Handbook & Code of Conduct

2026/2027 School Year

Five Up Falcons

Our Mission

The Frost Middle School Community works collaboratively to provide a fully inclusive learning environment built on mutual respect, meaningful relationships, and flexibility, equipping our students with the tools and strategies necessary to develop academic and social skills for personal growth and success in society.

Contact Us

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School-wide expectations listed alphabetically for easy reference

ACADEMIC DISHONESTY, CHEATING, PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Behavior that is unacceptable includes but is not limited to:

- Copying another student's homework.
- Working with others on projects that are meant to be done individually.
- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get/give test or quiz answers.
- Taking a test or quiz in part or in whole to use or give to others.
- Copying information from a source without giving proper credit to the source.
- Taking papers/projects from other students, publications, or the Internet.
- Not following the district's AI policy.

Consequences are at the discretion of the teacher and may range from loss of credit to suspension depending on severity.

AFTER-SCHOOL EXPECTATIONS

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

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

5. Middle school students may visit other schools if permission is first obtained from the school's principal or the teacher receiving the visit.
6. After school is dismissed, students must be with an adult if staying or returning to the building.

ATTENDANCE AND TARDY POLICY

The state compulsory education law requires regular attendance at school. Students are to remain on the school grounds and facilities from the time they arrive at school until their dismissal. During the lunch hour, no student is to leave the school grounds. The school will contact the parents of students who accumulate excessive absences. Students missing 10% of the school year may lose extracurricular opportunities.

Check Outs/Check Ins During the Day

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

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

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

Consequences for poor school attendance

Frost Middle School is committed to student success, which begins with consistent, daily attendance. Under our policy, accumulating ten or more total absences throughout the school year is considered excessive/chronic absenteeism. While pre-approved school business and doctor-verified medical conditions (with signed documentation submitted to the main office) are reviewed on a case-by-case basis, all other absences (including unexcused days and suspensions) count toward this limit.

Since virtual instruction is not offered at Frost and Google Classroom serves as an extension of the physical classroom, students are expected to physically attend school on all scheduled dates.

Chronic absenteeism directly impacts a student's privilege to participate in the full middle school experience. Students who accumulate excessive absences face the immediate loss of eligibility for events such as (but not limited to) extracurricular activities, PBIS rewards, and school trips. Furthermore, in accordance with board policy and state law mandating attendance for students ages 6 through 18, Frost Middle School actively reports chronic truancy to local authorities. Through our partnership with Wayne County's *Erase Truancy* program, parents of truant students may be required to appear in court and face court-issued fines. (See Board Policy JB)

Frost Middle School does not offer virtual instruction. Students are expected to physically attend school on all scheduled dates. Google Classroom is an extension of the physical classroom and is not intended to be used as the primary source of instruction.

Chronic absenteeism will directly impact on a student's eligibility for the following:

- **School Trips:** Students must demonstrate consistent attendance to be permitted to leave campus for elective educational or recreational excursions.
- **Monthly PBIS Rewards:** Excessive unexcused absences will result in the loss of entry to monthly reward events.
- **Athletics**: Student athletes must be present for a minimum of 3 hours during the school day to participate in practices and games.

TARDINESS TO CLASS

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

A student who earns 3 tardies in a class period will receive lunch detention from their teacher. For every tardy after 3, the student will be issued a lunch detention. Tardy totals reset at the beginning of each quarter. Chronic tardiness could result in additional consequences ranging from a warning to a multiple day lunch detention.

BEHAVIOR EXPECTATIONS AND CONSEQUENCES

Positive Behavior Interventions and Supports

PBIS is a multitiered system of behavioral supports that reward positive school behavior and provide consequences to extinguish behaviors that are disruptive to the school environment.

The PBIS program at Frost is designed to teach respect, responsibility, and safety at school. As a building, we are dedicated to exhibiting and promoting mutually respectful and supportive interactions between adults and students, adults and adults, and students and students. One of the most important goals of our program is to create a positive culture in which students will know and use effective skills and strategies that empower them to successfully interact with peers and adults at Frost and in the Livonia Public Schools community.

Restorative practices are imbedded in our PBIS framework to limit exclusionary discipline and lost class time. Restorative practices promote a positive school climate and culture and allow students to take responsibility for their behavior while providing restitution to the victims of an incident. Punitive disciplinary measures lack the student ownership component of wrongdoing and do not teach students how to problem solve or repair the harm they have caused. One of our goals at Frost is to create a school community that is inclusive, achievement-oriented, and supports students in developing the necessary skills to manage their own behavior.

Consequences for harmful or inappropriate behavior

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

A pattern of disruptive behavior, repeated disciplinary referrals, or suspensions will directly impact a student's eligibility for the following:

- **School Trips:** Students who fail to demonstrate responsible behavior at school will not be permitted to participate in out-of-school excursions.
- **Monthly PBIS Rewards:** Students with behavioral issues or recent disciplinary actions will forfeit their invitation to these monthly reward events.
- **Extra-Curricular Activities:** Students who fail to model positive behavior in the classroom or common areas may face temporary removal from clubs, or complete dismissal from activities (including school dances and after-school events).

Investigations and Due Process

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

Appealing a Disciplinary Action:

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

Level One: Teacher and/or Counselor → Level Two: Assistant Principal → Level Three: Principal

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

BULLYING PREVENTION

All forms of bullying toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors, or volunteers, is strictly prohibited. This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the district, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school-sponsored, school-approved, or school-related activity or function whether it is held on school premises, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to conduct using a telecommunications access device (e.g., phone, iPod, iPad, tablet, computer, etc.) or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the district. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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

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

Some examples of bullying are:

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

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

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

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

getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above. In addition, to the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. (See Board Policy JCEC).

BUS TRANSPORTATION ELIGIBILITY

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

These rules are in effect whenever a student is riding a bus.

Bus Stop

- Students should be present at their bus stop 7 minutes before loading time. Once a student has waited 10 minutes past their designated loading time, they should return home to call the transportation department (734-744-2517) for further information.
- Students should stay off private property while waiting for the bus or after leaving the bus.
- Students must cross in front of the bus for safety reasons.
- School rules apply and are in effect while students walk to and from the bus stop and while they wait for the bus.
- Students must get on and get off at their designated bus stop each day.
- Students may not ride home with friends.

Bus Ride (includes Field Trips and Athletics)

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

- Bus windows may be opened as permitted by the bus driver.
- Hands, arms, and head must be always in the bus.
- No throwing of any objects inside or outside the bus.
- No loud, boisterous, or profane language.
- No rowdy or aggressive behavior.
- No harassing behaviors that would make anyone feel uncomfortable.
- No food or beverages on the bus.
- Report all damage and vandalism to the bus driver immediately.
- No cell phone use unless given permission by the driver.

Bus passes, riding home with a friend or getting off at a different stop

Students must use their own bus pass (student ID) every day. Students may not ride home with another student or get of at a different stop without making arrangements with the main office or Transportation Department. Permission to ride a different bus home is granted on a case-by-case review of family needs. The school cannot give permission to families requesting a different stop, that request needs to go directly to the Transportation Department.

If you miss the bus

Students who miss the bus, which departs 7 minutes after dismissal, should come to the Main Office to plan for a parent/guardian/or approved adult to pick them up. Students may walk home only with parent or guardian's permission.

Consequences for inappropriate bus behavior

Bus Driver Procedure

Step 1 - Warning

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

Step 3 - Assigned seat.

Step 4 - Referral to Assistant Principal

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

Assistant Principal Procedure:

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

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

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

Note: Serious or continual issues will result in permanent removal from bus service.

CAFETERIA EXPECTATIONS

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

The typical consequences for violations of the cafeteria rules are as follows:

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

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

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

4th Offense - Possible suspension.

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

CITIZENSHIP

The character and behavior a student contribute to the school community is the foundation for overall student citizenship. Teachers at FMS use the following rubric to assign citizenship marks for students in their classes.

Citizenship Marks

Excellent (1)

- Always comes to class prepared and on time.
- Always displays appropriate behavior, is on-task and does not disrupt class.
- Has a positive attitude and contributes to an overall positive classroom atmosphere.
- Always attentive to instruction, asks and answers questions when asked.
- Acts as a role model and displays leadership skills among peers
- **Has no planning room visits, no detentions, and no referrals.**

Good (2)

- Usually comes to class prepared and on time.
- Usually behaves appropriately, usually on-task and not disruptive.
- Has a positive attitude and contributes to a positive classroom atmosphere.
- Usually attentive to instruction, answers questions when asked.
- Works well with other students and is usually helpful to others
- **May have minor infractions that result in a planning room visit or detention, but no major infractions that result in suspensions.**

Average (3)

- Usually comes to class prepared but forgets items occasionally, has been tardy one or mo
- Usually behaves appropriately, may be off task at times, may be disruptive at times.
- Has a positive attitude most of the time but can create classroom disruptions.
- Usually attentive to instruction, may not answer questions when asked.
- Usually works well with others, does not assume leadership roles, may or may or may not be helpful to others
- **May have minor infractions that result in a planning room visit or detention, may have a major infraction/or suspension from the assigning teacher's class.**

Poor (4)

- Often comes to class unprepared or forgets items, is often late to class.
- Displays inappropriate behavior at times, is often off-task and sometimes disruptive.
- May display a negative attitude and may contribute to a negative classroom environment, may not respond to teacher interventions.
- Has difficulty listening, or chooses not to listen to instruction, rarely or never answers questions when asked.
- Has difficulty working in groups, is not helpful to others
- **Several planning room visits, detentions, or office behavior referrals, has been suspended for major infractions from the assigning teacher's class.**

Unsatisfactory (5)

- Rarely comes to class prepared, usually tardy.
- Displays inappropriate behavior most of the time, is rarely on task and is usually disruptive in class.
- Has a negative attitude and consistently contributes to a negative classroom atmosphere, does not respond to teacher interventions.
- Consistently interrupts instruction and does not answer questions when asked.
- Consistently creates a negative environment when working in a group, is not helpful to others.
- **Repeated planning room visits, detentions, office behavior referrals, has been suspended for major infractions from the assigning teacher's class.**

COMMUNICATION DEVICES**

In compliance with the State of Michigan Cell Phone Ban, all communication devices including but not limited to cell phones, smart watches, and Smart glasses must be turned off and placed in student lockers between the hours of 8:00 am and 2:50 pm. The purpose of this new law is to foster a distraction-free environment that prioritizes academic engagement, focused attention, and direct peer interaction.

Emergency and Family Contact: Students needing to contact a parent/guardian during the school day must use the main office. Families needing to reach a student must call the main office directly for prompt message delivery.

First Offense Violation: Any device visible or in use during restricted hours will require the student to sign the device into the main office for the remainder of the day.

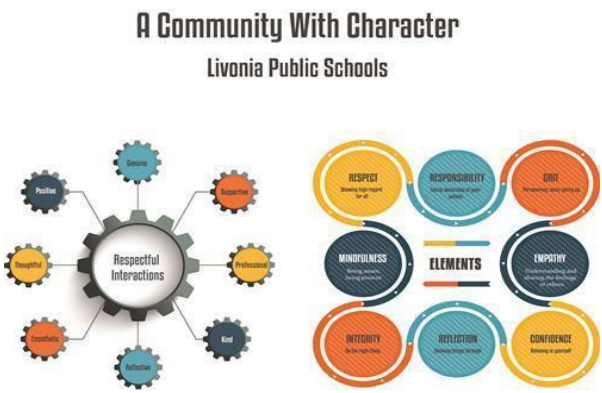
Second Offense Violation: Student will need to check their devices in at the main office for 5 school days. They will sign their device in and out each day.

Repeated Violations: After the second violation, a parent or guardian must physically pick up the device from the main office. Additionally, non-compliance of this expectation may lead to consequences that could range from detention to suspension.

The only exception to this policy is for students who use their cell phone for blood sugar monitoring.

COMMUNITY WITH CHARACTER

Building character is commonplace in Livonia Public Schools, where students, staff and administrators know when students feel respected, cared for and confident, they will do their best learning. During the school year, students will be engaged in character lessons and activities. Each month, teachers and students will engage in character lessons and activities for the district's eight elements of character.



The focus of this initiative is on eight universal character traits – Respect, Responsibility, Empathy, Integrity, Grit, Confidence, Mindfulness and being Reflective. The goal is to infuse these timeless values and universal principles into the school culture so that students may develop the life skills and habits of mind that they need to thrive academically, socially, and personally, now and in the future. The initiative also emphasizes that all interactions, whether they are student-to-student; student-to-staff, staff-to-student, or staff-to-staff, should center around respectful interactions and should be: Positive, Genuine, Supportive, Professional, Thoughtful, Empathetic, Reflective and Kind.

DRESS CODE

The purpose of a dress code is to provide and maintain a safe school environment that is conducive to student learning. The primary responsibility for a student's attire resides with the student and their family. The responsibility of the school is to create a learning atmosphere that does not interfere with the health, well-being, or safety of any student. The Frost dress code was revised to reflect a gender-neutral set of guidelines that refrains from targeting students, while maintaining a level of decorum conducive to the main goal of Frost Middle School, providing a fair and equitable education.

The following rules are based on feedback from Frost staff, students, and the Frost PTSA:

1. Body parts that must be covered with opaque (non-transparent) material – buttocks, breasts/chest, and genitals. Undergarments should not be seen during the school day and may not be worn in lieu of an appropriate shirt or bottom.

2. Students must wear a shirt that covers the torso and is fitted under the arms, bottoms (pants, shorts, skirts, dresses, leggings, etc.), and shoes that are appropriate for school activities (PE, shop class, science class, etc.)

3. Students may wear hats (head scarves, religious head coverings, durags, etc.), pajama pants, tank tops (including spaghetti straps), ripped jeans (if undergarments and/or genitals and buttocks are not exposed), yoga pants, and athletic wear.

4. Students cannot wear violent language or images, images or language depicting drugs, alcohol, or pornography, clothing with hate speech or profanity, or any other image or language that creates a hostile or intimidating classroom environment.

5. Students will not be removed from class based solely on a dress code violation. Students will be asked to put their own clothing on to remedy a dress code violation.

6. In addition to the school handbook, the dress code will be clearly conveyed to students and families in the Frost Bulletin, via social media platforms, and during building announcements.

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

FORGERY

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

GRADES AND PARTICIPATION IN SCHOOL PRIVILEGES

Failing to meet academic expectations will directly impact a student's eligibility for the following:

- Athletics: In accordance with our student-athlete policy, students must maintain their grades to be eligible for sports. To compete on any school athletic team, students must maintain a 2.0 grade point average with no more than one "E" grade during a card marking period to stay eligible.

- School Trips and Field Trips: Students must be in good academic standing to miss scheduled class time for out-of-school excursions. Students who are not passing at least 4 of their 6 classes will remain at school to focus on their academic responsibilities.

HALLWAYS

A five-minute period is provided for students to move between classes during the school day. We expect all students to be on time for all classes. This may require that certain students will not be able to go to their lockers between some classes. Prompt attendance is the student's responsibility. All students are expected to attend class for the duration of the scheduled time. If a student needs to leave class, they should have a hall pass.

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

Students must have a hall pass during non-passing times and they must go to the designated location in a timely manner.

ILLICIT SUBSTANCES

A student will not possess, use, be under the influence of, offer/buy/sell, a controlled substance, dangerous drug, drug paraphernalia, prescription drug, counterfeit drug, intoxicating substance or alcohol. Repeated offenses, or severe infractions such as sale or distribution of illicit substances will result in a referral to the School Resource Officer (SRO) and the Livonia Police Department, as well as a protentional referral for a disciplinary hearing for explosion.

ILLNESS AND ACCIDENTS

If you become ill during the school day, inform your teacher who will send you to the office. If you are ill and go to a restroom, have another student get help for you and then get to the Main Office Clinic for further help as soon as possible. Your

parents/guardians will be contacted, and they should arrange to have you taken home. You must have on file in the Main Office two Emergency Care Cards which state (1) A doctor your parents authorize calling in an emergency and, (2) Someone to whom you can go for care if your parents are not home when you become ill.

LOCKERS

Some important directions regarding lockers:

1. To maintain safe, uncluttered, and hazard-free learning environments, students are prohibited from carrying backpacks, tote bags, string bags, or shoulder bags during the school day. Upon arrival, all large bags, heavy outerwear, coats, and lunch boxes must be immediately secured in the student's assigned locker.
2. Students may carry a small pencil case, fanny pack, waist pack, or belt bag for writing utensils and personal items. Upon arrival, all large bags, heavy outerwear, coats, and lunch boxes must be immediately secured in the student's assigned locker.
3. You must use ONLY your own assigned locker. Sharing lockers is not permitted.
4. Do not write on the lockers or put stickers on them.
5. If lockers need repair, please report the problem to the office.
6. Students should always keep their lockers locked. Rigging them to open easily is not permitted.

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

LOST AND FOUND

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

MEDICATION AND PRESCRIPTION DRUGS

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

MONEY/GAMBLING/SALES

Students may not sell or distribute anything in school without permission from the office. The borrowing of money is prohibited by the Board of Education Policy. Please bring money for lunch and do not attempt to borrow from others. Offenders will receive a warning and repeat violations will result in lunch detention and parent/guardian notification. Students should never bring large sums of money to school, as it may be lost or stolen. A student should have no more than $30.00 in his/her possession unless special arrangements have been made. In addition, gambling in school or on school property is prohibited.

MOTORIZED VEHICLES

Students are not permitted to ride, operate, or use motorized vehicles on school grounds. Motorized vehicles include but are not limited to electric and gas-powered scooters, mini-bikes, dirt bikes, and e-bikes. Violations of this expectation may result in suspension.

PERSISTENT DISOBEDIENCE OR MISCONDUCT

A student involved in numerous behavioral infractions over an extended period may be subject to progressive disciplinary consequences. (See Board Policy JD).

PLEDGE OF ALLIGENCE

The State of Michigan requires all public schools to provide an opportunity for students to recite the Pledge of Allegiance each day at school. At FMS, each day begins with recitation of the Pledge during first hour. Also, at the beginning of each school year local Marines work with our Peer Connections students to instruct them on how to properly raise, lower, and fold the flag. Throughout the school year small groups including these students are tasked with this privilege. Our staff and students use the state guidance listed below to remain compliant with this State law.

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.

SCHOOL SAFETY

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

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

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

- A classmate is in possession of drugs, alcohol, or cigarettes, or is talking about using them.

***Communication is the key to our success. Students who report information are protected with strict confidentiality. Parents should also contact an administrator with information they receive from students. We welcome these calls and follow up within 24 hours of the initial contact.**

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.

SUBSTITUTE TEACHERS

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

1st Offense: Warning, use of Planning Room, and letter home.

2nd Offense: Suspension

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

TEACHER POSSESSIONS

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

TECHNOLOGY: RULES FOR USE OF SCHOOL SYSTEMS

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

TELEPHONE USE POLICY

School telephones are for school business and must remain available for teacher or parent calls. Emergency calls to parents are best handled by office personnel.

Students should plan to use telephones only for necessary calls. Prank 911 calls or prank calls to other persons are illegal and will be dealt with accordingly.

THEFT

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

VANDALISM, GRAFFITI, AND DESTRUCTION OF SCHOOL/PERSONAL PROPERTY

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

VERBAL ABUSE AND PROFANITY

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. (See Board Policy JD)

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

The Board of Education has enacted the following regulation in accordance with federal law, being the Gun-Free Schools Act of 1994, and Michigan law, being Act 328 of the Public Acts of 1994, requiring the school district to expel a student who commits certain prohibited acts: "As provided in the Gun-Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson (started a fire) in a school building or on school grounds, or committed criminal sexual conduct in a school building or on school grounds."

A dangerous weapon means:

1. Any firearm (including a starter gun and BB gun) which is designed to expel a projectile by the action of an explosive or the frame or receiver of any such firearm.
2. Any firearm muffler or firearm silencer.
3. Any explosives, incendiary, or poisonous gas device [i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile

having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or device like any of these devices].

4. A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by mechanical device, iron bar, or brass knuckles.

NOTE: As prescribed by Public Act 328, the length of a "Dangerous Weapon," Arson, or Criminal Sexual Conduct expulsion will be 180 school days – a full year of school. Also, during that time, a student cannot attend any other public school in the State of Michigan. As required by law, the police will be contacted in all issues related to weapons, arson, and criminal sexual conduct.

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.

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. (See Board Policy JD).

WORK REFUSAL

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

Below you will find the five PBIS Schoolwide Classroom Expectations for all students and the PBIS Falcon Expectations Matrix. These two documents provide the foundation for the behavior expectations at Frost.

Frost Schoolwide Classroom Expectations

- Be Engaged
- Be a Problem Solver
- Be a Positive Contributor
- Be Responsible for Your Actions
- Be Respectful of Yourself, Staff, and Peers

Falcon Expectations	Classrooms	Cafeteria & Common Spaces	Hallways	Bathroom & Locker Room	Arrival & Dismissal	Technology
Be Respectful	• Learn and follow adult expectations • Use school appropriate language • Be mindful of your words and tone	• Wait patiently • Be aware of your personal space and others • Use equipment, supplies, and furniture appropriately	• Walk and talk • Keep to the right side of the hallway • Use school appropriate language and be mindful of tone	• Get in, get out • Give others privacy • Clean up after yourself	• Start/end the day in a positive way • Learn and follow bus driver expectations • Recognize and maintain personal space	• Put it away unless it's okay • Ask permission before taking a photo or video • Treat technology with care
Be Responsible	• Be timely to class and with assignments • Be prepared to learn • Take care of yourself & your space	• Stay seated • Clean up after yourself • Maintain trust by behaving appropriately	• Only use your assigned locker • Use passing time wisely • Avoid large groups	• Take the shortest route • Use restrooms during passing time • Report issues or concerns immediately	• Head to breakfast as soon as you arrive • Have your bus ID and bus pass ready • Get your bus pass at lunch	• Focus on the task at hand • Be a good digital citizen • Ensure devices are charged ahead of time
Be Safe	• Be alert • Ask questions • See something, Say something	• Stay in your assigned area • Be aware of your surroundings • Socialize appropriately	• Keep hands and feet to yourself • Avoid distractions from cell phones and ear buds • Speak up and speak out	• Use facilities as intended • Maintain adult trust • Avoid crowded spaces	• Be mindful of traffic flow and adult directions • Be where you are expected to be • Don't "bottle neck" on the way in or out	• Keep personal information and passwords private • Be mindful of what you access and view online • Think before you post