

FROST MIDDLE SCHOOL

Code of Conduct

Key Points

Listed alphabetically for easy reference.

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. 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. 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 to others.
- Copying information from a source without giving proper credit to the source.
- Taking papers/projects from other students, publications, or the Internet.

AFTER SCHOOL EXPECTATIONS

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

1. Students remaining after school must be with a supervisor or in a supervised area, fully participating in the activity. Students who are not in an assigned area after 3:00 PM are considered to be loitering, and the student will be sent immediately to the Main Office where they may face disciplinary action.
2. If students are still waiting for a ride after 3:15 PM, they should report to the Main Office for assistance.
3. Students who are under temporary suspension or have been expelled from school are not allowed on any school property, in any school building, or admitted to any school function.
4. Frost students should stay away from other school property during the regular school day. This provision applies to Frost half day curriculum days and any other day that school is in session. Persons causing a disturbance to any Livonia school program, school activity, or to school property will be requested to leave at once and are subject to disciplinary action.
5. Middle school students may visit other schools if permission is first obtained from the school's principal or the teacher receiving the visit.
6. After school is dismissed, students must be with an adult if staying or returning to the building.

ATTENDANCE AND TARDY POLICE

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

CHECK OUTS/CHECK INS DURING THE DAY

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

Check Outs: Students may not leave the school building during the school day without checking out at the Main Office. Students who leave without check-out permission may face disciplinary action. If a student needs to be checked out during the day, the student should come to the Main Office *before school* with a note indicating the student's name, date, dismissal time, parent/guardian name, telephone number, and parent/guardian signature. Students will receive a check-out pass to show their teacher to be released from class and then report to the Main Office to check out. For emergency check outs, students should call or come into the Main Office to check out.

Check Ins: If your student is arriving late to school, your student must report to the Main Office. Tardy students must bring a parent/guardian note in order to be excused. If arriving to school without a note, your student should still report to the office to receive a pass.

CONSEQUENCES

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

In addition, our Board Policy requires each school to report truancy to the appropriate authorities. State law requires all students to attend school from age six to eighteen. Some of our schools participate in Erase Truancy, sponsored by Wayne County. Parents of truant students are brought into court and are often issued fines for truancy of their children.

TARDINESS TO CLASS

Students are expected to be in class on time and ready to work. They will be considered tardy if they are not in class at the time class is scheduled to begin according to the clock designated by the classroom teacher. Persistent tardiness will not be tolerated. Students who arrive to class late because a teacher kept them after class should have a pass from that teacher. Students who arrive more than five minutes late without a pass will be referred to the assistant principal.

BACKPACKS

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

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

In addition to Board Policy, students should follow the rules of common sense going to and from school, on school grounds, and at all school events:

The Rules of Common Sense

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

ENFORCEMENT POLICIES

Students who are having behavioral problems in the school will usually be corrected by one of the following procedures: reminders, behavioral referrals, detentions, Planning Room, suspension, and/or expulsion/exclusion as provided by the Frost Parent/Student Handbook and Board Policy.

Investigations and Due Process:

Efforts are made at Frost to assure parents and students of due process in the handling of disciplinary infractions while also retaining effective decision-making processes. Every reasonable effort will be made to ensure that the rights of those involved are fully protected. It is often not feasible or helpful to contact parents during investigations. However, administrators regularly make phone contact, when possible, following completion of all serious investigations.

Appealing a Disciplinary Action:

Students and parents/guardians have the right to appeal teaching and administrative decisions when they have good reason to believe that such decisions are unjustified. The following is the appropriate sequence of contacts to be followed when appealing a decision:

Level One: Teacher and/or Counselor

Level Two: Assistant Principal

Level Three: Principal

***The appeal process for short-term and long-term suspensions has been more precisely outlined. The complete document may be reviewed on the LPS website.**

BULLYING PREVENTION

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

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

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

- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Some examples of bullying are:

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

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

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

Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above. In addition, to the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

BUS TRANSPORTATION ELIGIBILITY

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

BUS STOP

- Students should be present at their bus stop 7 minutes before loading time. Once a student has waited 10 minutes past their designated loading time, they should return home to call the transportation department (734/744-2517) for further information.
- Students should 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 students walk to and from the bus stop and while they wait for the bus.
- Students must get on and get off at their designated bus stop each day.

BUS RIDE (includes Field Trips and Athletics)

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

BUS PASSES

- Students must use their own bus pass (student ID) every day.
- Students are not allowed to use anyone else's bus pass.
- If students forget their bus pass, students need to get a temporary pass at lunch in the cafeteria.
- If a bus pass is lost or badly damaged, a replacement pass must be purchased for \$5.00 from the planning room supervisor.

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

- If students wish to ride home with a friend, BOTH students need a note signed by a parent/guardian to be given to the Planning Room Supervisor before lunch to get them authorized.

- If students wish to get off at a different stop, a note should be brought to the Planning Room Supervisor before lunch to receive authorization.

IF YOU MISS THE BUS

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

BEHAVIOR CONSEQUENCES

Bus Driver Procedure

Step 1 - Warning

Step 2 - Second Warning – Student will temporarily move seat near the driver.

Step 3 - Assigned seat.

Step 4 - Referral to Assistant Principal

Note: In the event of a more serious infraction, the student will be immediately referred to the assistant principal.

Assistant Principal Procedure:

1st Referral - Minimum 3-day removal from bus service.

2nd Referral - Minimum 1-week removal from bus service.

3rd Referral - Minimum 2-week removal from bus service.

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

CAFETERIA RULES

1. Courtesy, politeness, and good manners are expected of all students.
2. All students are expected to be on time.
3. Students will form single-file lines to purchase food and other items. Cutting in lines is not permitted.
4. Nothing is to be thrown in the lunchroom.
5. Students are responsible for cleaning the area where they sit, including floor, table, and seats.
6. Wandering, shouting, excessive noise, and other disruptive behavior are not allowed. Once a student is seated, he/she must stay at that table until dismissed by a supervisor. Students may not move from table to table.
7. Students are to be quiet and listen whenever anyone talks on the microphone or PA system.
8. All directions of lunchroom supervisors are to be followed immediately without argument or discussion.
9. No food or beverage can be taken from the cafeteria, except for water.
10. Borrowing money for lunch is not allowed.

The usual consequences for misbehavior in the lunchroom are as follows:

1st Offense - Removal from the lunchroom for 3 days.

2nd Offense - Removal from the lunchroom for 1 week.

3rd Offense - Removal from the lunchroom for 2 weeks and assigned seat.

4th Offense - Possible suspension.

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

CITIZENSHIP

Definition - The character and behavior that a student contributes to the school community.

Criteria:

1	<p style="text-align: center;">Excellent</p> <ul style="list-style-type: none"> • Always comes to class prepared and on time. • Always displays appropriate behavior, is on-task and does not disrupt class. • Has a positive attitude and contributes to an overall positive classroom atmosphere. • Always attentive to instruction, asks and answers questions when asked. • Acts as a role model and displays leadership skills among peers • Has no planning room visits, no detentions, and no referrals.
2	<p style="text-align: center;">Good</p> <ul style="list-style-type: none"> • Usually comes to class prepared and on time. • Usually behaves appropriately, usually on-task and not disruptive. • Has a positive attitude and contributes to a positive classroom atmosphere. • Usually attentive to instruction, answers questions when asked. • Works well with other students and is usually helpful to others • May have minor infractions that result in a planning room visit or detention, but no major infractions that result in suspensions.
3	<p style="text-align: center;">Average</p> <ul style="list-style-type: none"> • Usually comes to class prepared but forgets items occasionally, has been tardy one or more times. • Usually behaves appropriately, may be off task at times, may be disruptive at times. • Has a positive attitude most of the time but can create classroom disruptions, has potential to be a good student but may require additional teacher interventions. • Usually attentive to instruction, may not answer questions when asked. • Usually works well with others, does not assume leadership roles, may or may not be helpful to others • May have minor infractions that result in a planning room visit or detention, may have a major infraction/or suspension from the assigning teacher's class.
4	<p style="text-align: center;">Poor</p> <ul style="list-style-type: none"> • Often comes to class unprepared or forgets items, is often late to class. • Displays inappropriate behavior at times, is often off-task and sometimes disruptive. • May display a negative attitude and may contribute to a negative classroom environment, may not respond to teacher interventions. • Has difficulty listening, or chooses not to listen to instruction, rarely or never answers questions when asked. • Has difficulty working in groups, is not helpful to others • Several planning room visits, detentions, or office behavior referrals, has been suspended for major infractions from the assigning teacher's class.
5	<p style="text-align: center;">Unsatisfactory</p> <ul style="list-style-type: none"> • Rarely comes to class prepared, usually tardy. • Displays inappropriate behavior most of the time, is rarely on task and is usually disruptive in class. • Has a negative attitude and consistently contributes to a negative classroom atmosphere, does not respond to teacher interventions. • Consistently interrupts instruction and does not answer questions when asked. • Consistently creates a negative environment when working in a group, is not helpful to others. • Repeated planning room visits, detentions, office behavior referrals, has been suspended for major infractions from the assigning teacher's class.

COMMUNICATION DEVICES

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

Acceptable use of communication devices is outlined as follows:

1. During all lunch periods for appropriate purposes (listening to music, texting/calling parents, etc.).
2. In class only when approved by a teacher for reasonable and appropriate purposes.

3. At extracurricular events that are unlikely to be disrupted by the use of electronic communication devices, such as athletic contests and Activity Nights.

Prohibited use of communication devices includes the following:

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

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

DRESS AND GROOMING

All students of Livonia Public Schools shall be neatly and appropriately dressed and groomed at all times while in school and at all school functions. Clothing and general appearance of all students shall be in keeping with the intent of this policy. The following rules were approved by a committee of parents, students, teachers, and administrators, and they apply to all students:

DRESS CODE

1. Any form of dress or grooming deemed to be disruptive to the learning environment and proper school atmosphere is prohibited.
2. Students are not to wear clothing having vulgar, obscene, anti-religious, racist, or sexually suggestive/harassing pictures or statements. Clothing with statements or pictures advocating drugs, tobacco, alcohol, or other illegal substances may not be worn. In addition to gang colors, gang symbols and clothing are prohibited, as are bandanas and items of clothing advocating violence or portraying violent acts.
3. Dress which is distracting to the educational process is not permitted. Examples include bare midriffs, plunging backs or necklines, bare sides/shoulders, halter tops, tank tops (less than one-inch strap width), spaghetti straps, excessively light and see-through clothing, pajamas, clothes with holes, tears, and frays in the private areas (e.g., buttocks), and pants with excessive holes. Pants must be worn so that underwear is not visible.
4. Appropriate footwear is required.
5. Skirts are permitted as long as they are not shorter than five (5") inches from the top of the kneecap (front or back) at its shortest point (this includes slits), or leggings are worn underneath. Shorts are permitted but must have a 3-inch inseam.
6. Students should not wear excessively tight-fitting pants. Under shorts, pajama shorts, swim shorts, spandex, tight shorts, leotards, and cutoffs are not allowed. Tights may not be worn alone as pants. Sleeveless shirts and/or dresses are permitted, so long as the shoulder strap is one (1") inch minimum in width, and the back and/or neckline is not plunging.
7. Shirt hems and pants waist must overlap in such fashion as to cover the midsection.
8. Coats, jackets, hats, head coverings, sun glasses, gloves, and other outerwear should remain in the student's locker during the day. In addition, students should not write on their skin or clothes with pens, markers.
9. The use of cosmetics should not be a distraction to the school environment. Some individuals are allergic to perfumes and colognes, therefore, any spraying of a fragrance is prohibited.
10. The Frost Dress Code must be adhered to for any school-related activity, such as field trips, activity nights, etc.

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

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

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

Second Offense: The student will follow the above-mentioned directions. In addition, parents will be contacted and the student will serve lunch detention. Additional violations may result in an in-school suspension.

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

FIGHTING

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

FORGERY

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

HALL BEHAVIOR AND PASSING TIME

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

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

ILLNESS AND ACCIDENTS

If you become ill during the school day, inform your teacher who will send you to the office. If you are ill and go to a restroom, have another student get help for you and then get to the Main Office Clinic for further help as soon as possible. Your parents/guardians will be contacted, and they should arrange to have you taken home. You must have on file in the Main Office two Emergency Care Cards which state (1) A doctor your parents authorize calling in an emergency and, (2) Someone to whom you can go for care if your parents are not home when you become ill.

ITEMS PROHIBITED IN SCHOOL

Students are NOT to bring the following items to school or school activities: aerosol sprays (except deodorant to be used and kept in gym locker), beverages in glass bottles or open containers, breath sprays, indecent or obscene materials, pump liquid containers, radios, roller blades, skateboards, slam books, toys, walkie-talkies, cameras, laser light pens, squirt guns, and cap guns.

Possession of any of the following items will result in suspension or expulsion from school: lighters/matches, alcohol or alcoholic beverages, prescription or street drugs, tobacco products, drug paraphernalia, glue or inhalants, snap pops, fireworks or explosives, knife of any length, darts, mace spray, smoke-creating devices, stink bombs, spray paint, throwing stars, stolen property, anything construed to be a weapon, or any item that might harm a person or create a disruption in the school or on a school bus.

Please note: possession of other items listed in separate sections elsewhere in this Handbook or the full edition of the Student Handbook will also result in expulsion (see Weapons, Arson, Criminal Sexual Conduct). If a student wishes to bring anything to school which is unusual or special for a class, permission should be obtained in advance from the assistant principal or principal.

LOCKERS

Some important directions regarding lockers:

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

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

LOST AND FOUND

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

MEDICATION AND PRESCRIPTION DRUGS

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

MONEY/GAMBLING

The borrowing of money is prohibited by Board of Education Policy. Please bring money for lunch and do not attempt to borrow from others. Offenders will receive a warning and repeat violations will result in lunch detention and parent/guardian notification. Students should never bring large sums of money to school, as it may be lost or stolen. **A student should have no more than \$30.00 in his/her possession unless special arrangements have been made.** In addition, gambling in school or on school property is prohibited.

PASSES

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

SCHOOL SAFETY

A student who is having a problem with another student should ask a teacher, counselor, or administrator for help with resolving the problem. Any type of threat, including bomb or death threats (written or spoken) or intimidating behavior toward a staff person, volunteer, visitor to the school, or other student is unacceptable. Every piece of information received from students and parents/guardians is viewed as important by the principal and assistant principal and is kept in strict confidence to ensure the anonymity of the informant. Students often feel that nobody reports incidents when they occur. In reality, most serious discipline or safety issues are resolved quickly because responsible students do come forward. This is good citizenship; it is NOT "snitching" or "tattling." **Students are expected to be honest in all interactions with peers and staff; lying during an investigation will lead to disciplinary action.**

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

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

***Communication is the key to our success. Students who report information are protected with strict confidentiality. Parents should also contact an administrator with information they receive from students. We welcome these calls and follow up with each and every contact.**

SELLING OR DISTRIBUTING ITEMS IN SCHOOL

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

SPORTS ELIGIBILITY

Consequences related to Sports Eligibility (for athletes):

- If a student has 2 or more office referrals for major infractions (examples include, but are not limited to, fighting, harassment, insubordination, sexual offenses, or illegal actions) or 2 or more suspensions (in or out of school) in a card marking, they are ineligible to try-out for any sports in the upcoming season. For example, if a student is suspended 2 times or has 2 office referrals in the 1st MP, they MAY NOT try-out for basketball which takes place in 2nd MP. If the student's behavior improves, he/she would be able to try out for other sports such as wrestling or track in subsequent marking periods.
- Any athletes currently on a Frost athletic team will also be held accountable for behavior. Any athlete that earns a suspension (in or out of school) or referral during the season will not play in the next game. In the event of multiple suspensions or referrals, the athlete may be removed from a team at the discretion of the assistant principal or athletic director. Minor infractions may or may not result in an athlete being restricted from a portion or all of a game at the discretion of the Athletic Director or the Assistant Principal.

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. The following spectator guidelines should be followed:

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

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

SUBSTITUTE TEACHERS

Substitute teachers are guests in our building and we expect students to treat guest teachers with the same respect one would show to guests in your home. Our substitute teachers should leave at the end of the day with a good feeling about our students and our school. The usual consequence when a student misbehaves for a substitute teacher will be:

- 1st Offense: Warning, use of Planning Room, and letter home.
- 2nd Offense: Suspension

Note: Serious infractions may result in immediate suspension regardless of discipline record.

TEACHER POSSESSIONS

Students should not tamper with a teacher's possessions or materials, which includes the teacher's desk, grade or attendance book, computer, classroom telephone, closet, file cabinet, and items therein.

TECHNOLOGY: RULES FOR USE OF SCHOOL SYSTEMS

Frost has many types of technology in the building that you will be able to use during your classes. Misuse of any of the technology equipment and software will result in disciplinary action and consequences for student(s) involved.

TELEPHONE USE POLICY

School telephones are for school business and must remain available for teacher or parent calls. Emergency calls to parents are best handled by office personnel. Students should plan to use telephones only for necessary calls. Prank 911 calls or prank calls to other persons are illegal and will be dealt with accordingly.

THEFT

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

VANDALISM, GRAFFITI, AND DESTRUCTION OF SCHOOL/PERSONAL PROPERTY

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

VERBAL ABUSE AND PROFANITY

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

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: **"As provided in the Gun-Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined you requiring sne school distuce not spel har student who commute that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson (started a fire) in a school building or on school grounds, or committed criminal sexual conduct in a school building or on school grounds."**

A dangerous weapon means:

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

NOTE: As prescribed by Public Act 328, the length of a "Dangerous Weapon," Arson, or Criminal Sexual Conduct expulsion will be 180 school days – 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, and criminal sexual conduct.

WORK REFUSAL

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