



**On, Franklin, fight on, Franklin,
for our fair red and blue.
Steadfast in our loyalty,
Patriots always true.
We're from Franklin
and proud of Franklin,
fair colors always fly.
Our allegiance always will be
to Franklin High.
Fight! Fight! Fight!
(repeat)**

LIVONIA PUBLIC SCHOOLS

(Serving portions of Livonia and Westland)

15125 Farmington Road

Livonia, MI 48154

Phone: 734-744-2500

Andrea Oquist
Superintendent

Steven Archibald
Assistant Superintendent/Director of Secondary Programs

Livonia Public Schools Purpose, Passion, Pride

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.

Franklin High School

31000 Joy Road · Livonia, Michigan 48150
Telephone: (734) 744-2655
Fax: (734) 744-2657
www.livoniapublicschools.org
(Look for Franklin under the `High Schools' tab)

Home of the PATRIOTS
School Colors: Red and Blue

Student Handbook

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**Livonia Board of Education
2017-2018**

Colleen BurtonPresident
Mark JohnsonVice President
Daniel CentersSecretary
Tammy BonifieldTrustee
Karen BradfordTrustee
Crystal FrankTrustee
Liz JarvisTrustee
Mark JohnsonTrustee

**Franklin High School
2017-2018**

Principal
Daniel R. Willenborg
dwillenb@livoniapublicschools.org

Assistant Principal - 9th grade students
John DiPonio
jdiponio@livoniapublicschools.org

Assistant Principal - 10, 11, 12 grade students
with last names beginning with A - K
Dennis Gerathy
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Assistant Principal - 10, 11, 12 grade students
with last names beginning with L-Z
Andrew Pesci
apesci@livoniapublicschools.org

Athletic Administrator
Ron Hammye
rhammye@livoniapublicschools.org

10. Students shall keep the bus clean, sanitary, and orderly. No food or beverages may be consumed on the bus.
11. Students shall avoid loud, boisterous, or profane language or indecent conduct of any kind.
12. Students shall not open windows or doors except by permission of the bus driver.
13. Smoking on the bus is prohibited. Since the vehicle is considered school property, students who smoke on the bus will be disciplined.
14. Students shall not leave the bus without the driver's consent.
15. Once students are dropped off by bus, they may not leave campus.
16. Students may be suspended by the principal or superintendent from riding the bus when such action is advisable. In conjunction with this, the Michigan State General School Laws Relating to Transportation state that any transported pupil may be suspended from the privilege of riding on a school bus for any willful disobedience of rules.

Consequences:

- Step 1: Warning
- Step 2: Second Warning. Move student to seat near driver. Conference with driver.
- Step 3: Assigned Seat (Permanent)
- Step 4: Referral to appropriate administrator.
- Severe Clause: Immediate referral to appropriate administrator.
(Example: damage to bus, etc.)

VISITORS

Parents are always welcome to visit. An appointment to confer with a teacher during a conference period can be made by telephone or e-mail. Parent or guardian visits should be prearranged. Visiting permits will not be issued to student visitors. Unauthorized persons will be asked to leave the school and the school grounds.

WORK PERMITS

Application for working papers can be processed at Franklin High School by presenting photo identification or other specified identification and an offer of employment. Applications for work permits may be picked up in the Main Office, Scheduling Office, or Guidance Office.



A MESSAGE FROM THE PRINCIPAL

August 2017

It is with enthusiasm for learning and for life that we welcome our students and their families to Franklin High School. Our mission statement speaks to nurturing our students toward creative problem solving skills and how those skills will assist them in the global community. We want to make personal connections with students and we want to form collaborative partnerships with our parents.

There are many policies, rules, and procedures listed in this handbook, but the purpose of this book boils down to three thoughts that serve as points of focus for everyone in our school:

1. TAKE CARE OF YOURSELF
2. TAKE CARE OF OTHERS
3. TAKE CARE OF THIS PLACE.

If everyone gives their best effort at all times, if we can make sure we are treating others the way we ourselves would like to be treated, and if we care for our surroundings, I think we'll have a comfortable school atmosphere that maximizes learning.

Franklin High School is named after one of the greatest thinkers and scientists of all time. We have a vibrant history that is filled with accomplishment and success through more than 25,000 graduates. It is a great thrill to now include you and your parents among the ranks of the Franklin Patriots. Let's have a great school year.

Daniel R. Willenborg
Principal

Mission Statement

The mission of Franklin High School is to nurture analytical and creative 21st Century problem solvers who are compassionate and contributing members of a global community.

Franklin High School Shared Vision

The Franklin High School Shared Vision statement is a collection of written and oral statements, as well as, visual images that capture the imagination of what we hope to become and where we want to take our students. They are our blueprint for continuous improvement and the benchmarks by which we will evaluate our progress. Among the elements of our Vision are included:

The Livonia Public Schools Shared Vision Statement...
The personal traits of the Community with Character initiative...
That we recognize and accept our role as front-line combatants against ignorance and apathy...
Our front entrance signage encouraging students to ask 'Why' and 'What if...'
That our students need to become college or career ready...
Our school mantra to 'Take Care of Yourself, Take Care of Others, and to Take Care of this Place'...
That we are a place that values student responsibility over student obedience...
The Character Iceberg which provides a metaphor for our students to uphold their honor and integrity...
Our collective goals to score above the state average on all standardized tests...
Our efforts to provide transitional programs and additional resources to ninth grade students who are generally our most fragile students...
That we collaborate with each other, that we are known as a caring place, that we collect and analyze data, that no matter what we do or how we perform, we strive for continuous improvement...
That we instill in our students the concept that 'Smart is something you get'...
The Flowering Head which provides a metaphor for our students to think critically and creatively...
That we see ourselves involved in a cause above ourselves...
That we touch the future.

Approved by the FHS School Improvement Team in March 2012.

TRANSPORTATION AND BUS POLICIES

RIDING THE SCHOOL BUS

Safety is the most important concern about our school buses. School bus drivers drive a vehicle as big as a large truck through busy city streets in rush hour traffic with as many as sixty teenagers riding in the seats behind them. It is a difficult job and they need all the cooperation possible. Students are expected to behave on the bus so that safety is insured. Livonia Public School buses are equipped with monitoring cameras.

Students must present an authorized Livonia Public Schools bus pass in order to ride the bus. Students may not give their bus pass to anyone else, nor may they use anyone else's bus pass. Such behavior will result in a bus behavioral referral.

TRANSPORTATION ELIGIBILITY

The Board of Education believes that bus transportation is a privilege and not a right and shall be administered according to all 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.

A student who forgets a pass may be given one free ride. Drivers have been instructed to keep a record of such incidents and have been authorized to deny admittance to any student who has forgotten his/her pass for the second time. Parents/guardians will be advised by school personnel on the first occasion. Parents/guardians are requested to review these guidelines with students in order to avoid denial of transportation service.

Removal of a misbehaving student from the bus helps to insure the safety of those who remain. We are extremely concerned about safety when we have so many students on each bus. In reading this handbook, students and parents have received all the warnings from the administration that will be given.

LIVONIA BUS POLICIES AND REGULATIONS

The following rules and regulations, as outlined in the Bus Driver's Manual, and which are based upon State safety regulations, will apply to all students who ride on school buses.

1. Students shall comply promptly with directions of the bus driver (without argument or discussion).
2. Students shall stay off the roadway at all times while waiting for the bus.
3. Students shall not enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
4. When necessary, students will sit three in a seat. No student shall be permitted to stand unless all seats are filled to capacity.
5. Students shall occupy any seat assigned by the driver.
6. Students shall not board the bus until the driver is in the bus, and then in an orderly fashion.
7. Students shall cross in front of the bus when crossing highways, not in back of the bus.
8. Students shall report to the driver at once any damage to the bus.
9. Students shall keep hands, arms, and head inside the bus at all times. Throwing of any objects inside or outside the bus is strictly prohibited.

SPECTATOR BEHAVIOR AT ATHLETIC EVENTS

Students and parents are reminded that appropriate sportsmanship must be exhibited by crowds at all sporting events. Individuals observed to be engaged in any foul, inappropriate or obscene language or gestures will be asked to leave that contest. Franklin students involved in the above behavior may also be suspended from school. A second incident of unsportsmanship behavior at an athletic contest may result in that individual being restricted from attending all other athletic events for the remainder of their high school experience.

Those who participate in and follow athletics as part of the Franklin program are proud of the efforts of both our athletes and our fans. It is important that a minority not be allowed to give such competition a bad name or to reflect badly upon the image of Franklin High School in this school community.

STUDENT ACTIVITIES

Your experience in high school will be more fun and rewarding if you involve yourself in co-curricular activities. These activities provide the opportunity to give service and to represent your school and community. They will allow you to make new friends and to develop your special interests and abilities. Begin early to take an active part and select a club or activity which interests you.

STUDENT RECOGNITION PUBLICATIONS

Parents should be wary of organizations or programs that claim to honor students publishing their name in volumes usually titled, "Who's Who," "Distinguished," "Outstanding," or the like. Most of these organizations have no connection with significant educational, philanthropic or professional associations and their primary source of income is from the sale of their recognition publications.

Because they often claim to sponsor scholarship programs, they are entitled to and obtain A.C.T. and S.A.T. listings of outstanding students. This information is not provided to them by the high school. Many well meaning parents respond to questionnaires from such organizations and subsequently find their names on mailing lists. If you have a question about the value of these programs, please call the Guidance Department or the principal.

TEXTBOOKS AND SUPPLIES

According to state requirements, each local school district pays the cost for providing textbooks to students on a loan basis. Students are expected to exercise reasonable care for Board of Education property and to return these materials to the classroom teacher at the close of the school year, or at the time of dropping from a course. Anytime the material is not returned in acceptable condition, the student is responsible for its replacement cost. Students who fail to return their textbook or produce a receipt for verification of payment, will receive a grade of "I" (or incomplete) until all

obligations are satisfied. Parents or students who have questions regarding the return of textbooks are encouraged to call the school Business Office, 734-744-2655.

ACADEMIC ISSUES

College Entrance Tests

Seniors who plan to apply to college will need to complete necessary applications for tests required for admission or possible financial aid. All applications to Michigan colleges are available in the Guidance Office. Additional information may be obtained in the college information center where college catalogs, scholarship information, and financial aid literature are housed. Counselors will meet with students during their junior and senior years to provide college admissions information and to answer questions.

Tests for College Admissions

Most Michigan colleges will require a student to have taken the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Beginning in the 2015-16 school year, all junior-level students will take the SAT test as part of the requirements of Michigan standardized testing. The SAT will be administered free of charge during the spring.

Annual College Night

The Annual College Night will be held at Schoolcraft College in the fall. Further information will be provided our school announcements and on our website. Students and parents have an opportunity to visit with college representatives in three separate sessions during this program.

Major Tests and Dates

American College Testing (ACT):

This test evaluates a student's college readiness in the areas of English, math, reading, writing, and science. The ACT was a required test for junior-level students between 2007 and 2015. Students can still register to take the ACT, but the test will be off-site and there will be a fee.

National Merit Scholarship Qualifying Test

Preliminary Scholastic Aptitude Test (PSAT-NMSQT):

This test is designed for sophomores and juniors who wish to gain practice for the SAT test. The PSAT is administered in October each school year. In addition, performance on the PSAT may qualify students for National Merit Scholarship grants.

Scholastic Aptitude Test (SAT):

The SAT is being redesigned to meet the requirements of the Michigan Department of Education. The SAT will be a required test for all junior-level students and it will be administered in the spring.

Advanced Placement (AP)/International Baccalaureate (IB) Tests:

AP and IB tests are culminating experiences in those corresponding courses. Check with Guidance counselor or your teacher for specific details, but most tests take place annually at Franklin during the first weeks of May.

Michigan Mathematics Prize Competition

Grade: 9-12

Place: Franklin High School (Information will be given in math classes.)

Date: October

COUNSELING SERVICES

Guidance and counseling services are available to every student. A student is assigned a specific counselor when he or she enters the high school and generally that assignment will continue throughout the high school years.

Each student has a master record file called a CA90. This folder includes information such as former schools attended, past and present grades, and test results. The counselor will be familiar with the material and a student or the parent may examine the contents of the cumulative guidance folder in the presence of the counselor.

Special tests are available to assist the student to better understand aptitudes, interests, strengths, and learning deficits. Included in the counseling offices are resource materials about colleges, vocations, specialty schools, scholarships, and other areas of interest. Counselors will also help the student to understand the grade point average, rank in class, and other factors that bear on admission to advanced learning opportunities.

CREDIT REQUIREMENTS FOR ADVANCING A GRADE

The following minimum credit requirements have been established to help high school students plan their progression from one grade to another. The successful completion of the number of credits listed will be necessary before a student will be "passed" to the next grade in high school.

Senior status: 17 Junior status: 11 Sophomore status: 5

ENTERING A NEW CLASS FOR CREDIT

Any student desiring to enter a new course for credit must be physically and officially in that class by the end of the second Friday of the semester.

FINAL EXAMINATION POLICY

By allowing half-day session on the three days in which final examinations are administered, the Board of Education has given recognition to the importance of the final examination process. Administrative regulations require that all students attend classes on final examination days and that all students have a right to see their corrected final exam.

All students will be expected to take final examinations. Exceptions may be made only with the recommendation of the department chairpersons and with the specific approval of the principal.

Each semester a minimum of one day will be set aside for a formal review of the course and to help students prepare for the examination. Where appropriate, teachers will provide study guides to assist the student.

The final examination will count for a maximum of twenty percent of the final grade.

POST GRADUATION PARTIES & SENIOR ACTIVITIES

Parents who are planning to host post-graduation parties in their homes are urged to plan and organize carefully for such an activity. Open parties which permit unrestricted attendance can lead to unmanageable situations. To avoid problems, the numbers of persons invited should be limited and attendance should be by invitation ONLY. Parents are reminded that they leave themselves open to criminal and civil liability if alcohol is consumed by persons under 21 in their home or on the premises.

Seniors are reminded that behavior which inappropriately disrupts school activities and routine, or shows disrespect toward the school, is not allowed. Students engaging in such inappropriate behavior risk being denied participation in the final end-of-year activities, including commencement.

PUBLICATIONS

The *Almanack* is Franklin's yearbook, named after Ben Franklin's famous journal. This history of each school year becomes a memory book with stories and pictures about our students, staff, classes, events, and activities. Orders are taken early in the school year so that a budget for the book can be established. The yearbook is an excellent value for students because the sale price is much less than the cost of publication. About fifteen students are selected by the sponsor each year for their writing ability and artistic talents to be part of the *Almanac* staff. Distribution date will be late summer and early fall.

Impressions is Franklin High School's literary arts magazine. This publication accepts original poetry, prose, art and photographic work submitted by students. A panel of editors reviews the works submitted for publication. Students are invited to both join the staff of *Impressions*, and submit works for publication.

SCHOOL RECOGNITION JACKETS

School recognition jackets have been designed by our high school for the wearing of academic, club, or activity letters. Such jackets may be purchased through vendors listed in the Student Activities Office. Academic letters, club letters, and activity letters should be worn with pride on these jackets. Anything worn on these jackets must be in compliance with the standards prescribed by the Student Activities Director and the Administration.

SENIOR TRIPS

In recent years the Livonia Board of Education and the superintendent of schools have recommended against a school-sponsored senior trip. School regulations do not permit the use of any usual school means such as the PA system, use of regular classroom time or student and school publications to advertise such programs. School personnel are advised not to become involved as sponsors or chaperones of such vacation trips. If students or parents plan such activities independently, they do so without school endorsement.

SKATEBOARDS/ROLLERBLADES

Skateboarding and the use of roller blades in or on school property is prohibited.

may be instances when medication must be administered to your child during school hours.

When medication is necessary during school hours:

1. A Medication Authorization form must be completed by the student's physician and parent or guardian and returned to the building principal before administration of medication. The form is available in the Main Office.
2. It will be the student's responsibility to make contact with the designated staff member for the administration of medication unless other arrangements have been agreed to by a school administrator.
3. "As-needed" medication requires a physician's statement specifying dosage limits.
4. All medications that are to be administered at school must be in an appropriately labeled container. (Must specify student name, medication name, and dosage to be given.)
5. Both prescription and nonprescription medications require a completed Physician and Parent/Guardian Authorization form.
6. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. Please contact the building principal to make appropriate arrangements.

NATIONAL HONOR SOCIETY

The David Amerman Chapter of the National Honor Society was established in the spring of 1983 on the recommendation of the faculty of Franklin High School. Its purpose is to acknowledge those students who have demonstrated outstanding scholarship, leadership, citizenship, and service to their school and the community.

Membership in the society is by action of the faculty. Sophomores and juniors with a 3.5 accumulative grade point or higher are invited to submit their names for consideration by the faculty committee. Those who submit their names complete a form of information for the faculty committee to review. Areas considered for selection include: the student's school and community involvement, volunteer service hours while in high school, and character citizenship.

While a member of the National Honor Society, students must maintain a minimum 3.5 grade point, volunteer at least 15 hours of service each semester, and maintain good character and citizenship.

The faculty Committee handles cases of discipline and probationary status with rights of due process guaranteed. A member of National Honor Society placed on probation shall have a specified amount of time to rectify the problem. Probationary status can only exist for one semester during the time of membership. Should the student face

another probationary period within the time of membership, the Faculty Committee will act to dismiss that member. Probationary status might occur from (and is not limited to) such instances as falling below the required grade point, not completing the required service hours, or violation of the student code of conduct.

Teachers will state the percentage value of the final exam in the class syllabus. Since the marking process is cumulative in character and reflects the total performance of the student throughout the semester, the final examination provides a second chance to improve a grade or to add additional assessment information when the determination of a grade is in doubt. Students who score an eighty percent or higher on a district produced cumulative final exam, may be allowed to receive a satisfactory grade for that class.

Students who fail to attend class on examination days may receive an 'E' or an 'I' for that final examination grade. Students will bear the responsibility to contact the classroom teacher by 2:30 p.m. on the day of the exam regarding the possibility/date/time of a make-up exam.

FULL-TIME STATUS

All students are required to be enrolled as full-time students. Full-time students carry the equivalent of six classes per semester. During the first two weeks of each semester, classes may be adjusted without penalty, but only in accordance with the schedule change request policy.

GRADUATION REQUIREMENTS (Class of 2016 and beyond)

1. **Number of Classes:** Each student shall be registered as a full time student for a minimum of eight (8) semesters. Exceptions for the second semester of the senior year for which special arrangements are necessary may be approved by the principals.
2. **Credit Requirements:** A minimum of 23 units of credit (one unit equals one credit) must be successfully earned.
3. **Credit Earned Prior to High School:** A student who, prior to entering high school, successfully completes a course at a Michigan public school that is aligned with the high school course content expectations will earn credit toward fulfilling the graduation requirements. A list of courses for which this applies will be maintained by the Office of Instruction. Grades for these courses will not be used in the calculation of the student's high school grade point average.
4. **Common Learnings:** Each student is required to earn a minimum of 18 credits in the area of common learnings outlined below:

A. Language Arts (Grades 9, 10, 11, and 12) 4.0 units

- 1 unit Language Arts 9
- 1 unit Language Arts 10
- 1 unit .5 Composition and .5 Literature
- 1 unit Choice of 12th Grade Language Arts Classes

B. Mathematics 4.0 units

- 4 units of mathematics which must include Geometry, Algebra 1 and Algebra 2 (or equivalent) with a math or math-related class during the final year.

C. Science 3.0 units

- 1 unit Biology
- 1 unit Chemistry
- 1 unit Physics/Physical Science or completes a CTE Program

- D. Social Studies 3.0 units
 - 1 unit World History
 - 1 unit U.S. History
 - 0.5 unit American Government
 - 0.5 unit Economics
- E. Physical Education 1.0 unit
 - 0.5 unit Personal Fitness
 - 0.5 unit Health
- F. Visual, Performing, and/or Applied Arts 1.0 unit
- G. World Language 2.0 unit
 - 2 units of the same World Language, or
 - 1 unit of the same World Language and completes a Career and Technical Education (CTE) Program, or
 - 1 unit of the same World Language and 1 unit of VPAA in addition to required VPAA credit

TOTAL: 18 units

5. **Electives:** Of the 23 units required for graduation, 5 units of credit may be electives.
6. **Online Learning Experience:** Students are required to experience twenty (20) hours of online learning. The requirement will be met through online experiences provided in high school core required courses.
7. **Personal Curriculum Plan:** A personal curriculum plan may be developed for a student in which graduation requirements are modified in accordance with the state mandated Michigan Merit Exam. For example, the VPAA requirement can be modified through a Personal Curriculum Plan for a student who takes additional credit(s) beyond the required credits in ELA, Math, Science, or World Language or if the student completes a CTE program.
8. **Testing Out:** A student will receive credit for a Michigan Merit curriculum course in which the student earns a qualifying score on the test out that measures a student's understanding of the subject area content expectations that apply to the credit. Test out scores will not be used to calculate grade point average. Testing out is not a credit recovery option.
9. **Required Testing:** As a requirement for graduation, a high school student must participate in all state or federal academic testing programs which the School District is required to administer, unless otherwise indicated in an Individual Education Program (IEP), a Section 504 Plan, or similar program of services. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma, and will preclude that student's participation in graduation commencement exercises. Any deviation from this requirement must be approved by the Superintendent or his/her designee.
10. **Early Graduation:** If a student meets all other requirements, approval for early graduation may be granted at the end of seven (7) semesters. To apply for early graduation, the Application for Early Graduation and a letter to the principal must be completed by the end of the first card marking of the student's senior year. Approval for early graduation will be contingent upon educational experiences or training in high school which have afforded the student early entry into college or an advanced training program, a concrete job offer utilizing these educational experiences, or family

Fines for overdue materials: 10 cents per school day

It is the philosophy of the LMC staff to provide service and easily accessible information to students and staff. We hope you will use the resources available to you, and tell your classmates about the wealth of materials we have to share.

LOCKERS

Locker space is provided to each student. Locker combinations should be kept in strictest confidence. 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. Illegal drugs, 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. These items will be turned over to the proper police authority. Student-owned locks are not to be placed on a hall locker. Any such unauthorized locks will be cut off immediately. Students should not keep personal property in any locker except the one assigned to him/her. Damaged or defaced lockers will subject the responsible persons to fines and penalties. At all times, the locker should be neat and clean, both inside and out. If a locker or combination does not work properly, the student should fill out a locker trouble slip in the Scheduling Office. Money, jewelry, or items of considerable value, should not be left in hall lockers.

LOST AND FOUND

A lost and found service is provided in the Student Activities Room. Each year, expensive possessions are left unclaimed. Since it may require several days for a lost article to be turned in to the proper place, the pupil who has lost something should persist in making inquiries.

Students are advised against bringing large amounts of money or expensive jewelry and equipment to school. If large sums of money must be brought, the student is advised to deposit same in the Business Office upon arriving at school. Each person must use the same precautions and care for personal belongings that the average prudent individual would exercise when present in a shopping center or other public area. Any missing property which may have been stolen should be reported to the student's assigned administrator.

MEDIA AUTHORIZATION FORM

Every student enrolled in the Livonia Public Schools will have a media authorization form on file at his/her school. The media authorization form will be given to parents of incoming and new students entering the district and will remain on file throughout the student's educational years in the district. Parents will be given an opportunity to make changes to the forms on file at the beginning of every school year.

MEDICATION AT SCHOOL

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

their Patriot Planner. Students should plan to obtain their materials and to utilize the drinking fountains and lavatories during the passing time between classes.

IDENTIFICATION CARDS

All students are furnished with an official school ID Card or Bus Pass. Students must carry ID cards when attending school or school activities. ID cards are needed in order to attend school dances. ID cards must be presented to all staff members upon request for identification purposes and may be retained by staff members as a consequence of misbehavior. Failure to present school ID or to give one's full name, when requested to do so, may lead to disciplinary action. Replacement ID cards can be obtained in the Attendance Office for a \$5 charge.

INITIATIONS AND INDUCTIONS

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

LIBRARY MEDIA CENTER

The Library Media Center at Franklin High School is located in a new addition which opened in 1994. We provide students and staff with print and non-print materials, audiovisual equipment, and computers. Our sizable collection boasts 25,000 volumes, abstracting and indexing to 150 magazine titles, and full text articles from over 100 magazine titles. We also provide articles from newspapers in over 450 U.S. cities. The

LMC has a computer mini-lab which students may use for school-related work.

LMC hours are from 7:15 a.m. to 3:00 p.m. Flexible hours may be instituted if the need arises. Students may come to the LMC before and after school, during the school day with a class, or with a pass from a teacher.

Students who elect and are chosen to take LMC as a class, are trained as Student Assistants. Students not only receive 1/2 credit per semester, but also gain valuable work experience.

Students are encouraged to make use of the LMC resources. Materials are selected to advance the curriculum, to enrich independent study, and to satisfy personal interests. Circulation varies, depending on the type of material, and can range from overnight to three weeks in length. Students must return materials on time or renew them to insure fair use by everyone.

Notices of overdue materials are sent to students. Students should contact a librarian if there is any question about materials for which they are being charged. After two reminders, students must clear their library obligations to regain their library check-out privileges.

financial need. Diplomas will be issued in after the Commencement Ceremony. An exception to this section may be granted with approval of the Board of Education upon the recommendation of the superintendent.

HEALTH AND PHYSICAL EDUCATION REQUIREMENT

All students who graduate from a Livonia high school must successfully complete one semester of health and one semester of personal fitness. It is recommended that the requirement for the Personal Fitness course be fulfilled during the first year a student is enrolled in high school. The Health course should be taken in the tenth grade.

The policies pertaining to this requirement are as follows:

1. No student will be excused from physical education to participate in band or athletics.

2. Uniforms: For both boys and girls, the primary consideration in uniform equipment is health. Health demands that the clothing worn during more than ordinary bodily exertion be comfortable and contribute in every way to better bodily performance. This means freedom of action with minimum restrictions. Gym shorts, T-shirt, tennis shoes, and socks are required. Health also demands sanitary clothing conditions.

3. Exertion generally causes perspiration, hence the necessity for a change of clothing for physical education class, readily washable gymnasium apparel, and a shower bath before dressing in street clothes. Students must provide their own towel.

4. The student's grade will be determined by achieving a minimum level in performance goals, participation in class, appropriate dress for class, self-improvement, and tests.

5. Physical Education is required of all students unless excused for health or religious reasons. If a student is to be excused from P.E., the following procedure must be followed:

a. *Temporary Excuse* - A student may be excused for one day by the teacher. If the excused period is going to be longer than one day, it is necessary to have a note from the doctor indicating the length of the excused period.

b. *Permanent Excuse* - The Physical Education requirement may be waived by the building principal for the student with a permanent physical handicap verification. Medical disabilities must be verified by a physician and will need to be reevaluated every year. If approved by the principal, the form should be returned to the counselor who will file the document in the student's permanent record.

The one-semester health class is still required of any student with a Physical Education waiver.

c. *Religious Excuse* - A written request from the student's church must be procured if this student is to be excused for religious reasons. This request should be returned to the counselor.

d. Other special or unusual requests will be evaluated by the appropriate administrator, guidance counselor, and chairperson of the physical education department.

HONOR POINTS

A student's achievement in class determines his/her honor point records. Students may receive plus (+) and minus (-) grades for final grades. Honor points are computed on the basis of the following breakdown:

The honor point average is determined by dividing the number of honor points earned

by number of course attempts. This score is particularly important to college

admissions officers. Certain courses such as Advanced Placement English, Advanced Placement courses and Accelerated courses earn additional honor points. If a student successfully completes a course which he has previously failed, only the passing grade will be used to determine the honor point average and the lower mark will be removed from the record.

Letter Grade	Advanced Regular Course Honor Points	Placement Course Honor Points
A	4.000	5.000
A-	3.667	4.667
B+	3.333	4.333
B	3.000	4.000
B-	2.667	3.667
C+	2.333	3.333
C	2.000	3.000
C-	1.667	2.667
D+	1.333	2.333
D	1.000	2.000
D-	0.667	1.667
E	0.000	0.000

HONOR ROLL

The Franklin High School Honor Roll is a semester (January and June) recognition for academic achievement. Honor Roll students must have earned a grade point average of 3.25 for the semester grade. The Honor Roll will be posted outside the main office and those students will also receive a certificate for their accomplishments.

IMPORTANT CREDIT INFORMATION

For a regularly enrolled high school student, the maximum number of credits which can be transferred to their high school transcript to count toward graduation is three (3). Such credits may come from such places as LPS Adult Education, approved correspondence courses, internet courses, and other approved alternative schools.

With the permission of the principal, students who are in at least their second year of high school may take up to two additional classes (beyond the required six) for credit in order to make up credit deficiencies. Examples of classes that the principal may approve would include night school classes, independent study, or an appropriate internet course. Students are not permitted to accelerate their graduation date without approval of the principal. Credit is not granted for religious instruction classes to

FIRE ALARM

The high school has an organized program to provide safety and assistance in case of school or community emergency. Specific directions for vacating the building and for passing to safety areas are posted in each room and in other appropriate areas. General procedures in case of fire or fire drills are:

1. At the sound of the buzzer, pupils should leave the building with their teacher by the nearest posted exit. Those students who do not leave will be subject to immediate disciplinary action which may include suspension.
2. Never assume that the buzzer is a false alarm. State fire regulations require that a building must be evacuated whenever an alarm is rung.
3. Students must vacate the building immediately without stopping for books, clothing, vending machines, etc.
4. Students should walk, not run. There should be no pushing, shoving, or talking. No laxity of discipline will be permitted.
5. The first students outside the building should not stop until the entire group is at least one hundred feet from the building.
6. When the all-clear bell is sounded, students should return to their classrooms. The fire safety drill will remain in effect until all students and personnel have returned to their classrooms.

FRATERNITIES, SORORITIES, AND SECRET SOCIETIES

In accordance with Sec. 519, par. 304.921 of the General School Laws for the State of Michigan: "It shall be unlawful for any pupil of the elementary school and the high school of the public schools or any other public school of the state comprising one or

all of the twelve grades in any manner to organize, join or belong to any high school fraternity, sorority, or any other secret society." Consequently, to display any insignia or wear any apparel related to those organizations is inappropriate.

GIFTS-TO STAFF MEMBERS

It is inappropriate for school personnel to accept from students or their parents monetary contributions or gifts which represent substantial value (over \$20).

GUEST PASSES FOR DANCES

Guest Passes may be issued for special dances only (i.e. Homecoming, Coming Home, and Senior Prom). Ninth grade students are not permitted to attend the Senior Prom.

It is the responsibility of the Franklin host to obtain a guest pass for his/her guest from the appropriate assistant principal. The host must present this guest pass along with his or her own ID at the social function in order to be admitted. In obtaining a Guest

Pass, the host student agrees to assume full responsibility for the conduct of the guest. A guest pass may be obtained at least THREE DAYS before the event. Any student leaving a dance prior to its scheduled ending will not be readmitted.

HALL PASSES

To pass through the halls during class time, a student must have either a hall pass or

parked in fire lanes or in posted areas prohibiting parking may also be ticketed and/or towed unless authorized.

5. Students are not permitted to park in the front or back parking lots.
6. Drivers may not exceed a speed limit of 10 miles per hour on school property.
7. The student driver will, at all hours of the day or night, use common sense and good judgment while operating the motor vehicle so that our parking lot and adjacent streets are as safe as possible. Unnecessary horn blowing, loud music, loud exhaust, noisy stops and starts, speeding through the lot or local subdivisions, and squealing tires are all examples of unsafe driving and will result in a loss of parking privileges.
8. There is to be no loitering or eating of lunch in the student lot. Students are required to have permission from an assistant principal to return to the parking lot during lunch and regular school hours.
9. Consequences for violating these rules and procedures may range from detention to suspension and include detention, in-school suspension, out-of-school suspension, assigned parking, ticket/towing at driver's expense, and/or the loss of parking privilege.
10. Parking decals may be revoked upon the first offense of any of the above infractions, as well as any infraction of other school rules.
11. Again, student parking is a privilege. Students must understand that if he/she utilizes school parking facilities, then he/she is also consenting to allow school personnel, immediately upon request, to search the vehicle. The student must also understand that illegal drugs, alcohol, weapons, or other dangerous instruments may be seized by school personnel and used as evidence in a suspension or expulsion hearing. Police authorities may also be notified. The failure of a student to permit a search of his/her vehicle, will, at a minimum, result in a loss of parking privileges.
12. Students may register an additional family vehicle(s) at the cost of \$5 per vehicle.
13. STUDENTS PARK AT THEIR OWN RISK. Any vandalism or accidents should be reported to the Business Office.

FIELD TRIPS

The purpose of school-sponsored field trips is to extend the learning opportunities into the wider community. When students participate in field trips they are subject to the same behavior expectations which prevail in the regular school setting.

Students who attend a field trip that extends beyond the normal school day are expected to be in attendance the following school day.

Smoking, unacceptable language, use of alcoholic beverages, or other drugs will result in disciplinary action. Bus behavior rules apply. When students participate they do so as representatives of Franklin High School and appropriate dress and grooming are expected.

FIGHT SONG

On, Franklin, fight on, Franklin, for our fair red and blue. Steadfast in our loyalty, Patriots always true. We're from Franklin and proud of Franklin, fair colors always fly. Our allegiance always will be to Franklin High. Fight! Fight! Fight! (repeat)

students who transfer from private or parochial schools.

It is the decision of each building principal as to whether or not a home schooling course will be given credit toward graduation. For a course to be properly evaluated it will be necessary for the parent or student to supply a course outline and copies of tests or written work performed during the course. It may also be necessary for the student to pass a test for proficiency in the course content.

INCOMPLETES

When an incomplete is given instead of a mark, the student must complete the required work within two weeks after the end of the marking period.

REPEATING A COURSE

Students may repeat a course for the purpose of improving the grade received. In such cases, only the highest grade, credit, and evidence of course attempt will appear in the student's historical record. If the final grade is identical, the original entry will remain and no entry will be made of the subsequent attempt. The purpose of this standardized practice in each of the high schools is to encourage students who want to improve a mark to do so without penalty.

REPORT CARDS

Franklin High School operates on ten-week card markings. Students will receive two report cards each semester. The second report card of each semester will show the semester grade which is the mark that will appear on the transcript. If students feel that there may be an error on their report card, they should first contact the classroom teacher. In the event that an error exists for any marking period, the teacher will send a correction through the Scheduling Office. Report cards will be handed out to students or mailed home to parents/guardians approximately one week following the end of each marking period. The report cards will also provide evidence of class absence and citizenship. Parents are encouraged to follow their child's grades over the internet.

After completing graduation requirements, a student's high school grades are consolidated on a transcript and will remain in the CA-90.

SCHEDULE CHANGE REQUESTS

In the fall, students pick up their schedules during the posted schedule pick up times. Counselors will not be available at that time to evaluate requests to change schedules. Changes to schedules will be limited to the following scenarios:

1. Conflicts (two classes which meet at the same hour).
2. Incomplete schedules.
3. Schedule adjustments due to employment (verified by a letter from the employer),
4. Work Experience.
5. Failure of a class.
6. Placement in the Community Service Program, or Office Assistant.
7. Changes due to summer school work.

STUDENT EXPRESSION

This section refers to oral and written expression and distribution of printed materials.

1. In accordance with the Bill of Rights, and the statement of those specific rights found in Board Policy, freedom of speech and expression will be protected in the Livonia Public Schools within those limitations necessary to assure the orderly conduct of classes and school activities and the reasonable protection of the rights of others. Activities not acceptable include the following:

- a. Activities which involve use of expressions deemed obscene or prurient in nature by the principal of the school;
- b. Activities involving the use of false statements or innuendoes which may subject any person to hatred, ridicule, or injury to his/her reputation;
- c. Advocating the violation of existing statutes, ordinances, or other established laws or official school policies, regulations, or rules;
- d. Any expression, written or oral, advocating the use of any illegal substance or material which may reasonably be believed to constitute a direct and present danger to the health of students or providing information regarding the availability of such substances or materials;
- e. Activities which advocate the superiority of any religious denomination or sect over another, or in any other way criticize or deride others by virtue of their race, creed, color, or place of origin.

2. Teachers are delegated the responsibility by the principal for the enforcement of the above limitations in the case of any class activities.

3. No printed material may be prepared, published, circulated, or distributed on school property for the purpose of personal financial gain, the soliciting of funds, or otherwise be offered for sale, unless previously approved by the principal.

4. All written materials circulated, distributed, or posted on school property shall be reviewed and approved by the principal or his designee prior to such circulation, distribution, or posting.

5. Distribution of written publications by students shall be limited to those hours of the school day and locations on the school property determined by the principal.

The use of printing or duplicating equipment of the school for preparing general publications shall be reserved to official school organizations. All students shall, on the other hand, have access to the use of official school publications in ways to be determined by the editorial board or committee of each publication.

7. Any proven violation by a student of the above restrictions may subject the student to disciplinary action including suspension as in the case of violation of other school rules.

8. The right to petition is guaranteed by the Constitution. Students are allowed to present petitions to the administration at any time. The petition must be free of obscenities, libelous statements, personal attack, and be within the bounds of reasonable conduct. A draft of the petition must be submitted to the building principal for approval prior to circulation.

The collecting of signatures on petitions should be limited to time before and after school hours or between classes.

TRANSCRIPT REQUESTS

Transcripts of credit will be prepared and forwarded to colleges or other educational

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Honors and awards received

Parent's may also prevent the disclosure of a student's name, address, and telephone number to military recruiting representatives by submitting a separate signed written request to Mr. Daniel R. Willenborg, Principal, by October 14.

DRIVING AND PARKING REGULATIONS

Student parking is limited and, therefore, driving by high school students is discouraged. Students who do not live within walking distance to school are provided bus transportation by the District. The distribution of available parking permits will primarily be based upon a student's grade and involvement in school activities. No student, regardless of grade or involvement in school activities, is guaranteed a parking permit. Parking is a privilege, not a right.

The following criterion will also be used to prioritize applications:

1. Students in Career Intern and Work Study/Work Experience programs
2. Students with special needs (e.g. medical, etc.)
3. Seniors
4. Juniors

APPLICATION PROCEDURES

Applications for student parking will only be available online on our website.

- Fill out online application
- Press submit button to submit application

Bring either \$50 cash or a \$50 check made payable to Franklin High School, a drivers license, and the vehicle registration to the secretary in the Business Office. At the start of 2nd Semester, the parking fee is reduced to \$25.

DRIVING AND PARKING RULES

1. A State of Michigan driver's license and Franklin I.D. card are to be carried at all times.
2. The parking permit must be permanently adhered to the lower corner of the driver's side of the windshield.
3. When a new license plate is issued or a change of make or model is made, the change or changes are to be reported to the Business Office the day following the completed transaction. Those families that lose their vehicle due to accident or sale must remove their decal and turn it into the attendance office to receive a new decal. A replacement fee of \$5.00 will be assessed.
4. Students must park in a designated spot in the Stadium parking lot. Vehicles illegally parked may be ticketed by the police and/or towed at the driver's expense. The driver may also be asked to forfeit the parking permit. Fire department and police regulations require emergency access to the building. Cars

of the school activity calendar, supervision of chaperones of student activities, sponsoring the Student Congress, planning and scheduling of school assemblies, administering the school and community hours toward an all school activity pin, supervising individual school clubs' financial transactions, supervising the concession stand, and assisting the principal in the selection of faculty sponsors of the various school clubs and activities. The directors also coordinate the community service program.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Livonia Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the Livonia Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with the District procedures. The primary purpose of directory information is to allow the Livonia Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill show your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for football and wrestling showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965, to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the District that they do not want their student's information disclosed without their prior written consent.

If you do not want the Livonia Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District (Ms. Jan Clark in Human Resources) in writing by May 31 of the previous school year. The Livonia Public Schools has designated the following information as directory information:

- Student's name, address, and telephone number
- Student's date of birth
- Parent's name
- Individual or group photograph
- Grade level

agencies on the request of the student. No fee is assessed for this service while a student is enrolled or for a period of one year following graduation. A fee of \$5.00 is assessed for any request after that time.

TRANSFERS AND WITHDRAWALS FROM SCHOOL

If a student plans to transfer to another school or to withdraw from school, he/she must:

1. Secure an official withdrawal slip at the Attendance Office.
2. Present the withdrawal slip to each of his teachers to obtain a current grade inclusive of that day.
3. Return books and materials which belong to the school to the appropriate teachers.
4. The completed withdrawal form must be turned in at the Registrar/Attendance Office.

ATTENDANCE ISSUES

PHILOSOPHY OF ATTENDANCE

The Livonia Public Schools are committed to providing our students with a world class education that will prepare them to be productive citizens in a diverse and democratic society. That students regularly attend class 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; we wish to maintain high standards and instill the work traits of punctuality and outstanding attendance. Those students who skip class or accrue excessive absences in a class could lose credit for that class.

ABSENCES

Ten total absences in a class during one semester are deemed excessive. Excused absences, unexcused absences, and suspensions will count in a student's total number of absences. Instances of school business absence will not figure into the total number of absences. A student who reaches ten total absences in a class may be placed on an attendance plan by the assistant principal. The plan will outline the conditions which must be met for the student to earn credit for the course. Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis. Written documentation may be requested by the school in those instances. A continued pattern of absences may result in the student being removed from the class. In such cases, there is a loss of credit and an "EW" will be posted on that student's report card and transcript.

Compulsory Attendance Ages

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control of a child age six to sixteen to send the child to school during the entire school year, except under limited circumstances specified in the Revised School Code subsection (3) of subsection 380.1561. A child who was age eleven on or after December 1, 2009 or later shall attend school from age six to eighteen.

Notification To Parents

An automated telephone service will report absences to the student's home or designated phone number. In addition, parents have the ability to check their student's attendance online.

Make-Up Work / Credit For Work Missed Due To Absence or School Business

A student who has been absent from class or has a school business absence has the responsibility for obtaining and completing homework, class projects, or other graded assignments including tests and quizzes that occurred during their absence. Assignments such as papers, major presentations or other previously assigned graded events will be expected to be completed and submitted on the day the student returns to class if the due date coincides with the date of an absence. A student with an excused absence, school business absence, or absence due to suspension will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make-up missed work. A student with an unexcused absence may not receive credit for work missed as a result of the absence. Students are required to complete all work missed regardless of why the student was absent.

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

ATTENDANCE ADDENDUM

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. With that understanding, the Livonia Public Schools encourages daily attendance and has deemed ten absences in a class during a given semester as an excessive amount. Beginning with the first semester of the 2012-13 school year, teachers have had the prerogative to include absences as a consideration in determining a student's grade in a course.

Any teacher who chooses to utilize attendance as a factor in determining a student's grade may do so with the following understandings:

1. The teacher's implementation must apply to every student and every class. Classroom teachers will need to inform students in the class syllabus that excessive absences as outlined in this addendum will be a consideration in the calculation of semester grades.
2. Beginning with the 13th absence in a class, the student's semester grade will be negatively impacted for not being present in class.
3. For each absence above thirteen in a class, the student's semester grade will be reduced by one third of a grade. For example, a student who has earned

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 his/her 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, B{1}, F{2}, G{3}, and I{4}. 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 or modifying 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/nondistrict-related communications.

{1} JD, B: A student shall not intentionally cause, or attempt to cause, damage to school property or steal, or attempt to steal, school property.

{2} JD, F: A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, teacher aides, principals, other school personnel, or persons acting in chaperon or supervisory capacity.

{3} JD, G: A student shall not commit, or participate in, any conduct or act defined as

a crime by state law or local ordinance.

{4} JD, I: A student shall not commit, or participate in, any conduct or act prohibited by a school building's rules and regulations.

DIRECTORS OF STUDENT ACTIVITIES

The duties of the Directors of Student Activities include the organizing and scheduling

involvement in the club or activity along with other criteria as determined by the sponsor and the administration.

CLUBS AND STUDENT ACTIVITIES

Only curriculum-related student clubs and activities are sanctioned to function at Franklin High School. Included are school sponsored extracurricular activities such as athletics, intramurals, and school and community based organizations. These clubs and activities have recognized faculty sponsors who supervise the programs and the participants during the time when such activities occur.

Sponsored school clubs and activities are considered to be a part of the school program and as such, are subject to all the policies and regulations of the Board of Education. They are subject to the same standards as the curriculum itself with respect to matters of safety, educational or cultural value, and intellectual honesty. Only students regularly enrolled at Franklin may be accepted as members. Clubs are open to all students.

COMPUTER USE

STUDENT AND PARENT/GUARDIAN LIVNET ACCESS

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, printed on the back of this form, 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

a B- for their semester grade report, but who was absent fourteen times during the semester, will have their grade reduced by one step and assigned a C+ by the teacher for the semester grade. A student who has earned a B- for their semester grade report, but who has eighteen absences during the semester, will have their grade reduced by five steps and will be assigned a letter grade of D by the teacher for the semester grade.

4. The lowest a grade may be reduced due to excessive absences is a D-. For example, a student who has earned a C for their semester grade, but who has thirty-two absences can at most have their semester grade reduced to a D-.
5. The only grade this policy applies to is the semester grade. There will be no adjustment of grades for the marking periods.
6. Regardless of a student's accumulated absence count, that student may still earn a failing grade for their semester grade due to lack of academic performance such as low test scores or missing assignments.
7. Teachers will need to make and record a personal contact with a parent between the seventh and the tenth absence. Contacts may be made through email or over the phone and should serve as a warning that excessive absences will lead to a grade reduction.
8. Minimally, the EDULINK automated notification system will be programmed to send a phone message to parents at every absence and an email message on the eighth and twelfth absence with the warning of a potential grade reduction if absences exceed the excessive threshold of thirteen.
9. Any grade reduction through this intervention will have to be done manually by the teacher. The computer system will not reduce grades based on absences. Teachers will have to subtract thirteen from the student's total absences. The difference will be the number of steps the semester grade will be reduced.
10. School Business absences are not to be included in a student's accumulated absence count and may not lead to a reduction of a student's grade.
11. With medical documentation or other reasonable discretionary consideration, the school administration may revise or waive a student from the grade reduction aspects of this attendance intervention.
12. The assistant principal will create an expanding 'Grade Reduction Waiver List' that will identify students who are to be exempt from this attendance intervention. The list will be available as a GoogleDoc and names will be added by the administration throughout the semester. Teachers will ensure that there is no reduction of grades for students that have been added to the 'Waiver' list.
13. For students with eight or more absences at the mid-semester marking period, the teacher will check the comment "Grade may be reduced due to excessive absences" on the report card. A teacher who reduces a student's grade through this addendum, must check the comment on the semester report card comment section that reads the "Grade has been reduced due to excessive absences".

EXCESSIVE ABSENCES/LOSS OF CREDIT

Ten total absences in a class during one semester is deemed an excessive amount and may result in a loss of academic credit and the posting of an 'EW' for that class. Instances of chronic or other doctor-verified illnesses will be handled on a case-by-case basis by the student's counselor and assistant principal. Written and signed documentation will be required for verification of illnesses. Instances of school business absences will not be included in a student's total number of absences and will not cause detrimental effect upon a student's grade. The involvement of legal authorities and charges of truancy may result for those students who accrue excessive absences.

EXCUSING AN ABSENCE

Parents are required to excuse student absences by either calling in or using the online Google Doc. In order for absences to be officially excused all calls and or Google Doc submissions must be done by 1:00 pm the day of the absence. Absences will be dealt with by the student's assistant principal. Calling in an absence can be done by calling (734) 744-2655 and following the appropriate prompts, and the online Google Doc can be found on the Franklin website.

CHECKING IN AND OUT OF SCHOOL

Checking in late:

Students who arrive late to first hour should report directly to their classroom teacher. If a student is more than ten minutes late, that student will be recorded with an absence. Any student arriving to school after first hour must check in at their assistant principal's office before going to class.

Checking out of school during the school day:

Students that will need to leave school during the school day will need to submit to their assistant principal a parent signed request or will need to utilize the online Google Doc before school begins on the day of the check out. The student will then be issued a check out pass to show to their classroom teacher. The teacher will dismiss the student at the designated time. Parents may also check out students by physically entering the school to make a request at the Main Office. Parents need to enter the school through the front entrance. That check out procedure may take up to fifteen minutes.

The school will not be able to process telephonic check out requests from parents. If a student returns to school on the same day as they had previously checked out, before they return to class they will need to first report back to their assistant principal's office to receive a time-stamped check in pass.

Checkouts will not be permitted for school-wide assemblies. Checkouts will not be permitted for students to have lunch off campus.

PREARRANGED ABSENCES

If there is a planned absence of three or more consecutive school days, a Prearranged

tables.

Livonia schools have a closed campus policy. This means that students are not permitted to leave campus for lunch or before the completion of their class schedule. Passes will not be issued for students to go home for lunch.

Because three different groups of students use the same cafeteria facilities each day, student cooperation is needed to keep the area clean and sanitary. Food and beverages may not be taken outside the cafeteria. Students are expected to respond in a courteous manner to all cafeteria personnel and to identify themselves when requested to do so. Students will be expected to dispose of rubbish in appropriate containers and to return trays and dishes to designated areas. During their lunch period, students will be expected to remain in the cafeteria or designated areas until passing time.

CLASS ORGANIZATION

Each of the classes at Franklin has a class council of students who are involved in promoting class activities. Students interested in helping out with their class are invited to see their Class Sponsor regarding membership in the class council. Membership in the class council is voluntary. Freshman class officer elections are held within three weeks after Homecoming. Sophomore, junior, and senior class elections are held in the spring. Important class issues and activities are discussed at council meetings which are held after school. Students should contact the Student Activities Directors in order to obtain more information about joining their class council.

CLASS RINGS

The purchase of a class ring is entirely an optional choice of the student and her/his family. The selection of a representative company is offered only as a service to those who choose to exercise this option.

The school is mindful of the budgetary concerns which many families experience. A class ring is neither required nor necessary for school participation. The dates for ordering of rings are publicized to students through the morning announcements.

CLASS SCHEDULE

The school day is six periods in length with an optional seventh hour. Students are to remain in school from the time they arrive until their dismissal. During the lunch hour no student is to leave school. The following is the regular daily schedule:

1st hour:	7:25- 8:25	First lunch	10:40-11:05	5th hour:	12:15-1:15
2nd hour:	8:30- 9:30	Second lunch	11:10-11:35	6th hour:	1:20-2:20
3rd hour:	9:35-10:35	Third lunch	11:40-12:10	7th hour:	2:25-3:20
4th hour:	10:40-12:10				(7th hour is optional)

CLUB AND ACTIVITY LETTERS

Certain clubs and activities may choose to recognize success in their endeavors with a club or activity letter. Minimum criteria to be awarded such a letter will be two years of

Responsibility for Materials Selection

The Livonia Board of Education is legally responsible for materials selected for school

LMC's as for all other school activities. The superintendent and principals operate within policies determined by the Board. In LMC materials selection, responsibility is delegated to the LMC staff and teachers, but is practiced in accordance with Board and administrative policies.

General Policies:

1. Each LMC's collection should be composed of books which widen the boundaries of children's experiences, enrich their life, and help them fulfill their personal needs.
2. Each book contributes directly or indirectly to the educational purposes of the school.
3. Needs and interests of children are represented in the LMC collection insofar as possible.
4. Every attempt is made to provide material at different levels of difficulty, with a diversity of appeal, and with different points of view on all topics included.
5. A wide range of recognized classics of literature is included in each LMC.
6. The following policies have been adopted concerning areas of controversy:
 - A. *Religion*: Factual unbiased material which represents all major religions is included in the LMC collection.
 - B. *Ideologies*: The LMC makes available basic factual information on the level of its reading public, of any ideology or philosophy which exerts a strong force, either favorable or unfavorable, in government, current events, politics, education, or any other phase of life.
 - C. *Sex and Profanity*: Materials presenting accents on sex are subjected to a stern test of literary merit and reality by the media specialist, who takes into consideration the reading public. While we would not, in any case, include the sensational or over dramatic, the fact of sexual incidents or profanity appearing does not automatically disqualify a book. Rather, the decision is made on the basis of whether the book presents life in its true proportions; whether circumstances are realistically dealt with; and whether the book is of literary value. Factual material of an educational nature on the level of the reader is included in the LMC collections.

Procedures for Handling Criticism of Material

Criticism of specific materials is handled by the building principal whenever possible. If the principal feels that the problem cannot be resolved in terms of the Board policy, the complainant will be informed of the necessary steps to carry the challenge to the Board of Education.

CAFETERIA

A lunch program is made available to students on a daily basis in the cafeteria. Students who choose to carry their lunch to school may also use the cafeteria. However, students may not bring in or request deliveries from other eating services (e.g. "fast food," pizza, etc.) Food and beverages must be consumed at the cafeteria

Absence form must be obtained through the student's assistant principal's office.

Procedure:

1. Student obtains a Prearranged Absence form in the appropriate assistant principal's office.
2. Student will fill out the form and present it to his/her classroom teachers. The classroom teacher will record the number of absences to date, make comments regarding upcoming assignments and sign the form. The teacher's signature does not imply approval for the proposed absence.
3. Parents are to review the information on the form and sign it. The student must then return the signed form to the assistant principal's office before the anticipated absences.
4. Days missed because of prearranged absences will be included in a student's total cumulative absences count.

Special Note: Completed homework assignments for prearranged absences are normally submitted on the day the student returns to school. It is the student's responsibility to ensure with the instructor before the absences occur exactly when assignments are expected to be turned in. Failure to do so may result in an "E" for those assignments which have not been completed and turned in. Any test make-up date should also be coordinated with the instructor prior to the prearranged absence.

SCHOOL-RELATED BUSINESS ABSENCES

School-related business includes field trips, counselor appointments, or other instances when the student is legitimately absent from class, but is present in or involved with a school function. School-related absences do not figure in absence calculations which could lead to a reduction of credit or loss of credit. Absence for school-related business does not exempt the student from turning in assignments before the time such assignments are due. Students will be allowed an appropriate and reasonable opportunity to make up any and all "participation" points that may be missed due to a school business absence.

SKIPPING CLASSES

Skipping class is not an acceptable behavior. Students will face consequences that may include detention, Saturday school, suspension, or in instances of repeated skipping, loss of credit for the class.

HOMEWORK ASSIGNMENTS – WHEN ILL

The best way for a student to keep up in classes when they are absent due to illness is for that student to work with another student in class as a homework buddy. A homework buddy would serve as a resource for the absent student. A student that will be absent for at least three days may request homework assignments through their assigned guidance counselor. The guidance counselor will request homework assignments from teachers and the teachers will submit work to the Guidance Office. After a minimal 24-hour time period, a folder with the homework will be made available for pick up in the Guidance Office.

BECOMING ILL DURING THE SCHOOL DAY

Students that become ill during the school day and who wish to go home will need to

report to their assistant principal or their designee. Students are not authorized to leave school unless parents have been contacted by school personnel. A student that does not check out and leaves school on their own accord will be considered to be skipping school.

PRESCRIBED MEDICATIONS

Students are not allowed to carry or take prescribed medication at school unless under the supervision of a school official. The State of Michigan has established laws relating to medication to be taken by a student during school hours. If your son/daughter must take medication during the school day, it will be necessary to provide written permission and instructions on a Medication Authorization Form. That form is available in the Main Office and in the Guidance Office. This form will need to be submitted to Mrs. McCall in the Guidance Office. Prescribed medications will be overseen in the Guidance Office. The school will not administer any over the counter medications unless special arrangements have been made.

MAKE-UP WORK

A student who has been absent from class has the responsibility for obtaining and completing homework, completing class projects, or other graded assignments including tests and quizzes that occurred during their absence. In most cases a student will have as many days to make up work as they were absent.

Students will bear the responsibility and will be expected and accountable to make arrangements with the classroom teacher for graded assignments missed due to absences.

Assignments such as written essays, major presentations or other previously assigned graded events will be expected to be completed and submitted on the day the student returns to school from an absence. A school business absence should be treated the same as an excused absence when dealing with the issue of make up work.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

It is the responsibility of the student's parents to notify the Attendance Office, in writing, whenever a family acquires a new address or telephone number. Proof of residency must be submitted before the change of address can take place. Families that move out of the Franklin attendance boundaries (but still within the district), will need to submit a School Transfer form and have District approval to remain at Franklin.

The Livonia Public Schools is a geographically bound district. Unless approved in a special program, such as the International Baccalaureate Program, students and their families must reside within the Livonia Public Schools boundary area to attend a Livonia Public School.

EMERGENCY CARDS

Each student is required to an emergency card on file signed by his/her parent for emergency situations. When home or employment phone numbers change, the Attendance Office should be notified promptly so the school can continue to contact

responsibilities delegated by the principal and act for the principal when necessary.

The student body is divided into three sections with an assistant principal responsible for one-third of the student body.

The assistant principals and directors have responsibility for the special activities of the students in personal and school matters.

ALMA MATER

United we stand our dear Franklin High School.

Proudly we hail with hearts ever true.

We raise high our banner of red and blue.

In praise of the Patriots we honor you.

ANNOUNCEMENTS ON THE SCHOOL P.A.

Announcements may be submitted online 24 hours prior to the initial requested date. Announcements will be read, if approved, during the designated times. Students who attend classes outside the building are expected to read the announcements in the administrative offices or on line.

ATHLETIC LETTER

The various inter-school athletics, such as football, baseball, and basketball award letters to participants who meet the specified qualifications. The sports in which a student has participated and various standards established by the athletic department determine a student's qualifications for an athletic letter.

BEN FRANKLIN KEY AWARD

The Ben Franklin Key Award is the highest award conferred to graduating seniors by the school. It is presented at Honors Night to the senior student or students who have demonstrated outstanding achievement throughout their high school career in the following areas: academics, attendance, school activities, and service to the school and

community. The award is also a reflection of their leadership, character, and level of Franklin spirit and pride. Nominations are made independently by school staff and final selections are determined by a staff committee.

BICYCLE USE

The specific building rules governing bicycles on school property will be determined by the principal of each school. Students are expected to wear bike helmets. The district urges the use of protective helmets to significantly reduce the frequency and severity of bicycle and other sports-related head injuries.

BOOK & NON-PRINT MATERIALS SELECTION POLICY

The Board of Education has approved a written policy which governs the selection and acquisition of books and non-print material for the Library Media Center (LMC) and classroom instruction. This policy is available on request to any parent or community member. The following is a summary of some of the essential elements of this policy:

General Information

ACADEMIC LETTERS

An academic letter may be awarded to any student who completes four full time semesters of Livonia Public high school work with a grade point average of 3.50 or better. Students who achieve such a high accomplishment may apply for this letter of recognition through the Guidance Office.

ACCIDENTS AND INJURIES

Any injury to a student which occurs on school property, no matter how trivial, must be reported immediately to the classroom teacher or building administration. Injury report forms are available in each administrative office, and should be completed and forwarded to the Business Office within a 24-hour period by that staff member to whom the injury was first reported. The school has a legal responsibility to maintain accurate files of these and to share them with the parents when requested to do so.

If injury or illness make it necessary for the student to leave the building before the end of his/her scheduled school day, the student will be expected to check out from their assistant principal's office so that parents may be notified.

The school will accept the judgment of the parent and/or physician as when a student is able to return to school after a serious illness or injury. In cases involving casts, crutches, or other mobility devices, it is understood that the school will take reasonable precautions to insure student safety. Permission to leave class early because of mobility problem (crutches, walking cast) must be approved by the student's assistant principal. In cases of highly contagious or serious illness, the school will require a note from the physician before re-admittance is approved.

ACCIDENT INSURANCE – STUDENT

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

Each school year the school district offers reasonably priced student accident insurance plans. Application forms and brochures explaining the options are available in the school offices or at the Board of Education Office during the school year.

Our objective is not to sell insurance but to inform parents and guardians that there are alternatives for those who have no medical coverage.

ADMINISTRATIVE STAFF

The principal, as the chief executive of the school, organizes, directs and supervises all instructional and related activities. In addition, the principal is a consultant for parents, students, and teachers and is a resource person for the entire community.

The assistant principals, as the assistant executives of the school, carry out

parents in case of an emergency.

FRANKLIN TARDY POLICY

This policy is based on the importance of relating what it is we do at school with what will be expected in the world of work. Tardiness is disruptive and it cuts into learning time just like tardiness to the workplace cuts into productivity.

1. Tardiness is defined as not being properly seated in class when the bells stop ringing.
2. If a student is more than ten (10) minutes late to their class period, that student will be considered absent for the entire class period.
3. The teacher is expected to tell individual students when they are being marked tardy.
4. Tardies number 1-4 will be handled by the teacher and may consist of teacher directed consequences ranging to a half-hour detention to be served with the teacher.
5. On the fifth tardy, the teacher will contact the student's parent and discuss the issue and the policy.
6. On the sixth tardy, or after the teacher has made initial contact with the parents, the teacher will submit a tardy referral to the assistant principal. The assistant principal will assign an hour of detention.
7. On the eighth tardy, the teacher will submit a tardy referral to the assistant principal. The assistant principal will contact the student's parent and discuss the issue and the policy. The assistant principal will also assign additional detentions.
8. On the tenth tardy, the teacher will submit a tardy referral to the assistant principal. Providing the procedures have been followed, in most instances, that student will lose credit for the class, and will receive an EW as a semester grade.
9. In rare instances, and with the concurrence of the assistant principal, a student with ten tardies may be placed on recovery status. A student on recovery status will be allowed to remain in the class and may be able to earn back his/her credit for the class. An exemplary record that shows tardiness is no longer a problem would be required to earn back the credit.
10. To ensure punctuality, periodic sweeps will occur throughout the school year. Students found to be tardy to class may be assigned to after-school detention.

CODE OF CONDUCT

BOARD OF EDUCATION POLICY

I. PROCEDURES GOVERNING VIOLATIONS OF SCHOOL RULES

STUDENT DISCIPLINE - DECEMBER 6, 1999

This statement does not cover the school district's attendance and tardy policies and the school district's requirements for credit and graduation. Rather, this statement covers only the most serious and obvious types of misconduct, and the following rules are not to be construed as an all-inclusive list or as a limitation upon 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 system, the proper functioning of the educational process, or the health or safety of students.

If a specific penalty is not stated for a violation of a particular rule, then disciplinary action may vary depending upon the age of the student, the nature and severity of the offense, the student's prior behavioral record, the recommendation of school personnel and all other relevant circumstances.

The prohibited acts and penalties listed below are applicable when a student (1) is on school property; (2) is in a vehicle being used for a school business-related purpose; (3) is at a school-related activity, function or event; (4) is en route to or from school; (5) engages in a prohibited act which adversely affects or interferes with the good order of the school system, the proper functioning of the educational process or the health or safety of the students or the employees.

II. PROHIBITED ACTS

A. Disruption of School

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 he/she engage in such conduct if such disruption or obstruction is reasonably likely to result.

Neither shall he/she urge other students to engage in such conduct for the purpose of causing such disruption or obstruction if such disruption or obstruction is reasonably likely to result from his/her urging.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which is intentionally done for the purpose of disruption, or is likely to result in disruption, is forbidden.

1. Occupying any school building, school grounds, or a part thereof with intent to deprive others of its use;
2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. Setting fire to or substantially damaging any school building or property;
4. Firing, displaying, possessing or threatening use of firearms, explosives, or other weapons;
5. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly;
6. Preventing students from attending a class or school activity;
7. Except under direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus;
8. Intentionally causing or behaving in such a way as to cause a false fire alarm or bomb threat; and
9. Continuously making noise or acting in any manner so as to interfere with the teacher's ability to conduct his/her class.

Penalty—Ranging from suspension to expulsion

scrimmages, games, or other events and contests.

6. An ineligible student may become eligible after sitting out a week and by having improved his/her academic performance such that he/she has no failing grades or that his/her currently running card marking GPA is at or above a 2.0 in his/her remaining five classes.
7. Ineligible students will remain on a weekly ineligible status. Their grades will be reviewed on a continuing weekly basis until they have met the performance standard and are deemed eligible.

SEMESTER GRADES

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

GENERAL INFORMATION

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

specific academic requirements that high school students must meet to participate at a Division I or a Division II level school. Those requirements refer to required core academic courses, grade point average, and ACT scores. Students or parents should contact their counselor and can visit www.ncaaclearinghouse.net for more information.

Return to Participating From Illness or Injury

Athletes who are out of school for three or more days because of injury may not attend practice sessions or participate in competition without permission from the athlete's physician. An athlete must have a doctor's permission to return to practice or competition if he has sustained any injury which requires a visit to the doctor.

Loss of Athletic Privileges Due to Legal Issues

Student athletes who are arrested and charged with a felonious criminal act against a person(s) through legal authorities will forfeit their privilege to participate in school sponsored athletics and other activities until such a time when the charges are dismissed or the accused is found to be 'not guilty'. An arrest will trigger the forfeiture of participation privileges which will be enforced before and without a legal conviction.

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

Participation in school sponsored athletic programs plays a significant role in the development of our student-athletes. Lifelong traits such as teamwork, self-discipline, effort, and perseverance give substance to the concept of 'educational athletics'.

Granting all this, the primary focus of our student-athletes will always be in the arena of academic achievement. Performance in the academic classroom supersedes performance on the athletic fields.

Toward that end, LPS student-athletes will be expected to be passing all of their classes to remain eligible for competition in athletic contests. The guidelines for this eligibility standard are set forth below:

CARD MARKING GRADES

1. Grades of student-athletes will be reviewed by the athletic director at five week intervals.
2. Student-athletes who have two failing grade(s) at the time of the review will be deemed ineligible for competition for a period of one week.
3. Student-athletes who are failing only one class are eligible for competition if their grade point average in their remaining classes is at a 2.0 or above.
4. A failing grade is defined by a grade of lower than a D-; a period of one week is defined as beginning on Monday and ending on the following Sunday.
5. Ineligible students may practice with their teams, but are not to compete during

B. Theft, Damage or Destruction of School Property

A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property.
Penalty—Ranging from suspension to expulsion

C. Theft, Damage or Destruction of Private Property

A student shall not intentionally cause or attempt to cause damage to property or other persons or steal or attempt to steal property of other persons.
Penalty—Ranging from suspension to expulsion

D. Assault on Another Person

A student shall not cause or attempt to cause physical injury to a school employee, student or other person.
Penalty—Ranging from suspension to expulsion

E. Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument.
Penalty—Ranging from suspension to expulsion

F. Failure to Comply with Directions of School Personnel

A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, paraprofessionals, principals, other school personnel, or persons acting in a chaperon or supervisory capacity.
Penalty—Ranging from suspension to expulsion.

G. Criminal Acts

A student shall not commit or participate in any conduct or act defined as a crime by state law or local ordinance.
Penalty—Ranging from suspension to expulsion

H. Verbal Abuse and Profanity

A student shall not verbally abuse another student, teacher, student teacher, substitute teacher, paraprofessional, principal, or other school personnel nor use profanity toward a teacher, student, student teacher, substitute teacher, paraprofessional, principal, or other school personnel.
Penalty—Ranging from suspension to expulsion

I. Verbal Assault

A student shall not commit a verbal assault on a student, teacher, substitute teacher, student teacher, paraprofessional, principal, or other school personnel.
Penalty—Ranging from suspension to expulsion

The term "verbal assault," as used in this policy and in Section 1311a (2) of the Revised School Code, means words, writing or behavior that, in the judgment of building administration, would reasonably put school personnel or students in fear of injury to persons or damage to property.

sports meets or contests in that sport while not representing his or her school.

J. Bomb or Similar Threats

A student shall not make a bomb threat or similar threat directed at a school building, other school property or a school-related event.

Penalty—Ranging from suspension to expulsion

The term “bomb or similar threats” as used in this policy and in Section 1311a(2) of the Revised School Code means words, writing or behavior, directed at a school building, school property or school-related event, that, in the judgment of building administration, would reasonably put school personnel or students in fear of injury to persons or damage to property by a bomb, chemical or incendiary device, or other weapon.

The Livonia Police Department (LPD) will be involved when there is a bomb or similar threat to the school. The FHS administration and the LPD will work together to assess the legitimacy and credibility of the threat. Mutually we will make a decision to evacuate or not to evacuate the building. Parent notification will not take place unless we deemed there was substance to the threat.

K. Violations of Building’s Rules and Regulations

A student shall not commit or participate in any conduct or act prohibited by a school building’s rules and regulations.

Penalty—Ranging from suspension to expulsion

L. Alcohol

A student shall not manufacture, sell or possess, use, deliver, transfer, or be under the influence of any alcoholic beverages or intoxicant of any kind.

Penalty—Ranging from suspension to expulsion

M. Drugs, Narcotic Drugs and Marijuana

A student shall not manufacture, sell, possess, use or deliver any drugs, narcotic drugs, marijuana or other controlled substance nor be under the influence of any of those drugs, narcotic drugs or marijuana. A student shall not represent a legal substance as an illegal or controlled substance.

Penalty—Ranging from suspension to expulsion

N. Smoking

A student shall not smoke or possess tobacco products, e cigarettes, and/or vaporizers inside any school building or on the school grounds or at any school activity.

Penalty—Ranging from suspension to expulsion

O. Toy Weapons

A student shall not possess a toy “look alike” gun or other weapon.

Penalty—Ranging from suspension to expulsion

P. Gang Activity

A student shall not engage in gang activity.

Penalty—Ranging from suspension to expulsion

ACCIDENT INSURANCE – STUDENT

The Board of Education does not assume any responsibility relative to doctor and/or hospital expense. The personal insurance of the parent or guardian is assumed to cover any and all medical treatments for injuries. Athletics are voluntary and the student participates with the knowledge of his parents and at his/her own risk.

The school district does offer reasonably priced student accident insurance plans to supplement coverage of the parents’ or guardians’ coverage or to provide coverage for the student when the parent or guardian has no family insurance plan. Coverage costs range from approximately \$10.00 to \$175.00 per year.

Application forms and brochures explaining the options are available in the school offices or at the Board of Education office during the school year.

All injuries regardless of how minor must be reported immediately by the athlete to the coach. It is the responsibility of the athlete to obtain an insurance claim form from the athletic director’s office in order to file a claim.

APPEAL PROCESS

The coach is the first level of any appeal involving interscholastic sports. The athletic director is the second level of appeal. The third and final level of appeal is a committee composed of two building administrators and one coach from a different sport who are

not involved in the incident. At each appeal level the practice will be to hear the appeal and any pertinent testimony, and review the appropriate sections of the athletic code. The decision of the appeal committee shall be final.

ATHLETIC AWARDS

Each coach will inform team members of the requirements and standards for earning an award in that sport. Athletic awards given by the school will be awarded to students who have met the established qualifications and have been recommended by the coach. An athlete who completes four full seasons of athletic experience in a particular sport and who fails to earn a letter in any of those four seasons will be granted an athletic award at the end of the fourth season. The method of presenting awards in each sport will be at the discretion of each head coach.

Each student who earns his/her first Varsity Letter will receive a form which must be presented to the vendor before the varsity jacket can be purchased. This form will also stipulate the policies for placing patches and pins on the jacket. Before placing any additional patches or pins on the jacket, please refer to guidelines indicated or contact the athletic office. Failure to adhere to these guidelines could result in forfeiture of the varsity letter and suspension from athletic activities.

NCAA ELIGIBILITY

High school athletes that consider playing athletics in college will need to apply for eligibility through the NCAA Clearinghouse. The NCAA Clearinghouse has a list of

- c. 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.
 - d. Any athlete who in a hostile manner interacts physically with an official, coach or school supervisory personnel will immediately lose his/her eligibility for participation in the interscholastic athletic program for that sport season and possible permanent exclusion from interscholastic sports in the district.
- 3) Student athletes will be subject to the LPS Academic Eligibility Standards beginning with the 2011-12 school year. Poor academic performance in the classroom will result in a loss of athletic eligibility.
 - 4) Athletes represent the middle or high school while traveling as a team. It is expected that the athlete's conduct will be that of a good citizen at all times. Dress requirements may be established by the individual coach. Each athlete should dress in accordance with these requirements.
 - 5) An athlete may participate in two sports in the same athletic season. Approval must be granted from both program coaches and the athletic director. The athlete and his/her parents must have also completed a dual sport participation form. Any conflicts that may occur will be resolved by the athletic director. Dual sport participation will usually be allowed only at the Varsity level of play.
 - 6) Athletes are expected to attend all practices, meetings, and games. If it is necessary for an athlete to miss a practice session, meeting, or game due to illness, injury, family emergencies or family vacation, it is incumbent upon the athlete to make arrangements with the coach. Authorized or excused absences from school are excused absences from athletic participation. However, athletes who miss a practice session or meeting because of an unexcused absence will be denied the right to participate in one competitive contest for each day of scheduled practice or meeting that has been missed. A second unexcused absence from a practice or meeting may result in removal from the team. Athletes who miss a game because of an unexcused absence will miss the next two games or contests, or they may be removed from the team.
 - 7) In order to participate in an athletic activity or contest, a student must have attended school at least one-half day on the date of the scheduled activity. It is the responsibility of both the student as well as the coach to comply with this regulation. Other than illness, there may be emergency reasons for school absence that may qualify an athlete to participate in an athletic event on the same day. Such exceptions, however, must have prior approval of the athletic director.

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

1. Ice hockey and all individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice.
2. During a season an individual may participate in a maximum of two (2) individual

Q. Recording Without Permission

A student shall not record by any means (i.e., audio, video, or digital, etc.) a communication from or with any administrator, teacher, or other School District employee without the expressed permission of the person recorded for the particular communication recorded.

Penalty—Ranging from suspension to expulsion

R. Making False Statement

A student shall not make false statements or give false evidence to administrators or teaching staff during an investigation of possible violation of this Code of Conduct.

Penalty—Ranging from suspension to expulsion

S. Falsification of School Document

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

Penalty—Ranging from suspension to expulsion

T. Inappropriate Communications

A student shall not make threatening, vulgar and/or obscene communications, verbally, in writing, or by gestures, to other students, district employees, volunteers, or visitors to the school building.

Penalty—Ranging from suspension to expulsion

U. 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.

Penalty—Ranging from suspension to expulsion

V. 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 constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another district.

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

Penalty—Ranging from suspension to expulsion

STUDENT BULLYING PREVENTION

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

Board members, parents, guests, contractors, vendors or volunteers, is strictly prohibited.

This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the District, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school sponsored,

school-approved or school-related activity or function whether or not it is held on school premises, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the District. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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

Substantially interfering with education opportunities, benefits, or programs of one 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; or

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

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

Bullying can be physical, verbal, psychological, written or a combination of all four.

Some examples of bullying are:

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.

cleaning of uniforms. Any student who fails to return equipment at the prescribed time, unless excused by the coach, will be reported to the school administration. All equipment must be returned to the coach at the end of the sport season. Athletes are required to pay for all lost equipment and may be restricted from participating in any other extracurricular activity, or practice session, and/or from accepting athletic awards, until this obligation has been cleared by the coach or athletic director.

- 2) 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, disciplinary action will be taken.
 - a. An athlete participating on a team in any sport season who is found possessing and/or using alcohol, tobacco, or a performance enhancing substance banned by the MHSAA will be removed from the remainder of the contests in that season or from 50% of the contests in that season. The penalty for this offense will be the lesser of the two alternatives.
 - b. A "season" begins on the official starting date for practice as dictated by the MHSAA and ends on the date of the last contest or tournament event for which the team or, in specific instances, an individual has qualified. The total number of contests that make up a specific "sport season" is based on MHSAA policies. These policies define the maximum number of contests allowable and include state tournament competition where applicable.
 - c. An athlete who is found possessing and/or using tobacco, alcohol and/or a performance-enhancing substance banned by the MHSAA in the off season, including the summer months, will be penalized by being removed from the first 15% of the contests of the next sports season in which they participate. A second violation by an athlete within a year would prevent participation in the next sport season in which participation is intended.
 - c. 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. For violations occurring in the "off season," the athlete will be removed for 50% participation of the next season of eligibility.
 - d. Punishment for school or athletic related incidents of theft by an athlete participating on a team in any sport season will be determined by the coach, athletic director and a building administrator. An athlete could be removed from the team for the remainder of the season for this violation.
 - e. An athlete participating on a team in any sport season who is suspended from school for any reason will not be allowed to practice with the team or participate in any athletic contests during the suspension.
 - f. An athlete is expected to display a high degree of sportsmanship in relationship to opponents, teammates, coaches, officials and spectators. Excessive display of temper, loss of self-control, use of profanity or abusive language, or the making of obscene gestures will not be tolerated. The first violation will result in the athlete being removed from the remainder of the contest and may include one additional contest. A second violation and all subsequent violations will result in the athlete being removed from the remainder of the contest, suspension from the next contest, and/or may result in removal from the team.

2. Receives money or other valuable consideration for officiating in interscholastic athletic contests; or
3. Signs a professional athletic contract.

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

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

A student shall not compete at any time in any sport under MHSAA jurisdiction in any of the following events:

- Any event which is or purports to be an "all-star" contest;
- "all-star" fund-raising events or similar exhibitions if they involve contestants other than the students and faculty of that student's school;
- Any event which is or purports to be a national high school championship.

A student may participate as an individual at any time without loss of interscholastic eligibility as a member of a National Team or as in an Olympic Development Program.

RESPONSIBILITIES OF THE ATHLETE - Although athletes by their nature place stress on the development of specific skills to be utilized in competitive sports, their sponsorship by schools places them within the broader context of the schools' educational objectives. Equally important to the development of the skills needed to complete in a particular sport is the development of positive social attitudes and interpersonal relations. The student who serves on a team that competes interscholastically represents himself, the family, the team, the school and the community. The athlete is, therefore, responsible for appropriate behavior in season and out of season. This includes the summer and times when the athlete is not on a team. Failure to adhere to these expectations may result in removal from the team.

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

- 1) Athletes will be responsible for all school equipment that is issued to them during a sport season. This responsibility will be based upon the following guidelines.
 - a. All equipment will be issued by the coach, and a record card will be kept recording the items of equipment. The athlete will be responsible for this specific equipment.
 - b. All school issued equipment and or clothing/uniforms are to be worn only to appropriate events as determined by the athletic director.
 - c. Athletes must maintain their equipment in reasonable and clean condition. The coach will be responsible for establishing a procedure to be followed for the

Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Written - graphic or electronically transmitted.

Any student, whether victim or not, who believes s/he has been or is the victim of bullying, or who is aware of another student who has been or is the victim of bullying, should, and every staff member must, report the situation to the building principal or his/her designee. Complaints against the building principal should be filed with the

Superintendent or his/her designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

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

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

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

The Superintendent is responsible for implementation of this policy.

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

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

CONFIDENTIALITY

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some

circumstances, require the disclosure of names and allegations.

II. POLICY FOR REVISED SCHOOL CODE SECTION 1309—TEACHER-IMPOSED SUSPENSION

Teachers may suspend students from a class, subject or activity, pursuant to Section 1309 of the Revised School Code, for misconduct that poses a clear threat of

imminent injury to persons or property. Specifically, for committing offenses that violate provisions of the Student Code of Conduct involving:

- A. Physically fighting with or assaulting another person resulting in physical injury.
- B. Possessing, using or being under the influence of alcohol or a controlled substance.
- C. Having a “dangerous weapon” as defined by the Revised School Code.
- D. Possessing or using fireworks or explosives.
- E. Destroying or defacing school property.
- F. Causing a false fire alarm.
- G. Verbal assault directed at a student or staff member.

Teachers who suspend students pursuant to this policy must do so consistent with all other applicable Board policies, including the Student Code of Conduct, and all applicable federal and Michigan laws, including Section 1309 and laws pertaining to the education of disabled students.

III. PROCEDURES GOVERNING VIOLATION OF SCHOOL RULES

A. Introduction to Rules of Due Process

The following procedures only govern the suspension or expulsion of a student from the school district’s regular educational program.

The suspension or expulsion of a student from an extracurricular activity is not covered by this Code of Conduct or the procedures of due process, and accordingly a decision of suspension or expulsion is solely within the discretion of the building principal or designee. In addition, discipline 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 principal or designee and is not covered by this Code of Conduct or the procedures of due process.

If a student charged with a violation of the Code of Conduct has been returned to the regular school program pending a decision by either the principal, director of administrative services, hearing officer, or Board of Education, then such action of reinstatement shall not limit or prejudice the school district’s right to suspend or expel the student following a decision by the principal, director of administrative services, hearing officer or Board of Education.

contests. Physicals must be dated after April 15 of the previous school year.

SEMESTERS OF COMPETITION - A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters. A student shall be limited to participation in only one sports season when that sport, leading to a MHSAA championship, is sponsored twice during the school year.

SEMESTERS OF ENROLLMENT - A student shall not compete in any branch of athletics who has been enrolled in grades nine to twelve, inclusive, for more than eight semesters. The seventh and eighth semester must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day (1st semester) or fourth Friday of February (2nd semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester. Foreign exchange students cannot participate if they have completed an equivalent high school education in their home country..

TRANSFERS - A student enrolled in grades 9 through 12 who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for 1 full semester in the school to which the student transfers, unless the student qualifies under one or more of the exceptions. Check with your Athletic Director regarding the exceptions.

UNDUE INFLUENCE - The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student’s parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. The offending school shall be placed on probation for one year and offending coach or coaches are not permitted to coach for a one-year period.

AWARDS - A student may accept, for participation in athletics, a symbolic or merchandise award which does not have value or cost in excess of \$25. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed. Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to be a spectator at events, if accepted in kind, are permitted.

A student shall be ineligible if he/she accepts awards in violation of its provisions only in the following activities: baseball, basketball, cross country, football, golf, ice hockey, soccer, girls’ softball, swimming, tennis, track, girls’ volleyball, or wrestling. A student in violation shall be ineligible for interscholastic competition for a period of not less than one full semester from the date of the student’s last violation.

AMATEUR STATUS - After once representing a MHSAA member school in competition in any sport, a student shall not be eligible to represent his or her high school if that student:

1. Receives money or other valuable consideration from any source for participating in athletics, sports, or games;

A dangerous weapon means:

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

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

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

ATHLETICS

Philosophy of Athletics Programs

Our athletic programs exist as a learning opportunity for our students and their purpose is to promote educational athletics. Through our many athletic opportunities our hope is to instill positive character traits such as leadership, sportsmanship, teamwork, loyalty, and perseverance. Franklin High School is a member of the Michigan High School Athletic Association and has agreed to abide by their governing policies and rules.

Eligibility Rules for Senior High School Students Michigan High School Athletic Association, Inc.

For a student to be eligible to represent their school in interscholastic athletics, the following requirements must be met:

ENROLLMENT - A student must be enrolled in a high school not later than the fourth Friday after Labor Day (1st Semester) or the fourth Friday of February (2nd Semester).

AGE - A student must be under nineteen (19) years of age, except that a student whose nineteenth (19) birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.

PHYSICAL EXAMINATION - A student must have on file in the offices of the athletic director, statements for the current school year certifying that the student has passed a physical examination and is physically able to compete in athletic practices and

B. Definition of Discipline

1. Suspension—The exclusion of a student from school for a specific period of time, terminating at the end of a specific period or upon the fulfillment of a specific set of conditions.
2. Expulsion—The permanent exclusion from the school system by action of the Board of Education.

C. Suspension of Ten (10) School Days or Less

1. Step One: The initial judgment that certain conduct violates school rules of conduct shall be made by the principal or assistant principal. Prior to any suspension of the

student, the principal shall investigate the incident, shall inform the student of the charges against him/her, shall provide to the student an explanation of the evidence the principal possesses, and shall provide the student with an opportunity to explain his/her version of the facts. If the student requests that other witnesses be questioned, the principal should talk to those witnesses if possible.

If the student makes a reasonable claim or other defense that, if true, would free him/her from blame, but the evidence is not immediately available, the principal may postpone disciplinary action for a reasonable time if the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process.

If, upon conclusion of the investigation and meeting with the student, the principal determines that the student has violated the rules of conduct, he/she 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 superintendent or his designee.

2. Step Two: If an appeal is going to be made to the superintendent or his/her designee, it should be requested within two school days following notification to the student and student's parents or guardian of the principal's disciplinary action. If a timely requested appeal is not made, the principal's disciplinary action shall not be subject to further review.

If a timely requested appeal is made by the student and/or his/her parents or guardian, and the director of administrative services or his/her designee determines that the student's continued presence in school would not present an immediate danger to himself/herself, other students, or the educational process, the student shall be returned to school after three (3) school days pending a conference with the director of administrative services. The appeal before the director of administrative services or his/her designee shall be conducted on an informal basis and the student and/or his/her parents or guardian shall be told of the evidence against the student and be given an opportunity to explain their version of the facts.

The director of administrative services or his/her designee, following the informal conference, shall inform the student and/or his/her parents or guardian of the decision, and the director of administrative service's decision shall be final and not

subject to further review.

D. Suspension for Eleven (11) or More School Days and Expulsion

1. Step One: If, after his/her investigation, the principal decides that a suspension for eleven (11) or more school days or expulsion is warranted, and the director of elementary or secondary instruction or his/her designee agrees with the principal's decision, the student and the parents or guardian shall be notified 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, and procedures to be followed at the hearing;
- e. the right to appeal any adverse decision of the hearing officer if the suspension is for more than 20 days.

If the director of elementary or secondary instruction or designee decides that the student's presence in school would present a danger to the student himself, to other students, school personnel, or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student shall be returned to school pending the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the superintendent or designee shall appoint the 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 the decision of the hearing officer, the superintendent or designee shall appoint the hearing officer and cause the hearing to be held within fifteen (15) school days following the completion of the principal's initial investigation.

2. Step Two: Unless the student and/or his/her parents or guardian notify the school district that they waive their right to a hearing before a hearing officer, a hearing before a hearing officer will be conducted within the time limits set forth above and will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure.

3. Step Three: The hearing officer's decision shall be given orally, if possible, to the student and parents or guardian within two (2) days after the close of the hearing, and a written decision shall be mailed within four (4) days after the close of the hearing.

If the hearing officer's decision imposes a suspension of twenty (20) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes 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.

possible.

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

During any suspension, the student will not be permitted on any school property, in any school building, or to attend any school function. Students are also not permitted to attend any scheduled classes on or off campus such as the Career Center or other work-experience programs. Failure to comply may result in additional suspension time.

Suspension from school prohibits attending or participating in any school related or extra-curricular activities on or off campus.

Days missed resulting from suspension from school will be included in the total number

of days of absences which may result in a student being withdrawn from a class. During a suspension, the student has the responsibility to keep up on any missed work. Graded assignments will be allowed to be made up by the student, but those assignments may be altered at the teacher's discretion.

VANDALISM AND DESTRUCTION OF PROPERTY

Where responsibility for vandalism and malicious destruction of property can be established, in addition to disciplinary consequences, students and their parents will be held financially accountable.

WEAPONS, ARSON, CRIMINAL SEXUAL CONDUCT

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

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

school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building, or on school grounds, or committed criminal sexual conduct in a school building, or on school grounds.

regarded as indistinguishable from traditional cigarettes. Students in violation of this regulation will face a suspension of a three (3) days. Subsequent violations will result in additional days of suspension.

SNOWBALL THROWING

Many persons have experienced loss of vision and other serious eye injuries from “innocently” thrown snowballs. Much expensive damage to school property such as broken windows has also been related to this practice. The throwing of snowballs in a public school setting is so dangerous as to warrant suspension from school for those who disregard the welfare and safety of others.

STUDENT SEARCHES

In accordance with the Board of Education Policy (JCAB), administrators, teachers, and other employees who have reasonable suspicion shall have the right to detain and question students when, in their judgment, it is necessary to do so. A student’s person may be searched by the principal or his or her designee based upon a reasonable suspicion that a prohibited act, as set forth in the Student Code of Conduct, has occurred.

A student locker is the property of the school district, and a principal or his or her designee may enter the locker from time to time and inspect the contents contained therein without reasonable suspicion and without notice to or approval by the student. A student’s automobile parked on school property may be searched without notice to or approval by the student.

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

SUSPENSION FROM SCHOOL

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

In the case where the presence of the student poses a continuing danger to persons or property or an on-going threat of disrupting the academic setting or otherwise safe environment, that person or persons may be immediately removed from school. In such cases a notice of charges and/or a disciplinary hearing will follow as soon as

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.

4. Step Four: If an appeal is going to be made to the Board of Education concerning the hearing officer’s decision, the student and/or his/her parents or guardian must request in writing the hearing within five (5) calendar days following receipt of the hearing officer’s written decision.

Upon receipt of a timely appeal by the student and/or his/her parents or guardians, the superintendent shall notify the student and parents or guardians of the time, place,

location and procedures to be followed at the Board hearing and shall determine, based upon the record made before the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon the timely request for hearing before the Board of Education, the Board shall review the decision and record made before the hearing officer and shall provide for a hearing to take place for the purpose of allowing the student, parents or guardian to present oral argument why they disagree with the hearing officer’s decision and to present any additional evidence which could not have been presented at the hearing before the hearing officer.

The Board, not later than at its next regular public meeting following the hearing, shall issue a decision and shall, within seven (7) days following the public meeting, mail to the student, parents or guardians a written decision.

If the hearing officer’s decision recommends expulsion and the student and/or his/her parents or guardians do not timely request a hearing before the Board of Education, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials and a formal hearing will not be allowed the student and parents or guardian.

If the hearing officer’s decision imposes suspension of twenty (20) school days or more and the student and/or his/her parents or guardians do not timely request a hearing before the Board of Education, then the decision of the hearing officer shall be final and not subject to further appeal.

During any suspension, the student will not be permitted on any school property, in any school building, or admitted to any school function. School-related activities include Career Center, Skills Center, Vocational Programs and Cooperative Educational Training. Days missed resulting from suspension will be included in the total number of days absent which may result in a student being placed on an attendance plan or being withdrawn from a class.

A student with unexcused absences will not receive credit for the class activities missed; however, a student will be able to make up for credit those assignments and tests which are essential to the completion of the course if the unexcused absence results from suspension from school. The responsibility for such makeup is with the student at the convenience of the teacher. The course of appeal is with the building administrator.

Statement of Student Rights in the Hearing Process

Private Hearing: This hearing will be private and is being held before a school district administrator not having previous knowledge of the student's suspension or behavioral record.

Purpose: The purpose of the hearing is to evaluate the facts of the case and determine if, in the judgment of the hearing officer or panel, the decision to impose a long-term suspension was warranted.

Appearances: Both the guardian or parent and student have the right to testify as to the facts, offer other evidence, and explain the reasons for disagreeing with the principal's charges, and/or the director's requested disciplinary action. Therefore, in order to protect the student's interests, the guardian or parent and student should appear and be prepared to present their case.

The student's failure to attend this hearing may result in a decision against him/her.

Right to Counsel: The guardian or parent and/or student have a right to have counsel attend the hearing. Any attorney who is designated to appear in this case should file an appearance before the day of the hearing. Failure to file an appearance may result in an adjournment.

Witnesses: If you have any witnesses who have knowledge of the circumstances of this case, you may arrange to have them present at this hearing. If assistance is necessary to produce teachers or administrators, please call the office of Mr. Steve Archibald at 734.744.2500 ext. 42520.

Records: If you have any written instruments, documents, or letters relevant to the case, they should be presented at the hearing.

Adjournments: Guardian or parent and/or student requesting adjournment at the hearing should call the office of Mr. Steve Archibald at 734.744.2500 ext. 42520. Adjournments which are granted may result in the continued suspension of the student.

Transcript of Hearing: Either a tape-recorded or verbatim record will be made of the hearing by the school district.

Decision: Within two (2) school days after the close of the hearing, the student and parent or guardian will be notified orally, if possible, of the decision of the hearing

These records are almost always examined when a person enlists in the Armed Forces, runs for public office, or applies for a civil service job or any employment that might affect a national security. These records are usually consulted when a person applies for any various occupational licenses required by law. For these reasons, a police record may make it difficult and sometimes impossible for a person to obtain the kind of employment or training which he/she desires.

PROFANITY

Profanity and obscene gestures are unacceptable. It is important that language used in school be appropriate and civil. Inappropriate language in the school setting may result in detention or suspension. Inappropriate language directed toward a staff member may also result in both the loss of the class and credit for the class.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection such as kissing are not permitted in the school setting. Offending students will be warned and repeated warnings will result in disciplinary action. Students are allowed to hold hands.

SCHOOL SAFETY

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

SEXUAL HARASSMENT

Sexual harassment is not allowed. Sexual harassment means any verbal sexual references or physical contact which makes another person uncomfortable or makes fun of, embarrasses, or abuses that other person. Sexual harassment is punishable through a range of consequences from counseling to suspension or expulsion.

SKIPPING CLASS

Skipping class may result in disciplinary action ranging from detention to suspension. Students who do not attend class may lose credit in that class, or may be placed in a recovery status such that that student must earn a certain percentage on the final exam to earn credit for the class.

SMOKING REGULATIONS

Possession or use of tobacco in any form is against the law for the majority of our students. It is against school regulations and Board Policy for ALL of our students.

State law prohibits students from smoking or chewing tobacco on or in the vicinity of any school property and while in transit to and from school. This applies to all school activities and any other functions held on school property or in school buildings. Students are not to carry matches or lighters to school. Electronic cigarettes will be

LASER POINTERS

Possession of laser pointers presents a potential safety hazard to others and is, therefore, prohibited. Disciplinary action will range from a warning and confiscation of the laser pointer to suspension.

LITTERING

Students who litter or who specifically leave trash and garbage at their lunch table may face disciplinary consequences ranging from losing lunch room privileges to detentions and suspensions. Students may also be fined for their disregard to throw their garbage in the garbage cans. Unpaid fines may result in financial holds being placed on the student's records.

LOITERING ON SCHOOL PROPERTY

For the safety of students and protection of school property, unauthorized persons are not allowed to loiter on or adjacent to the school grounds or in any school building. All visitors will be expected to report to the principal's office. Unless students are working with an adult supervisor, students are expected to leave school grounds by 3:00 p.m. Students who are under temporary suspension or have been expelled from school are not allowed on school property, in any school building, or admitted to any school function. Persons causing any disturbance to school programs or activities shall be requested to leave the school property at once. Failure to comply will be considered grounds for police assistance.

MEDICATION/PRESCRIPTION DRUGS

Students are not to carry over the counter medication or prescription drugs. Those students who need to take prescription medication during the school day will need to have a Medical Authorization form on file in the Guidance Office.

PLAGIARISM AND CHEATING

Where it has been established that a student has been dishonest with regard to producing their own work on an assignment or examination, consequences will follow. A student so identified will not receive credit for the assignment or examination and the parent will be contacted by the teacher. Administrative action may also include detention, suspension, failure for the card marking, and/or withdrawal of the student from the course.

Plagiarism with regard to foreign language, is any work that is not the student's original work in the language. The use of electronic or on-line translators, and assistance from advanced speakers constitute plagiarism. Such translation of student work does not constitute original work in the language.

POLICE RECORDS

The following information should be of special interest to students and their parents and is taken from the Bulletin of the Police Officers Association of Michigan.

Any person may be arrested for a commission of a crime. There is no age limit. This applies to relatively minor crimes known as misdemeanors as well as the more serious crimes known as felonies. The importance of avoiding a police arrest record cannot be overemphasized.

officer. Within four (4) school days after the close of the hearing, the student and parent or guardian will be mailed a written decision of the hearing officer. The decision shall outline the facts of the case and the hearing officer's conclusions.

Appeal: If the suspension is in excess of twenty (20) days or if a recommendation for expulsion is to be made, and if the guardian or parent and/or student are not in

agreement with the written decision of the hearing officer (Hearing Panel), they may, within five (5) days following receipt of the written decision, request a hearing before the Board of Education. (If the decision is to request expulsion, only the Board can make an expulsion.)

The request for a hearing must be in writing and received by the superintendent's office within five (5) days following receipt of the decision of the hearing officer (Hearing Panel).

Upon receipt of a timely appeal and acceptance for a hearing, the superintendent's

office will notify the guardian or parent and student of the date, time and location of the hearing before the Board of Education and the procedures to be followed in the Board hearing.

Upon receipt of the appeal, the superintendent will decide, based upon the record before the hearing officer (Hearing Panel), whether the student will remain suspended until the Board of Education decision.

The superintendent's decision concerning continued suspensions will be based upon reasonable belief that the record establishes the student to be a danger to himself/herself, to other students, teachers, school administrators or the educational process of the student's school.

TITLE IX - SEX DISCRIMINATION

Title IX of the Education Amendments of 1972 prohibits sex discrimination and segregation in education and became effective July 21,1975.

Public Notice

Please be advised that the Livonia Public Schools School District does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required not to so discriminate by Sections 901 and 902 of Title IX of the Educational Amendments of 1972 (86 Stat.373,374:20 U.S.C.11681,1682) and by the regulations issued by the Secretary of the United States Department of Health, Education and Welfare, on June 4,1975 effective July 21,1975, (45 C.P.R. 86.s1 et Seq.). This law and these regulations also prohibit discrimination on the basis of sex with respect to employment in educational programs and activities operated by school districts subject thereto.

IV. ADDITIONAL SCHOOL RULES FOR FRANKLIN

Introduction

Students are expected to demonstrate acceptable standards of behavior. In order for a school to carry out its mission and shared vision ideals, it is necessary for students to exhibit courtesy in their relationships with fellow students, staff members, other school employees, and members of the community. Any behavior, which is disruptive to the school environment or threatens the safety and well being of others, is not appropriate and will be addressed through progressive disciplinary measures. All students are entitled to an education free from fear and disruption. All members of the Franklin community can expect an atmosphere that is orderly, safe, and conducive of allowing students to put forth their best effort.

Students and parents must also understand that not every conceivable offense can be listed in the student handbook. Any incident or offense that is viewed by the administration as not within the spirit of an orderly, respectful, and safe environment may result in disciplinary consequences for the student.

SCHOOL CLIMATE EXPECTATIONS:

“Take Care of Yourself, Take Care of Others, Take Care of This Place”

In the spirit of the above motto, the students, staff, parents, of Franklin High School agreed to join together to stamp out bullying in the school. The “Take Care” initiative, begun in the 2004-05 school year, is in alignment with our Diversity Club’s mission:

“We will work to bring people, separated by race, social status and other differences, together to form a more unified school. Our goal is to create an atmosphere where no student would be afraid to travel the halls of Franklin High School, regardless of race, ethnicity, handicap, sexual orientation or gender. Each student would be treated as an equal.”

-Diversity Club Voices of the Nation Mission Statement

APPEAL PROCESS

Students and parents have the right to appeal teaching and administrative decisions when they have a good reason to believe that such decisions are unjust and not in the best interest of public education. The following is the appropriate sequence of contacts to be followed when appealing a decision:

First Level	—	Teacher
Second Level	—	Assistant Principal
Third Level	—	Principal

The function of the appeal authority is to determine whether the action taken was reasonable and fair on the basis of the information presented. Due process includes the right to be heard and to present the other side of the story.

recommended for a disciplinary hearing for a long-term suspension or expulsion from the Livonia Public Schools. In addition, our police liaison officer will be involved and students may face criminal charges.

FIRECRACKERS

For the safety of others, any student who uses firecrackers, smoke bombs, or other incendiary devices will be suspended. A full report will be made to the Fire Marshall and the Police Department for prosecution as a violation of the city code. Any damage or destruction of property must result in the replacement or repair of the property or payment for the damages by the student or his/her parents.

FOOD AND BEVERAGES

Only small soft drink items packed as a lunch are permitted. For safety and sanitation reasons, food and beverages, with the exception of commercially bottled water, are to be consumed at the cafeteria tables and not in school hallways or classrooms. Food and beverage items purchased in the school, with the exception of commercially bottled water, must be consumed at the cafeteria tables. Bottles, cans, and fast food beverages are not permitted in school or on school property.

FORGERY

Forging any school personnel’s signature or a parent’s signature is regarded as a serious offense resulting in disciplinary action.

GAMBLING

Gambling on school grounds is strictly prohibited. This includes activities such as dice, sport pools, lotteries, and other inappropriate games of chance. Exchange of money situations will result in a minimum three-day suspension.

HARASSMENT

No student shall harass, intimidate, or bully another student based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. Each of the above mentioned “harassment” activities is regarded as a serious offense and will result in school consequences ranging from counseling to suspension. Legal consequences may also be incurred for offending students.

HARMFUL SUBSTANCES

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

INSUBORDINATION

Students have an obligation to comply with reasonable requests from staff members. Any student behavior which undermines the authority of a staff member in the conduct of his school function will not be tolerated and may result in disciplinary consequences including suspension from school or expulsion.

weeks of the school year. All students will be expected to demonstrate acceptable standards of behavior as contained in the Franklin Student Handbook. Pranks and inappropriate joke-like behavior which is disruptive to the school or threatens the safety and well being of others, will not be tolerated.

Seniors who do not follow school rules and regulations will jeopardize their privilege to participate in Honors Night, Prom, and Commencement exercises. This applies to all school sponsored events and activities both on and off campus.

EXTORTION AND THREATS

Any extortion attempt or threat will be considered a serious offense with possible police involvement. Large sums of money or valuables should not be brought to school. Money and valuables should not be kept in either gym or hall lockers. Consequences may range from suspension to expulsion.

FALSE ALARMS

Any student who pulls a false fire alarm will be suspended from school for a minimum of five school days. A full report will be made to the Fire Marshall and the Police Department for prosecution as a violation of the city code.

FALSE CALLS/FRAUDULENT REPRESENTATIONS

Any false or misleading statement or actions are detrimental to the good order and functioning of the school and will result in disciplinary action. When students are untruthful during an investigation, they can expect additional consequences beyond that for which is being investigated. Consequences for false calls or fraudulent representation will minimally begin with a one-day suspension.

FIGHTING

Each incident of fighting will be investigated independently and consequences will be issued on a case by case basis. Fighting will include but not be limited to instances of punching, pushing, slapping, scratching, biting, and kicking. Students involved in a fight at school, or en route to and from school, or at any school function will be suspended. At no time will the administration condone fighting as an appropriate means to settle a dispute. Self-defense is not considered justifiable grounds for being involved in a fight.

Instances of fighting will normally result in a minimum of a five (5) day out of school suspension. Those students may also receive a citation for a civil infraction from our police liaison officer. Normally, a second infraction for fighting will result in a minimum of a ten (10) day suspension. Instances of fighting will also require a parent to meet with administration at the school before that student returns to school. Before returning to school, students will also have to agree to attend a school sponsored counseling session to explore methods to defuse conflict. Athletes who are involved in incidents of fighting during a contest, will face consequences through, but not limited to, the Athletic Department

For school recording purposes, physical assault is defined as a one-way physical attack on another student. In instances of physical assault, students will normally be

ALCOHOL

Being under the influence, having possession of, and the consumption of alcoholic beverages are all prohibited at any school function. It is against the law and against School Board policy. This rule would also be in effect during school-sponsored activities that occur away from the premises such as at an away athletic contest or at a school bus stop. A first offense violation will result in a seven-day suspension. Subsequent offenses will result in additional days of suspension ranging to expulsion.

BUILDING ACCESS

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

BULLYING, CYBER BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, cyber bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. Bullying, intimidation, and harassment through home-based internet social networking programs that cause a disruption or unsafe atmosphere in school may result in school consequences for the offending party. The school administration will conduct an investigation into reports of such misconduct and will take disciplinary action ranging from counseling, detention, removal from privileged events, suspension and/or expulsion.

Students who believe they are victims of bullying of any type, or have witnessed such activities, are encouraged to discuss the matter with their school counselor or their assistant principal as soon as possible.

CAMERAS AND VIDEO SURVEILLANCE

Most areas in and around the school building are under video surveillance. Videos of school incidents remain the exclusive property of school authorities. Parents and guardians do not have a right to view video recordings. Livonia Public School buses are equipped with monitoring cameras.

CLOSED CAMPUS/CLOSED BUILDING

Once a student arrives on school grounds, he/she is expected to remain on school grounds until the completion of his/her scheduled school day. Students may only leave the school building during school hours with authorization of school personnel. When it becomes necessary to leave the school building during the school day, students are required to "check out" at the student's assistant principal's office. Students are not permitted to go home for lunch. Consequences for leaving the building or leaving the campus will range from detention to suspension.

COMMUNICATION DEVICES/CELL PHONES/ELECTRONIC DEVICES

Cell phones, iPods, and other electronic devices have become common in the life of high school students. While their value as a communication and educational tool is recognized, there remain plenty of issues that result from inappropriate use. Parents and students are reminded that these items are often subject to breakage, theft, and school disruptions which may result in disciplinary consequences. At Franklin High

School, the following usage guidelines will be in effect:

Students may use their cell phones and other electronic devices throughout the school before classes begin at 7:25 a.m.

Students are expected to put their cell phones and other electronic devices away when they enter classrooms.

Student may use their cell phones and other electronic devices during passing times and during their assigned lunch period. During those times, students may have an ear bud in one ear, but must not have ear buds in both ears.

Without prior approval, using a camera/video device in school to record others is not permitted. Taking pictures or videos or distributing pictures or videos of staff or students is prohibited and may result in disciplinary consequences ranging from suspension or expulsion.

Cell phones and other electronic devices may be used in the classrooms for educational purposes at the discretion of the classroom teacher.

DISRESPECT

Students who show rudeness or discourtesy, contempt, or irreverence toward a teacher, administrator, or any other staff member may be subject to disciplinary action ranging from detention to suspension and expulsion.

DRESS AND GROOMING STANDARDS

*(Board of Education Policy) **

Franklin High School expects all students of the Livonia Public Schools School District to be neatly and appropriately dressed and groomed at all times while in school and at all school functions. Clothing and general appearance of all students shall be in keeping with the intent of this policy.

The spirit of the Livonia dress and grooming regulations are best reflected in the following two excerpts from the Livonia Board of Education policy:

"Every student shall personally maintain a reasonable standard of wearing apparel which is appropriate to the role of a student and which contributes to developing a good climate for study."

"Dress or grooming which is distracting to or disruptive of the educational process, or constitutes a threat to health and safety, is prohibited."

In order to assist students and parents to comply with this provision, the following guidelines have been developed. The school administration and staff will uphold the following regulations:

1. Student attire should be of a modest nature. No bare midriffs, bare backs, tank tops, or transparent clothing are permitted at any time. The top of the shoulder needs to be covered. Shoulder straps should be a minimum of three inches. Cleavage is to be

covered. In addition, the area of the underarm front and back of the shirt should be high enough cut so that there is not a lot of sagging of the top.

2. Clothing should not be so tight fitting, torn, with holes, or so loose fitting that it takes away from our academic environment. The carrying of flowers or balloons is not appropriate during school hours.

3. Extremes of dress, excessive make-up, extreme hairstyles, and extreme accessories are inappropriate. Contact lenses that are not a natural look or a natural eye color are inappropriate.

4. Students are not to wear items of clothing which have obscene or vulgar suggestive statements or pictures, or which promote illegal or controlled substances. Confederate flags are not allowed on student clothing.

5. Underwear may not be worn as an outer garment. Underwear should not be visible at any time. Pajamas are not appropriate as school wear.

6. Sharp or pointed, stud-like jewelry of any kind is prohibited. Security chains are not to hang out of a pocket more than six inches.

7. Shoes or appropriate footwear must be worn at all times. Slippers and shower shoes are not considered appropriate.

8. Hats, visors and the like are not to be worn in the building. Students are expected to take off their hats as they enter the building. Hats must be kept in the student's locker during the school day. Hooded sweatshirts may be worn provided the hood is down along the neckline.

9. Shorts - Students are allowed to wear shorts. The shorts must extend to the midway line of the student's thigh.

10. Coats, jackets, and other excessively bulky outerwear items are not to be worn in classes and are to be kept in school lockers. Students should dress in layers with sweaters and sweatshirts to ensure comfort during the winter season.

Exceptions to the above standards for special 'spirit' days may be directed by the Student Activities Director and/or the Administration.

The guidelines are offered as general statements so that students and parents can select and purchase clothing appropriate for the school environment. As in most school issues, good judgment and common sense are the critical components. Students who arrive at school inappropriately dressed will be referred to an appropriate administrator to remedy the infraction. This may involve being sent home to change a particular article of clothing. In addition, students may also receive suspension and/or loss of future privileges. We are grateful to our parents that monitor and correct the way their children dress for school.

DRUGS AND ILLEGAL OR CONTROLLED SUBSTANCES

Students who possess drugs or drug paraphernalia, use or sell illegal or controlled substances in school, or on school property, or are deemed to be under the influence of the same, risk suspension and possible expulsion from school. School administrators are obliged to cooperate with civil authorities and to report violations of the law that occur in the school setting. A first-time offense will normally result in a minimum ten-day suspension. Any student charged with selling or distributing illegal substances will normally face a disciplinary hearing for expulsion.

END OF SCHOOL YEAR CONSIDERATION

Students are reminded that all school policies will be rigidly enforced during the closing