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction if such disruption or obstruction is reasonably likely to result from that student's urging.

ELECTRONIC COMMUNICATION DEVICES

Electronic communication devices (ECDs) such as cell phones, tablets, computers, and any/all other forms of technology will be permitted for use as approved by the classroom teacher or the building administration. Students may not use ECDs on school property or during school sponsored activities to access and/or view internet websites that are otherwise blocked or prohibited for students at school.

FALSE ALARMS

A student shall not knowingly cause a false fire alarm or other unwarranted alarm.

FALSE ALLEGATIONS

A student shall not libel, slander, or make false allegations against another student or school district employee including athletic coaches, substitute teachers, or volunteers.

FALSIFICATION OF A SCHOOL DOCUMENT

A student shall not falsify times, dates, grades, or other data on school district forms or records.

FIGHTING, ASSAULT, AND BATTERY ON ANOTHER PERSON

A student shall not physically assault or behave in such a way to cause or threaten to cause physical injury to a school employee, substitute teacher, student teacher, student, volunteer, chaperone, or other person.

FIREWORKS/EXPLOSIVES/SMOKE DEVICES

A student shall not possess, handle, or transmit any substance or device that can explode, create smoke, or is capable of inflicting bodily injury.

GANG ACTIVITY

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, or building Student Handbook, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

INAPPROPRIATE COMMUNICATIONS

A student will not verbally, in writing, electronically, with photographs, gestures, drawings, or other methods, direct profanity or insults toward another student or any District/school staff member or an adult volunteer.

INSUBORDINATION

A student shall not willfully ignore or refuse to comply with the reasonable directions of school personnel, including adult volunteers acting in a chaperone or supervisory capacity.

MAKING A FALSE STATEMENT

A student shall not deliberately provide false information or false evidence to any school official in an attempt to deceive.

MISCONDUCT PRIOR TO ENROLLMENT

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

- a. A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Livonia Public Schools;
- b. A prior act of misconduct, while the student was enrolled in another district;

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

OUT OF ASSIGNED AREA AND LOITERING

A student shall not leave the school building, classroom, cafeteria, campus, or any other assigned area without permission from authorized school personnel. A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

PERSISTENT DISOBEDIENCE OR MISCONDUCT

A student involved in numerous behavioral infractions over an extended period of time may be subject to progressive disciplinary consequences.

PERSONAL PROTECTION DEVICES

A student shall not possess, handle, or transmit a personal protection device such as pepper gas, mace, a stun gun, or an electronic shock device capable of inflicting bodily injury or causing physical discomfort to another person.

RECORDING WITHOUT PERMISSION

A student shall not record by any means (i.e., audio, video, or digital, etc.) any student or school personnel without the expressed permission of the person recorded.

SEXUAL HARASSMENT

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student shall not make unwelcomed sexual advances, request sexual favors or engage in unwelcomed verbal communication, inappropriate touching, or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.

SMOKING AND VAPING

A student shall not smoke or use electronic smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine on school and district property, including all activities or events off school grounds and supervised by school officials.

THEFT OF SCHOOL OR PERSONAL PROPERTY

A student shall not steal or attempt to steal school or personal property. A student shall not be in possession of stolen property.

VERBAL ASSAULT

A student shall not commit a verbal assault on a student, teacher, or other school personnel. Verbal assault means spoken words, written words, or behavior that, in the judgment of the building administration, would reasonably put another in fear of physical or emotional distress or damage to property.

VIOLATION OF A SCHOOL'S STUDENT HANDBOOK

A student shall not commit or participate in any conduct or act prohibited by a school's Student Handbook and other school rules and regulations.

VIOLATION OF LIVNET USAGE

A student shall not violate or attempt to violate District policies, procedures, or school Student Handbook regulations regarding the use of district computers, personal computers, networks, and telephone systems. Violations of any of the rules and responsibilities of the LIVNET policies may result in a loss of access and privileges to technology devices and computer usage, and may result in other disciplinary or legal actions including restitution.

WEAPON LOOK-ALIKES

A student shall not possess, use, sell, or distribute a toy gun, a look-a-like weapon, or a replica weapon without the prior approval of a building administrator.

MAJOR OFFENSES

The prohibited acts listed below are generally codified as illegal acts and will typically involve law enforcement personnel such as the local police. In most instances of a major offense, the student will be scheduled for a disciplinary hearing.

ARSON

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. A student shall not commit an act of arson as prohibited by MCL 750.71 through MCL 750.80.

CRIMINAL ACTS

A student shall not commit or participate in any conduct or act defined as a crime by state law or local ordinance. A student may be suspended or expelled from school based upon conduct that takes place off school grounds and/or outside of the regular school day. Although the legal system may not have yet adjudicated legal charges, if the description of the conduct fits the definition of a crime, or an arrest and legal charges are in process through a law enforcement agency, the District's threshold to enforce exclusionary disciplinary consequences has been satisfied and fulfilled.

PHYSICAL ASSAULT

A student shall not physically assault another person. 'Physical assault' means intentionally causing or attempting to cause physical harm to another through force or violence. An act of physical assault is differentiated from fighting in that a physical assault is a one-sided attack on another person often resulting in bodily harm.

SEXUAL ASSAULT AND CRIMINAL SEXUAL CONDUCT

Students shall not engage in sexual acts of any kind, consensual or otherwise, in any school building or district property or at any school-sponsored activity. A student shall not sexually assault another person. 'Sexual assault' means forcing or coercing an individual to engage in non-consensual sexual contact. A student who is convicted of, or a juvenile who is adjudicated for, a violation of MCL 750.520b, 520c, 520d, 520e, or 520g and who is a student at a school in this state is prohibited from doing either of the following:

- a. attending the same school building that is attended by the victim of the violation.
- b. utilizing a school bus for transportation to and from any school if the individual or juvenile will have contact with the victim during use of the school bus.

THREATS OF VIOLENCE

A student shall not make a threat directed toward students or staff, or toward a school building, other school property, or a school-related event that, in the judgment of building administration, would reasonably put students and other school personnel in fear of harm or personal injury. Threats of violence may originate from anyplace and at anytime, and may include, but are not limited to, references of a gun, rifle, bomb, incendiary device, or other weapon.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a knife, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily harm. A dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles [MCL 380.1313].

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity or while the student is enroute to or from school on a school bus, a school administrator shall immediately report that finding to the student's parent/guardian and the local law enforcement agency [MCL 380.1313(1)]

ELEMENTS OF DUE PROCESS AND OTHER CONSIDERATIONS REGARDING DISCIPLINARY MEASURES

These procedures govern the suspension, expulsion, or permanent expulsion of a student from the school district's regular educational program. Federal law protects the educational and privacy rights of students and disciplinary consequences will not be shared beyond the student's parents or guardians.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct will be made by the building administrator. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

Definitions of Disciplinary Consequences

- A short-term suspension is defined as a suspension of one (1) through ten (10) school days. A school principal has the authority to suspend a student for up to and including ten (10) school days.
- A long-term suspension is defined as a suspension ranging from eleven (11) through sixty (60) school days and requires a more formal procedural process requested by the school principal to the district-level director. The process is known as a 'Disciplinary Hearing'.
- To be 'expelled' from school refers to a suspension of over sixty (60) school days and such a ruling may only follow from a district-level Disciplinary Hearing.
- A 'permanent expulsion' refers to a suspension of a minimum of one hundred eighty (180) school days and such a ruling may only follow from a district-level Disciplinary Hearing. A 'permanently' expelled student is subject to possible reinstatement to school through a 'Petition for Reinstatement' procedure after one hundred fifty (150) school days.
- 'Restorative practice' references alternative efforts to suspension that emphasize repairing the harm to the victim and the school community caused by the pupil's misconduct.

Rebuttable Presumption and Consideration of Individual Factors

Consistent with Michigan law, the District adopts a rebuttable presumption that students should not be disciplined by the imposition of a long-term suspension (more than ten (10) school days) or expelled (more than sixty (60) school days) unless the District has determined, in its sole discretion, the presumption has been rebutted (to oppose by contrary proof) by considering each of the following seven (7) factors listed below:

1. The pupil's age;
2. The pupil's disciplinary history;
3. Whether the pupil is a student with a disability within the meaning of IDEA or ADA/Section 504;
4. The seriousness of the violation or behavior committed by the pupil;
5. Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the pupil; restorative practices refer to intervention strategies that emphasize repairing harm to the victim and the school community caused by a student's misconduct, and
7. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

For a suspension of ten (10) or fewer days, rebuttable presumption does not apply, but the same seven (7) factors shall be considered in a similar manner prior to a determination of disciplinary consequence. The method used for consideration of the factors is at the sole discretion of school and district administration. The seven (7) factors to be considered prior to a determination of disciplinary consequence does not apply to a student being expelled for possessing a firearm in a weapon-free school zone.

Prior to the suspension of a student, the principal/assistant principal shall investigate the incident, inform the student of the charges, and allow the student to explain his/her version of the facts. If upon conclusion of that investigation the principal determines that the student has violated school rules or District policy, the principal may impose the disciplinary action of a suspension not to exceed ten (10) school days.

A disciplinary suspension of five (5) school days or less shall be at the sole discretion of the building principal and shall not be subject to an appeal by the student, parents, or guardian. However, if the principal imposes a suspension in excess of five (5) school days but less than eleven (11) school days, the student and/or his/her parents or guardians may appeal the principal's decision to the appropriate Elementary or Secondary Director or other designee of the Superintendent. The appeal hearing will be conducted on an informal basis (usually over the telephone) and the student will be given an opportunity to state why an appeal is in order and to explain his/her version of the facts. Following the informal hearing, the appropriate Director or Superintendent designee will review the facts and make a ruling that shall be final and not subject to further review.

The Student Code of Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) for a student determined to be eligible for special education programs and services. Students with an Individualized Education Program (IEP) are responsible for following the Student Code of Conduct. As a consequence of a violation of the Student Code of Conduct by a student with an IEP, specific procedures may apply.

The suspension or expulsion of a student from an extracurricular activity such as athletic participation is not covered by this Student Code of Conduct and accordingly a decision of student suspension from extracurricular activities is solely within the discretion of the building administration. In addition, disciplinary consequences in the nature of an in-school suspension or exclusion of a student from class, or in the nature of a written reprimand, detention, and/or work assignment before or after school, additional classroom assignments, etc., is also solely within the discretion of the building administration and is not covered by this Student Code of Conduct.

DISCIPLINARY HEARINGS FOR SUSPENSIONS OF ELEVEN (11) OR MORE SCHOOL DAYS

Step 1. If after an investigation into student misconduct, the building principal determines a suspension for eleven (11) or more school days or expulsion is warranted, and the appropriate district-level administrator concurs with the principal's decision, the student and the parents or guardian shall be notified (usually via electronic message) of:

- a. the charges against the student
- b. the recommended disciplinary action
- c. the fact that a hearing will be held before an impartial school employee
- d. the time, place, location, procedures to be followed at the hearing, and their right to attend and participate in the hearing
- e. the right to appeal any adverse decision of the Hearing Officer if the suspension is for more than twenty (20) days.

If the district-level administrator decides that the student's presence in school would present a danger to other students, school personnel, or a disruption to the educational environment of the school, then the student shall be suspended pending a disciplinary hearing and a ruling of a Hearing Officer. If the student does not present a danger as described above, the student may be returned to school pending the ruling of the Hearing Officer.

If the student is placed under suspension pending a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary Hearing Officer and provide for a hearing to take place within seven (7) school days following the initial suspension of the student.

If the student is not suspended pending a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary Hearing Officer and cause the hearing to be held within fifteen (15) school days following the completion of the principal's initial investigation. The timelines for commencement of the disciplinary hearing may be enlarged upon the request of the administrator, student, or parent.

Step 2. The disciplinary Hearing Officer's role will be to determine the truth and validity of the charges against the student and to decide upon a disciplinary consequence if a consequence is merited. A student and/or his/her parents or guardian may waive their rights to a hearing before a Hearing Officer. If a student and/or parents fail to present themselves during a scheduled disciplinary hearing, the disciplinary hearing may proceed and may result in a ruling unfavorable to the student.

The Hearing Officer's ruling shall be provided telephonically, if possible, to the student or the parents or guardian within two (2) days after the close of the hearing, and a written decision

shall be scanned electronically or mailed through the USPS within four (4) days after the conclusion of the disciplinary hearing.

Step 3. If the Hearing Officer's ruling imposes a suspension of twenty (20) school days or less, the decision of the Hearing Officer shall be final and not subject to further appeal. The Hearing Officer may amend the principal's charges upon motion of the principal or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Hearing Officer may impose a greater or lesser penalty than that imposed or recommended by the principal. The Hearing Officer should not merely substitute his/her judgment for that of the principal's judgment. If the Hearing Officer's ruling is to impose a suspension in excess of twenty (20) school days or recommends expulsion, the student and/or his/her parents or guardian may appeal the Hearing Officer's decision to the Board of Education.

Step 4. A student may, within five (5) school days of original receipt of the Hearing Officer's ruling to suspend in excess of twenty (20) days or to permanently expel a student, request an appeal to the Board of Education. The request to appeal shall be in writing and contain the petitioner's reasoning for appeal. The Board of Education may grant or deny the request for an appeal. If granted, the appeal will be heard in open or closed session, as elected by the parent. The Superintendent, or a designee, shall notify the student and parents of the time, place, location, and procedures to be followed at the Board of Education hearing and shall determine, based upon the record made before the Hearing Officer, whether the student should be suspended pending a ruling of the Board of Education.

The Board, not later than at its next regular public meeting following the appeal hearing, if feasible, shall issue a ruling and shall, within seven (7) days following the BOE hearing, make communication to the student, parents, or guardians, of a final decision.

The Board of Education must approve a Hearing Officer's ruling to permanently expel a student. If the Hearing Officer's ruling is for a student expulsion and the student and/or his/her parents or guardians do not request an appeal hearing before the Board of Education, the Board of Education will still make the final decision on expulsion at a voting Board of Education meeting. Permanent expulsion requires Board of Education approval. In that case, the Board of Education ruling will be based upon information submitted to it by appropriate school officials and a formal hearing will not be allowed for the student and parents or guardian.

If the Hearing Officer's ruling is to impose a suspension of twenty (20) school days or more and the student and parents or guardians do not request a timely appeal hearing before the Board of Education, then the decision of the disciplinary Hearing Officer shall be final and not subject to further appeal. During any suspension, the suspended student will not be permitted on any school property, in any school building, or admitted to any school function.