

2024-2025
Student Handbook &
Code of Conduct



Emerson Middle School
29100 W. Chicago
Livonia, MI 48150

**“To be yourself in a world that is
constantly trying to make you something else,
is the greatest accomplishment.”**

~Ralph Waldo Emerson

EMERSON MIDDLE SCHOOL



SAFE
ORGANIZED
ACCOUNTABLE
RESPECTFUL

Periodically, updates may be made to the student handbook. These revisions will be posted on the Emerson website and communicated as necessary.

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Emerson Middle School 2024-2025 Calendar

August:

- 26..... First Day of School (7th: All Day, 8th: PM Only)
- 30..... NO SCHOOL

September:

- 2..... NO SCHOOL (Labor Day)
- 6..... Picture Day

October:

- 24..... CSA by subject (Full Day of School)
- 25..... CSA by subject (Full Day of School)

November:

- 5..... NO SCHOOL (District PLT)
- 6..... Half Day of School - AM
- 7..... Parent Teacher Conferences (Half Day of School - AM)
- 27, 28, 29..... NO SCHOOL (Thanksgiving Break)

December:

- 19..... CSA Hours 1, 2, 3 (Half Day of School - AM)
- 20..... CSA Hours 4, 5, 6 (Half Day of School - AM)
- 23 - Jan 3..... NO SCHOOL (Winter Break)

January:

- 6..... RETURN TO SCHOOL
- 10..... NO SCHOOL (Teacher Workday)
- 13..... NO SCHOOL (District PLT)
- 20..... NO SCHOOL (MLK Day)

February:

- 17..... NO SCHOOL (Mid Winter Break)

March:

- 4..... Parent Teacher Conferences (PM)
- 19..... CSA Hours by subject (Full Day of School)
- 20..... CSA Hours by subject (Full Day of School)
- 24-28..... NO SCHOOL (Spring Break)

April:

- 3..... NO SCHOOL (District PLT)
- 18..... NO SCHOOL

May:

- 23..... Memorial Weekend (Half Day AM)
- 26..... NO SCHOOL (Memorial Day Recess)
- 27..... NO SCHOOL (Professional Development)

June:

- 4..... CSA Hours 1, 2, 3 (Half Day AM)
- 5..... CSA Hours 4, 5, 6 (Half Day AM) *LAST DAY OF SCHOOL

ACADEMIC GRADING

GRADE POINT AVERAGE/HONOR ROLL

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

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

GRADING ASSIGNMENTS DURING SUSPENSION

Students placed on suspension will have the responsibility to make up any graded assignments. Any assignments turned in to the teacher upon return from a suspension will be graded with the potential for full credit. There will be no grade penalty assignment for a behavioral suspension.

WORK MAKE-UP POLICY

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

REPORT CARDS

The purpose of report cards is to let parents/guardians know how students are doing in school. Two marks are given: one is a letter to tell the quality of the student work and one is regarding citizenship.

Academic Marks

A	represents excellence
B	represents above average
C	represents average
D	represents the lowest quality of work for which a passing grade is given
E	represents failure for that marking period
I	represents incomplete work (<i>You have 10 days to complete whatever work is missing and have the grade changed. If it is not changed in that time frame, it will become an "E".</i>)

Citizenship Marks

1	<ul style="list-style-type: none">● Always contributes to a positive classroom atmosphere● Always demonstrates courtesy and respect● Always prepared and on time for class● Has no Planning Room visits, detentions, or referrals.
2	<ul style="list-style-type: none">● Regularly contributes to a positive classroom atmosphere● Regularly demonstrates courtesy and respect● Regularly comes to class prepared and on time● May have minor infractions that result in a Planning Room visit or detention but no suspensions.
3	<ul style="list-style-type: none">● Sometimes contributes to a positive classroom atmosphere● Sometimes demonstrates courtesy and respect● Sometimes comes to class prepared and on time● May have minor infractions that result in a Planning Room visit or detentions
4	<ul style="list-style-type: none">● Often contributes to a negative classroom atmosphere● Often is discourteous and disrespectful● Often is late and unprepared for class● Several Planning Room visits, detentions, or referrals and has been suspended for major infractions from the assigning teacher's class
5	<ul style="list-style-type: none">● Almost always contributes to a negative classroom atmosphere● Almost always is discourteous and disrespectful● Almost always is late and unprepared for class● Repeated Planning Room visits, detentions, or referrals and has been suspended for major infractions from the assigning teacher's class.

ACTIVITIES

STUDENT CONGRESS

It is important that students are given multiple opportunities to demonstrate and develop their leadership skills. Our governing student group is called Student Congress. Students apply to be considered for Student Congress and up to 15 students are selected for this group. An important role of Student Congress is to represent the voices of the Emerson student body. Throughout the year, announcements are made asking students to volunteer for clubs, committees, single activities, or to work on a long-term activity. For the past several years, our theme has been "Choose Kind" and we will be continuing that theme for 2022-2023. We will promote this theme through involvement in service learning projects, activities in the classroom, decorations in the hall, and offering a variety of clubs and activities.

CLUBS

Emerson has a variety of clubs that are offered to students. Each year, the clubs offered may change. Some of the clubs we currently have include Newspaper Club, Homework Club, Library Crew, Art Club, Writing Club, Fitness Club, Running Club, Cooking Club, Guitar Club. If any student has an idea for a club, they are welcome to find a staff sponsor and the club can be formed!

FIELD TRIPS

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

ACTIVITY NIGHTS

In addition to the activity afternoons and events that Emerson hosts, all three LPS middle schools host combined activity nights throughout the year. Students are expected to adhere to all school and district rules and policies at all of these events.

PLEDGE OF ALLEGIANCE

Pursuant to MCL 380.1347a - Pledge of allegiance; recitation; definition.

Sec. 1347a.

(1) Beginning with the 2013-2014 school year, the board of a school district or intermediate school district or board of directors of a public school academy shall ensure that an opportunity to recite the pledge of allegiance to the flag of the United States is offered each school day to all public school pupils in each public school it operates.

(2) A pupil shall not be compelled, against the pupil's objections or those of the pupil's parent or legal guardian, to recite the pledge of allegiance.

(3) The board of a school district or intermediate school district or board of directors of a public school academy, and the school administrator in charge of a school building, shall ensure that a pupil is not subject to any penalty or bullying at school as a result of not reciting the pledge of allegiance.

(4) As used in this section, "pledge of allegiance to the flag of the United States" or "pledge of allegiance" means the pledge of allegiance to the flag prescribed in 4 USC 4.

At Emerson Middle School, all students are provided the opportunity to say the Pledge of Allegiance each morning during our daily announcements.

ATHLETICS

PHILOSOPHY OF MIDDLE SCHOOL ATHLETIC PROGRAM

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

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

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

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

The Middle School Athletic Program WILL FEATURE THE FOLLOWING:

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

LIVONIA MIDDLE SCHOOL ATHLETIC PROGRAM

1. The responsibility for overseeing the middle school athletic program lies with the Middle School Athletic Council. Members of the council include: middle school principals, middle school athletic directors, and Director of Administrative Services. The Director of Administrative Services will be an ex-officio member.
2. The Livonia Public Schools Middle School Athletic Program operates on a pay-to-participate basis. A one-time payment will cover all sports in a school year. The payment of a participation fee does not guarantee a particular role on the team or playing time. Fees are due after the final cuts have been made.
3. This program is structured on the "all will play" philosophy. All teams will adhere to the specific regulations for each sport as they appear in the KLMSL bylaws.
4. There will be opportunities for both boys and girls in eighth grade and seventh grade.
5. When possible, sports seasons are scheduled so that students do not have to make a choice between two or more school sports within that same season.
6. Competition will be among the middle schools in the Livonia Public Schools School District and neighboring districts in the KLMSL conference.

7. Practice time for all sports will vary between one hour and thirty minutes per session and two hours per session. The days of participation in this program will usually total four days per week. The length of each sports season will vary between 8 to 10 weeks.
8. No practice or games will occur during scheduled vacation periods or holidays.
9. Declaring league champions, reporting league standings, or awarding team trophies will not take place.
10. Cheerleading and pompon squads are not part of the present LPS Middle School program.
11. All athletic contests will be scheduled after school.
12. There will be an annual in-service program for coaches on the philosophy of the program. An Athletic Handbook for students will describe the rules and regulations of the program.
13. Students will comply with the guidelines established by the Michigan High School Athletic Association (M.H.S.A.A.) with regard to eligibility.
14. Athletic Directors will be responsible for monitoring academic and citizenship performance.
15. Students must indicate their desire to participate in a particular sport by an established sign-up date (for that sport). Failure to sign up by this date may result in the student not being able to participate in that particular sport that season.
16. All tryout teams will consist of the best eligible athletes as determined by the coach and the athletic director.
17. Maximum participation is encouraged.
18. Noisemakers will not be allowed.

KENSINGTON LAKES ATHLETIC ASSOCIATION (KLAA)

As of the 2008-2009 school year, all three Livonia Middle Schools are part of the Kensington Lakes Middle School League (KLMSL), the middle school component of the Kensington Lakes Athletic Association (KLAA). All contests will be governed by the rules and bylaws of the KLAA. Please visit the KLAA home page for further information (www.klaasports.org).

RESPONSIBILITIES OF THE MIDDLE SCHOOL ATHLETE

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

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

1. Athletes will be responsible for all school equipment which is issued to them during a sport season. This responsibility will be based on the following guidelines:
 - a. Athletes must wear the school issued uniform.
 - b. All equipment will be issued by the coach and a record card will be kept recording the items of equipment. The athlete will be responsible for this specific equipment.
 - c. Athletes must maintain their equipment in reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for cleaning of uniforms. Any student who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the school athletic director.
 - d. All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and may be restricted in participating in any other extracurricular activity or practice

session until this obligation has been cleared by the coach or middle school athletic director.

2. Participation in athletics is a privilege and, as such, athletes will be subject to some general rules and regulations to which the regular student body in some cases would not. If the athlete is found guilty of violating the standards specified, actions will be taken.
 - a. An athlete participating on a team in any sport season who is found possessing and/or using alcohol or tobacco will be removed from the remainder of the contests in that season or from 50 percent of the contests in that season. The penalty for this offense will be the lesser of the two alternatives. The athlete will follow all district rules regarding alcohol and tobacco. A “season” begins on the official starting date for practice as dictated by the middle school athletic calendar and ends on the date of the last contents. The total number of contests which make up a specific “sport season” is based on the middle school athletic calendar.
 - b. An athlete participating on a team in any sport season who is found possessing and/or using controlled substances, including marijuana, will be removed from that sport for the remainder of the season.
 - c. An athlete who is found possessing and/or using tobacco, alcohol, or controlled substances in the off season will be penalized by being removed from the first two games of the contests of the next sports season on which they participate. A second violation by an athlete out of season would prevent participation in the next sport season in which participation is intended.
 - d. Punishment for school or athletic related incidents of theft by an athlete participating on a team in any sport season will be determined by the coach, middle school team athletic director, and a building administrator. An athlete could be removed from the team for the remainder of the season for this violation.
 - e. An athlete participating on a team in any sport season who is suspended from school for any reason will not be allowed to practice with the team or participate in any athlete contests during the suspension.
 - f. An athlete is expected to display a high degree of sportsmanship in relation to opponents, teammates, coaches, officials, and spectators.
 - g. It is expected that each member of an athletic team will express a high degree of loyalty toward the members of the team and the coach. Excessive display of disloyalty could result in disciplinary action being taken and a possible removal from the athletic team.
 - h. Any athlete who, in a hostile manner, interacts physically with an official, coach, or school supervisory personnel will immediately lose their eligibility for participation in the interscholastic athletic program for that sport season and possible permanent exclusion from the middle school team sports in the district.
 - i. All athletes must maintain acceptable grades. If an athlete has a grade of a D or an E in any class they may be benched for a game. The athletic director will make all decisions in regards to a student athlete’s grades.
 - j. Behavior and attendance concerns will be addressed in the following ways:
 - i. Behavior:
 1. 1st Warning - Coach shares the concern with parent/guardian and student after practice/meet.
 2. 2nd Warning - The athletic director will share the concern with parent/guardian and student, and the athlete will miss one week of participation.
 3. 3rd Warning - Student may be removed from the team.

- ii. Attendance: Attendance is sent to all coaches daily. If a student misses practice but attended school, the student must inform the coach and/or athletic director.
 1. 1st Warning - Individual warning.
 2. 2nd Warning - The athletic director talks with parent/guardian and student.
 3. 3rd Warning - Student may be removed from the team.
3. An athlete traveling to and from an away athletic contest as a member of a school team on school approved mode of transportation shall return to the school to some predetermined drop-off point after the contest is over. The only exception would be a prior arrangement made between the parent and the coach in which the parents of the athlete agree to transport the athlete to or from the athletic contest.
4. Athletes represent the middle school while traveling as a team. It is expected that the athlete's conduct will be that of a good citizen at all times. Dress requirements may be established by the individualized coach. Each athlete must dress in accordance with these requirements.
5. Athletes may not simultaneously participate in more than one sport in the Livonia Public School program at any given time. An athlete may, before the first contest of the season of a particular sport, elect to withdraw from a team in preference for another sport. However, they must participate in three practice sessions of the new team sport before being eligible to participate in the first meet or contest.
6. Athletes are expected to attend all practices, meetings, and games. If it is necessary for an athlete to miss a practice session, meeting, or game due to personal business, illness, injury, family emergencies, or family vacations, it is incumbent upon the athlete to make arrangements with the coach. Authorized or excused absences from school are excused absences from athletic participation, but may affect playing time in a contest. However, players who choose to miss a practice session, meeting, or game because of an unexcused absence may be denied the right to participate in one competitive contest. **Three unexcused absences will result in the removal from the team.**
7. In order to participate in an athletic activity or contest, a student must have attended school at least one-half day on the date of the scheduled activity. It is the responsibility of both the student as well as the coach to comply with this regulation. Other than illness, there may be an emergency reason for school absence which may qualify an athlete to participate in an athletic event on the same day. Such exceptions must have prior approval of the middle school athletic director.
8. A sports season usually consists of seven to nine practices prior to the first contest of which three will be combined with all players in the same sport. The remainder of the season will consist of practices and four to twelve contest days.

STATEMENT OF MEDICAL POLICY

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

PAY TO PARTICIPATE

Participation in athletics is based on the individual interest, ability, and number of members needed per team. The payment of a participation fee does not guarantee a particular role on a team or that the student will play in a contest. *The fee is established yearly by the district, and it may change after student handbooks have been printed. For the most up to date information, please visit the Emerson Athletics website.*

- A one-time participation fee of \$100 will be collected upon making a sports team.
- The fee is due to the athletic director.
- There is a cap of \$700 per family for secondary athletics and activities.
- The fee is due on the first day of practice after the final cut has been made.
- If a student quits or is dismissed for disciplinary/academic reasons, there is no refund.
- If a student is injured, any refund will be at the discretion of the athletic director.
- Students receiving free or reduced lunch may qualify for a reduced fee. There are forms available in the office.

ELIGIBILITY

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

APPEAL PROCESS

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

SPORTS SPECTATOR GUIDELINES

Students attending sports contests, whether home or away, must reflect the standards of behavior established in this handbook (i.e., all school rules apply).

The following spectator guidelines must be followed:

1. Students who are attending a sporting event must stay after school with the designated supervising teacher. Students must have a permission slip on file. Students who do not stay after school may attend sporting events when accompanied by a parent/guardian.
2. Spectators must stay in bleachers or stands. Spectators cannot mingle with athletes or coaches.
3. Noisemakers or student-generated signs or banners are not allowed.
4. Students may not wander in the building during athletic contests.
5. All practices are closed. Spectators are not allowed to observe practices or interfere with them in any way.
6. If a student is absent from school the day of a sports event, they are not eligible to attend the sports event.
7. Only team members can ride the team bus, along with coaches. Spectators cannot ride the team bus.
8. Remember that courtesy is of extreme importance at all sports events. Disruptive or inappropriate conduct can result in removal from the activity and further disciplinary action.

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

ATTENDANCE

School hours are 8:00 AM to 2:50 PM

Remember - 5 or Less for Academic Success!

Successful students attend school regularly.

PHILOSOPHY OF ATTENDANCE

The Livonia Public Schools is committed to providing our students with a world class education that will prepare them to be productive citizens in a diverse and democratic society. Students' 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 of punctuality and outstanding attendance necessary for success.**

CONSEQUENCES

The district's attendance policy (JB) states in part: Ten (10) total absences in a class during one semester are deemed excessive and may result in a loss of credit for that student. Instances of school business absence will not figure into the total number of absences. Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis and will normally not be counted in the total absences; written and signed documentation must be submitted to the school in those instances. All other absences, including absences due to suspension, will be included in the total absence count which could lead to a student losing credit.

In addition, Board Policy requires each school to report truancy to the appropriate authorities. State law requires all students to attend school from ages six (6) to eighteen (18). Parents of truant students may be brought into court and issued fines for truancy of their children through Wayne County.

QUESTIONS ABOUT ATTENDANCE

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

ABSENCES

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

If there is a pre-arranged absence of three or more days, students should complete the pre-arranged absence form found on the Emerson website or in the counseling office; this should be completed two days prior to the student's absence and needs to be signed by the student's teachers. Classwork/homework is accessible to all students via the teachers' Google Classrooms.

PRE-ARRANGED ABSENCES

If a student/parent knows ahead of time that a student will miss three or more consecutive days of school for a valid reason, the parent/guardian should fill out the Extended Absence Form under the Counseling tab on the Emerson website; this should be done as soon as possible.

Teachers are not expected to develop special assignments in advance for students who will be gone during the school year. It is the responsibility of the STUDENT, either while the student is gone or after they return, to access teachers' Google Classrooms to complete the work that was missed. A period of time equal to the length of the absence will be allowed for missed assignments to be completed.

CHECK-IN TARDINESS TO SCHOOL

A student who arrives late to school (after 8:00 AM) must check-in using the computer in the main office and then get a pass **before** they go to their locker and class. Any student who does not sign in may receive disciplinary consequences.

TARDINESS TO SCHOOL AND TO CLASS

Students are expected to be on time for school and to each of their classes. Any student that is not physically present in the classroom when the bell rings will be marked tardy.

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

- 3rd Tardy: Teacher conversation with student & parent/guardian contact
- 4th - 6th tardy: Lunch Detention
- 7th Tardy: Administration Referral

SKIPPING / OUT OF ASSIGNED AREA

Skipping class is considered a MAJOR infraction and safety issue. If student is found skipping class or out of assigned area, the following consequences will be as follows:

- 1st offense: Lunch Detention
- 2nd offense or more: 2 Lunch Detentions and/or ISS

CHECK-OUT PROCEDURE DURING THE DAY

If a parent/guardian needs to pick up a student early from school, the parent/guardian should call or report to the main office to request that the student be called down for dismissal. It can take time to have students ready to leave during busy times of the day; please understand that it may take up to ten minutes for your student to arrive at the office.

ILLNESS, CHECKOUT, AND ACCIDENTS

If a student becomes ill during the school day, the student should inform the teacher, who will then send the student to the office. The student's parent/guardian will be contacted and arrangements will be made to address the illness. If a student becomes ill between classes and goes to the restroom, the student must report back to a teacher or to the main office as soon as possible—**students should not stay in a bathroom for a prolonged period of time.**

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

Because accidents and illnesses do occur, students must have on file in MiStar at least two emergency contacts, including someone to whom the student can be released for care if the parent/guardian is not available.

CLOSED CAMPUS

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

TRUANCY PROCEDURES

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

MIDDLE SCHOOL (attendance is cumulative based off each hour)

Step 1: When a student has accumulated eighteen (18) hours of absences, a parent/guardian will be contacted by the school counselor, student assistance provider, or an administrator.

Step 2: Once a student has accumulated thirty (36) hours of absences, a formal district notification letter will be sent to the parent/guardian by a school administrator, or their designee, which will remind them of the Compulsory Education Law and our relationship with the Erase Truancy Program.

Step 3: Once a student has accumulated sixty (60) hours of absences, a parent/guardian contact will be made by an administrator, or their designee, via a certified letter requiring:

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

Step 4: Once a student has accumulated ninety (90) hours of absences, an administrator or designee may file a Complaint (JC01) with the Wayne County Prosecutor.

ABSENCES

All absences will be classified as excused, unexcused, or school business. An excused absence is defined as an absence beyond the control of the student (e.g. illness, family emergency) and reported to the school by the student's parent or guardian within the designated time frame. Absences can be reported via phone (734-744-2666) or online. An unexcused absence will result when the parent or guardian does not notify the school of the student's absence within the designated time frame. A school business absence includes field trips, counselor appointments, or other instances when the student is absent from class but is present in or involved with a school function. In cases of doubt, the administrator will make the final determination as to whether an absence is excused or unexcused. Exceptions to the attendance policy may be applicable to a student eligible under either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973

These are just a few examples. If a parent has questions regarding an absence, they are encouraged to call the appropriate school administrator or the school's attendance office.

BEHAVIOR AND EXPECTATIONS

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 another test or quiz
- Using any other method to get/give test or quiz answers
- Taking a test or quiz in part or in whole to use or give others
- Copying information from a source without giving proper credit to the source.
- Taking papers/projects from other students, publications, or the internet

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

ASSEMBLIES

School assemblies are given for the entertainment and education of the student body. Proper assembly behavior is expected of all students. During assemblies, it is only proper to extend common courtesy to those involved. Therefore, there will be no whistling, booing, hissing, shouting, stomping of feet, etc. All students must enter and leave the assembly in an orderly manner.

BUILDING HOURS

The middle school day is from 8:00 AM - 2:50 PM. The building will be open for students at 7:30 AM. Students who arrive at Emerson earlier than 7:30 AM will wait outside. Beginning at 7:30 AM, students will enter the building and wait in the cafeteria until released at 7:50 AM to go to their lockers. All students are to be out of the building and off school property by 3:00 PM unless staying for a supervised activity, event, or performance.

Students who are under temporary suspension or who have been expelled from school are not allowed on any school property, in any school building, or admitted to any school function.

CELL PHONES AND OTHER ELECTRONIC ITEMS

Emerson staff recognize that cell phones are a desirable and convenient means of communication between parents and their children, especially before and after school.

Authorized cell phone use by students is defined below:

- Cell phones, headphones, and earbuds must be "away for the day" at the start of first hour. (8:00AM)
- **Cell phones and earbuds should not be visible or in use in any school space (classrooms, hallways, main office, counseling office, cafeteria, etc.) during the instructional day.**
 - **Wired headphones MAY BE permitted for use in the classroom with classroom Chromebooks; this will be at each teacher's discretion
- Students may use their cell phones in the building after dismissal at 2:50 PM
- **AT NO TIME IS IT PERMISSIBLE TO TAKE PHOTOGRAPHS OR VIDEOS IN THE BUILDING**
- Telephones are available in the Main Office should a student need to use one.

Students found in violation of the guidelines stated above will be asked to turn in their cell phone and/or headphones to the classroom teacher, which will be returned at the end of class.

If the student refuses to turn in their device to the teacher, BlueLine security will confiscate the item. The item will be placed in the main office to be picked up after dismissal (2:50).

- 1st & 2nd Offense: Phone, headphones, and/or earbuds will be returned to the student at the end of the instructional day.
- 3rd offense or more: Phone, headphones, and/or earbuds will need to be picked up by the student's parent/guardian at the end of the instructional day.

DRESS AND GROOMING

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. Emerson staff believe 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 navel and chest, is fitted under the arms, and that covers undergarments
- Bottoms (pants, shorts, skirts, dresses, leggings, etc.) that do not expose undergarments, the buttocks, or genitals
- Shoes that are appropriate for school activities, recognizing that each class may require extra consideration (e.g. closed-toe shoes in Industrial Arts, athletic shoes for Physical Education, etc.)

Students **CANNOT** wear:

- Hats or hoods
- Sunglasses
- Shorts that are, or appear to be, undergarments (underwear, boxers, etc)
- 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

This dress code is based on feedback from the Emerson PTSA, staff, students, and administration. Students will not be removed from class solely based on a dress code violation unless a significant disruption of learning has occurred. Staff will address students individually and privately about a dress code concern and/or notify a counselor or administrator with a concern. Students will be asked to put on their own clothing to remedy a dress code violation. If the student doesn't have their own clothing to remedy the dress code violation, the student can call home for a parent/guardian to bring them an article of clothing or the student can borrow an article of clothing from the school, to be returned to the school the next day.

GAMBLING

Gambling of any kind of school property is prohibited.

HALL BEHAVIOR AND PASSING TIME

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

To provide for the safety of all Emerson students, running in the hallways and/or "fooling around" behavior is not permitted. "Fooling around" between students can be easily interpreted as fighting, and it can also have unpredictable results when someone does not feel like "fooling around." Students should not gather in groups because it makes traffic flow difficult and prevents students from easily accessing lockers. Students are expected to walk on

the right side of the hallway at all times. Patterns of improper hall behavior can result in hallway/passing time restrictions and/or disciplinary action.

ITEMS PROHIBITED AT 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:

- Anything that may be used to propel an object or a liquid
- Any noise or odor makers (air horns, fireworks, stink bombs, etc.)
- Magazines, posters, pictures, stickers, or signs which could be considered to be obscene or inappropriate
- Hair sprays, perfumes, breathe sprays, body sprays, any pump liquid, and any aerosol cans
- Glass bottles
- Laser pointers
- Speakers of any kind
- Toys (bouncy balls, Nerf guns, Tech Decks, etc.)

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

LOCKERS AND BACKPACKS

Backpacks must be stored in lockers during the school day. Students are permitted to carry smaller drawstring bags and purses.

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

The combination locks on the lockers are changed every year to protect student property. Every student in the building is assigned his/her own locker, and every student has the responsibility to take care of it. Some important directions regarding lockers are listed below:

- Students should never share locker combinations with anyone.
- After closing the locker, students should spin the combination dial to prevent anyone from opening the locker.
- Students are not to share lockers with anyone, nor should they enter anyone's locker but their own.
- Students should not write on, nor affix stickers/notes/etc. to, any lockers.
- If a locker needs repair, the student should report the problem to the main office.
- LPS does not assume responsibility for reimbursement of lost or stolen items.

LOST AND FOUND

Lost articles are turned into room 40. Students should visit room 40 to ask about lost articles before school, during lunch, and/or after school.

CAFETERIA RULES

1. Once students have their food, they are expected to sit at a table and stay there unless excused by a cafeteria supervisor.
2. Students may not wander from table to table.
3. Students are not to throw anything in the cafeteria, nor are they to yell, make loud noises, or create any disruptions.
4. Students are not to run to lunch or in the cafeteria.

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 cafeteria, students are to be quiet and listen.
7. Students are expected to follow, immediately, any directions given by the cafeteria supervisors without argument or discussion.
8. Courtesy, politeness, and good manners are expected of all students at lunch.

The usual consequence for students who misbehave in the cafeteria will be cleaning duties and removal from the cafeteria / assigned lunch detention. **During lunch detention, students will be expected to stay seated, silent, and clean up after themselves.**

Students may bring their lunches or buy lunch in the cafeteria. Milk and juice will be sold. Students may not send out or order food from outside restaurants (DoorDash, Uber Eats, etc.). The cafeteria provides a la carte lunches and the menu is posted online. Students may go to their lockers, then to the cafeteria for their lunch period. Students are expected to be ON TIME for lunch; tardiness to lunch could count as a fourth hour tardy. All students must eat in the cafeteria with the exception of those who are assigned to eat in the Planning Room or students who have a pass from their teacher.

MEDICATION AND PRESCRIPTION DRUGS

Unless a doctor/parent permission form is on file in the school's main office, a student cannot be in possession of, or take, prescription drugs or over-the-counter medications at school. If there is a necessity for a doctor to require that medication be taken at school or be available for student use, the parent can request the proper form. When the form is completed, all medication will be kept in the office for the student's use and it is only there that it will be dispensed.

MONEY

The borrowing of money is prohibited by Board of Education Policy and City Statutes. Students should bring their own money for lunch and other purchases and not attempt to borrow from others. Students are advised to never bring large sums of money to school.

PASSES

When classes are in session, students are to be in class, arriving on time. Students are permitted to leave the classroom only when they have a signed pass from a staff member. Students in the hall are to take a direct route and not loiter.

POSTERS

Unless approved by the main office, students cannot place posters or signs anywhere in the school.

PUBLIC DISPLAYS OF AFFECTION

The staff at Emerson believe that close physical contact is not appropriate for students at this age level. Students should keep their hands to themselves and kissing, holding hands, hugging, and any/all other physical contact is not acceptable.

RESTORATIVE PRACTICES

Consistent with Michigan law and in every case, we will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the school community of a student's misconduct or other behavior. Restorative practices are the first consideration to remediate offenses such as interpersonal conflicts, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

SELLING OR DISTRIBUTING THINGS IN SCHOOL

No student is to sell or distribute anything in school without permission from Emerson administration.

STUDENT VISITORS

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

SUBSTITUTE TEACHERS

Substitute teachers are guests in the building. Emerson staff expects the best behavior from students whenever there is a substitute teacher in the classroom/building. Substitute teachers should leave Emerson at the end of the day with a good feeling about our students and school.

TEACHER POSSESSIONS

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

TEXTBOOKS

Textbooks are loaned to students. Students are entitled to one-year's use of them. Excessive wear or damage will result in charges covering the cost of repair. A lost book, regardless of its condition, must be replaced. Students are responsible for books assigned to them, regardless of how they are lost.

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 nonverbal (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.

EMERSON MIDDLE SCHOOL SUPPORT SERVICES

COUNSELORS

A counselor is a person whose job is to help students succeed in school. Students can visit their counselor for help with peers, to ask about classes, to get questions answered pertaining to middle school and high school, and to get support in a variety of other ways. Each student is assigned a counselor but if that counselor is not available and a student is in urgent need of support, the student can seek help from the other counselor, social worker, psychologist, or student assistance provider.

POLICE LIAISON OFFICER AND SCHOOL SECURITY

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

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

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

SCHOOL SOCIAL WORKER

The school social worker helps students address and resolve personal, emotional, and social problems that interfere with adjustments to school. Social workers also help by recommending outside therapy or placement when such a move is indicated.

SCHOOL PSYCHOLOGIST

The school psychologist helps students address and resolve personal, emotional, and social problems that interfere with adjustments to school. 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, including when special education is indicated.

SPECIAL EDUCATION

Special education services are available to students who qualify under the Individuals with Disabilities in Education Act. If a parent/guardian believes their child may be suffering from a learning disability, the parent/guardian should contact the child's counselor. An Individualized Education Planning Committee, which always includes a parent or guardian, plans the services and program of study once a disability has been identified through testing.

STUDENT ASSISTANCE PROGRAM

Each middle school in Livonia has an S.A.P. specialist who offers a wide range of services focusing on prevention and early intervention. All students are eligible for services, and parent involvement is encouraged. Each school's program includes classroom activities, small group and individual support, and parent outreach. Building staff design a plan that best meets the needs of its own students, parents, and teachers.

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

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

When a student has a problem, how does he/she get help?

When a student is having any kind of problem in school, it is important for the student to discuss the issue with their parent/guardian first.

If the problem is:

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

Emerson staff need students' help!

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

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

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

OK2SAY

The State of Michigan has a confidential hotline called OK2SAY. OK2SAY is a resource for students or families to report any threats to school or individual safety. Information received will be treated confidentially and all reports will be taken seriously and followed up. OK2SAY may be contacted by phone (855-565-2729), text (652729), email (ok2say@mi.gov), or using the OK2SAY app that is available for iPhone and android devices.



TECHNOLOGY

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

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

EMERSON MIDDLE SCHOOL TECHNOLOGY CODE OF CONDUCT

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

1. A "Student LivNet" form signed by both student and parent/guardian must be on file for every student using the Internet.
2. Passwords are confidential and should not, under any circumstances, be shared. It is a serious violation of district policy to access, copy, or delete the personal files of another user.
3. No student is allowed on a computer without supervision from a teacher or other staff member.
4. All computers and their components should be treated with RESPECT and CARE.
5. Any problems with a computer or its software must be reported to the adult in charge.
6. Students are NOT allowed to access the hard drive or to alter the computer in any way.
7. Only school-related material may be stored, accessed, or printed from a school computer network.
8. All printing should be approved by the adult in charge before printing.
9. Any violations of these guidelines will result in disciplinary action and possible loss of computer privileges.

STUDENT AND PARENT/GUARDIAN LIVNET ACCESS AUTHORIZATION FORM

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

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

We have read the Livonia Public Schools Student LivNet Access Policy (located below) and agree to fully comply with that policy. We understand that the term LivNet includes, but is not

limited to, access to the Internet, use of all school district computer equipment, and all electronic communications and devices.

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

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

In consideration for the privilege of using LivNet, we hereby hold harmless the Livonia Public Schools, the Board of Education, staff, and volunteers from any and all damages, costs, and attorney fees incurred as a result of injuries or damages caused by the student which arise from their use of, or inability to use, LivNet.

LIVONIA PUBLIC SCHOOLS STUDENT LIVNET ACCESS POLICY

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

Students must comply with the following acceptable use of LivNet for Livonia Public Schools:

1. The use of LivNet at school is a privilege and may be revoked by the administrators of LivNet at any time.
2. The district reserves the right to monitor and review at any time any type of use or information used, stored, sent, received, or downloaded on district computers or equipment.
3. Any misuse of LivNet may result in disciplinary action as a violation of Board Policy JD, Prohibited Acts.. Misuse of LivNet shall include, but is not limited to, the following:
 - a. Malicious use of LivNet through hate mail, harassment, profanity, obscenity, vulgar statements, or other discriminatory acts.
 - b. Illegal installation or use of copyrighted software.
 - c. Intentionally seeking information on, obtaining copies of modified files, other data or passwords belonging to other users.
 - d. Disrupting the operation of LivNet through abuse of the hardware or software.
 - e. Use of LivNet for any commercial-for-profit purpose.
 - f. Use of LivNet for noneducational/non district-related communications.

TRANSPORTATION

TO AND FROM SCHOOL

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

Bicycles can be ridden to and from school. A bike rack is available for students in the front of the building, but students are responsible for their own locks. The school is not responsible for bikes that may be damaged or stolen. The district urges the use of protective helmets to significantly reduce the frequency and severity of bicycle and other sports-related head injuries. Safety rules should be followed at all times. Bikes must be walked on the sidewalk, not ridden through the parking lot. Particular caution should be observed at driveways in and out of the parking lot. Bikes should not be left overnight.

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

TRANSPORTATION ELIGIBILITY

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

BUS STOP

- Students should be present at their bus stop seven (7) minutes before loading time. Once a student has waited ten (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 are walking to and from the bus stop and while waiting for the bus.
- Students must get on and get off at their designated bus stop each day.

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

- Only board the bus when the bus driver is present.
- Follow the directions of the bus driver without discussion or argument.
- No more than three people to a seat.
- No standing, moving, or switching seats once students 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.

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

If a student wishes to ride home with a friend to visit that person after school, BOTH students need a note signed by a parent to be given to the Main Office before school to request a one-day temporary pass. This request may be denied due to transportation policies or by school administration. For the 2024-2025 school year, bus passes will only be provided on early release days and half days. In the event that this policy changes, students and parents/guardians will be notified.

IF A STUDENT MISSES THE BUS

If a student misses the bus, which departs seven (7) minutes after dismissal, the student should go to the main office to make a phone call to their parents or relatives to make arrangements to get home. A student may walk home with their parent's permission.

BUS BEHAVIOR CONSEQUENCES

Bus Driver Procedure:

Step 1 - Warning

Step 2 - Second Warning - Move seat near driver

Step 3 - Assigned seat

Step 4 - Referral to Assistant Principal

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

Assistant Principal Procedure:

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

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

Emerson Middle School



SAFE
ORGANIZED
ACCOUNTABLE
RESPECTFUL

Notice of Nondiscrimination

The Livonia Public Schools School District prohibits unlawful discrimination on the basis of race, color, religion, sex, national origin, age, height, weight, marital status, handicap, or disability in any of its educational programs or activities. The Director of Human Resources has been designated to handle inquiries regarding discrimination based on race, color, religion, sex, national origin, age, height, weight and marital-status - Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2566. The Director of Student Services has been designated to handle inquires and grievances regarding discrimination based on handicap or disability - Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.