

## SLEHS Handbook Revisions

The administration and staff would like to welcome all of our students to South Lyon East High School! We pledge our support to help each student learn, to meet the course and credit requirements for graduation and to become a successful, contributing member of our school. We hope that this will be an exciting and rewarding year for each student! Be East!

### Building Administration

Mrs. Karen Fisher, Principal  
Mrs. Linda Chudy-Bowman, Assistant Principal  
Mr. Cody Rudolph, Assistant Principal  
Mr. Greg Michaels, Athletic Director

### District Administration

Mrs. Melissa Baker, Superintendent  
Mr. Benjamin Kirby, ~~Ms. Maureen Altermatt~~, Assistant Superintendent for Administrative Services  
Mrs. Amy Dagenhardt, ~~James Graham~~, Assistant Superintendent for Business & Finance  
Ms. Lisa Kudwa, Assistant Superintendent for Curriculum, Instruction, Technology and Assessment  
Mr. Christopher Bullinger, Manager of Facilities and Grounds

### Board of Education

Mr. G. Randall Clark, President	(term expires 12/31/2020)
Mrs. Margaret Fallow, Vice President	(term expires 12/31/2018)
Mrs. Carrie Hanshaw, Secretary	(term expires 12/31/2018)
Mrs. Laura Hewitt, Treasurer, <del>Anthony Abbate, Treasurer</del>	(term expires 12/31/2018)
Mr. Anthony Abbate, Trustee	(term expires 12/31/2020)
Mr. Eric Kennedy, Trustee	(term expires 12/31/2022)
Mrs. Kathleen Harmon, <del>Laura Hewitt</del> , Trustee	(term expires 12/31/2018)

## Page 9

### EMERGENCY FORMS

All students are required to have an emergency form completed and signed annually by the parent or guardian. This form can be completed during the online registration process. All sections of the card must be completely filled out (including those parents with e-mail accounts). This card is maintained in the attendance office.

Please remember periodically to update your child's emergency card phone contacts. It is imperative that we have someone available to pick up your child in an emergency. If he/she becomes ill, or for other reasons, someone with a working phone number that is authorized to pick up your child must be on the emergency card. At dismissal time, or at the end of a scheduled school related event or activity, students must be picked up promptly. We do not have the school personnel available to watch students after the school day or after a school related event ends. If a child is left at school, or at a school related event beyond the school day, the following will occur:

- Parents/guardians will be called.
- If a parent/guardian cannot be reached, other adults on the emergency card will be contacted for the child's immediate pick up.
- If no one can be reached, **police law enforcement** may be called or contact made with the Family Independence Agency.

## Page 11

## Grading

Semester %	X	Weighting %	Plus	Exam %	X	Weighting %	=	Total %	Final Semester Grade	GPA
92	X	80%	+	85	X	20%				
73.60			+	17.00			=	90.60	A-	3.7

Example Semester Grade Calculation, **AP Course:**

Semester Grade	X	Final Grade %	Plus	Semester Exam %	X	Final Grade %	=	Total %	Final Semester Grade	GPA
84	86	X	80%	+	78	X	20%			
68.80			+	15.60			=	84.40	B	4.0

## Page 26

### (QQ) OFFENSE: TRESPASSING

A student or former student, who is present at this school or another school without official school authorization shall be considered trespassing and will be subject to disciplinary action and or **police** involvement of **law enforcement**.

Corrective Measures:

1. An additional day will be added to any suspension that the student is currently serving.
2. May involve law enforcement agency.
3. For former students, a trespass letter will be sent to their home, detailing law enforcement action for any subsequent acts of trespassing.

### HARRASSMENT OF STUDENTS (Board Policy) **Change “police” to “law enforcement”** (partial section of the policy (p.56 of handbook)

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation.

Every student, whether victim or not, should and every staff member must report any situation that they believe to be improper harassment of a student.

The Administration will develop procedures to implement this policy, including staff development and student awareness programs, procedures for reporting harassment, for investigating complaints, for disciplining of those who are found to have violated this policy and for documenting the complaint, the investigation and the results of the investigation.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include **police law enforcement** involvement and disciplinary hearing for students; up to discharge for employee; exclusion for parents, guests, volunteers and contractors; and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES (Board Policy dated 5540 – 1.21.08) – (p. 59 of the handbook) **Change “police” to “law enforcement”**

The Board is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and State's child protection agency.

Such agencies should be encouraged to investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

When **police law enforcement** or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. Regardless of age, parents/guardians shall be notified if a student is living at home or a dependent of the parent/guardian.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent/guardian prior to questioning. If it is related to school business the building administrator shall remain in the room during the questioning. If the parent/guardian cannot be reached, the questioning cannot occur on school property.

If an agency investigating child abuse/neglect indicates that the parent/guardian or a family member is believed to be the perpetrator, the building administrator will not contact either parent/guardian prior to the interview if so requested by the investigator.

If the student is a witness in a child abuse/neglect investigation in which the witness' parent/guardian is not the believed perpetrator, the building administrator shall contact the parent/guardian prior to questioning. If the parent/guardian cannot be reached, the questioning cannot occur on school property.

All attempts to notify the parents/guardians should be documented.

When an authorized law enforcement officer or child protection agency removes a student, the building administrator shall record the name of the investigator, the public agency involved and the destination of the student if possible. S/He shall notify the Assistant Superintendent for Administrative Services. The parent/guardian will also be notified unless otherwise directed in writing by law enforcement or State's child protection agency.

No school official may release personally identifiable student information in education records to **the police law enforcement** or children's services agency without prior written permission of the parent/guardian, a lawfully-issued subpoena, or a court order, unless it is an emergency situation involving the health or safety of the involved student or other students. Proper directory information may be disclosed upon request, unless a parent/guardian has filed a non-disclosure for information, (See Board Policy 8330).

# WELCOME

The administration and staff would like to welcome all of our students to South Lyon East High School! We pledge our support to help each student learn, to meet the course and credit requirements for graduation and to become a successful, contributing member of our school. We hope that this will be an exciting and rewarding year for each student! Be East!

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Mr. Anthony R. Abbate, Trustee	(term expires 12/31/2022)
Mrs. Kathleen Harmon, Trustee	(term expires 12/31/2018)

## **We at South Lyon East High School believe**

- That student learning is the primary goal of the school.
- That students and faculty will conduct themselves in a manner that will bring respect, compassion, and pride to our school.
- That high expectations foster greater achievement.
- That everyone has the right to expect respect – and the obligation to give respect.
- That the integration of academics, professional-technical pathways (elective courses) and individual interests/goals promotes personal growth, fulfillment, and development of the Habits of Mind.
- That all students have the opportunity to succeed and the obligation to take responsibility for their own learning.
- That appreciation and acceptance of diversity are fundamental to our learning community.
- That students will read for understanding and apply critical analysis of material to all disciplines.
- That students will evaluate academic and non-academic situations and apply effective problem solving strategies.

## **SOUTH LYON EAST HIGH SCHOOL TELEPHONE NUMBERS**

Main Office	(248) 573-8700
Attendance	(248) 573-8710
Student Services	(248) 573-8711
Athletics	(248) 573-8720



## PARENT AND STUDENT HANDBOOK

All provisions expressed in the Parent and Student Handbook apply to all students regardless of age, while they are enrolled at South Lyon East High School. These provisions are in effect for all school district property and vehicles and at all school related activities.

### TABLE OF CONTENTS

#### General Information

Absence Guidelines .....	6
Accident Report.....	6
Accreditation .....	6
Activities .....	6
Additional Credit Opportunities .....	6
Announcements.....	6
Attendance.....	6
Canine Searches .....	6
Career Planning .....	6
Changing Schools.....	7
Closed Campus.....	7
College Information .....	7
Communications.....	7
Cougar Hour .....	7
Computer Labs .....	7
Corrective Measures (Definitions of) .....	8
Curriculum Night (Back to School Night).....	8
Dance Requirements.....	9
Decision Making .....	9
Dual Enrollment .....	9
Emergency Forms.....	9
Family Educational Rights and Privacy Act.....	10
Final Exams.....	10
Grading.....	10
-Incomplete Grade .....	11
Graduation Requirements .....	11
Habits of Mind .....	11
Honor Recognition .....	11
Immunizations .....	12
Library Media Center .....	12
Lice.....	12
Lockers.....	12
Lunch Program .....	13
Make Up Work.....	13
Oakland Schools Technical Campus/Southwest .....	13
Parent-Teacher Conferences .....	13
Passes .....	13
Policy of Non-Discrimination .....	13
Posters and Signs.....	13
Pre-Arranged Absences .....	13
Public Act 25.....	14
Release of Students .....	14
Report Cards.....	14
Restorative Practices .....	8
Safety Drills.....	14
Schedule Change Procedure .....	14
School Closing .....	14
School Day .....	14
School Property .....	14
Shared Involvement Process (SIP) .....	14
Sick Room Procedure.....	15
Sign In / Sign Out Procedure.....	15

Skylert ..... 15

Skyward Access ..... 15

Special Events ..... 15

Student Government..... 15

Student Insurance ..... 15

Student Property ..... 15

Student Services Center..... 16

Tardy Policy ..... 16

Telephone Policy ..... 16

Testing ..... 16

Testing Out..... 16

Visitors ..... 16

Where to Go and Who to See ..... 17

**Student Code of Conduct..... 18**

Abusive Language/Gestures ..... 18

Arson ..... 18

Bullying, Harassment, Intimidation, Hazing ..... 23

Bus Misconduct ..... 18

Cafeteria Misbehavior (other than food fight) ..... 19

Cheating ..... 19

Classroom Behavior ..... 19

Closed Campus and Truancy..... 19

Destruction of Property ..... 20

Dress Code Violation ..... 20

Driving Violations..... 20

Electronic Communication Devices Violation ..... 21

Extortion..... 21

Failure to Identify Self..... 21

Failure to Serve Detention..... 21

Failure to Sign In or Out..... 22

Fighting/Assault ..... 22

Fire Equipment..... 22

Fireworks..... 22

Food/Beverage Possession and Consumption ..... 22

Food Fight (See also “Cafeteria Misbehavior”)..... 22

Forgery/Misrepresentation ..... 22

Gambling..... 22

Habitual Offender..... 23

Hazing ..... 23

Insubordination..... 23

Nuisance Items ..... 23

Overt Display of Affection..... 23

Pantsing..... 23

Plagiarism..... 23

Possession and/or Use of Tobacco (Chewing)..... 23

Possession and/or Use of Tobacco (Smoking)..... 23

Possession of Electronic Equipment..... 24

Presence in a Restricted Area ..... 24

Sexual Harassment/Assault ..... 24

Sexual Misconduct ..... 25

Spitting and/or Throwing Objects Over the Second Floor Railings ..... 25

Substance Abuse ..... 25

Tampering with Safety Emergency Equipment ..... 25

Tardiness ..... 25

Theft ..... 25

Threats..... 26

Trespassing ..... 26

Unsportsmanlike Conduct/Inappropriate Behavior during a School Activity..... 26

Vandalism ..... 26

Violation of Acceptable Use Policy ..... 26

Weapons..... 26

**Athletics – See Athletic Code of Conduct..... 27**

Understanding Concussions ..... 33

**Transportation Code of Conduct..... 35**

**Board of Education Policies..... 36**

District Mission Statement ..... 36

Code of Student Conduct..... 36

Extra-Curricular and Co-Curricular Programs..... 41

Substance Abuse ..... 38

Acceptable Use Policy..... 43

Administration of Medication ..... 44

- Epinephrine Auto Injectors..... 46

Athletic Program Expansion..... 47

Attendance..... 47

Bullying and Other Aggressive Behavior Towards Students..... 48

Care of District Property ..... 49

Concussions and Athletic Activities ..... 50

Corporal Punishment..... 50

Curriculum Involvement Rights of Parents and Legal Guardians ..... 50

Disclosure of Student Information and Privacy ..... 50

Display and Publication of Student Work ..... 51

District Volunteers ..... 51

Dress and Grooming..... 52

Emergency Closings..... 52

Emergency Information..... 52

Field Trips, Excursions & Other District-Sponsored Trips ..... 53

Grade Appeal ..... 53

Grading System ..... 53

Graduation Requirements ..... 54

Harassment of Students..... 55

- Sex Based Harassment..... 56

Health Services..... 57

Homebound Instruction..... 57

Homework..... 59

Interrogation of Students by Outside Agencies ..... 59

Late Arrival and Early Dismissal ..... 59

Non-Discrimination and Access to Equal Educational Opportunity..... 59

Parent Involvement in the School Program ..... 60

Physical Assault/Threat..... 61

Pledge to the Flag..... 62

Public Attendance at School Events ..... 62

School Safety Reporting..... 62

School Sponsored Events ..... 62

School Visitors ..... 62

Searches..... 62

Student Assessments ..... 63

Student Distribution of Outside Material..... 63

Student Hazing ..... 64

Student Publications and Productions ..... 64

Student Records..... 65

Student Seclusion and Restraint ..... 65

Student Use of Learning Materials ..... 66

Student Use of Motor Vehicles ..... 66

Teacher Suspension Rights..... 66

Transportation ..... 67

Use of District and Personal Electronic Communication Devices ..... 68

Use of Tobacco Products on School Premises..... 69

Weapons ..... 69

**Appendix**

Board of Education Disciplinary Hearings..... 71

Lakes Valley Conference Schools and Location ..... 71



# GENERAL INFORMATION

## ABSENCE GUIDELINES

Absences are cumulative for the entire semester. On the occasion of each unexcused absence, the Attendance Office will send a Skylert Message for an unexcused absence to the parent. Good attendance is critical for each student's academic success.

## ACCIDENT REPORT

All accidents and injuries are to be reported immediately to the teacher, the coach or an administrator. In case of illness, injury or emergency, students will not be sent home unless a parent or guardian has been called or an emergency number has been reached. Therefore, it is essential to have an accurate emergency card on file in the office.

## ACCREDITATION

South Lyon East High School is accredited by AdvancED (formerly North Central Association of Schools and Colleges.) Annual reports submitted to this organization regarding programs, facilities, equipment and staff have continued to fulfill necessary NCA requirements.

## ACTIVITIES

There are a number of co-curricular (\* denotes subject to academic eligibility standards as referenced) and extra-curricular activities available to every student at South Lyon East High School. Whether students are interested in joining a club, learning a new skill, competing with other schools or performing in drama, music or speech, there is an activity or club for everyone. Students who are interested in joining an activity should watch the scrolling announcements for details or stop by the Main Office. Listed below are the activities available to students:

Auditorium Technical Crew	Lakes Valley Conference
Band (co-curricular)*	Latin Club
Choir (co-curricular)*	National Honor Society
Class Council	Powerlifting
Competitive Marching Band	Robotics Club
Debate	Science Olympiad
Drama	Ski Club
Executive Counsel	Student Government
HOSA (Health Occupation Student of America)	Thespians
Key Club	Yearbook

## ADDITIONAL CREDIT OPPORTUNITIES

Students who need to make up credit or who wish to take additional enrichment courses may do so in the following ways:

### Summer School - OTC

We offer the opportunity to attend the Oakland Technical Campus and earn credit. Classes run from 8:00 a.m. - 1:00 p.m. five days a week. Fees may vary. For more information, contact the Student Services Center at South Lyon East High School, (248) 573-8711; or the area Vocational School, (248) 668-5600.

NOTE: If a course is repeated at the high school in any particular year, the highest grade will be reflected on the student's transcript. If a course is repeated during a summer school session, both grades will be reflected on the student's transcript.

### Summer School

The high school principal or designee must approve courses to be taken. Students may earn a maximum of 1 credit for attending summer school classes.

### Summer School/Credit Recovery

Students who need summer school or credit recovery will fall into one of the following categories:

- Having failed a class and ineligible for sports.
- Having failed a course required for graduation.
- Having transferred from another district and needing to fulfill South Lyon Community School's requirement.

### On-Line Courses

In accordance with the law stated in Statute 21F, the Principal of SLEHS must approve any course to be taken on-line.

## ANNOUNCEMENTS

Daily public announcements are made covering official business, athletic, music, club and organizational news, plans and accomplishments. Paying careful attention during this time will help alert everyone to the happenings and will assist with planning. Announcements may be presented to the TV Production Instructor prior to the start of the school day. Announcements are subject to Administrative Approval.

## ATTENDANCE

See Board Policy #5200 on Attendance under the Board of Education Policies in this handbook or on our website [www.slehs.us](http://www.slehs.us)

## CANINE SEARCHES

Periodically, building administration and local law enforcement officials will conduct canine searches in the building. Students will be required to place backpacks in the hallways and remain in classrooms during the search. Backpacks, lockers and vehicles in the student parking lot will be subject to search. See the Board of Education Policy #5771 on Searches in this handbook or on our website [www.slehs.us](http://www.slehs.us)

## CAREER PLANNING

At East, students will continue to work on their Educational Development Plan (EDP) developed in middle school. Students will participate in ten hours of career related online experiences using Career Cruising, Ability Profiler, and other career software.

The Student Services Center provides resources for students regarding college admission, financial aid, and scholarship opportunities. Job shadowing opportunities are available for all students. Students sign up to see their counselor in the Student Services Office.

## CHANGING SCHOOLS

Appropriate procedure includes:

- Notifying the school's main office as soon as family learns of relocation
- Completing Student Department Form
- Applying with new district for record transfer
- Returning all textbooks, library books, school locks, etc. in satisfactory condition prior to leaving
- Paying all fees and fines prior to leaving.

Parents of any students residing outside of the South Lyon Community School district need to contact the Manager of Pupil Services at the district administration building, at (248) 573-8119.

## CLOSED CAMPUS

South Lyon East High School shall be operated as a closed campus. This shall be interpreted to mean that students, after arriving at school in the morning, shall not leave the school property during their regularly scheduled day, unless they have signed out in the Attendance Office.

## COLLEGE INFORMATION

1. Procedure for Applying to College:
  - a. You may begin applying as early as late summer before your senior year.
  - b. Know if your college has an early deadline. Make every effort to apply by this deadline
  - c. College applications are available online at the school's website. Many applications require a fee.
  - d. If a letter of recommendation is required for an application, staff must be given a minimum of 2 week notice. Senior Letter of Recommendation Questionnaires are available in Student Services and should be turned into the counselor when a letter of recommendation is requested.
  - e. Once an application has been submitted students must send an official transcript through Parchment – [www.parchment.com](http://www.parchment.com) and SAT scores through College Board – [www.collegeboard.org](http://www.collegeboard.org) and/or ACT scores through [www.actstudent.org](http://www.actstudent.org).
2. Applying for Financial Aid
  - a. The FAFSA (Free Application for Federal Student Aid) opens October 1st of the student's senior year and should be filled out by the end of November.
  - b. Every student should complete the FAFSA, regardless of family income. Many colleges require FAFSA completion for the student to be eligible to receive institutional aid.
  - c. Complete any financial application as required by the school the student is planning to attend.
  - d. Search scholarship websites for additional opportunities. Information is available in Student Services.

## COMMUNICATIONS

South Lyon East High School communicates with our families and community members via the following: Skylert, email notifications, mass mailings or targeted mailings as appropriate, newsletters (electronic and/or hard copy), information posted on our website ([www.slcs.us](http://www.slcs.us)), letters or handouts periodically sent home with students, Twitter, daily announcements to students, and informational flyers available in our offices. In order to "go green" and also to direct maximum financial resources toward classroom instruction, we encourage parents to choose electronic means of communication when possible.

## COUGAR HOUR

South Lyon East High School designates an extra 50 minute class period once a week, inserted into the school day. (The school day will still begin at 7:20 a.m. and end at 2:13 p.m.). During this special one day a week "Cougar Instructional Hour," which will usually occur on a Tuesday, students will have the opportunity to go back to one of their classes to get additional help, return to a class where their teacher will re-teach material that was not understood, engage in learning activities in one of their classes that support, extend, or enrich course objectives, expectations, attend school assemblies, work in the Media Center on one of their upcoming major assignments, etc. This additional time will be used to enhance a student's curricular program at South Lyon East High School, as well as minimize instructional time that is usually lost in their regular schedule due to traditional school events, e.g., picture make-up day, college visitations, etc., that result in interruptions. South Lyon East staff may request that a student utilize this time by returning to a specific class based on his or her academic needs. It is the expectation of our high school that the Cougar Instructional Hour be productive for all students; and, during this time, every student must be in a location that promotes learning when the tardy bell rings.

## COMPUTER LABS

The following expectations apply to the use of all computers in the building:

1. No food or drink in the lab.
2. Report any damage or problems immediately to the teacher.
3. Use only the assigned software.
4. Save your work to your own device, i.e. flash drive, thumb drives (not the hard drives).
5. Ask teacher (or assistant) for help, and follow his/her instructions.
6. Clear papers from area around computers and printers.
7. Turn the computer monitor off before leaving the lab.
8. You will be responsible for any damage to your computer.
9. Abide by the district's acceptable use policy (AUP).

## CORRECTIVE MEASURES (DEFINITIONS OF)

**DETENTION** - A specified number of hours that a student must spend beyond the school day for his/her inappropriate behavior. Classroom detentions may be assigned by teachers or the administration may assign detention hall. The following rules apply to detentions:

1. Detentions will be served after school; if assigned by a teacher, will be served with that teacher.
2. Students participating in sports, extra-curricular activities or work are not excused from afternoon detention. The student has the obligation to inform his/her coach, sponsor or employer that he/she will be remaining after school for the specified amount of time.

3. Missing a scheduled detention will result in doubling of the detention time.
4. Failure to serve the doubled detention will result in a suspension, and the student must still serve the doubled detention.
5. Detentions begin at 2:30 p.m. unless other arrangements are made. Students must be on time and make it known to the assigning person that he/she is serving the detention.
6. Quiet will be maintained during detention hall, and students are required to study or read. Teachers may require their detention students to maintain a quiet atmosphere as well.

**DUE PROCESS** - The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan:

1. Disciplinary authority shall be exercised in a reasonable and fair manner.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective use of school district resources in cooperation with the student and his/her parent or guardian.
3. The procedure for appeal is as follows: Appeals of suspension are available to the parents or legal guardians of suspended students. Appeals must first be directed to the administrator levying the suspension, within 48 hours.

The administrative progression for appeals is as follows:

1. Assistant Principal.
2. Building Principal.
3. Assistant Superintendent for Curriculum and Instruction.

**EXPULSION** - Permanent removal from school following action by the Board of Education.

**LAW ENFORCEMENT AGENCY INVOLVEMENT** - Law enforcement agencies shall be notified of all cases of student misconduct which are defined as criminal under the laws of the State of Michigan. In addition, the agency will be involved in all offenses concerning minors as defined in Title IX, Article IV, of the South Lyon Ordinance Code.

**PARENT CONTACT** - This may be accomplished in person, by telephone, email, text, or via the Disciplinary Referral Form, which is mailed home by the assistant principal's secretary.

**SUSPENSION AND EXPULSION (PROCEDURES FOR)** - On the basis of present school law, the principal and assistant principals of South Lyon East High School are delegated the authority to suspend a student from school.

The results of disciplinary actions are cumulative within and across the categories which may result in suspension or expulsion (see "habitual offender"). The length of suspension may vary depending upon the seriousness of the charges. The completion of disciplinary actions (such as detentions and suspension) when delayed by an "Act of God" will be assigned and served on the next regular student day, whenever it occurs. Suspension begins at the close of the instructional day, or earlier with notification by the administrator and continues until midnight of the last suspension day.

During the time of suspension, the student will not participate in any extra-curricular activity or be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference with an administrator. Students who are on campus or at any school-sponsored or school-related activity during a suspension will have an additional day added to the suspension. The student will be carried on the rolls as an enrollee but will be recorded as absent during the period of suspension. The principal or assistant principal shall be responsible for documenting evidence to support any action of suspension. Such documentation shall be in writing and shall be maintained in the assistant principal's office.

In suspending a student from school, the principal or assistant principal shall adhere to the following mandates:

1. An informal investigation shall be conducted for the purpose of obtaining all information pertinent to a fair decision.
2. The student shall be informed of the charges and provision shall be made for the student to be heard and to present views if the student wishes.
3. The student shall be fully informed of the results of the investigation. If suspension is to occur, the student shall be told the length of suspension, the conditions under which reinstatement may take place and what the student's status is during suspension.

The parent or legal guardian shall be notified by phone, if possible, and also will be mailed a copy of the disciplinary referral. If the parent or legal guardian cannot be contacted, the student shall be retained in school until the end of the school day, unless the student is a threat to the school.

**REMOVAL FROM CLASS** - The student will be removed from the classroom and will report to the assistant principal's office.

**RESTITUTION** - This is the giving back of what has been lost or taken away. It is the act of making good any loss, damage, or injury.

**RESTORATIVE PRACTICES** - A disciplinary option in which students who have committed offenses will do the following: Meet with the offended parties, take responsibility for their actions, apologize, and make restitution. The option may be invoked at an administrator's discretion and may be used in conjunction with any other disciplinary action.

**SOCIAL PROBATION** - Social probation means the student loses all special privileges and only retains the privilege of attending regularly scheduled classes. Examples of privilege loss include, but are not limited to, dances, clubs, trips, and athletic events, whether at home or away. Students on Social Probation are permitted on school grounds during school hours only. A violation of this policy will extend the Social Probation Period. It should be noted that students on social probation are excluded from attending or participating in any school related extracurricular activities. Exclusion during the social probation includes athletics and athletic events on or off campus and/or home and away games and scrimmages. Students participating in athletics are also excluded from participating in their sport during the social probation period.

**SUSPENSION** - This is the temporary removal from school for a specified period of time.

## **CURRICULUM NIGHT (BACK TO SCHOOL NIGHT)**

South Lyon East High School offers a night for parents as an invitation to the school to meet their students' teachers and visit their classrooms. This is a great time to establish contact with your child's teachers and learn about the school rules and classroom expectations. Schedules will be available in the high school Commons. The night will feature a review of the Annual Report in the Lecture Hall provided by the principal, followed by a journey through your child's actual daily schedule. This event takes place in September each year.

## **DANCE REQUIREMENTS (AFTER SCHOOL)**

1. One date per "day school" student.
2. Application for non-SLEHS students must be approved.
  - Name, school, grade, age, home phone number
  - No applications for guests at the door
  - Violations by guests will result in both students being asked to leave
  - Any false information on application form will result in both students being asked to leave.
  - Students must present proper identification upon request (i.e., student ID's, etc). Failure to do so will result in both students being asked to leave.
3. All items brought to the dance (i.e., coats, purses, etc.) must be checked in.
4. Appropriate attire must be worn.
5. Students are expected to not engage in any form of dancing that simulates sexual activities. Those students who cannot comply with this expectation will be asked to leave.
6. Students must be picked up and dropped off in back of the building.
7. No middle school students are allowed at high school dances.

## **DECISION MAKING**

### PROCEDURAL STEPS

- STEP 1: Identify and define the problem.  
STEP 2: Brainstorm for possible solutions.  
STEP 3: Evaluate solutions.  
STEP 4: Choose a solution.  
STEP 5: Implement the solution.  
STEP 6: Evaluate the solution.

What is really the problem? What exactly is wrong? When identifying it, don't blame or pass judgment. Be aware of the feelings and needs of everyone involved. Allow everyone to offer input as to possible solutions, and keep track of what is proposed. Keep the conversation solution-focused; there should be no discussion or blaming at this time. Record all solutions, even the craziest or most absurd. Involve everyone in considering the consequences of each solution. The guiding question: Will it improve things or make matters worse? Make it clear to everyone that solutions where everyone wins often involve give and take.

Once solutions are evaluated, all parties must agree to one solution and must commit to doing it. This step involves assigning tasks and roles. Who will do what when and for how long? What changes will come about? It may help to write everything down. At the end of this step, set a time to evaluate the solution. Assess the results. Is the situation better? Worse? The same? If things aren't better, go back to the brainstorming session and try another solution. And remember, finding the most workable solution sends a better message to children and adolescents than just walking away.

## **DUAL ENROLLMENT**

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act which directs school districts to assist in paying tuition and fees for courses at Michigan public or private colleges and universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12 and have met the minimum qualifying requirements/scores on the 10<sup>th</sup> grade PLAN test (for 11<sup>th</sup> graders) or the 11<sup>th</sup> grade MME test (for 12<sup>th</sup> graders).
2. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. The college courses must not be offered by the district. An exception to this could occur if the boards of education determine that a scheduling conflict exists, which is beyond the student's control.
4. The college courses cannot be a hobby or craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
5. School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, material and registration fees; or (b) the state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the secondary institution.

If any student believes that he/she be eligible for dual enrollment and for tuition and fee support, please contact the high school principal or designee. While students will receive credit for any dual enrollment or online course, grades will not be figured into the grade point average.

- Students can now begin taking classes beginning as ninth graders, up to a maximum of ten (10) total classes.
- How many classes a student can take is based on what grade they are in when they first dual enroll.
  - Grade 9-not more than two (2) each year for the first three (3) years they participate and four (4) in their fourth year of participation.
  - Grade 10-not more than two (2) courses the first year and not more than four (4) courses during the second and third academic years.
  - Grade 11 or 12-not more than six (6) courses during either of those academic years (though for a maximum of ten (10) courses between both years).
  - Homeschool and private/parochial school students can now participate at the state's expense.

## **EMERGENCY FORMS**

All students are required to have an emergency form completed and signed annually by the parent or guardian. This form can be completed during the online registration process. All sections of the card must be completely filled out (including those parents with e-mail accounts). This card is maintained in the attendance office.

Please remember periodically to update your child's emergency card phone contacts. It is imperative that we have someone available to pick up your child in an emergency. If he/she becomes ill, or for other reasons, someone with a working phone number that is authorized to pick up your child must be on the emergency card. At dismissal time, or at the end of a scheduled school related event or activity, students must be picked up promptly. We do not have the school personnel available to watch students after the school day or after a school related event ends. If a child is left at school, or at a school related event beyond the school day, the following will occur:

- Parents/guardians will be called.
- If a parent/guardian cannot be reached, other adults on the emergency card will be contacted for the child's immediate pick up.
- If no one can be reached, law enforcement may be called or contact made with the Family Independence Agency.

A child may also lose his/her privilege of participating in after school events if he/she is not picked up at the end of a school-related event.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

In accordance with the Family Rights and Privacy Act (FERPA 20 USC 1232 (g)), the Board of Education of the South Lyon Community Schools has designated the following information as “directory information”:

- The student’s name
- The names of the student’s parents
- The student’s address
- The student’s date of birth
- The student’s class designation
- The student’s extracurricular participation
- The student’s achievement awards or honors, not scholastic grades
- The student’s weight and height if a member of an athletic team
- The student’s photograph
- The student’s pictures / videotapes taken by surveillance cameras.
- The name of the school or school district the student attended before he or she enrolled in the South Lyon School District.

While all other information concerning students of the school district remains confidential, and will be released only in accordance with the school district’s Student Record Policy, the above directory information will be released to a requesting party, unless a parent or an eligible student has advised the school district that such information should not be released with respect to that particular student.

A parent or eligible student desiring that the above “directory information” or any part thereof concerning a particular student not be released should contact the student’s building principal.

## FINAL EXAMS

All classes meet as scheduled during final exams and all final exams must be taken as part of the total course requirements. Any student not taking the final exam, unless the teacher has been notified by the student of an acceptable absence, will receive a grade of E. The teacher will determine the amount of time a student has to make up the exam. In accordance with school procedure, all incompletes change to E’s after 6 weeks. The teacher will inform the class ahead of time as to the percent value of the final exam. No final exam in any class may exceed 20% of the grade.

The following is a time schedule for each hour of exams during the three ½ days in January and June.

Exam Times	First Semester	Second Semester
<b>1st Exam 7:20a.m.–8:50 a.m.</b>	<b>Day 1 = 1st Hour Day 2 = 3rd Hour Day 3 = 5th Hour</b>	<b>Day 1 = 6th Hour Day 2 = 4th Hour Day 3 = 2nd Hour</b>
<b>2nd Exam 9:00a.m.–10:34 a.m.</b>	<b>Day 1 = 2nd Hour Day 2 = 4th Hour Day 3 = 6th Hour</b>	<b>Day 1 = 5th Hour Day 2 = 3rd Hour Day 3 = 1st Hour</b>

Any student, who has not turned in loaned materials, i.e. graphing calculators, textbooks, etc., or not paid the fine, will take their tests beginning at 1:00 p.m. on the schedule day of the exam.

## GRADING

### Semester Grades and GPA

Beginning with the Class of 2017, Advanced Placement (AP) courses will be weighted on a 5.0 scale. This scale increases GPA points earned for an AP course by 1.0 for all letter grades except an E. Transfer International Baccalaureate coursework will be given the same consideration as AP coursework. No other transfer or district courses shall be weighted. Only students enrolled in AP courses may earn a GPA higher than 4.0.

South Lyon East High School utilizes a standardized grading scale. Each semester grade is calculated based on formative and summative assessments. Each student’s semester report card will indicate a grade point average (GPA). The following percentages, letter grades and GPA Points are used in all classes to determine semester grades:

To determine semester grades, a course-weighted average of the semester grade and the semester exam is calculated. The final semester grade is determined using the scale below.

Semester Percentage	Semester Letter Grade	Semester GPA Points, Un-Weighted Course	Semester GPA Points, Weighted AP Course
93-100	A	4.0	5.0
90-92	A-	3.7	4.7
87-89	B+	3.3	4.3
83-86	B	3.0	4.0
80-82	B-	2.7	3.7
77-79	C+	2.3	3.3
73-76	C	2.0	3.0
70-72	C-	1.7	2.7
67-69	D+	1.3	2.3
63-66	D	1.0	2.0
60-62	D-	0.7	1.7
59 and Below	E	0.0	0.0

*Example Semester Grade Calculation for Course:*

Semester %	X	Weighting %	Plus	Exam %	X	Weighting %	=	Total %	Final Semester Grade	GPA
92	X	80%	+	85	X	20%				
73.60			+	17.00			=	90.60	A-	3.7

Example Semester Grade Calculation, **AP Course:**

Semester Grade	X	Final Grade %	Plus	Semester Exam %	X	Final Grade %	=	Total %	Final Semester Grade	GPA
86	X	80%	+	78	X	20%				
68.80			+	15.60			=	84.40	B	4.0

Example of Semester GPA Calculation

Class/Period	GPA
1	3.0
2	4.0
3	4.7
4	3.5
5	4.0
6	3.7
Total GPA	22.9
Divided by # of Class/Periods	÷ 6
Semester GPA	3.8

Each student's semester report card will indicate a GPA for the semester and an updated cumulative GPA. Cumulative GPA (semester and overall) is calculated by dividing the sum of the GPA points by the sum of the GPA credits. Grade marks of Not Applicable (NA) and Passing (G) are not used in the computation of grade point average. Grades earned in dual enroll college courses, as well as on-line, do not count in the computation of grade point average.

#### Incomplete

When illness or other valid reasons have interfered with the student's ability to meet class deadlines, a grade of incomplete can be given, rather than a grade, with administrative approval. Students who receive an Incomplete are expected to make up missing work, at which time the grade will be recalculated. A letter "I" grade is equivalent to 0.0 GPA Points and is included as such in any GPA calculations. Students who receive an incomplete are expected to make up missing work no later than midpoint of the next semester, at which time the grade will be recalculated.

#### Redo/Retakes/Late work

Departments at each secondary building will construct redo/retake/late work guidelines for each course. Retakes and redos are not applicable to standardized district assessments such as midterm and final exams. Parents and students can consult course syllabus for details on course guidelines.

### **GRADUATION REQUIREMENTS**

See Board Policy #5460 in this handbook and on our website [www.slcs.us](http://www.slcs.us).

### **HABITS OF MIND**

A *Habit of Mind* means having a disposition toward behaving intelligently when confronted with problems, the answers to which are not immediately known. When students experience dilemmas and come face to face with uncertainties – their most effective actions require drawing upon their intellectual resources to identify patterns. Our students will be evaluated on the Habits of Mind listed below:

- Checking for Accuracy
- Creativity
- Drawing on Past Knowledge
- Finding Humor
- Flexibility of Thinking
- Listening
- Managing Impulsivity
- Metacognition
- Persistence
- Precision of Language and Thought
- Questioning
- Remaining Open to Continuous Learning
- Taking Responsible Risks
- Thinking Interdependently
- Using all the Senses
- Wonderment

### **HONOR RECOGNITION**

National Honor Society - Students who (by their Junior year) have accumulated a 3.5 grade point average are eligible to apply for admission to the National Honor Society. In addition to grade point average, the following criteria are also considered: Service, Leadership, and Character. Induction occurs in the fall of each year.

Honor Roll – Recipients of this award must earn a minimum of a 3.0 GPA at the end of the each semester with no grades lower than a C- for each semester of the current school year. While dual enrolled or online courses will be used to fulfill a complete schedule, students will only earn Honor Roll recognition on classes taken at South Lyon East High School.

Principal's List – Recipients of this award must earn a minimum of a 3.5 GPA at the end of the each semester with no grades lower than a B- for each semester of the current school year. While dual enrolled or online courses will be used to fulfill a complete schedule, students will only earn Honor Roll recognition on classes taken at South Lyon East High School.

Subject Area Awards

Recipients of these awards are selected based on their performance and effort in individual classes. Students are selected based on teacher nominations.

Academic Letter - Students must be enrolled in six classes per semester to be eligible for an Academic Letter, and on track to earn a diploma. While dual enrolled or online classes will be used to fulfill a complete schedule, students will only earn an Academic Letter on classes taken at SLEHS. Students who earn at least a 3.5 GPA at South Lyon East High School for both semesters of the previous school year will earn an Academic Letter, to be awarded during a dinner in the fall.

Earning a Diploma with Honors

3.50	Cum Laude
3.65	Magna Cum Laude
3.80	Summa Cum Laude

Honors Program Recognition

The Underclass Honors (9<sup>th</sup>-11<sup>th</sup> grades) Program recognizes students who have met the requirements for the Honor Roll and Principal's List. The Senior Honors (12<sup>th</sup> grade) Program recognizes students who are earning a diploma with cumulative GPAs of 3.5 or better for all four years of high school.

**IMMUNIZATIONS**

The Michigan Department of Public Health has the following requirements for enrolling students:

1. A second dose of MMR (Measles, Mumps and Rubella)
2. A TD (Tetanus/Diphtheria) booster every 10 years. In the past, the Oakland County Health Division has recommended this booster. It is now required for all students entering a new school district.

Even if the student is not a new enrolling student, it is strongly recommended that he/she obtain these very important immunization boosters.

**LIBRARY MEDIA CENTER**

**1. Goal**

The goal of the Library Media Center is to provide a quality collection of materials in various forms, to instruct students in how to use the library, to make the information and materials as accessible as possible and to provide an atmosphere conducive to study and learning.

**2. Hours and Student Use of Library**

The Media Center is usually open before school at 7:00am and frequently remains open after school until 2:30pm. Students should check the schedule posted outside the Media Center doors. Students are encouraged to use the library media center for research, reading or study before and after school and during lunchtime. All students are required to have a pass and to sign in at the circulation desk. No food or beverages are permitted.

**3. Materials**

Our collection includes books, periodicals, newspapers, audiovisual materials and CD-ROM computer access to numerous sources, including electronic encyclopedia, Proquest database and magazines.

**4. Library Computer Lab**

Computers are available for student use in the Library Media Center throughout the day. Students are encouraged to use our computers before and after school, as well as during the lunch periods. Varieties of programs are available, as well as access to the Internet. Students are expected to be familiar with computer use and must know how to access any programs that they work on; however, staff is available to troubleshoot minor problems.

**5. Services**

For students' convenience, we keep a supply of pens, pencils, and flash drives on hand for purchase. Prices are posted. We also have a coin-operated copy machine which makes paper copies and transparencies.

**6. Library Cards**

Each student will receive a student ID card which will serve as your library card for the school year. No materials may be checked out by a student without this card. If a student loses their ID card a replacement can be purchased for \$5.00 in the library.

**7. Circulation**

Books circulate for three weeks. Magazines circulate only overnight.

**8. Fines**

The fines for overdue books are \$.05 per day, and magazines are \$1. Overdue notices are regularly sent to classrooms. Students are responsible for any losses or damage to materials.

**9. Orientation**

All ninth grade students are given an extensive orientation to the library. The purpose is to acquaint them with the library facility, the computer lab, our technology information sources and library services. It is a refresher course in library skills and an introduction to our materials.

**LICE**

A student may come back to school provided the parent/guardian documents the treatment and upon examination by the school's designee that any remaining nits are farther away than ¼" from the scalp. It is recommended that all nits be removed. There is information in the office on procedures for ridding a child of lice. The Michigan Department of Education, Michigan Department of Health, Oakland County Health Division, and the American Academy of Pediatrics support these practices.

**LOCKERS**

Lockers are the property of the school. Administrators have a master key for lockers and with reasonable cause, pursuant to board policy, periodic inspections may be made by an administrator or their designee. Lockers may also be subject to canine searches. Inappropriate use of the locker will result in disciplinary action

1. Each student will be assigned an individual locker and under no circumstances should a student give his/her combination to another student.
2. Only school related items or materials may be stored in lockers.

3. Nothing may be glued, painted, taped or attached to any locker surface, except by use of non-adhesives such as magnets. At the end of the year, the locker must be entirely cleaned out and in the same condition as when it was assigned. Fines will be assessed if a locker is damaged, altered, or in any way different than the condition in which it was assigned.
4. Individual locks are not allowed on hall lockers and if used, will be removed.
5. Students are urged not to leave valuables or money in their lockers.
6. Locker doors must be closed carefully and completely each time you leave.
7. Space of nearby students must be respected.
8. Students must remain in an assigned locker until administrative authorization is given to change. Any change must be recorded in the main office.
9. Report to the office the name of anyone opening or damaging your locker, or any locker.
10. Students are responsible for their locker and its contents. South Lyon Community Schools is not responsible for any materials missing from it.
11. No food may be stored in your locker once the school day ends.

## **LUNCH PROGRAM**

Students will eat lunch during one of three scheduled periods. Hot lunch, ala carte and salads are available. Those students, who qualify for free or reduced price lunch, must complete the proper application form and submit it to the main office. All food and beverage items are to be consumed and/or disposed of in the Commons and are not to be carried into the halls or classrooms. Since classes are in session during all lunch periods, students are not to be in the halls. No students may leave the school campus or be in the parking lots during their lunch.

## **MAKE UP WORK - General Procedure**

1. Students are responsible for requesting their own make up work.
2. Students will be given the same number of days as the number of absence days to hand in the work.
3. If assignments are not turned in, in the allotted number of days, students will not be given credit for completed work.
4. Students who will be absent for an extended period of time may request homework from the Student Services at (248) 573-8711.

## **MAKE UP WORK - Special cases**

1. Students who are suspended must request make up work upon their return to school.
2. Students who will be absent due to a trip must complete a pre-arranged vacation form, request homework before leaving for vacation, and turn in homework on the first day back to school. Students who are truant may not make up work.

## **OAKLAND SCHOOLS TECHNICAL CAMPUS/SOUTH WEST**

The Oakland Technical Campus (OTC) offers students an opportunity to participate in a professional vocational experience. Students are screened for the allocated slots by the counseling staff. Criteria for selection are based on attendance, related course work, and student interest. Note: The SLEHS Code of Conduct will be enforced while a student attends the OTC program at all times. The vocational offerings provide students with the student certification in many of the vocational areas with follow-up job placement upon successful completion.

Programs offered at the Center include the following:

- Biotechnology and Environmental Science
- Business, Management, Marketing and Technology
- Culinary Arts/Hospitality
- Engineering/Emerging Technologies
- Health Sciences
- Transportation Technology
- Visual Imaging Technology

If a student or parent is interested in knowing or learning more about the Vocational Center, a visit to the Center can be arranged by contacting one of the counselors.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are offered during the fall semester. Teachers are located at tables in the Commons, where parents may confer with them regarding student progress and academic program requirements and expectations.

Students and parents are encouraged to consult with teachers, counselors, or the administration at any time pertaining to any phase of the learning process. If an appointment is necessary, please telephone the school office at (248) 573-8700 to schedule one.

## **PASSES**

Students are not permitted in halls during class periods unless they are accompanied by a teacher or have a signed agenda book/authorized hall pass.

## **POLICY OF NON-DISCRIMINATION**

It is the policy of the South Lyon Board of Education that no person shall be discriminated against on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap in its educational programs, activities or employment.

## **POSTERS AND SIGNS**

Various school activities may be publicized by posters placed only on tack strips or bulletin boards located throughout the building. No posters are to be hung directly on the wall. Posters must be approved in advance by an administrator. As soon as the advertised event is completed, all posters should be removed.

## **PRE-ARRANGED ABSENCES DUE TO VACATIONS/PRE-PLANNED**

### **FAMILY ACTIVITIES (see Board Policy#5200 in this handbook or on our website [www.slcs.us](http://www.slcs.us)).**

The school recommends that vacation trips and/or pre-planned family activities be scheduled during school vacations. When that is not possible, and the trip will be three days or more in length, the student must obtain a Pre-arranged Vacation Form from the Attendance Office, which is to be completed in full, signed by the student's teachers and the parent, and returned to the Attendance Secretary. Each day of a pre-arranged vacation is considered an unexcused absence; however students are permitted to complete the assignments as make-up work.



## **PUBLIC ACT 25**

The Governor of Michigan signed into law Public Act 25 of 1990 which is an amendment to the state school code. The Act has a significant impact on all school districts in the state. It contains several requirements which include an annual education report, school improvement plans, core curriculum, and accreditation for all schools in a district.

The annual report includes district and building level data which includes accreditation status, school improvement plans, core curriculum, aggregate student achievement, retention reports, participation data from parent-teacher conferences and a comparison of present year's report and data to preceding years' report. The report is available in September.

School improvement plans are required from each individual school. The plans are to include a mission statement, goals based on outcomes for all students, curriculum alignment corresponding to these goals, evaluation processes, parent and community involvement, staff development activities, and building level decision making with respect to organization.

A core curriculum, which is outcome based, is available to all students in the district, according to the Michigan Department of Education's timeline, and includes long-term goals and performance objectives. Local school districts determine the specific instructional program comprised of courses and programs. Other general competencies are integrated within the core curriculum.

Accreditation means meeting or exceeding standards established for five areas of school operation: Administrative and School Organization, Curricula, Staff, School Plant and Facilities, School and Community Relations, School Improvement Plans, and Student Outcomes.

## **RELEASE OF STUDENTS**

If one (1) parent/guardian has been awarded custody of the student by the courts, the parent/guardian of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent/guardian. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

## **REPORT CARDS**

The student school year is divided into two semesters with report cards issued at the end of each one. At the conclusion of each semester, report cards will include final examination grades. Course credit is determined by semester grades. The South Lyon Community Schools offers the Skyward Family Access service for parents to monitor their student's academic progress. In order to access this service, parents should contact the building secretary in order to obtain an activation code for each child enrolled. Report cards will be posted online in Skyward at the end of each semester and also mailed to parents/ guardians at the end of each semester.

## **SAFETY DRILLS**

Fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. Report immediately to your assigned teacher for further instructions and attendance. Severe weather drills and intruder drills are also an important safety precaution and will be held periodically. Student cooperation is imperative.

Per the updated law, schools must provide the following for emergency drills:

- Five Fire Drills, three must be before December
- Two Tornado Drills with one in March
- Three Lockdown Drills with one before December
- Cardiac Emergency Response Plan with all teachers certified annually
- One of the above listed drills must occur during lunch, recess, or at another time when a significant number of students are gathered but not in a classroom

## **SCHEDULE-CHANGE PROCEDURE**

All students must be enrolled in six classes. No student will be allowed to drop or change a course after being enrolled for one week during the first semester, and one week during the second semester. In all cases, communication will be made with the parent or legal guardian regarding the change. Requests for teacher changes cannot be honored.

## **SCHOOL CLOSING**

In the event of severely inclement weather, the Superintendent may make the decision to close school. The Superintendent will then inform the Law Enforcement Information Network (LEIN) which, in turn, passes it on to radio stations. In the event that school is closed or dismissed early, parents are requested to develop an Emergency Contingency Plan that they would like their student(s) to follow.

The new "Detroit Media School Closings Alliance" consists of WJBK-TV (FOX 2), WDIV-TV (Local 4), WXYZ-TV (Channel 7), WWJ-TV (CBS Detroit), WKBD-TV (CW50), WWJ News radio 950 and News/Talk WJR-AM 760. These major local news outlets have joined forces to form a new school closings partnership to better serve our schools and our communities. Closing announcements from this combined system will be broadcast on all key local TV and Radio news stations along with relevant websites within minutes.

Additionally the District's website, [www.slcs.us](http://www.slcs.us), and our Skyklert System will communicate any school closings for the South Lyon Community School District. Do NOT call the schools.

## **SCHOOL DAY**

The school day will begin at 7:20 am. The school day will conclude at 2:13 pm.

## **SCHOOL PROPERTY**

The care of books, supplies, furniture and lockers supplied by the school is the responsibility of each student. If a student damages school property, he or she will be expected to pay for it. If school property, like textbooks which have been assigned to students, is stolen, the administration should be notified immediately. This includes damaged lockers and damaged or lost textbooks and library books.

## **SHARED INVOLVEMENT PROCESS (SIP)**

To accomplish its mission, the South Lyon Community Schools endorses the concept of Shared Involvement Process (SIP) as the necessary and appropriate means by which educational decisions of the highest quality are most likely to be achieved at all levels. At South Lyon East High School, SIP meetings are held after school once a month. In addition to parents, teachers, support staff, and an administrator, students also comprise the committee. One student from each grade, as well as

his/her alternate, is selected from his/her peers. Once selected, a student may remain on the SIP Committee until graduation as long as he/she remains a student in good standing.

### **SICK ROOM PROCEDURE**

Students who become ill during the day must report to the Main Office in order to sign into the sick room. The Attendance Secretary will contact the student's parents to arrange for the student to go home. "Sick in the restroom" is an unexcused absence.

### **SIGN IN - SIGN OUT PROCEDURE**

Students who arrive at 7:20 a.m. or later for a first hour class must sign in by reporting to the Attendance Office. Students who need to leave school due to illness or other excused reasons, must sign out in the Attendance Office. The Attendance Office secretary must speak to the parent by phone or in person. **Notes will not be accepted.** The Attendance Office phone number is (248) 573-8710. Failure to sign in or out will result in disciplinary action. Students must have their student ID cards during school hours.

### **SKYLERT**

The Skylert notification system will be used to send out communications to parents and students.

### **SKYWARD ACCESS**

To access this program, you must first contact the Principal's Secretary in order to receive a password. Parents will be able to monitor the academic progress of their student in each of the classes.

### **SPECIAL EVENTS**

During the course of the school year, there are numerous special events, some of which are listed below:

- Homecoming
  - Queen/King and Courts
  - Pep Rally
  - Spirit Week
  - Football Game
  - Homecoming Dance
- Academic Letter Ceremony
- Band/Choir Concerts
- Career Pathway Fair
- Curriculum Fair
- Fall Play
- Fine Arts Celebration
- Graduation Activities/Commencement
- Graduation Celebration
- Junior/Senior Prom
- Pride Week
- School Assemblies
- Senior Honors Night
- Spring Musical
- Underclass Honors Assembly

### **STUDENT GOVERNMENT**

The purpose of student government is:

- \* To establish close cooperation between the faculty and students of South Lyon East High School:
- \* To establish standards of education, school spirit, and honor based on school pride;
- \* To provide democratic school government through representation, and
- \* To promote the general welfare of the school community.

The student government is made up of Class Councils and the Executive Board, each of which includes an elected President, Vice-President, Secretary, Treasurer, Public Relations person and Representatives, at-large. The Freshmen Council, which is composed of elected representatives from both middle schools, does not have class officers. In addition, students are appointed by the Student Government to be Lakes Valley Conference (LVC) Representatives.

### **STUDENT INSURANCE**

Insurance is available to all students who wish to purchase it at the beginning of each school year.

### **STUDENT PROPERTY**

It is advised that students not bring unnecessary amounts of money or valuables to school. Items such as rings and watches should be carefully guarded when worn. Gym and hall lockers are not good places to house these items, especially since classes (P.E., etc.) necessitate leaving them behind. School insurance covers only those items owned by the school. **ANY THEFT FROM HALL LOCKERS, GYM LOCKERS OR ANYWHERE ELSE IN THE BUILDING SHOULD BE REPORTED TO THE MAIN OFFICE ADMINISTRATION IMMEDIATELY.** (See Board of Education Policy Section of the handbook on "Use of Electronic Communication Devices", Board Policy 5136, on the [www.slcs.us](http://www.slcs.us) website ).

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. Found articles are usually kept until the end of each semester before being donated to a charitable organization. Students who lose valuables should report the loss to the office immediately. Parents are advised to be sure to have their students label all possessions, including textbooks.

## STUDENT SERVICES CENTER

Some of the services available through your Student Services Center are:

- ASVAB (Armed Services Vocational Aptitude Battery)
- Career Counseling
- Class Scheduling
- College Information
- Crisis Counseling
- Dual Enrollment
- EDPs (Educational Development Plans)
- Financial Aid – FAFSA
- Group Counseling
- Grief Group
- OSTC (Oakland Schools Technical Campus)
- Personal Counseling
- Referrals for Outside Services
- Scholarship Information
- Tutoring Information
- Work Permits
- Youth Assistance

## TARDY POLICY

All students who are tardy to class will immediately report to the Attendance office. The Attendance office secretary will issue an admit pass to class and keep track of the number of total tardies a student accumulates throughout the semester. Total tardies refer to all classes combined, not individual classes. Therefore, a tardy first hour and a tardy sixth hour means that a student has accumulated two tardies.

On the fourth accumulated tardy, the student will receive a two (2) hour Saturday detention.

On the fifth accumulated tardy, and every tardy thereafter, the student will receive a four (4) hour Saturday detention. Excessive tardies (after ten) or failure to serve a detention will result in further corrective measures which may include suspension and/or social probation.

## TELEPHONE POLICY

Students who are ill and wish to go home are required to use the Attendance Office Phone. Students may not use the office phone except in cases of emergency. Parents who need to contact their student during the school day are asked to contact the Attendance Office at (248) 573-8710.

In order to minimize classroom disruptions and maximize student instruction, we will not call students out of classes for phone messages, unless it's an emergency. If you need to pick up your student, please call the Attendance Office at (248) 573-8710. Leave a message indicating your student's name, time you would like them excused, and reason. The messages are checked every 20-30 minutes. We will not call students out of class to pick up items from the office. If your student is aware that you are bringing items for him/her, he/she can stop by the Attendance Office between classes.

## TESTING

1. PSAT (Preliminary Scholastic Aptitude Test)  
This test is made available to all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students. This test is a prerequisite for the National Merit Scholarship Competition.
2. MME (Michigan Merit Examination)  
All eleventh grade students are required to take the M-Step. This test is required for graduation and will be conducted at South Lyon East High School in the spring of the junior year. The SAT is required for most Michigan colleges and universities and may be requested by out-of-state institutions. Students who would like to retake the SAT may do so at SLEHS in the spring of their senior year. The cost of additional retakes is the responsibility of the student.
3. AP (Advanced Placement Tests)  
Students who are enrolled in Advanced Placement (AP) classes are encouraged to take the corresponding AP exam, the passing of which can result in the earning of college credit. The following AP courses prepare students to take these exams:

AP Biology	AP US Government	AP Statistics
AP Calculus AB	AP US History	AP Spanish Language
AP Chemistry	AP Macroeconomics	AP World History
AP English Language and Composition	AP Microeconomics	
AP English Literature and Composition	AP Physics C: Mechanics	

## TESTING OUT

Public Act 335, Section 21B, of the state code, requires that any high school student be offered the opportunity to "test out" of any course offered by his/her high school.

In order to test out, students must exhibit mastery of the course content by attaining a passing grade of 78% or better on a comprehensive final assessment. In addition, along with the exam, students may also be required to demonstrate mastery through basic assessments used in the class. This may include but is not limited to, a portfolio, research papers, projects and/or oral presentations. If the student attains at least a 78% on the testing out assessment, she/he will receive credit in the course toward graduation, as well as allow the student to satisfy core content requirements. For example, testing out of Algebra 1 would allow a student to move on to Geometry. Once the testing out exam is passed, a student may not receive credit for a lower course in that course sequence. While the student will receive credit for testing out of a course with a 78% or higher, a G (credit) will be entered on the student's transcript, but a grade will not be included in the computation of the grade point average. If a student had already taken the entire course prior to testing out, but did not pass the course, the failing grade will remain on the student's transcript and averaged into the grade point average. This is for core classes (required for graduation) only. For non-core classes, students may "place out" meaning students may take the test to place them in a more advanced course. Credit is not given for students placing out of course sequence. Testing out is offered in June and January of each year. Students should discuss the possibilities with their counselor.

## VISITORS

The ONLY VISITORS PERMITTED on school premises are PARENTS and NON-STUDENT ADULTS who are on official business. No other visitor will be permitted under any conditions, including relatives, friends and former South Lyon Students. All visitors must sign-in at the second floor office located near the main building entrance. Visitors must wear a visitor's badge at all times.

**WHERE TO GO...**

<b>REGARDING</b>	<b>LOCATION</b>	<b>SEE</b>
Activities	Athletic Office	Athletic Director or Secretary
Athletics	Athletic Office	Athletic Director
Attendance	Attendance Office	Attendance Secretary
Auto Registration	Main Office	Asst. Principal's Secretary
Bus Information	Transportation Dept.	Trans. Secretary
Colleges	Student Services Center	Student's Counselor
Clubs	SL East	Club Sponsor or Act. Coordinator
Dual Enrollment	Main Office	Principal
Finding a Job	Student Services	Student's Counselor
First Aid	Main Office	Principal's Secretary
Fundraising Activities	SL East	Club Sponsor or Act. Coordinator
Grading	Classrooms	Student's Teacher
Graduation Requirements	Student Services Center	Student's Counselor
Library/Media Info	Library/Media Center	Media Specialist
Lockers	Attendance Office	Attendance Secretary
Media/AV Equipment	Library/Media Center	Media Specialist
Oakland Technical Center	OTC	(248) 668-5600
Student Services Center	Student Services Office	Student's Counselor

# STUDENT CODE OF CONDUCT

It is the purpose of this section to help provide an atmosphere which is conducive to an orderly process of education in an environment that provides for the welfare and safety of all who attend. Our primary purpose is to educate, not to discipline. However, when the behavior of individuals conflicts with the rights of others, corrective action is indicated both for the benefit of the individual and for the school as a whole.

In establishing its discipline procedure, it is the intent of the administration to view discipline in terms of helping the student to grow rather than as punishment; to help the student change unacceptable conduct. Respect, both for individual rights and the rights of the group, are basic to sound discipline. In all disciplinary matters, the administration will determine whether it is necessary to request intervention from our guidance counselor; the school psychologist, youth assistance worker, or recommend to parents that they seek outside assistance.

The following list is not an attempt to state a rule for every situation. The school functions on the belief that students have developed a sense of self-respect and dignity suitable to conduct themselves in most situations. Should any student act in such a manner that is detrimental to himself or herself, or others, even though a specific rule has not been written for that action, appropriate corrective measures will be taken.

For the safety of our school community, when the administration is informed by law enforcement of alleged student involvement, beyond the school day, in criminal activity including but not limited to, arson; assault; drug or alcohol possession, distribution or use; or possession or use of weapons, the administration reserves the right to place the student(s) on social probation.

As you study this section on student behavior, please keep the following points in mind:

1. Administrators may invoke Restorative Practices at any time. See definition on Page 8.
2. Restorative Practices will be considered before suspension or expulsion of any student.
3. Prior to suspending or expelling a student, the following factors will be taken into consideration for that individual student:
  - A. the student's age
  - B. the disciplinary history
  - C. the seriousness of the violation
  - D. whether the violation committed by the student threatened the safety of any student or staff member.
  - E. whether Restorative Practices will be used to address the violation
  - F. whether a lesser disciplinary consequence or intervention would properly address the violation
4. Administrators may invoke any or all of the corrective measures listed for each offense.
5. The administrator has the right and responsibility to reprimand according to the student's disciplinary history.
6. Off campus student behaviors which have a negative impact on the school and/or school program are subject to discipline.
7. As in society, ignorance of the rules is no excuse for non-enforcement.
8. Unless the violation relates to firearms, in the case of a long-term suspension or expulsion, a rebuttable presumption exists that a suspension or expulsion is not justified unless all factors have been considered and a determination has been made to the contrary.
9. Use of Restorative Practices may be appropriate as an alternative to, or in addition to, a suspension or expulsion; it may also be appropriate for lesser violations of the Student Code of Conduct not rising to the level of a suspension or expulsion.
10. Restorative Practices will be the first consideration to remediate offenses such as, but not limited to, interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

## (A) OFFENSE: ABUSIVE LANGUAGE AND/OR GESTURES AND/OR GANG SIGNS TOWARD ANOTHER PERSON

Swearing or inappropriate language or gestures.

Corrective Measures

- |                        |                              |
|------------------------|------------------------------|
| 1. Parent contact.     | 4. Remove from class         |
| 2. Counselor referral. | 5. Out-of-school suspension. |
| 3. Detention.          | 6. Social probation.         |

## (A.1) ABUSIVE LANGUAGE AND/OR GESTURES TOWARD STAFF

Corrective Measures

- |                        |                             |
|------------------------|-----------------------------|
| 1. Parent contact.     | 3. Out-of-school suspension |
| 2. Counselor referral. | 4. Social Probation         |

## (B) OFFENSE: ABUSIVE AND/OR OBSCENE/PROFANE LANGUAGE NOT DIRECTED TOWARD ANOTHER PERSON

Corrective Measures:

- |                    |                             |
|--------------------|-----------------------------|
| 1. Parent contact. | 3. Out-of-school suspension |
| 2. Detention.      | 4. Social probation         |

## (C) OFFENSE: ARSON

Arson is any act which involves the intentional setting of a fire. In accordance with state law, Public Act 328 of 1994, students will be recommended to the Board of Education for expulsion, referred to the criminal justice or juvenile delinquent system and the appropriate county department of social services or community health agency. The parent, legal guardian and/or student will also be notified of the referral. Secondary school students expelled pursuant to these laws may petition the Board of Education for reinstatement to school any time after being expelled for 150 days, but cannot be reinstated before the expiration of 180 school days from the date of expulsion. Petitions will be reviewed on a case by case basis.

Corrective Measures:

1. Parent contact.
2. Counselor Referral.
3. Recommendation to parent for outside assistance.
4. Referral to law enforcement agency.
6. Out of School suspension. May result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent.
7. A parent conference will be requested prior to the student returning to school.
8. Social probation for remainder of school year.

## (D) OFFENSE: BUS - MISCONDUCT WHILE RIDING SCHOOL BUS (see Transportation Code of Conduct).

**(E) OFFENSE: CAFETERIA MISBEHAVIOR (other than throwing food/food fights)**

1. Detention.
2. The loss of further cafeteria privileges.
3. Out-of-school suspension.

**(F) OFFENSE: CHEATING**

Cheating , including, but not limited to "borrowing" a classmate's homework in an attempt to gain an advantage for work which is assigned as an independent assessment, looking at another person's work and submitting it as your own, plagiarism, or supplying others with information which should be obtained independently.

Corrective Measures:

1. Lose credit for the assignment.
2. Counselor referral.
3. A parent conference may be required.
4. Detention.
5. Out-of-school suspension.
6. Failure of class.
7. Removal from class.
8. Social Probation

**(G) OFFENSE: CLASSROOM BEHAVIOR**

Classroom teachers have the responsibility and the right to teach, and students have the responsibility and the right to learn. Teachers will determine the rules and procedures which they wish to use in their classroom to accomplish these ends. Students are expected to abide by the rules established by the teacher.

Any student behavior that conflicts with the rights of the teachers or the other students will be subject to the corrective measures outlined in this handbook or those outlined by the individual teachers and shared with his/her students and parents prior to their enforcement.

While most classroom behavior violations will be handled by the teacher, chronic disturbances will be referred to the assistant principal for assistance in modifying the inappropriate behavior.

The following is a list of rules which apply to all classrooms:

1. Students have the responsibility to attend classes with the proper materials and will not be allowed to return to their locker for forgotten supplies.
2. Students are to abide by the rules established by the classroom teacher.
3. If a student is having problems within a particular class, that student will be expected to discuss the matter first with the teachers involved. An appointment should be made so that the discussion can be private. Teachers will not discuss a personal matter with a student in front of the entire class.
4. When leaving the classroom, students are required to have a pass from the teacher.
5. The bells are only a signal to the teachers that the class period is over. Students must remain until dismissed.
6. An orderly exit from the classroom will be expected at all times.
7. The classroom teacher will deal with behavior violations by using any or all of the following forms of control:
  - a. Discussions with students concerning behavior.
  - b. Detentions.
  - c. Parent telephone calls and conference.
  - d. Reasonable punishment for minor disturbances.
  - e. Progress reports necessary to inform the parents.
8. Students and/or problems designated uncontrollable will be referred to the assistant principal's office after the teacher has completed some or all of the above.

Corrective Measures:

- a. Removal from class.
- b. Counselor referral.
- c. A parent/teacher/student/administrator conference may be required.
- d. Out-of-school suspension

**(H) OFFENSE: CLOSED CAMPUS AND TRUANCY**

The South Lyon East High School shall be operated on the basis of a closed campus. This shall be interpreted to mean that students after arriving at school in the morning shall not leave the school property during their regularly scheduled day, unless they have signed out in the Attendance Office. Being absent without administrative authorization or parental permission is an act of truancy, and truancy is considered an unexcused absence under our attendance policy. School work missed due to truancy may not be made up. For purposes of discipline, truanies are cumulative throughout the school year. Regular school attendance is required by State of Michigan law. It is imperative that parents/guardians insist upon regular, timely school attendance. When absences reach ten days, parents will be contacted in an attempt to rectify the situation. Excessive absences may result in a referral made to Youth Assistance and to the Oakland County Truancy Department. Extenuating circumstances may modify the policy outlined above. Parents/guardians are asked to provide documentation of such extenuating circumstances, such as court appearances, illness, etc. When a student is absent from school, for any reason, the parent/guardian is to call the Attendance Office with 24 hours of the absence, at (248) 573-8710. Messages can be left 24 hours a day and on weekends.

Corrective Measures:

1. Being off campus and/or truant for one hour or less
    - 1st & 2nd offenses - Category 1 Saturday Detention (8:00-10:00 a.m.)
    - 3rd offenses - Category 2 Saturday Detention (8:00 a.m.-Noon)
    - 4th and all additional offenses discretion of administration
  2. Being off campus and/or truant for more than one hour
    - 1st, 2nd & 3rd offenses - Category 2 Saturday Detention (8:00 a.m.-Noon)
  3. On the 4th and all additional offenses, additional disciplinary measures will be taken.
- If any of the above occurs, it will result in further disciplinary action.

**SATURDAY DETENTIONS FOR TRUANCY – EXPECTATIONS**

Category 1 (8:00-10:00 a.m.), Category 2 (8:00-Noon)

Saturday detentions will meet in a pre-determined location.

1. Students must arrive on time. Those students, who are late, arriving after 8:00 but prior to 8:15, will be expected to remain an additional 15 minutes. Students who arrive after 8:15 will not be admitted under any circumstances.
2. Students must bring sufficient homework and/or reading materials for the duration of the detention, so that the time spent is productive. Students will not be allowed to go to their lockers. Those students who come unprepared will have work assigned to them. Silence will be maintained and sleeping, eating, drinking, listening to "IPOD," etc. will not be allowed. The Code of Conduct found in this Parent-Student Handbook is in effect during Saturday Detention.

3. Students may not leave detention until the teacher dismisses them. After dismissal, students must leave the building. Failure to serve the Saturday detention, leaving detention early, or being asked to leave the detention early due to disciplinary reasons, will result in further disciplinary action.

#### **(I) OFFENSE: DESTRUCTION OF PROPERTY**

Any student who damages or destroys property belonging to the school, a staff member, a student or a parent will be subject to disciplinary action (see Board of Education Policy #5513, in this handbook or on our website [www.slcs.us](http://www.slcs.us), under "Care of District Property").

Corrective Measures:

1. Parent Contact
2. Restitution
3. Detention
4. May involve law enforcement agency
5. Out-of-school suspension
6. Social probation

#### **(J) OFFENSE: DRESS CODE VIOLATION**

Students are expected to come to school looking neat and clean and dressed in a manner that is accepted in good taste. Students must wear shoes at all times. Articles of clothing with obscene/profane, suggestive language and/or pictures printed on them are not permitted. Also, clothing with pictures or language displaying alcohol or drugs is prohibited. This would include Hooters T-shirts, shirts with sexual references or related to the use of illegal substances, etc. Any article of clothing or symbol that the administration determines to be gang related, such as bandannas, are banned. Sagging pants and pajama pants are prohibited. The appearance of any article of clothing, symbol, or provocative style of dress that conflicts with the health, safety, or welfare of students will not be permitted. Skirts and shorts should be at least mid-thigh in length, and torn clothing styles should not reveal skin above mid-thigh. Examples of inappropriate dress include but are not limited to: halter tops, bare midriff tops, muscle shirts, boxer shorts. Clothing that is considered by the administration to be disruptive to the educational process will not be allowed. Students are not permitted to wear hats, hoods, or head scarves of any kind on the school campus during school hours. All hats and scarves will be confiscated. All forms of wallet chains and similar forms of clothing chains including non-traditional forms of jewelry are prohibited while on school property. Due to the nature of certain classroom activities, some teachers may place further restrictions on this dress code

Corrective Measures:

1. Parent notification.
2. Student will be required to change clothing.
3. Detention.
4. Saturday Detention.

#### **(K) OFFENSE: DRIVING VIOLATIONS**

Students who apply for parking permits will pay a yearly fee of \$45.00 per vehicle. If a student registers at the beginning of 2<sup>nd</sup> semester, the fee will be \$25.00. For students who only drive occasionally, a \$1.00 daily rate will apply. Students who apply for and receive parking stickers will be allowed the privileges of parking in the student lot as long as the following rules are obeyed:

1. Only cars with authorized parking stickers may enter and park in the student lot. Students may obtain stickers in the Main Office, after completing the application process. Students who park in the student parking lot without an annual or daily sticker will be subject to disciplinary action up to and including the loss of parking privileges and suspension from school.
2. Students who have additional family cars, and on occasion may drive these vehicles, need only pay for one parking sticker, but must obtain additional stickers for each vehicle, prior to driving it on campus. It will be necessary to show a vehicle registration for each additional sticker requested.
3. Students who are eligible to drive, but do not have an annual sticker, must purchase a daily sticker and place it on the dash board in the front windshield before the start of first hour class. Daily stickers are not to replace the annual fee. On rare occasions and on a limited basis, daily stickers may be purchased. The vehicle must then be parked in a spot that is assigned by the parking lot attendant.
4. The registered vehicle must display the parking sticker at all times, permanently affixed to the windshield, on the lower corner of the driver's side.
5. While on school grounds, the vehicle may only be driven by the person to whom it is registered, and only parked in its assigned space.
6. Students are expected to follow all state and local ordinances. Speeding, reckless driving, ignoring posted signs, peeling of tires, driving on non-paved areas, parking in the fire lanes, passing vehicles while entering or exiting the parking lot, parking in handicapped spaces without authorization, etc., will not be tolerated.
7. Once students have arrived at school, they are not allowed to go to the parking lot without permission.
8. Students may not leave campus during the day in their vehicles. Any student who uses his/her vehicle to assist another student in leaving school grounds before the end of the school day will be subject to disciplinary action. Students needing to leave the parking lot before 2:13 p.m. must have an authorized pass, must be an OTC student, or must be a dual enrolled student.
9. All students must park in the southwest parking lot. Students who park in the staff lot or anywhere other than the student lot will be subject to the corrective measures listed below (the items numbered 1-4).
10. As a condition of allowing students to park vehicles on school premises, the vehicle may be subject to search if the district has reasonable grounds to believe that the vehicle may contain drugs, alcohol, weapons, or other items constituting a violation of school rules or the law. Vehicles may also be subject to canine searches. School officials may also look into vehicles to see what items might be visible "in plain view."
11. Any changes regarding student vehicles, like the type of vehicle, the license number, etc., must be reported immediately to the Main Office. Students who get a different vehicle during the school year may avoid an additional fee by submitting their new registration.
12. Students who are ineligible to drive but are in possession of a parking sticker, will lose their parking privileges for one semester when they become eligible to drive, and have paid for their yearly parking pass.
13. If a student who is eligible to drive either sells, gives, or otherwise allows an ineligible student to drive he/she will immediately lose their parking privileges.
14. Ineligible students who park on campus will receive a Saturday detention for a first offense. Second offenses and beyond will result in an out of school suspension.
15. Failure to comply with any of these rules may result in disciplinary action up to and including permanent loss of parking privileges.

Corrective measures:

1. 1<sup>st</sup> offense – 20 day loss of privilege.
2. 2<sup>nd</sup> offense – 90 day loss of privilege.
3. 3<sup>rd</sup> offense – loss of parking privilege.
4. There will be no refund of the parking fee if the disciplinary actions listed above are imposed.

5. The Principal is the final stage in the appeal process for loss of parking privileges.
6. Unregistered students who park on school grounds without a sticker will be assessed a \$1.00 daily rate and will be subject to discipline, ranging from detention through suspension.
7. If a parking pass has been revoked and the student parks on campus, the student may face disciplinary action.

#### (L) OFFENSE: ELECTRONIC COMMUNICATION DEVICES VIOLATION - PERSONAL

##### ELECTRONIC DEVICES PROCEDURES (See Board of Education Policy #3210.01 in this handbook or on our website, www.slcs.us).

South Lyon Community Schools recognizes that Personal Electronic Devices (PEDs) serve several important functions in our society and in ways that support student learning, organization, communication and instruction. However, these devices can also be a distraction to the learning environment. In consideration of the beneficial value and also the potential for misuse of these devices, this procedure has been developed to balance the integrity and instructional quality of our programs with the age and maturity levels of our students.

This shall include, but not be limited to the following:

- A. Students will be allowed to use PEDs during passing and lunch periods.
- B. Students will be considered "in-class" once the bell rings. A student who has permission to leave the class (going to office or restroom) is still considered "in class" and use of the PED is not acceptable.
- C. PEDs must not be used and should remain turned off in emergency situations so as not to cause panic or disseminate incorrect information.
- D. At no time is PED use permitted in bathrooms or locker rooms.
- E. PEDs are the responsibility of the student. It is in the student's best interest to treat his or her belongings with respect and to protect them from damage and theft.
- F. Each individual classroom teacher will establish expectations for PED use in their classroom. Expectations for proper use, and consequences for misuse, will be communicated to all students.
- G. Misuse of PED will result in confiscation of the device. The device will be turned into the main office and parent/guardian will be required to pick up the device. Chronic misuse of PED will result in administrative disciplinary action. Failure to turn over the device to the teacher or administrator when requested will be considered insubordination resulting in disciplinary action.
- H. Etiquette/Acceptable Use:  
The following basic etiquette rules are based on the following premises:
  1. Respect should be shown to the people immediately in front of you.
  2. There are many ways to gather information. Strategies taught in the classroom will range in practice and procedure. It is the expectation of South Lyon Community Schools that students will be exposed to various educational techniques and that some of these practices will include the use of technology to improve and enhance learning, and provide the necessary skills to be successful at a collegiate level as well as in the workplace.
  3. Security and safety for each and for all will take precedence over individual needs. Therefore, students must be respectful to the larger group in managing technology and its uses.

##### Cell Phones

1. Students will have their cell phones silenced during instructional time (no sound or vibration).
2. If in use during passing and lunch periods, students will excuse themselves from phone calls (hang up) and/or put away their phone when addressed by an adult.
3. Students will not take pictures or videos of any person without that person's expressed permission.
4. Cell phone and texting conversations should be school-appropriate at all times.
5. Cell phones must not be used and should remain turned off in emergency situations so as not to cause panic or disseminate incorrect information.

##### iPods/MP3 players

1. iPods and MP3 players should be used with head phones and only the wearer should be able to hear the music, out of respect for those individuals around them. Content should not be considered private if you are listening during school time.
2. Both ear buds should come out of the ears when a student is in conversation with adults.
3. Ear buds should be removed in any and all emergency situations so as to be able to hear directions.

#### (M) OFFENSE: EXTORTION

Extortion is obtaining money or property by violence or threats of violence or forcing someone to act against his/her will by threat or intimidation.

Corrective Measures:

1. Restitution for stolen or damaged property.
2. Counselor referral.
3. Parent contact.
4. Referral to law enforcement agency.
5. Student may be required to make use of counseling.
6. Suspension.
7. A parent conference will be requested prior to student returning from suspension.
8. Social probation.

#### (N) OFFENSE: FAILURE TO IDENTIFY SELF

Failure or refusal to give your correct name to staff when requested to do so will result in disciplinary action.

Corrective Measures:

1. Parent contact.
2. Counselor referral.
3. Detention.
4. Out-of-school suspension.

#### (O) OFFENSE: FAILURE TO SERVE TEACHER ASSIGNED DETENTION

Corrective Measures:

1. Parent notified by the teacher that the student failed to serve the assigned detention and that the detention has been doubled.



2. If the student fails to serve the doubled detention, the Assistant Principal will be notified and the student will receive an out-of-school suspension for insubordination. The student must still serve the detention. Failure to do so will result in additional suspensions until the doubled detention is served.

#### **(P) OFFENSE: FAILURE TO SIGN IN OR OUT**

Students must sign in if they arrive after 7:20 a.m. or sign out if they leave before completion of their assigned schedule. In order to sign out, the attendance office secretary must speak to the parent by phone or in person. **NOTES WILL NOT BE ACCEPTED.** The attendance office phone number is (248)573-8710. If a student leaves without signing out, this will be considered truancy.

#### **(Q) OFFENSE: FIGHTING/ASSAULT**

Fighting is a conflict which results in a physical altercation; both students may be held responsible. In addition, those students whose actions encourage or perpetuate a fight may also be held responsible.

Corrective Measures:

1. Parent contact.
2. Counselor referral.
3. May involve law enforcement agency.
4. Social probation – after administrator review
5. Suspension.
6. A recommendation to parents that they seek outside assistance.
7. A parent conference will be requested prior to the student returning from suspension.
8. In the case of an assault or a particularly violent fight, the administration may take harsher measures than those listed above and may result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent

#### **(R) OFFENSE: FIRE EQUIPMENT (Destruction and/or misuse)**

This includes willful damage to or misuse of the fire alarm system, fire extinguisher or other fire protection equipment.

Corrective Measures:

- |  |                     |
|--|---------------------|
| 1. Parent contact.                     | 5. Detention.       |
| 2. Counselor referral.                 | 6. Suspension       |
| 3. Restitution for damages.            | 7. Social probation |
| 4. Referral to law enforcement agency. |                     |

#### **(S) OFFENSE: FIREWORKS (Possession, use, sale)**

Corrective Measures:

1. Parent contact.
2. Counselor referral.
3. Confiscate materials.
4. Referral to law enforcement agency.
5. Suspension.
6. A parent conference will be requested prior to the student returning from suspension.
7. Social probation.
8. May result in recommendation to the Board of Education for disciplinary consideration via the Superintendent.

#### **(T) OFFENSE: FOOD AND/OR BEVERAGE POSSESSION AND CONSUMPTION**

All food and/or beverage must be consumed in the Commons, and not in the classrooms.

Corrective Measures:

1. Confiscation.
2. Detention.
3. Out-of-school suspension.

#### **(U) OFFENSE: FOOD FIGHT**

Defined as the throwing of food, utensils, papers, etc., in the Commons (see also “Cafeteria Misbehavior”, Page 18).

Corrective Measures:

1. Parent contact.
2. Counselor referral.
3. Clean-up Commons.
4. Out-of-school suspension.
5. A parent conference will be requested prior to the student returning from suspension.
6. Social probation to be reviewed after 10 weeks.

#### **(V) OFFENSE: FORGERY/MISREPRESENTATION**

Falsifying names, times, dates or other pertinent information, in written or verbal form is prohibited.

Corrective Measures:

1. Parent contact.
2. Detention.
3. Out-of-school suspension.

#### **(W) OFFENSE: GAMBLING**

Gambling is participating in any game of chance or skill for anything of value.

Corrective Measures:

- |                          |   |
|--------------------------|---|
| 1. Confiscate materials. | 5. Out-of-school suspension.                |
| 2. Counselor referral.   | 6. Involvement of law enforcement agencies. |
| 3. Parent contact.       | 7. Social Probation                         |
| 4. Detention.            |   |

**(X) OFFENSE: HABITUAL OFFENDER**

Students who are continually sent to the office for various acts of misbehavior are considered habitual offenders.

Corrective Measures:

- 1. Parent contact.
- 2. Referral to appropriate agencies, services, etc.
- 3. Suspension.
- 4. Social probation.

(see Board of Education Policy #5530 on Substance Abuse on Page 37 or on our website at [www.slcs.us](http://www.slcs.us)).

**(Y) OFFENSE: HAZING**

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the district, will be subject to disciplinary action (see Board of Education Policy #5516, in this handbook or on our website [www.slcs.us](http://www.slcs.us)).

**(Z) OFFENSE: INSUBORDINATION**

Insubordination is failure to obey or respond to any reasonable and fair request made by an authorized adult.

Corrective Measures:

- 1. Parent contact.
- 2. Counselor referral.
- 3. Conference with persons involved.
- 4. Remove from class.
- 5. Detention
- 6. Out-of-school suspension.

**(AA) OFFENSE: BULLYING, HARASSMENT, INTIMIDATION, AND HAZING**

The high school staff will do everything possible to ensure students that they can attend school without fear of being bullied or harassed by others. Examples of bullying or harassment include, but are not limited to, physical threats, name calling, verbal threats, and ethnic harassment. Our high school and school district subscribe to a philosophy that emphasizes caring and respect among all of our students. Harassment, intimidation and/or bullying behavior will not be tolerated and will be dealt with in accordance with the Code of Conduct and Board of Education Policy. In addition, it is the responsibility of all students to report any incident by any student(s) that threatens the feeling of safety and/or security of any individual. As good citizens who care about each other, students are obligated to immediately report to the administration any situation that compromises the security of safety of any student (see Board of Education Policy #5517.01 on Bullying and Other Aggressive Behavior in this handbook or on our website [www.slcs.us](http://www.slcs.us) ; and Harassment of Students, Board Policy #5517 also in this handbook on our website).

Corrective Measures:

- 1. Conference with persons involved.
- 2. Parent contact.
- 3. Student may be required to make use of counseling services.
- 4. Detention.
- 5. Out-of-school suspension.
- 6. Social probation

**(BB) OFFENSE: NUISANCE ITEMS**

None of the above is allowed on school grounds at any time: hackey sacks, laser pointers, scooters, skateboards, snowballs, squirt guns, etc.

Corrective Measures:

- 1. Confiscation of materials and/or record inappropriate behavior and report the incident to The office. The administrator will return the item to the student and/or parent at their discretion. South Lyon Community Schools has no responsibility of items that are not picked up by June 30<sup>th</sup>.
- 2. Parental contact.
- 3. Detention.
- 4. Out-of-school suspension.
- 5. Social probation.

NOTE: Laser pointers are not permitted anywhere on school grounds and will be confiscated. Laser pointers can cause permanent eye damage. Any student using a laser pointer in this matter will be disciplined up to and including a recommendation for expulsion. Hackey sacks may be used in the designated area outside of the commons during a student’s lunch period, but may not be visible within the building at other times.

**(CC) OFFENSE: OVERT DISPLAY OF AFFECTION**

Any display of affection between students while at school must be limited to holding hands.

Corrective Measures:

- 1. Warning by observing staff member and referred to assistant principal’s office.
- 2. Parent contact and detention.
- 3. Conference with students and their parents and/or suspension.

**(DD) OFFENSE: “PANTSING”**

Pantsing is defined as the public pulling down of someone else’s pants. This is considered a form of sexual harassment towards another person (see Board of Education Policy on Harassment of Students, Board Policy #5517 also in this handbook on our website [www.slcs.us](http://www.slcs.us)).

Corrective Measures:

- 1. Out-of-school suspension
- 2. Social Probation

**(EE) OFFENSE: PLAGIARISM**

Any student who submits a written assignment that is copied directly from another source, i.e., Internet, reference books, another student’s paper, etc. will be subject to the following disciplinary action.

- 1. First offense: Failed assignment – Conference with parent/teacher/administrator. Offense reported to all school sponsored organizations.
- 2. Second offense: Failed semester.

**(FF) OFFENSE: POSSESSION AND/OR USE OF TOBACCO (CHEWING)**

(See Board of Education Policy #7434 and 5530 in this handbook or on our website [www.slcs.us](http://www.slcs.us) )

**(GG) OFFENSE: POSSESSION AND/OR USE OF TOBACCO (SMOKING)**

(See Board of Education #7434 and 5530 in this handbook or on our website [www.slcs.us](http://www.slcs.us))

**(HH) OFFENSE: POSSESSION OF ELECTRONIC EQUIPMENT**

CD players, tape players, radios, electronic games and other similar electronic equipment are prohibited between the hours of 7:20 A.M. to 2:13 P.M. Students may, however, use a CD player, MP3 player, radio etc. during their designated lunch period in the Commons area only, while using headphones.

Corrective Measures:

1. 1st Offense: The item will be confiscated, and kept in the main office where the student's parent may claim it or, the student may claim it at the end of the school year.
2. 2nd Offense: The item will be held for the remainder of the school year.

**(II) OFFENSE: PRESENCE IN A RESTRICTED AREA**

Students are not allowed outside the building during the school day. This includes all parking lots, drives, courtyards and athletic fields.

During the lunch period, students are expected to be in the commons. All other areas are considered restricted.

Corrective Measures:

1. Parent contact.
2. Detention.
3. Out-of-school suspension

**(JJ) OFFENSE: SEXUAL HARASSMENT/ASSAULT**

Sexual harassment refers to verbal or non-verbal behavior or physical contact that is of a sexual nature (see Board of Education Policy #3363/5518 in this handbook on our website at [www.slcs.us](http://www.slcs.us)). Conduct constituting sexual harassment may take different forms, including but not limited to the following:

1. Verbal – The making of sexual innuendoes, suggestive comments, jokes of a sexual nature or threats in either an oral or written form.
2. Non-verbal – Causing the placement of pictures or objects of a sexual nature, leering, whistling, sexually suggestive or insulting gestures, sounds, etc.
3. Physical contact – Threatening to touch or touching of a sexual nature, including patting, pinching, brushing the body or coerced sexual contact.

Corrective Measures:

1. Parent contact.
2. Conference with persons involved.
3. Removal from class.
4. Detention
5. Recommend counseling.
6. Out-of-school suspension.
7. Social probation
8. May result in recommendation to the Board of Education for disciplinary consideration via the Superintendent.

\*To the extent the student misconduct involves rape, the discipline and all related procedures outlined in the district's Weapon Free School Zone Policy will be followed and are incorporated by reference hereto.

Long Term Suspension - A suspension may be imposed by the building administrator in specific situations, i.e., weapons not meeting the School Code mandatory discipline sanctions, assault, battery, serious fighting, serious or repeated sexual harassment, and/or substance abuse. The school principal, upon consultation with the Superintendent or his/her designee and with notice to the Board, may authorize or order the suspension of the student if the interest of the school is served.

The principal must satisfy the student's due process rights.

A recommendation for a Board disciplinary hearing or long-term suspension shall not be referred to the decision maker for a student with a disability who is eligible for services under IDEIA or Section 504 until the student's Individualized Educational Planning Team (I.E.P. Team) or 504 Team determines whether the student's alleged misconduct was a manifestation of the student's disability as provided under Federal and State law.

At any time and at the principal's discretion, serious violations of the Code of Student Conduct, including those listed above, may be presented to the Superintendent or his/her designee for referral to the Board for the possible imposition of further discipline up to and including expulsion.

Suspension may include the terms of Social Probation. In the case of severe offenses, social probation will be part of the disciplinary action. Social Probation means the student loses all privileges to attend any and all school activities other than those pertaining to attendance in regularly scheduled classes. Examples of privilege loss include, but are not limited to, attendance or participation in any athletic, co-curricular, or extracurricular activity.

Students who are suspended shall be given the opportunity to make up assignments, within a time frame as outlined in the Student Handbook at the time of the suspension.

**Anti-Harassment**

It is the policy of the South Lyon Community Schools to provide an environment free from sex-based harassment for all students, employees, volunteers, and contractors. Consistent with Policy 3363/5518, the District will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to:

Ben Kirby, Assistant Superintendent for Administrative Services  
South Lyon Community Schools  
345 South Warren  
South Lyon, MI 48178  
248-573-8130; [kirbyb@slcs.us](mailto:kirbyb@slcs.us)

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the Assistant Superintendent.

All other complaints of harassment should be reported to the appropriate building administrator.

Sex-based harassment includes any of the following conduct:

**Verbal:** unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendoes; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another individual to submit to sexual requests or advances in order to attain academic or professional achievements or advances; threatening another individual's academic or professional accomplishments or reputation if that individual does not submit to sexual requests or advances; or any other similar behavior.

**Visual:** subjecting another individual to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another individual; leering at another individual; or any other similar behavior.

**Physical:** unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another individual's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

Board Policy 3363/5518 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

All students are bound by and expected to understand Board Policy 3363/5518, which further addresses harassment, including sex-based harassment. The failure of any student to abide by the requirements of Board Policy 3363/5518 will result in discipline, up to and including permanent expulsion.

#### **(KK) OFFENSE: SEXUAL MISCONDUCT**

All forms of sexual activity (excluding kissing) are strictly prohibited on school property (including the school bus), or at any school related activity.

Corrective Measures:

1. Out-of-school suspension
2. Students who violate this offense may result in a recommendation to Board of Education for additional disciplinary consideration via the Superintendent.
3. Social Probation

#### **(LL) OFFENSE: SPITTING AND/OR THROWING OBJECTS OVER THE SECOND FLOOR RAILINGS**

Corrective Measures:

1. Parent contact.
2. Conference with person involved.
3. Out-of-school suspension.
4. Social probation
5. May result in recommendation to the Board of Education for disciplinary consideration via the Superintendent.

#### **(MM) SUBSTANCE ABUSE: UNDER THE INFLUENCE AND/OR POSSESSION OF PROHIBITED DRUGS AND/OR ALCOHOL** (see Board of Education Policy #5530 on Substance Abuse Policy in this handbook or on our website at [www.slcs.us](http://www.slcs.us)).

**OFFENSE: POSSESSION, SALE, DELIVERY, DISTRIBUTION OR TRANSFER OF DRUG PARAPHERNALIA** (see Board of Education Policy #5530 on Substance Abuse Policy in this handbook or on our website at [www.slcs.us](http://www.slcs.us)).

**OFFENSE: SALE, DELIVERY, DISTRIBUTION OR TRANSFER OF PROHIBITED DRUGS AND/OR ALCOHOL** (see Board of Education Policy #5530 on Substance Abuse Policy in this handbook or on our website at [www.slcs.us](http://www.slcs.us)).

#### **(NN) OFFENSE: TAMPERING WITH SAFETY/EMERGENCY EQUIPMENT**

1. Parent contact
2. Students will be required to make full restitution.
3. May involve law enforcement agency.
4. Students may be required to make use of counseling services.
5. Out-of-school suspension.
6. Social probation.

#### **(OO) OFFENSE: TARDINESS** (See Page 15 for full, detailed policy)

Punctuality is an important part of the learning process. As a result, we expect students to arrive on time to school and each class. Only the following excuses will be approved reasons for tardies to school:

1. Personal illness of student (may require a doctor's note).
2. Death of a family member or close friend of the family or student.
3. Medical or dental care (note from doctor required).
4. Religious observances.
5. Participation in a legal proceeding (note from court required).
6. Unusual circumstances as approved by the building administrator.

Unexcused tardies may include, but are not limited to the following:

7. Personal illness when believed to be misused, misrepresented or occurring in excess without supporting documentation.
8. Oversleeping.
9. Car problems.
10. Errand running (shopping, driver's license, etc.)

All students who are tardy to class will immediately report to the Attendance office. The Attendance office secretary will issue an admit pass to class and keep track of the number of total tardies a student accumulates throughout the semester. Total tardies refer to all classes combined, not individual classes. Therefore, a tardy first hour and a tardy sixth hour means that a student has accumulated two tardies.

On the fourth accumulated tardy, the student will receive a two (2) hour Saturday detention.

On the fifth accumulated tardy, and every tardy thereafter, the student will receive a four (4) hour Saturday detention. Excessive tardies (after ten) or failure to serve a detention will result in further corrective measures which may include suspension and/or social probation.

**(OO.1) OFFENSE: THEFT**

Theft is the wrongful taking of another person’s property or property belonging to the school, including food taken from the serving area.

Corrective Measures:

1. Parent contact.
2. Restitution for stolen property.
3. May involve law enforcement agency.
4. May require student to make use of counseling services.
5. Out-of-school suspension.
6. Social probation.

**(PP) OFFENSE: THREATS**

Any overt threat to a staff member or student regarding life, physical well-being, and/or personal property will result in disciplinary action.

Corrective Measures:

1. Parent conference.
2. Counselor referral.
3. Social Probation
4. May involve law enforcement agency.
5. Out-of-school suspension
6. May result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent

**(QQ) OFFENSE: TRESPASSING**

A student or former student, who is present at this school or another school without official school authorization shall be considered trespassing and will be subject to disciplinary action and or involvement of law enforcement.

Corrective Measures:

1. An additional day will be added to any suspension that the student is currently serving.
2. May involve law enforcement agency.
3. For former students, a trespass letter will be sent to their home, detailing law enforcement action for any subsequent acts of trespassing.

**(RR) OFFENSE: UNSPORTSMANLIKE CONDUCT/INAPPROPRIATE BEHAVIOR DURING A SCHOOL ACTIVITY SUPPORTING AND /OR PARTICIPATING IN A SCHOOL DISTURBANCE**

Corrective Measures:

1. Conference with student.
2. Parent contact.
3. Removal from activity up to and including permanent removal.
4. Social probation.
5. Out-of-school suspension.

**(SS) OFFENSE: VANDALISM**

Vandalism is destruction of public and/or school property (see Board of Education Policy #7445, Property Damage-Vandalism on our website [www.slcs.us](http://www.slcs.us))

Corrective Measures:

1. Parent contact.
2. Student will be required to make full financial restitution.
3. May involve law enforcement agency.
4. Detention.
5. Student may be required to make use of counseling services.
6. Out-of-school suspension.
7. Social probation.

**(TT) OFFENSE: VIOLATION OF ACCEPTABLE USE POLICY** (see Board of Education Policy #7540 on Acceptable Use Policy for Technology in this handbook or on the website [www.slcs.us](http://www.slcs.us))

Corrective Measures:

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. Loss of technology privileges. | 4. Out-of-school suspension. |
| 2. Parent contact.                | 5. Social probation          |
| 3. Removal from class.            |                              |

**(UU) OFFENSE: ALL WEAPONS AND/OR OTHER DANGEROUS DEVICES/OBJECTS**

(see Board of Education Policy, #5772 in this handbook or on our website at [www.slcs.us](http://www.slcs.us)).

The Gun Free Schools Act and Public Act 328 of 1994 and in accordance with Board of Education policy requires our school district to expel any student who brings a weapon to school. Any knife brought to school will be considered a weapon and may result in an expulsion. In addition to expulsion, students will be referred to the criminal justice or juvenile delinquent system and the appropriate county department of social services or community health organization. The parent, legal guardian and/or student will also be notified of the referral. Secondary students expelled pursuant to these laws may petition the Board of Education for reinstatement to school any time after being expelled for 150 days, but cannot be reinstated before the expiration of 180 school days from the date of expulsion. Petitions will be reviewed on a case-by-case basis. Facsimiles will fall under this category. Any student who is aware of any weapon, i.e., knife, gun, etc., in school, on the bus, or at any school related activity, has an obligation to report it to the administration to avoid violating this code. Failure to do so will result in disciplinary action.

If a student accidentally brings a weapon to school, he/she should alert an adult and turn the weapon in immediately to avoid violating this code.

Corrective Measures:

1. Materials will be confiscated.
2. Involve law enforcement agency.
3. Parent contact.
4. Out-of-school suspension may result in recommendation to the Board of Education for disciplinary consideration via the Superintendent.
5. A parent conference will be requested.
6. Social probation for remainder of school year.
7. Student may be required to make use of counseling services.

# South Lyon Community Schools

## Department of Athletics - Code of Conduct

### INTRODUCTION

It is the responsibility of student-athletes to become familiar with the specific rules and regulations of each sport as well as the general policies of this Athletic Code of Conduct. The South Lyon Athletic Code of Conduct shall be enforced for the entire calendar year, including summer months and vacation periods. Enforcement of the Athletic Code of Conduct shall apply to any violation that occurs during those time frames. Student-athletes should realize that the Athletic Code of Conduct rules and regulations apply 24 hours a day, 7 days a week, 365 days a year and are not just limited to student behavior at school-sponsored activities or on school property. A student-athlete who violates the Athletic Code of Conduct shall be subject to disciplinary action as outlined in the penalty provisions of the Athletic Code of Conduct. This is in addition to any disciplinary action leveled upon the student by the school itself. Also, each individual coach reserves the right to enact additional rules and regulations for his/her team. It is understood that the Athletic Code of Conduct provides minimum guidelines and any coach may establish rules specific for his/her program consistent with the Athletic Code of Conduct after review with and approval by the Athletic Director. The Athletic Code of Conduct will be reviewed and discussed prior to the start of each season.

### PHILOSOPHY AND OBJECTIVES

The South Lyon Community Schools believe that athletics are an integral part of the total educational program. Not everyone can be a member of a team, but everyone can benefit from the programs offered by the Athletic Department. Our purpose is to provide experiences not otherwise available in the school classroom curriculum. The criteria upon which our programs are judged are as follows:

1. Athletic participation is a privilege not a right.
2. Sportsmanship is our top priority. Since the community as a whole provides the support necessary to operate the athletic program, the student-athletes and coaches should always conduct themselves in a manner that brings only respect and admiration to themselves, the school, and community.
3. Participation is for those who demonstrate outstanding skills in the respective sports.
4. Success is not measured in terms of wins and losses. Rather we hope to develop character, improve skill performance and represent our school and community well.

The main objective of the Athletic Department is to promote a series of athletic contests with other schools for the purpose of developing good sportsmanship, new friendships, improved skills, and better community relations. The athlete will be offered increased opportunities for:

1. Learning sportsmanship and being afforded the opportunity to display good sportsmanship. Student-athletes should recognize that they are in a very visible position and with this increased visibility comes increased responsibility. Because of this responsibility, student-athletes are expected, through their example, to encourage other students to exhibit acceptable behavior.
2. Improving physical skills and establishing exercise habits that promote good health.
3. Developing strong and lasting friendships.
4. Developing the understanding that the rules of a game are similar to the rules of everyday life.

### Lakes Valley Conference High School

South Lyon High Schools is a member of the Lakes Valley Conference (LVC) which is composed of the following 9 schools.

Lakeland	South Lyon East	Walled Lake Western
Milford	Walled Lake Central	Waterford Kettering
South Lyon	Walled Lake Northern	Waterford Mott

### KLMSL-Middle School

Centennial & Millennium Middle Schools are members of the Kensington Lakes Middle School League (KLMSL). This league is comprised of the middle schools located in the same school districts as the high schools in the Lakes Valley Conference (LVC). The divisional alignment of the KLMSL and the teams each school plays against varies depending on the sport.

### ATHLETIC PROGRAM OFFERINGS

#### Fall

Cheerleading-Sideline  
Cougarettes  
Cross Country (Boys)\*  
Cross Country (Girls)\*  
Equestrian  
Football  
Golf (Girls)  
Pom  
Soccer (Boys)  
Swim & Dive (Girls)  
Tennis (Boys)  
Volleyball\*

#### Winter

Basketball (Boys) \*  
Basketball (Girls) \*  
Bowling (Boys)  
Bowling (Girls)  
Cheerleading-Competitive  
Cougarettes  
Ice Hockey  
Pom  
Skiing (Boys)  
Skiing (Girls)  
Swim & Dive (Boys)  
Swim & Dive MS Co-Ed \*  
Wrestling\*

#### Spring

Baseball  
Golf (Boys)  
Lacrosse (Boys)  
Lacrosse (Girls)  
Soccer (Girls)  
Softball  
Tennis (Girls)  
Track & Field (Boys)\*  
Track & Field (Girls)\*

\*denotes middle school athletic offering

## REGULATIONS

In addition to the rules and regulations set forth by the representatives of the South Lyon Community School District, South Lyon Community Schools is also a member of the Lakes Valley Conference (LVC) and the Michigan High School Athletic Association (MHSAA). South Lyon Community Schools, representatives of the district, parents and students are expected to follow and abide by all rules and regulations of these governing entities.

The Lakes Valley Conference athletic program, promotions, and athletic support for students will include the following: exemplify the highest moral character, behavior and leadership; exemplify good sportsmanship; respect the integrity and judgment of officials; shows respect for opposing players, coaches, and spectators; recognize and show appreciation for outstanding plays by either team. This includes the following guidelines:

1. Do not use profanity or obscene language. Refrain from cheers which downplay the opponent.
  2. Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat. Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Confine remarks to game statistics and to the performance of your team.
  3. The use of any controlled substances (alcohol, drugs, etc.) is strictly prohibited. No smoking on the premises during an event.
  4. Finally, a sign shall be posted at every league school that includes the following:
    - A. Unless authorized by school officials, parents or spectators are not allowed on the field or playing area at any time.
    - B. Be positive. Negative or profane language is strictly prohibited.
    - C. Respect the Referees and Game Officials.
    - D. No coaching from the sidelines by parents or spectators.
    - E. At indoor events, including ice rinks, no artificial noise makers allowed.
    - F. At outdoor events, noise makers may be allowable subject to the discretion of the school administration. (No air horns, whistles, or other items which would present an imminent danger will be allowed.
    - G. No alcohol or tobacco is allowed at youth or school activities.
    - H. Help keep the area clean. Please use receptacles.
    - I. Be generous when you win, be graceful when you lose.
    - J. Appropriate shirts must be worn at all times.
    - K. Signs may be allowable subject to the discretion of the school administration.
- School officials retain the right to refuse admittance or remove a person(s) from an event due to inappropriate behavior

**Enrollment** - To be eligible for interscholastic athletics, a student must be enrolled in a high school or middle school not later than the fourth Friday after Labor Day, (1<sup>st</sup> semester) or the fourth Friday of February, (2<sup>nd</sup> semester). A student must be enrolled in at least twenty credit hours in the school for which he/she competes.

**Age** - A student who competes in any interscholastic athletic contests must be under nineteen years of age, except that a student whose nineteenth birthday occurs on or after September 1 or a current school year is eligible for the balance of that school year. Any student born before September 1, 1992, is ineligible for interscholastic athletics in Michigan.

**Summer Dead Period** - Coach and Student Athletes must observe the "Summer Dead Period" as set forth by the MHSAA. The "Summer Dead Period" is a period of seven consecutive calendar days after school is out in June and after a school's participation in MHSAA tournaments is completed. This dead period will be the week which includes the July 4<sup>th</sup> holiday of any given year.

**Physical Examinations** - No student shall be eligible to tryout, practice or participate without a SIGNED (M.D., D.O. or another authorized professional) current year physical on file with the athletic department certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. (\*A current year physical is interpreted as any physical examination given on or after April 15<sup>th</sup> of the previous school year.)

**Transfers** - A student enrolled in grades 9-12 who transfers from one high school or junior high/middle school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one full semester in the school to which the student transfers.

\* Ask Athletic Director to refer to MHSAA rules for exceptions relative to transfers.

In addition, a student transferring to South Lyon Community Schools to escape the consequences of his/her actions at a previous school may also be deemed ineligible even if he/she otherwise satisfies the MHSAA transfer regulations.

**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 other 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 days of competition and maximum of the remainder of that season in that school year.

\* Ask Athletic Director to refer to MHSAA Rules for exceptions to this regulation.

	HIGH SCHOOL ELIGIBILITY COMPONENT	RATIONALE
1	Minimum semester grade point requirement of 1.7 and no end of semester Es or I's establishes eligibility for next semester.	SLCS utilizes pluses and minuses for grading; this minimum GPA represents a C-. We believe that this is a reasonable minimum standard for eligibility.
2	Once eligibility is established students must pass a minimum of four classes before official eligibility checks, generally on the 1st of the month.	This allows students to experience difficulty, receive a "warning" and have the opportunity to improve their performance prior to being declared ineligible.
3	Minimum time of ineligibility = two weeks as long as student regains eligibility with a 1.7 GPA and no Es	The student should be able to spend this period of time focusing on studies prior to having eligibility restored.
4	Semester incompletes must be eliminated to restore eligibility with a 1.70 GPA and no Es.	We believe that this will minimize incompletes being utilized to circumvent the eligibility requirements.
5	Co-curricular activities: If a student is ineligible for public performances because s/he is not a fulltime student or due to failure to meet academic or behavioral standards as defined in this policy, alternative assessments shall be provided. This will allow students to attend class, receive a grade and still adhere to the eligibility requirements.	In an effort to support the performing arts and other co-curricular activities, students enrolled in co-curricular activities may participate in performances at the high school or at other schools within the District during regular school hours, in accordance with rationale #10 below.
6	Summer school may be considered for eligibility.	Summer school classes are subject to approval of the building principal.
7	Night school classes will not be considered for eligibility.	Students should not be attending classes both day and night to restore eligibility.
8	Special education students will be required to comply with academic and behavioral standards subject to the individual's IEPC as provided in the state and federal laws.	If a special education student is at risk of a failing grade in a class, the IEPC process may be a suitable course of action.
9	Activities that are impacted by eligibility standards are: Tryouts, practices, and games, events and activities that occur before or after	To comply with MHSAA rules.

	regular hours on home course, field, arena, court, pool (etc.) or at away events	
10	Activities not impacted by eligibility standards are: Summer camp and activities during regular school hours, as long as the activities are not competitions, games, events, festivals or contests.	Not a compliance issue with MHSAA.

**South Lyon Community Schools - Co-Curricular and Extra-Curricular  
STANDARDS OF CONDUCT**

Representing South Lyon Community Schools beyond the school day is a privilege and not a right. Students currently involved in these co-curricular and extra-curricular activities are expected to represent the highest ideals of character by exemplifying good conduct and good citizenship. When the administration learns of an infraction involving a student that occurred during non-school times (such as evening, summer, holiday breaks or weekends) that is a violation of the Student Code of Conduct, Board of Education, and/or the law and based on the severity and/or the possibility of bringing about liability or negative notoriety to the District, an independent school investigation shall occur.

Examples of infractions could include violations of federal, state or local law/ordinance including felony or misdemeanor acts other than minor traffic offenses (Conviction of said offenses is not necessary to establish a violation); cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming a representative of the South Lyon Community Schools; hazing activities of any type; or the use, possession, sale, delivery, distribution or transfer of any prohibited drug, alcohol, tobacco or drug paraphernalia.

A meeting will then take place with the student, parents, and other interested parties that may include a coach, advisor, or staff member, among others. Following this meeting, and after weighing all information, the administrator shall determine appropriate discipline, if any. Depending on the severity of the incident, penalties may include social probation of a minimum of six weeks, restitution, suspension, and/or dismissal from membership in these after-school activities.

Social Probation means the student loses all privileges to attend any and all school activities other than those pertaining to attendance in regularly scheduled classes. Examples of privilege loss include, but are not limited to, attendance or participation in any athletic, co-curricular, or extra-curricular activity. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. Social probation will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begins August 1. For infractions that occur or investigations that conclude after August 1, social probation begins at that time. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property.

The decision of the administrator may be appealed to the Assistant Superintendent of CITA within twenty-four (24) hours of the final decision provided to the parent/guardian in writing, whose decision is final.

**SPORTSMANSHIP**

Sportsmanship Expectations

The Lakes Valley Conference supports good sportsmanship by providing a code of good sportsmanship, educational problems to promote sportsmanship and a system of discipline to enforce appropriate behavior.

Mission Statement

“Good sportsmanship is viewed by the National Federation, Michigan High School Athletic Association and Lakes Valley Conference as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities, which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.”

Sportsmanship Expectations

Local School Board

- Adopt policies (upon recommendation of the administration) which reflect that community’s educational objectives and that promote the ideals of good sportsmanship, ethics and integrity.
- Remain a policy-making body and allow the administration to do its job. The board’s role is to develop policies, which are interpreted and administered by other school officials.
- Support standards for athletic participation which reinforce that activities are a privilege, not a right.
- Attend and enjoy school activities, serving as a positive role model and expecting the same from parents, fan, participants, coaches and other school personnel.
- Support and reward participants, coaches, school administrators and fans that display good sportsmanship.
- Recognize the value of school activities as a vital part of education.

School Administration

- Develop a program for promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference and the Michigan High School Athletic Association. This program should stress that disrespectful behavior, especially taunting, trash talking and intimidation, will not be tolerated.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and fans that teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible and function as a model of good sportsmanship. This includes communicating with spectators during an event what is acceptable and unacceptable behavior.

Coach

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good citizenship is practicing good sportsmanship!
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation, will not be tolerated.
- Set a good example for players and spectators to follow.



- Respect the integrity and judgment of game officials.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
- Instruct participants and spectators in proper sportsmanship responsibilities.
- Acknowledge participants and spectators for displaying proper sportsmanship.
- Be no party to the use of profanity or obscene language or improper actions.

#### Student Athlete

- Accept and understand the seriousness of your responsibility and the privilege of representing your school and community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Learn the basic rules of the game.
- Treat opponents the way you would like to be treated.
- Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature. Refrain from intimidating behavior.
- Respect the integrity and judgment of game officials.
- Win with humility; lose with grace. Do both with dignity.

#### Cheerleaders

- Understand the seriousness and responsibility of your role and the privilege of representing your school and community.
- Learn the basic rules of the game.
- Treat opposing cheerleaders the way you would like to be treated.
- Select positive cheers, which praise your team without antagonizing the opponents.
- Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- Use discretion in selecting the times to cheer. Give the opposing school the same amount of time your squad would want in performing cheers.
- Give encouragement to injure players and recognition to outstanding performances for both teams.
- Respect the integrity and judgment of game officials.

#### Other Student Groups

- Establish themselves as leaders in their conduct before, during and after contests and events. Always provide positive support for your team, rather than intimidating or ridiculing the other team.
- Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization and involvement.
- Treat opposing players, coaches, spectators and support groups with respect and enthusiasm.
- Refrain from taunting or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature.
- Conduct themselves in an exemplary manner. Remember that you represent your school both home and away.
- Respect the integrity and judgment of game officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.

#### Spectators

- Remember that you are at a contest to support and yell for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
- Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Learn the basic rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- Refrain from taunting or making any kind of derogatory remarks to your opponents, especially comments of ethnic, racial or sexual nature.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student athlete and appreciate their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- Use only those cheers that support and uplift the teams involved.
- Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
- Be a positive behavior role model through your own actions and by censuring those around you at events whose behavior is unbecoming.

#### Public Address Announcer

- Be impartial. Announce the contest with no show of favoritism.
- Use proper language at all times.
- Be enthusiastic but calm.
- Do not attempt to "talk over the crowd."
- Do not anticipate or second-guess calls by the officials or criticize official's decisions, directly or indirectly.
- Be aware of the entire venue so that calm directions can be given in an emergency. Serious situations can be avoided if the announcer will caution the crowd against coming onto the playing surface, throwing things and the like.
- Permit no one to use the microphone, except those in charge of the event and/or design of those in charge of the event. The announcer is responsible for whatever is said over the public address system.
- Announce convenient routes for spectators to leave the venue and caution the crowd to drive safely on its way home.
- Be aware that good sportsmanship is a very important part of interscholastic activities; reading a public service sportsmanship statement prior to the beginning of an event and at key times during breaks in the action contributes to a positive, educational atmosphere.
- All announcements must be approved by the athletic office.

#### Acceptable Behavior

- Applause during introduction of player, coaches and officials.

- Accept all decisions of officials.
- Cheerleaders lead fans in positive yells in a positive manner.
- Handshakes between participants and coaches at end of contest, regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for their outstanding performance or coaching.
- Applause at end of contest for performances of all participants.
- Everyone showing concern for an injured player, regardless of team.
- Encourage surrounding people to display only sportsmanlike conduct.

#### Unacceptable Behavior

- Taunting, trash talk and other intimidating actions.
- Not admonishing those sitting around you who engage in practice of poor sportsmanship.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming or heckling an official's decision.
- Criticizing officials; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands.
- Blaming loss of game on officials, coaches or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following lead of cheerleaders.

#### *SQUAD CUTS*

Interscholastic athletics exist for skilled and advanced athletes. Although "cutting" players from the athletic teams is discouraged, in certain sports maximum student participation levels must be established. If "cutting" of athletes becomes necessary, the coach will explain to the athletes the criteria for gaining membership to the team before practice begins. Those students not making the team will be entitled to have a personal interview with the coach.

#### *CONFLICT OF RESPONSIBILITIES*

Being a member of an athletic team is an extra-curricular activity for the student. There may be occasions when the athlete will have a conflict of responsibilities. It is suggested that athletes use the prioritized list below when determining their prime responsibility:

1. Home and church responsibilities.
2. Academic responsibilities.
3. Athletic responsibilities.
4. Other school and social responsibilities.

If you are committed to the South Lyon Community Schools Athletic Program and are involved in the Amateur Athletic Union, (AAU) South Lyon Athletic Programs take precedence over AAU. Student-athletes missing South Lyon practices or competitions to attend AAU functions will be suspended from competition or dismissed from the squad.

Despite all scheduling efforts by the administration, conflicts will develop between extra-curricular activities. If a conflict should arise, it is the athlete's responsibility to report the conflict to their coach. The Athletic Department will do what it can to avoid conflicts.

#### *VACATIONS DURING THE SEASON*

Attendance at all practices and games is very important. A written notice from the athlete's parents establishing the dates of a vacation must be submitted to the head coach before an absence. Any athlete missing practice must recondition before participation will be permitted. Any absence for a vacation that the coach was not notified of will be considered unexcused. In addition to reconditioning after returning from an unexcused absence, the student-athlete faces additional consequences. For each 3 days of required practice missed, during school scheduled Winter, Mid-Winter and Spring Break the athlete will miss a minimum of one contest.

#### *ATTENDANCE - SCHOOL & PRACTICE*

Student-athletes are expected to attend and participate in all practices and team meetings, and carry out the directives of coaches.

In order to participate in any Athletic Department *PRACTICE OR CONTEST*, the athlete must be in attendance the entire school day of the practice or contest. In order to participate in an Athletic Department practice or contest that takes place on a day when school is not in session, the athlete must be in attendance the entire day preceding the day school is not in session. Exceptions would be such things as pre-arranged medical or dental appointments, scheduled court appearances, death in the family or funeral attendance. These must be cleared with the Athletic Director in advance.

Any athlete, who is suspended, (either out of school or in-school suspension) for violation of the policies and regulations of the student handbook, *WILL BE PROHIBITED FROM PARTICIPATION IN CONTESTS OR PRACTICES* on the day that the suspension is served.

- \* Failure to attend a practice or competition without a valid excuse, (as outlined above) may result in loss of participation for up to one calendar week from the date of the unexcused absence.
- \* A second unexcused absence will result in up to two weeks loss of participation.
- \* A third unexcused absence will result in removal from the squad.

#### *PERSONAL APPEARANCE*

As a representative of South Lyon Community Schools, exemplary personal appearance is important and is to be encouraged. On the day of a contest, (home or away) males shall wear dress slacks and appropriate dress shirt unless otherwise approved by the coach. Females shall wear dress slacks or skirts and an appropriate top unless otherwise approved by the coach. Hair will be kept neat and well groomed and not interfere with the athlete's ability to perform. During an athletic contest, all parts of the uniform must be worn. Any additional clothing worn during competition must be approved by the coach. Coaches will ask that inappropriate tattoos be covered during practice and competition.

#### *TRAVEL*

Transportation to and from away competitions will be by authorized school transportation. Any exception to this regulation will be arranged between the student athlete's parents and the coach in advance via a signed copy of the Athletic Transportation Waiver Form. Should the South Lyon Community Schools be unable to provide transportation, the Athletic Director and coach will work with the parents to arrange "caravans" as approved by the Athletic Director and the Principal. The South Lyon Community Schools Athletic Department promotes the "team concept" therefore no student-athlete will be allowed to leave until his/her team is completely finished with the competition or any post-game meeting. No athlete may leave a competition with any other adult or student.

### **EQUIPMENT**

Any equipment or uniform issued to the student-athlete must be returned at the designated time in good order. The replacement costs of any lost or broken equipment/uniform must be reconciled or no awards or further participation will follow. Athletes must provide a lock for their personal belongings and equipment while at school.

### **QUITTING - SWITCHING SPORTS - DUAL PARTICIPATION**

Quitting a team is a serious matter. A student-athlete may drop out of a sport only if he/she has personally contacted the coach. Switching from one sport to another after the season has begun is discouraged. If an athlete quits one sport after the season has begun he / she will not be eligible to participate in another sport without the prior consent of both coaches and the Athletic Director. Participation in two sports during the same season is discouraged. However, with the written consent of both coaches and the Athletic Director, a student-athlete may compete on two teams during the same season, (for sports teams where squad cuts are not involved).

### **PARENT'S RESPONSIBILITY**

The parents must understand that participation in athletics involves, in many cases, strenuous physical activity and physical contact. The school assumes the responsibility to provide proper equipment, facilities, and supervision. However, it is the *PARENT'S RESPONSIBILITY* to provide the proper medical coverage to pay for any emergency or medical treatment required due to an injury. As a member of the M.H.S.A.A., South Lyon student-athletes are provided up to a maximum of \$250,000 for any one injury for excess medical expenses after a \$25,000 deductible per injury. This policy DOES NOT cover any out-of-season activities.

*An athlete's parent or guardian must complete & sign the following 3 forms. The forms should be returned to the athlete's coach.*

1. *ATHLETIC PARTICIPATION/EXPECTATION FORM*
2. *ATHLETIC EMERGENCY CONTACT FORM*
3. *MHSAA or DOCTORS PHYSICAL & MHSAA CONSENT FORM.*

### **PROPER SUPERVISION**

Athletes are **NOT TO BE IN THE LOCKER ROOMS, THE GYMNASIUM, THE WEIGHTROOM, and THE POOL OR OTHER INDOOR ATHLETIC FACILITIES** unless properly supervised by their coach. If a practice or game is not scheduled immediately after school, the athletes are to leave the building as soon as possible. Failure to abide by this regulation will result in disciplinary action.

### **CORRECTIVE MEASURES**

The following items provide the coach and Athletic Director with corrective measures not previously specified when dealing with violations. Any of the following corrective actions may be used depending upon the frequency and severity of the violation.

- A. Coach and athlete meeting.
- B. Parent conference with coach and/or athletic director.
- C. Suspension from competition. The athlete will be required to participate in all practices and attend all contests, but will not be allowed to dress or participate in the contests.
- D. Suspension from the team for the remainder of the season.
- E. Suspension from all athletic department programs for the remainder of the semester or school year.

Any athlete not completing a season of competition due to academic ineligibility, disciplinary action or voluntarily quitting the team will not receive an award for that sport, from the Athletic Department, its programs, or coaches.

### **REVIEW PROCEDURES**

Athletes will have the opportunity for review concerning corrective actions taken by a coach or the Athletic Director.

#### Steps for review:

1. The athlete must have met with the coach involved to try to solve the problem.
2. The athlete may request a review by the Athletic Director. This request must be in writing. This action must take place within 2 school days of the action taken by the coach. At this point the Athletic Director or designee will arrange a meeting with the coach, the athlete, and the parents. This meeting shall take place within 2 school days of the requested review.
3. After step 2, the athlete may request a review before the Building Principal or designee. Such a request must be done in writing within two school days of the Athletic Director's review of the issue. This meeting shall take place within 2 days of the requested review. The decision of the Building Principal or designee is final.

### **AWARDS**

The Athletic Department will give the following awards:

- \* Student-athletes who maintain a GPA of 3.0 - 3.24 during their season of competition shall receive a bronze Scholar-Athlete Medal.
- \* Student-athletes who maintain a GPA of 3.25 - 3.74 during their season of competition shall receive a silver Scholar-Athlete Medal.
- \* Student-athletes who maintain a GP of 3.75 or above during their season of competition shall receive a gold Scholar-Athlete Medal.
- \* The GPA will be based on the following: For Fall sports, October 15<sup>th</sup> grades. For Winter Sports, Semester 1 grades. For Spring Sports, May 1<sup>st</sup> grades.
- \* An athlete who successfully completes 3 consecutive seasons, (fall, winter & spring) shall receive a South Lyon Triple-Threat Athlete T-Shirt. It is the responsibility of the student to contact the Athletic Office for their award.
- \* An athlete who successfully completes 12 consecutive seasons, (fall, winter & spring for four consecutive years) shall receive South Lyon's Twelve Seasons Athletic Plaque. It is the responsibility of the student to contact the Athletic Office for their award.

Freshmen athletes shall receive graduation year numerals after successfully completing their first season of competition. In addition, these athletes shall receive a freshman award certificate.

Junior Varsity athletes shall receive a junior varsity award certificate. Note: Any junior varsity athlete who has not already been awarded freshman numerals shall receive a certificate and numerals.

Varsity Any athlete who successfully completes a first season of varsity level competition, and meets any other requirements determined by the head coach, shall be awarded a varsity letter.

Any athlete, who successfully completes a season of varsity level competition but does not fulfill the requirements determined by the head coach, shall be awarded a participation award certificate.

Any athlete who has already been awarded a varsity letter who then successfully completes another season of varsity competition in a DIFFERENT SPORT shall receive a varsity certificate.

Any athlete, who successfully completes a second season of varsity competition in a PARTICULAR SPORT, shall be awarded a bronze varsity medal.

Any athlete, who successfully completes a third season of varsity competition in a PARTICULAR SPORT, shall be awarded a silver varsity medal and a third year varsity plaque.

Any athlete, who successfully completes a fourth season of varsity competition in a PARTICULAR SPORT, shall be awarded a gold varsity medal and a fourth year varsity plaque.

The Athletic Department will honor a senior athlete for each of the following awards: Male Athlete of the Year, Female Athlete of the Year, Male Academic Athlete of the Year and Female Academic Athlete of the Year. Criteria for the awards are available in the Athletic Director's office.

## UNDERSTANDING CONCUSSIONS

### Educational Material for Parents and Students

(Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

#### Some Common Symptoms

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| <ul style="list-style-type: none"><li>• Headache</li><li>• Pressure in the Head</li><li>• Nausea/Vomiting</li><li>• Dizziness</li><li>• Balance Problems</li><li>• Double Vision</li><li>• Blurry Vision</li></ul> | <ul style="list-style-type: none"><li>• Sensitive to Light</li><li>• Sensitive to Noise</li><li>• Sluggishness</li><li>• Haziness</li><li>• Fogginess</li><li>• Grogginess</li><li>• Poor Concentration</li></ul> | <ul style="list-style-type: none"><li>• Memory Problems</li><li>• Confusion</li><li>• "Feeling Down"</li><li>• Not "Feeling Right"</li><li>• Feeling Irritable</li><li>• Slow Reaction Time</li><li>• Sleep Problems</li></ul> |
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#### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

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| <ul style="list-style-type: none"><li>• Appears dazed or stunned</li><li>• Is confused about assignment or position</li><li>• Forgets an instruction</li><li>• Can't recall events prior to or after a hit or fall</li><li>• Is unsure of game, score, or opponent</li></ul> | <ul style="list-style-type: none"><li>• Moves clumsily</li><li>• Answers questions slowly</li><li>• Loses consciousness (even briefly)</li><li>• Shows mood, behavior, or personality changes</li></ul> |
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#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs

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|---|---|
| <ul style="list-style-type: none"><li>• One pupil larger than the other</li><li>• Is drowsy or cannot be awakened</li><li>• A headache that gets worse</li><li>• Weakness, numbness, or decreased coordination</li><li>• Repeated vomiting or nausea</li><li>• Slurred speech</li></ul> | <ul style="list-style-type: none"><li>• Convulsions or seizures</li><li>• Cannot recognize people/places</li><li>• Becomes increasingly confused, restless or agitated</li><li>• Has unusual behavior</li><li>• Loses consciousness (even a brief loss of consciousness should be taken seriously).</li></ul> |
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**HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form Located On the Student & Athletic Emergency Form.**

# TRANSPORTATION CODE OF CONDUCT

## **Bus Rules must be followed for safety of students**

In order to guarantee all children riding the bus the safe transportation they deserve, certain rules have to be followed. Parental support is essential to a safe transportation program. The prime responsibility for the application of these rules is with the parent. The schools will assist parents in any way possible. We are publishing the rules so that the district's expectations are clear.

## **Responsibilities of Students**

1. Students must be on time as designated bus stops. Buses cannot wait, so students should leave home in time to arrive at the bus stop about 5 minutes before the bus is due. Unless there are unusual weather conditions or the bus has an emergency situation, the established schedule should be accurate.
2. Students must stay off the roadway at all times while waiting for the bus, and conduct themselves with courtesy and consideration for others. The safety and conduct of the students at a bus stop is the responsibility of the parents.
3. Students are required to cross in front of the bus when crossing a roadway, NOT in back of the bus.
4. Students must wait until the bus has come to a stop before attempting to enter or leave the bus.
5. Students should be seated immediately upon entering the bus. Students may be expected to sit three (3) in a seat. Personal belongings are to be held on the rider's lap. Only items fitting on students' laps will be accepted on the bus. The aisle must be kept clear.
6. No pets or other animals may be transported on the bus.
7. Students are expected to conform promptly with directions of the bus driver.
8. Students must inform the driver when absence from school is expected.
9. Students must help keep the bus clean and orderly at all times.
10. Students must report to the driver at once any damage to the bus. Any student disfiguring or mutilating a bus will be suspended from riding until a satisfactory adjustment is made.
11. Loud, boisterous, or profane languages, indecent conduct, scuffling, or throwing of object will not be tolerated. Student causing trouble after they have been warned will lose their privilege of riding the bus.
12. No windows or doors are to be opened except by permission of the driver. Students are required to enter and leave by the front door ONLY, except in case of an emergency and then the back emergency door may be used.
13. Students must keep hands and head inside the bus at all times.
14. Smoking, eating, or drinking will not be permitted on the bus.
15. Only students registered to ride the bus are permitted to ride. We do not carry a commercial license. This prohibits us from carrying students not listed on the original registration sheet. Students may not ride any other bus to homes of friends or places of employment.
16. Students must not leave the bus without the driver's consent, except at home or at the school.
17. Students are expected to be picked up and dropped off at one (same) bus stop only.
18. Students may be assigned a seat by the bus driver.
19. Complete silence at railroad crossings is required.
20. No use of cell phones on the bus.

## **Failure to observe bus rules may result in the issuance of a bus conduct report.**

Students are reminded that bus riding is a privilege. They are expected to observe bus safety rules and failure to do so many result in the bus driver issuing a bus conduct report, which will be reviewed by a school administrator. The administrator reviewing the report has the right and responsibility to reprimand according to the student's disciplinary history. In instances of severe bus misconduct, administrators may invoke any or all of the corrective measures listed for each offense. If a bus misconduct results in a suspension from school, the student's suspension from the bus is effective upon return to school. The following is the district procedure with regard to bus conduct reports:

1. Warning Notice: At the bus driver's discretion, and based upon the severity of the offense, issues may be addressed through verbal warnings. In these cases, a copy of the Transportation Code of Conduct may be provided to the student as a reminder of the transportation expectations.
  2. 1st Conduct Report - the student receives a warning that further conduct reports could result in suspension of bus riding privileges; however, a student may be removed for 1st conduct report in case of serious offences, such as fighting.
  3. 2<sup>nd</sup>/3<sup>rd</sup> Conduct Report - the student is suspended from riding the bus.
  4. 4th Conduct Report - the student will be suspended from riding the bus for the remainder of the school year.
- Note: If a student's misbehavior is serious, the bus may return to the school so that the student can be removed. If this happens, he/she will be removed from the bus.

## **Bus Suspension Appeal Process- Elementary:**

1. Parent/Guardian may appeal bus suspensions of less than ten (10) days to the principal.
2. Bus suspensions of ten (10) or more days shall follow the appeal process outlined below:
  - a. If a parent/guardian disagrees with a suspension, an immediate appeal must be made to the building principal. Immediate is defined as by the end of the next school day. If the principal is not in the district, the parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process.
  - b. If a parent/guardian disagrees with the principal's decision, an appeal must be made to the assistant superintendent of CITA within twenty-four (24) hours of the principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the assistant superintendent of CITA is final. If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.
  - c. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.

## **Bus Suspension Appeal Process- Secondary:**

1. Parent/Guardian may appeal bus suspensions of less than ten (10) days to the administrator issuing the suspension. Often this is the assistant principal.
2. Bus suspensions of ten (10) or more days shall follow the appeal process outlined below:
  - a. If a parent/guardian disagrees with a suspension, an immediate appeal must be made to the administrator issuing the suspension. Immediate is defined as by the end of the next school day.
  - b. For bus suspensions issued by the assistant principal: If a parent/guardian disagrees with the assistant principal's decision, an appeal must be made to the principal within twenty-four (24) hours of the assistant principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the principal is final. If the bus suspension was issued by the assistant principal and he or she is not in the district, the parent will be directed to the principal who will be the first and final administrator in the appeal process. For bus suspensions issued by the assistant principal, the final administrator in the appeal process will be the school principal.
  - c. For bus suspensions issued by the principal: If a parent/guardian disagrees with the principal's decision, an appeal must be made to the assistant superintendent of CITA within twenty-four (24) hours of the principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the assistant superintendent of CITA is final. If the bus suspension was issued by the principal and he or she is not in the district, the parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process. If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.
  - d. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.

# SOUTH LYON COMMUNITY SCHOOLS BOARD OF EDUCATION POLICIES AND PROCEDURES

## **DISTRICT MISSION STATEMENT**

In support of our community, the mission of the South Lyon Community Schools is to provide the highest quality educational process, so that all students can excel as individuals, and become productive and contributing members of society.

## **CODE OF STUDENT CONDUCT (Board Policy 5500 dated 6.5.17)**

South Lyon Community Schools operate on a system of rights and responsibilities. It is the responsibility of the Board and its staff to ensure that no student is arbitrarily denied the opportunity for an education without adherence to procedural due process. It is the responsibility of each student to behave in a manner that does not threaten, interfere with or deprive other students of their right to an education.

The purposes of this conduct Code are to provide regulations governing the behavior of students, to prevent actions or activities that interfere with the school program and/or are prohibited by law, and to provide for students' rights and responsibilities. Each staff member employed by the District is required to uphold this Code. This code shall be mandatory and enforced in each South Lyon school. Individual schools may adopt additional regulations governing actions not covered by the code, but such additional regulations may neither substitute for nor negate any of these provisions.

It is the responsibility of all students and their parents/guardians to become familiar with the Code of Student Conduct. Students must recognize that when they engage in unacceptable conduct they will be subject to disciplinary action.

### Student Rights

Students in the South Lyon Community Schools have the following rights:

- A. Respect  
Students have the right to be treated with respect.
- B. Fair Treatment  
Students have the right to expect fair, reasonable, and consistent treatment.
- C. Dignity  
Students have the right to expect that their dignity as individuals will be respected.
- D. Citizenship  
Students retain their constitutional rights as determined and interpreted by legislation and/or the courts.

### Student Responsibilities

Students in the South Lyon Community Schools are expected to fulfill the following responsibilities:

- A. Participation  
Students have the responsibility of being active participants in their education. Students must report to school and to all scheduled classes regularly and on time, remain in classes until excused, be actively engaged in the learning process, complete assignments to the best of their ability, and request help when it is needed.
- B. Behavior  
Students have the responsibility of exhibiting behaviors that support learning while promoting a safe and orderly environment. Students are expected to comply with all Board policies and provisions of their school's student handbook.
- C. Respect  
Students must demonstrate respectful behavior to all members of the school community. Students must comply with directives given by adults in positions of authority. Students have the responsibility of respecting the rights and dignity of all individuals. No student's actions will infringe upon the rights of others. All students are expected to fulfill these responsibilities.

### Prohibited Behavior

South Lyon Community Schools students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, damage property or impede the orderly conduct of the school program. Misbehavior, even of a minor infraction will be addressed appropriately in order to help students avoid establishing a pattern of unacceptable habits and behaviors.

Prohibited behaviors fall into two (2) categories: 1) general prohibited behavior, and 2) illegal behavior. Illegal behavior is defined as any behavior that is prohibited by city/township ordinance or by State/Federal law. Any student charged with illegal behavior on school property or in conjunction with a school activity may be immediately removed from school pending a hearing, which must take place according to procedures provided in this policy.

When any school employee observes a student engaging in behavior that violates the provisions of this code, the employee shall intervene by requesting that the student cease such behavior. If the employee is unable to secure the student's cooperation, or if the behavior is of such seriousness that the intervention of other staff is necessary, a timely report must be made to the building administrator describing the infraction and including all available information relevant to the determination of disciplinary and/or legal action. Whenever an employee discovers a student engaging in conduct constituting illegal behavior, the employee shall make a prompt report to the building administrator.

Whenever the school administrator becomes aware of prohibited behavior, either by observation of such behavior or as a result of a report from another source, the administrator shall take prompt and effective action to investigate and will determine the need for appropriate disciplinary action. However, when conduct constituting illegal behavior is observed by or reported to the administrator, disciplinary proceedings shall be instituted. Disciplinary action shall involve a reasonable and logical relationship between the seriousness of the act and the severity of the discipline, and be in accordance with the Student Handbook Code of Conduct and any legal requirements.

The purpose of disciplinary actions should be to assist the student in modifying or changing inappropriate behavior. When necessary, the assistance of the home, other educational supportive services and/or other professional community agencies may be utilized.

### Disciplinary Actions

Violations of the Code of Student Conduct that occur on District property, in a District vehicle, or at a District related activity are subject to many disciplinary actions of which suspension and expulsion are the most severe.

Prior to suspending or expelling a student, the following factors will be taken into consideration for that individual student:

- A. the student's age
- B. the disciplinary history
- C. the seriousness of the violation

- D. whether the violation committed by the student threatened the safety of any student or staff member.
- E. whether Restorative Practices will be used to address the violation
- F. whether a lesser disciplinary consequence or intervention would properly address the violation

Unless the violation relates to firearms, in the case of a long-term suspension or expulsion (defined below), a rebuttable presumption exists that a suspension or expulsion is not justified unless all factors have been considered and a determination has been made to the contrary.

### Suspension & Expulsion

#### A. Suspension

1. Short Term Suspension - Temporary removal from school, class, and/or activity. Short term suspensions may not exceed ten (10) school days.
2. Long Term Suspension - A suspension in excess of ten (10) school days not including expulsion, may be imposed by the building administrator in specific situations, i.e., weapons not meeting the School Code mandatory discipline sanctions, assault, battery, serious fighting, serious or repeated sexual harassment, and/or substance abuse, following completion of the requisite due process requirements. If a building administrator makes a recommendation for a long term suspension, the student will be afforded an opportunity for a hearing before the Assistant Superintendent for CITA, as detailed herein.

A recommendation for a Board disciplinary hearing or long-term suspension shall not be referred to the decision maker for a student with a disability who is eligible for services under IDEIA or Section 504 until the student's Individualized Educational Planning Team (I.E.P. Team) or 504 Team determines whether the student's alleged misconduct was a manifestation of the student's disability as provided under Federal and State law.

Suspension may include the terms of Social Probation. In the case of severe offenses, social probation will be part of the disciplinary action. For substance abuse violations Social Probation is a minimum of ten weeks (see policy 5530 Substance Abuse). Social Probation means the student loses all privileges to attend any and all school activities other than those pertaining to attendance in regularly scheduled classes. Examples of privilege loss include, but are not limited to, attendance or participation in any athletic, co-curricular, or extra-curricular activity. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. Social probation will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begins August 1. For infractions that occur or investigations that conclude after August 1, social probation begins at that time. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property. It is the student's responsibility to contact the school administration and request a review of their social probation status.

Students who are suspended shall be given the opportunity to make up assignments, within a time frame as outlined in the Student Handbook at the time of the suspension.

#### a. Expulsion

Expulsion means that the student is excluded for sixty (60) or more school days from the entire school system by action of the Board.

### Summary of Rules for Suspended and Expelled Students:

1. The student may not be on school property at any time.
2. The student may not attend any South Lyon Community School event, whether it is held at South Lyon Community Schools or any other venue. This includes athletic events, performances, extracurricular activities and co-curricular activities.
3. The student may not attend a non-school sponsored event that takes place on school property. The student may attend non-school sponsored events if they are scheduled off school property.
4. If there are special circumstances, requests for written approval may be made to the Superintendent or his/her designee.

### Use of Restorative Practices

As outlined above, use of Restorative Practices will be considered before suspension or expulsion of any student. Use of Restorative Practices may be appropriate as an alternative to, or in addition to, a suspension or expulsion; it may also be appropriate for lesser violations of the Student Code of Conduct not rising to the level of a suspension or expulsion.

Restorative Practices will be the first consideration to remediate offenses such as, but not limited to, interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

### Due Process and Appeal Procedures

To ensure that all students receive fair treatment consistent with the fundamental requirements of due process, disciplinary action shall be in accordance with the following procedures:

#### A. Due Process

A student who engages in generally prohibited and/or illegal behavior in violation of the Code of Student Conduct, will be given an opportunity for "a due process hearing" before the principal (or designee). Procedural Due Process means the principal (or designee) will inform the student orally or in writing of the charges against him/her, including the basis and evidence for such charges. If the student denies the charges, s/he will be given the opportunity to present his/her version of the events relating to the charge. At the discretion of the administrator, other parties may attend the hearing.

The principal (or designee) hearing the case decides whether the charges against the student have been sustained or cleared, and, if the appropriate disciplinary action will be implemented.

When a student is suspended from school, s/he must be given a written statement indicating the offense and the disciplinary action(s) taken. If the parent/guardian did not attend the hearing, an attempt will be made to notify the parent/guardian by telephone and a copy of the statement shall also be sent to the parent/guardian.

#### B. Suspension Appeal Process

If the parent/guardian disagrees with a suspension, the administrator who imposed the suspension will notify the parents/guardians of the following appeal process:

1. Parents/Guardians may appeal suspensions of less than three (3) days to the building administrator.
2. Suspensions of three (3) to ten (10) days shall follow the appeal process outlined below:
  - a. If a parent/guardian disagrees with the suspension, an immediate appeal must be made to the building principal. Immediate is defined as by the end of the next school day. If the principal is not in the District, the parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process.



- b. If a parent/guardian disagrees with the principal's decision, an appeal must be made to the assistant superintendent of CITA within twenty- four (24) hours of the principal's decision. Within twenty-four (24) hours is defined as the next school day. The entire appeal process for a suspension of three (3) or up to thirty (30) days should take no longer than three (3) days, in most circumstances. The decision made by the assistant superintendent of CITA is final. If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.
  - c. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.
3. Suspensions of more than ten (10) days shall follow the appeal process outlined below:
- a. If a parent/guardian disagrees with the suspension, a timely appeal must be made to the Assistant Superintendent of CITA. Timely is defined as within three (3) days.
  - b. On timely appeal by a parent/guardian, the assistant superintendent of CITA will schedule a hearing to consider the appeal within three (3) days of receipt of the parent/guardian's request for the appeal. The student will have the right to have his/her parent/guardian and advisor, who may or may not be an attorney, present at the hearing. The appeal hearing is not a court proceeding and court rules of evidence shall not be enforced at the hearing. The assistant superintendent of CITA will announce his/her decision within three (3) days of the hearing. The decision of the assistant superintendent of CITA is final. If, for whatever reason, the assistant superintendent of CITA is not available to conduct the hearing, the Superintendent or his/her designee will handle the appeal.
  - c. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.
- C. Board Disciplinary Hearing

Recommendations for further discipline consideration shall be made by a designee of the Superintendent after review of all pertinent suspension data and other related information. This recommendation will be reviewed by the Superintendent, or his/her designee, who at his/her discretion may make a recommendation for disciplinary consideration to the Board. The Board will hold a hearing, at its earliest convenience, to examine the appropriateness of the recommendation. The student will have the right to have his/her parent/guardian and advisor, who may or may not be an attorney, present at the hearing. The student has the right to an open or closed hearing. The Board will announce its decision within two (2) days of the hearing. The decision of the Board is final.

A recommendation for disciplinary consideration shall not be referred to the Superintendent or his/her designee or the Board for a student with a disability who is eligible for services under IDEIA or Section 504 until the student's Individualized Educational Planning Team (I.E.P. Team) or 504 Team determines whether the student's alleged misconduct was a manifestation of the student's disability as provided under Federal and State law.

The Board may determine that the student can petition for reinstatement to the school system after a period of time and within conditions identified by the Board at the time that the student is expelled. Student petitions for reinstatement shall be directed to the Board which shall convene a due process hearing within ten (10) school days of the student's petition for reinstatement. The student will have the right to have his/her parent/guardian and advisor, who may or may not be an attorney, present at the hearing. The student has the right to an open or closed hearing. The Board will make a decision by vote in open session. Reinstatement for all expelled students may only be authorized by the Board.

For the safety of our school community, when the administration is informed by law enforcement of alleged student involvement, beyond the school day, in criminal activity including but not limited to, arson; assault; drug or alcohol possession, distribution or use; or possession or use of weapons, the administration reserves the right to place the student(s) on social probation.

#### **SUBSTANCE ABUSE – (Board Policy 5530 dated 2.5.18)**

South Lyon Community Schools recognizes that the misuse and/or abuse of drugs, alcohol and tobacco is a serious problem with legal, physical, and social implications for the entire school community.

In accordance with Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property, within the Drug-Free School Zone, or at any District-related event.

Furthermore, the Superintendent or his/her designee shall take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

The Board as outlined in this policy prohibits the use, possession, sale, delivery, distribution or transfer of any prohibited drug, alcohol, tobacco or drug paraphernalia at any time on District property or at any District related event.

The District bases its substance abuse policy on the following precepts:

- A. The purpose of the District's substance abuse disciplinary code is to promote the health and safety of all.
- B. The student has the primary responsibility for decisions related to the personal prevention of substance abuse.
- C. The substance abuse prevention program is provided through a sequential K-12 health curriculum that has been approved by the Board.

For the purpose of this policy, "prohibited drugs" shall mean:

- A. all controlled substances as so designated and prohibited by Michigan statute and/or Federal statute;
- B. all chemicals that release toxic vapors and/or may be used as inhalants;
- C. all alcoholic beverages and any other beverages - the purchase of which is prohibited or controlled by law including non-alcoholic malt beverages, "near beer", "brew", "bru" or any other name which is capable of conveying the impression to the purchaser that the beverage has an alcoholic content;
- D. any prescription or non-prescription medication, except those for which permission to use in school has been granted pursuant to Board Policy 5330, Administration of Medications;
- E. counterfeit controlled substances or controlled substance analogues ("look-alike" drugs), including but not limited to, synthetic cannabis, herbal incense, K2, K6, and Spice;
- F. Androgenic anabolic steroids and other performance enhancing drugs as determined annually by the Department of Community Health and use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.
- G. any other illegal substance so designated and prohibited by law.

"Prohibited drugs" shall not include those prescription or non-prescription drugs, medications, vitamins or similar substances such as pain relievers, analgesics, laxatives or cough medicines so long as such substances are possessed by students for their individual use, and not for any improper purpose and the possession by the student is in accordance with Board Policy 5330, Administration of Medications. However, Board Policy prohibits sharing, distributing and the improper use of prescription or non-prescription drugs.

Disciplinary action for these infractions is at the discretion of the building administrator.

For the purpose of this policy "drug paraphernalia" shall mean materials and/or devices intended for or adapted for use with any prohibited drugs, alcohol or tobacco.

#### DISCIPLINARY ACTION

When a student is under the influence of, possesses, distributes or initiates any transaction of prohibited drugs, alcohol, tobacco and/or drug paraphernalia on school property and at school-related functions, the response of the South Lyon Community Schools is governed by this policy.

Disciplinary action shall be based on the offending student's cumulative record of violations of Policy 5530, as well as consideration of Restorative Practices factors detailed in Policy 5500, Code of Student Conduct. Violations from previously attended school districts shall be considered.

Policy 5500, Code of Student Conduct, shall be utilized regarding all procedures under this regulation.

Violations of this policy are separated into the following:

- A. Being Under the Influence - The student consumes, uses, and/or exhibits characteristics attributable to the use of prohibited drugs and/or alcohol.
- B. Possession - The student has prohibited drugs, alcohol, tobacco and/or drug paraphernalia on his/her person, or stored in his/her belongings, which may include a backpack, purse, locker or vehicle.
- C. Distribution - The student sells or distributes, or demonstrates the intent to sell or distribute a prohibited drug, alcohol, tobacco and/or drug paraphernalia to another person, whether or not in exchange for compensation, or has in his/her possession a quantity of drugs in excess of that normally used for personal use.  
Note: Any individual who brings a prohibited drug and shares it or distributes the prohibited drug in any format shall always be considered a distributor.
- D. Initiation – The student requests another student to bring a prohibited substance onto school property or to a school related event, or initiates the transaction during the school day.

Initiation or Under the Influence and/or Possession of Prohibited Drugs and/or Alcohol

#### A. *Initiation or Under the Influence and/or Possession - First Offense*

If, based upon reasonable cause, a student is suspected of initiating a transaction or being under the influence or in possession of prohibited drugs and/or alcohol, school administration shall:

1. Investigate the situation by means which may include a breathalyzer administered by law enforcement officials.
2. If it is determined a violation has occurred, school administration shall:
  - a. Contact the parents/guardians of the student.
  - b. Contact the law enforcement.
  - c. Conduct a parent-student conference.
  - d. After considering the Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, determine whether a suspension would be the appropriate consequence and, if so, determine the appropriate length of the suspension. They will also determine whether the student should be referred for a disciplinary hearing before the Board. The Board shall be notified by the Superintendent of any suspension of more than ten (10) days and up to thirty (30) days. A long-term suspension will only be issued after rebuttal of the presumption against such suspensions.
  - e. Determine whether a reduction in the suspension is appropriate based on the completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include but is not limited to the following:
    - Professional drug and alcohol assessment by an outside agency.
    - Drug testing a minimum of twice by an outside agency.
    - Out-Patient Treatment.
    - In-Patient Treatment.
    - Outside counseling by a licensed professional.
    - Active participation in AA/NA meetings.

All expenses associated with the above shall be the responsibility of the student/parent.

- f. Impose social probation to be reviewed after ten (10) weeks. Social probation and suspension time shall not run concurrently. The ten (10) weeks will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begins August 1. For infractions that occur or investigations that conclude after August 1, social probation begins at that time. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. It is the student's responsibility to contact the school administration and request a review of their social probation status.
- B. *Initiation or Under the Influence and/or Possession - Second and Subsequent Offenses*  
After consideration of Restorative Practices at the building level, a disciplinary hearing before the Board, which may result in expulsion, may be held.

Possession, Distribution and/or Initiation of Drug Paraphernalia

#### A. *First Offense*

1. Investigate the situation.
2. If it is determined a violation has occurred, school administration shall:
  - a. Contact the parents/guardians of the student.
  - b. Contact the law enforcement.
  - c. Conduct a parent-student conference.
  - d. After considering the Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, determine whether a suspension would be the appropriate consequence and, if so, determine the appropriate length of the suspension. They will also determine whether the student should be referred for a disciplinary hearing before the Board. The Board shall be notified by the Superintendent of any suspension of more than ten (10) days and up to thirty (30) days. A long-term suspension will only be issued after rebuttal of the presumption against such suspensions.
  - e. Determine whether a reduction in the suspension is appropriate based on the completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include but is not limited to the following:
    - Professional drug and alcohol assessment by an outside agency.
    - Drug testing a minimum of twice by an outside agency.
    - Out-Patient Treatment.
    - In-Patient Treatment.
    - Outside counseling by a licensed professional.
    - Active participation in AA/NA meetings.

All expenses associated with the above shall be the responsibility of the student/parent.

- f. Impose social probation to be reviewed after ten (10) weeks. Social probation and suspension time shall not run concurrently. The ten (10) weeks will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begin August 1. For infractions that occur or investigations that conclude after August 1, social probation begins at that time. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. It is the student's responsibility to contact the school administration and request a review of their social probation status.

**B. Second and Subsequent Offenses Regarding Drug Paraphernalia**

After consideration of Restorative Practices at the building level, a disciplinary hearing before the Board, which may result in expulsion, may be held.

**Distribution of Prohibited Drugs and/or Alcohol**

If a student, based upon reasonable cause, is suspected of distributing or initiating or demonstrating the intent to distribute a prohibited drug including alcohol, school administration shall:

**A. Investigate the situation.**

**B. If it is determined a violation has occurred, school administration shall:**

1. Contact the parents/guardians.
2. Contact the law enforcement.
3. Conduct a parent-student conference.
4. After considering the Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, determine whether a suspension would be the appropriate consequence and, if so, determine the appropriate length of the suspension. They will also determine whether the student should be referred for a disciplinary hearing before the Board. The Board shall be notified by the Superintendent of any suspension more than ten (10) days and up to thirty (30) days. A long-term suspension will only be issued after rebuttal of the presumption against such suspensions.
5. Determine whether a reduction in the suspension is appropriate based on completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include but is not limited to the following:
  - a. Professional drug and alcohol assessment by an outside agency.
  - b. Drug testing a minimum of twice by an outside agency.
  - c. Out-Patient Treatment.
  - d. In-Patient Treatment
  - e. Outside counseling by a licensed professional
  - f. Active participation in AA/NA meetings.

All expenses associated with the above shall be the responsibility of the student/parent.

6. Impose social probation to be reviewed after ten (10) weeks. Social probation and suspension time shall not run concurrently. The ten (10) weeks will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begin August 1. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For infractions that occur or investigation that concludes after August 1, social probation begins at that time. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. It is the student's responsibility to contact the school administration and request a review of their social probation status.

**C. Second and Subsequent Offenses Regarding Drugs and or alcohol**

After consideration of Restorative Practices at the building level, a disciplinary hearing before the Board, which may result in expulsion, may be held.

**POSSESSION OR USE OF TOBACCO PRODUCTS, VAPOR PRODUCTS, ALTERNATIVE NICOTINE DELIVERY PRODUCTS OR PARAPHERNALIA**

**Definitions**

- ✓ "Tobacco Product" means a product that contains tobacco and is intended for human consumption including, but not limited to, cigarettes, non-cigarette smoking tobacco, or smokeless tobacco as those terms are defined in Section 2 of the tobacco products tax act, 1993 PA 327, MCL 205.422, and cigars.
- ✓ "Vapor Product" means a noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electric, chemical or mechanical means, regardless of shape or size that can be used to produce vapor from nicotine or in a solution or other form. Vapor products include an electronic cigarette (E cigarette), electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette (E cigarette), electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.
- ✓ "Alternative Nicotine Delivery Product" means a noncombustible product containing nicotine that is intended for human consumption whether chewed, absorbed, dissolved or ingested by any other means.

**Possession or Use of Tobacco Products, Vapor Products, Alternative Nicotine Delivery Products or Paraphernalia**

Possession or use will result in the confiscation of tobacco products, vapor products, alternative nicotine products or paraphernalia and parent notification.

- A. First offense for use and/or possession will result in confiscation of prohibited materials, parent notification and consideration of Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, to determine whether a suspension would be appropriate. An alternative consequence may be a five (5) hour detention and participation in the school sponsored, after-school Nicotine Awareness program. Additionally, with this alternative, the student and parent will attend an informational meeting with local law enforcement. Failure to complete all sessions and the meeting within specified timelines will result in the full suspension being imposed.
- B. Second offense and additional offenses for use will result in confiscation of prohibited materials, parent notification, referral to local law enforcement for referral to Youth Assistance and/or a citation, and consideration of Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, to determine whether a suspension and/or referral to the Board for a disciplinary hearing would be appropriate. The use or possession of tobacco products, vapor

products, alternative nicotine delivery products or paraphernalia by any persons in violation of this policy will result in disciplinary action including, as appropriate, contacting the law enforcement for violation of any/all of the following;

- 1) the Tobacco-Free Schools law which is a misdemeanor, punishable by a fine of not more than fifty dollars (\$50).
- 2) Lyon Township Ordinance 2-16 "Amendment to the Tobacco Products Ordinance," which is a civil infraction which shall be punishable by a fine of not more than \$50 for the first violation and a fine of not more than \$100 for a second or subsequent violation, or
- 3) City of South Lyon Ordinances 11-16 and 12-16, which is a misdemeanor punishable by a fine of not more the \$50 for each violation.

Please reference Board Policy - Use of Tobacco Products on School Property.

**Distribution or Initiation of Tobacco Products, Vapor Products, Alternative Nicotine Delivery Products or Paraphernalia**

- A. First offense will result in confiscation of prohibited materials, parent notification and consideration of Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, to determine whether a suspension would be appropriate. An alternative consequence may be a five (5) hour detention and participation in the school sponsored, after-school Nicotine Awareness program. Additionally, with this alternative, the student and parent will attend an informational meeting with local law enforcement. Failure to complete all sessions and the meeting within specified timelines will result in the full suspension being imposed.
- B. Second offense and additional offenses will result in confiscation of prohibited materials, parent notification and consideration of Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, to determine whether a suspension and/or referral to the Board for a disciplinary hearing would be appropriate.

**EXTRACURRICULAR AND CO-CURRICULAR PROGRAMS (Board Policy was 2430 now 5860 dated 6.19.17)**

**Extracurricular/Co-curricular Activity Program Participation**

Extracurricular activity programs are defined as programs beyond the normal school day which are not an integral part of a class for which credit is given. Examples include, but are not limited to, athletic teams, debate, Science Olympiad, various clubs, and competitive marching band.

Co-curricular activity programs are defined as classes that require a student to participate in any capacity in a public performance or to serve as a representative of SLCS as a component of the assessment for the class. Alternate assignments will be given to students who do not meet the eligibility requirements. Leadership, choir and band classes are the co-curricular activities.

Current extracurricular and co-curricular activity programs will be listed in the handbooks annually. The following must be approved by the Board if:

- A. A co-curricular program is added
- B. An extracurricular program is changed to co-curricular
- C. A co-curricular program is changed to extracurricular

Written program expectations and responsibilities will be developed and distributed to the participants by the director of the activity.

The district may establish pay to participate fees for extracurricular activities.

Eligibility Requirements

The activity program is viewed as a supplement to the overall academic program; therefore, the South Lyon Community Schools establishes the following requirements:

- A. Participants in these programs must be fulltime students. The definition of a full-time student is one who is a Full Time Equivalent (FTE) in a South Lyon high school or middle school and who is progressing toward graduation from a South Lyon high school.
- B. Athletes must meet all of the Michigan High School Athletic Association eligibility requirements.

Athletes and participants in all extracurricular/co-curricular activity programs must meet the Academic standards adopted by the Board.

- C. Student Conduct considerations for Activity Program Eligibility - Participants in these programs represent South Lyon Community Schools. While at school and in the community, participants in these activity programs must conform to Board Policies and the Parent/Student Handbook. The behavior of students during school days and non-school days and times will be considered when determining eligibility.

When determining eligibility of South Lyon students, including transfer students, the administration will carefully consider the following:

1. Has the student's behavior brought (or will it bring) negative attention to South Lyon Community Schools or its extracurricular/co-curricular activity program?
2. Has the student demonstrated inappropriate behavior, which has brought notoriety to him/herself?
3. Has the student transferred or is the student planning to transfer to South Lyon Community Schools in order to escape the consequences of his/her actions at a previous school?

In the event of a reported incident involving a student that participates in an extra and/or co-curricular activity, an investigation will be conducted by an administrator at the school that the student attends. If the assistant principal conducts the investigation, his/her decision may be appealed to the principal and then to the Assistant Superintendent of CITA. If the principal conducts the investigation, his/her decision may be appealed to the Assistant Superintendent of CITA.

- D. Only middle school students may participate in extracurricular and co-curricular activities at the middle school level. In order to participate, the students must meet the following eligibility requirements:

	MIDDLE SCHOOL ELIGIBILITY COMPONENT	RATIONALE
1.	Minimum semester grade point requirement of 1.7 and no more than one end of semester "E"s or "T"s establishes eligibility for next semester.	SLCS utilizes pluses and minuses for grading; this minimum GPA represents a C-. We believe that this is a reasonable minimum standard for eligibility.
2.	Once eligibility is established students must pass a minimum of four classes before official eligibility checks, generally on the 1st of the month.	This allows students to experience difficulty receive a "warning" and have the opportunity to improve their performance prior to being declared ineligible.
3.	Minimum time of ineligibility = two weeks as long as student regains eligibility with a 1.7 GPA and no more than one E.	The student should be able to spend this period of time focusing on studies prior to having eligibility restored.

4.	Semester incompletes must be eliminated to restore eligibility with a 1.7 GPA and no more than one E.	We believe that this will minimize incompletes being utilized to circumvent the eligibility requirements.
5.	Co-curricular activities: If a student is ineligible for public performances because s/he is not a fulltime student or due to failure to meet academic or behavioral standards as defined in this policy, alternative assessments shall be provided. This will allow students to attend class, receive a grade and still adhere to the eligibility requirements.	In an effort to support the performing arts and other co-curricular activities, students enrolled in co-curricular activities may participate in performances at the middle school or at other schools within the District during regular school hours.
6.	Special education students will be required to comply with academic and behavioral standards subject to the individual's IEPC as provided in the state and federal laws.	If a special education student is at risk of a failing grade in a class, the IEPC process may be a suitable course of action.
7.	Activities that are impacted by eligibility standards are: Tryouts, practices, and games, events and activities that occur before or after regular hours on home course, field, arena, court, pool (etc.) or at away events	To comply with MHSAA rules.
8.	Activities not impacted by eligibility standards are: Summer camp and activities during regular school hours, as long as the activities are not competitions, games, events, festivals or contests	Not a compliance issue with MHSAA.

E. Only high school students may participate in extracurricular and co-curricular activities at the high school level. In order to participate, the students must meet the following eligibility requirements:

	HIGH SCHOOL ELIGIBILITY COMPONENT	RATIONALE
1.	Minimum semester grade point requirement of 1.7 and no end of semester "E"s or "F"s establishes eligibility for next semester.	SLCS utilizes pluses and minuses for grading; this minimum GPA represents a C-. We believe that this is a reasonable minimum standard for eligibility.
2.	Once eligibility is established students must pass a minimum of four classes before official eligibility checks, generally on the 1st of the month.	This allows students to experience difficulty, receive a "warning" and have the opportunity to improve their performance prior to being declared ineligible.
3.	Minimum time of ineligibility = two weeks as long as student regains eligibility with a 1.70 GPA and no "E"s	The student should be able to spend this period of time focusing on studies prior to having eligibility restored.
4.	Semester incompletes must be eliminated to restore eligibility with a 1.70 GPA and no "E"s.	We believe that this will minimize incompletes being utilized to circumvent the eligibility requirements.
5.	Co-curricular activities: If a student is ineligible for public performances because s/he is not a fulltime student or due to failure to meet academic or behavioral standards as defined in this policy, alternative assessments shall be provided. This will allow students to attend class, receive a grade and still adhere to the eligibility requirements.	In an effort to support the performing arts and other co-curricular activities, students enrolled in co-curricular activities may participate in performances at the high school or at other schools within the District during regular school hours, in accordance with rationale #10 below.
6.	Summer school may be considered for eligibility.	Summer school classes are subject to approval of the building principal.
7.	Night school classes will not be considered for eligibility.	Students should not be attending classes both day and night to restore eligibility.
8.	Special education students will be required to comply with academic and behavioral standards subject to the individual's IEPC as provided in the state and federal laws.	If a special education student is at risk of a failing grade in a class, the IEPC process may be a suitable course of action.
9.	Activities that are impacted by eligibility standards are: Tryouts, practices, and games, events and activities that occur before or after regular hours on home course, field, arena.	To comply with MHSAA rules.
10.	Activities not impacted by eligibility standards are: Summer camp and activities during regular school hours, as long as the activities are not competitions, games, events, festivals or	Not a compliance issue with MHSAA.

F. Limited exceptions for elementary student participation in high school drama productions will be allowed when casting requirements call for this with regard to age, provided there is parent approval, administration approval, and in accordance with age appropriate time restriction guidelines.

G. Exceptions to this policy for the high school musicals may only be made for the orchestra with administrator's approval and must follow administrative guidelines.

### CO-CURRICULAR AND EXTRA-CURRICULAR - STANDARDS OF CONDUCT

Representing South Lyon Community Schools beyond the school day is a privilege and not a right. Students currently involved in these co-curricular and extra-curricular activities are expected to represent the highest ideals of character by exemplifying good conduct and good citizenship. When the administration learns of an infraction involving a student that occurred during non-school times (such as evening, summer, holiday breaks or weekends) that is a violation of the Student

Code of Conduct, Board of Education, and/or the law and based on the severity and/or the possibility of bringing about liability or negative notoriety to the District, an independent school investigation shall occur.

Examples of infractions could include violations of federal, state or local law/ordinance including felony or misdemeanor acts other than minor traffic offenses (Conviction of said offenses is not necessary to establish a violation); cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming a representative of the South Lyon Community Schools; hazing activities of any type; or the use, possession, sale, delivery, distribution or transfer of any prohibited drug, alcohol, tobacco or drug paraphernalia.

A meeting will then take place with the student, parents, and other interested parties that may include a coach, advisor, or staff member, among others. Following this meeting, and after weighing all information, the administrator shall determine appropriate discipline, if any. Depending on the severity of the incident, penalties may include social probation of a minimum of six weeks, restitution, suspension, and/or dismissal from membership in these after-school activities.

Social Probation means the student loses all privileges to attend any and all school activities other than those pertaining to attendance in regularly scheduled classes. Examples of privilege loss include, but are not limited to, attendance or participation in any athletic, co-curricular, or extra-curricular activity. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. Social probation will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begins August 1. For infractions that occur or investigations that conclude after August 1, social probation begins at that time. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property.

The decision of the administrator may be appealed to the Assistant Superintendent of CITA within twenty-four (24) hours of the final decision provided to the parent/guardian in writing, whose decision is final.

### **ACCEPTABLE USE POLICY FOR TECHNOLOGY (Board Policy 7540 dated 1.17.11)**

The South Lyon Community School District offers staff and students the opportunity to take advantage of technology in a variety of electronic formats and at the same time realizes adherence to an acceptable use policy is necessary.

South Lyon Community School District

The District manages all information technologies used for educational purposes, and accordingly has the following responsibilities and rights:

#### **Responsibilities**

1. Assign network accounts.
2. Maintain and repair electronic information system.
3. Provide training opportunities in the use and application of technology.
4. Provide resources, within the framework of the budget, that support the mission of the school.

#### **Rights**

1. Select software, including a filter which limits access to content and materials of legitimate pedagogical concerns only. Despite prudent, reasonable and best efforts, the District is unable to absolutely preclude access to materials deemed inappropriate or otherwise objectionable.
2. Define the privileges and responsibilities of members.
3. Require a signed acceptable use policy contract.
4. Review, retain, edit and/or remove any material from USER ACCOUNT if the superintendent's designee, at his/her sole discretion, believes it may be unlawful, obscene, indecent, abusive or otherwise objectionable or inappropriate.

The District is not responsible for resources accessed or actions taken by its members that are not consistent with the objectives of the district; nor is the District responsible for the loss of data due to system failure.

The District makes no warranties of any kind, whether express or implied, for the use of its educational technology, including but not limited to the loss of data resulting from delays, non-delivery or any service interruption. Furthermore, the district is not responsible for any damages to a user's hardware or software incurred from downloading a computer virus.

*The policies and regulations for technology use in the District are in accordance with State laws including Public Act 212.*

#### **Network Members**

The following people may be granted accounts, upon agreement to the terms stated in this policy, from the District Network:

1. Students who are currently enrolled in the district,
2. Faculty and Staff who are currently employed by the district,
3. Other requests will be granted on a case-by-case basis, depending on need and resource availability.

#### **Privileges**

Members have the privilege to use technology in a manner consistent with the educational objectives of the school district.

A user's privilege to access educational technology resources may be restricted, suspended or revoked for violation of this policy. Access may also be inhibited by certain actions, including but not limited to routine maintenance, device availability, daily schedules, course requirements, safety concerns and assignments or reassignments.

#### **Responsibilities**

Members are responsible for:

1. Adhering to the terms stated in this policy.
2. Demonstrating appropriate use and care of educational technology and refraining from using any technology for which they have not received training.
3. Notifying the proper authority promptly after identifying or experiencing a problem. Examples of problems that require notification (list should not be considered exhaustive):
  - Damaged equipment
  - Equipment that does not work properly
  - Software that does not work properly
  - Disruption of the network by others

- Disruption of the system's performance
  - Degrading, demeaning, obscene, indecent or inappropriate information you discover in the system
  - Another user accessing the system through your account and/or Password
  - Programs that infiltrate a computer or system and harass others or cause damage
4. Observing generally accepted rules of network etiquette. Network etiquette includes but is not limited to the following:
    - Be Polite. Do not send defamatory, inaccurate, abusive, obscene, indecent, profane, threatening or illegal material.
    - Use Appropriate Language. Do not swear or use vulgarities or any other inappropriate language.
    - Maintain Privacy. Do not reveal the home address or phone number of yourself or any other person.
    - Avoid Disrupting the Network. Do not use the network in such a way that you disrupt the use of the network by others.
  5. Maintaining the integrity of the Network system. Users are expected to utilize systems and services to facilitate learning and enhance educational information exchange. The school District's telecommunications network is intended for District business and educational purposes. As a monitored telecommunications network, no stated or implied guarantee is made regarding the privacy of electronic mail (e-mail) folders, files or documents or any other telecommunications transmitted or received over this network.
  6. Adhering to appropriate copyright, trademark, trade secrets and licensing agreements.
  7. Receiving permission from the proper authority before using a disk, video or other sources that might endanger the integrity of the network.

#### Prohibited Use

Use of the school district's education technology is intended for legitimate education purposes which support and enhance school curriculum and business and which are consistent with the school district's mission statement. With the universal acceptance of electronic communication, the District recognizes that usage may extend beyond the intended purpose. However, the District expects this use to be responsible and limited in scope. Users are expected to utilize systems and services in such a fashion as to not disrupt or interfere with the user's responsibilities and the business of the District. The following uses are strictly prohibited and may subject the offender to restriction, suspension or termination of educational technology privileges and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:

1. Using the technology for profit or commercial purposes.
2. Maliciously using technology to harass, intimidate or discriminate against others.
3. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites); to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca/>)

Cyberbullying includes, but is not limited to the following:

- a. Posting slurs or rumors or other disparaging remarks about a student or a staff member on a website or on weblog;
  - b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to be perceived to be harassing in nature;
  - c. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of a student or staff member;
  - d. Posting degrading caricatures, misleading or fake photographs of students or staff members on websites.
4. Deliberately damaging any technology component.
  5. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
  6. Unauthorized transfer, deletion or duplication of a file.
  7. Unauthorized use of another individual's identification or password.
  8. Unauthorized access to telecommunications files or facilities.
  9. Use of computing facilities that interfere with the work of another student, faculty member or school official.
  10. Use of computing facilities to draft, send or receive inappropriate communications including, but not limited to, communications which are indecent, obscene, profane, vulgar, threatening, defamatory or otherwise prohibited by law.
  11. Use of computing facilities, including telecommunications facilities, to interfere with the operation of the school district's computing system.
  12. Violation of copyright, trademark, trade secrets or licensing agreement.
  13. Use of computing facilities for the purchase, sale and/or advertisement of goods or services.
  14. Use of computing facilities to access chat rooms or student maintained e-mail accounts or any other telecommunications that are of an unsupervised nature.
  15. Using technology for political lobbying that does not support the District's mission and does not benefit students and/or the District.
  16. Using technology for individual political campaigning.

#### Consequences of Prohibited Use

Consequences may include any or all of the following:

1. Any member who fails to comply with the terms of this agreement will have his/her privilege revoked for a period of time.
2. Repeated or severe infractions of this policy may result in permanent termination of privileges.
3. The superintendent or his/her designee will determine what is acceptable use based upon this policy. His/her decision is final.
4. Members violating the terms of this policy may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.
5. Users will be required to make restitution for any intentional damages to educational technology or unauthorized expenses incurred through the misuse of educational technology.

#### ADMINISTRATION OF MEDICATION (Board Policy 5330 dated 1.21.08)

Parents/guardians, in consultation with the student's physician, are urged to develop a time schedule which allows the student's medication to be taken at home before and after school hours, when possible and appropriate. Because that is not always possible, the Board directs that the Administration will establish administrative guidelines to govern the administration of medication during school hours.

School staff members who are designated by the building administrator to administer medication will receive in-service training on all District policies and procedures related to this responsibility and documentation of individual completion of training will be maintained. Under no circumstances may school staff prescribe medications, either prescription or non-prescription, such as aspirin, cough drops, etc.

The administrative guidelines shall be appropriately publicized (e.g. through Parent/Student Handbooks and school newsletters).

## Definitions

- “Medication” includes both prescription and non-prescription medications including those taken by mouth, inhaler, injection, rectally, patch and application as drops to eye, ear or nose, or application to the skin.
- “Self-possession” means that under the written authorization of the student’s parent/guardian and the written direction of the physician, a high school student, or otherwise qualified student as provided in this policy, may self-possess medication to allow for immediate and self-determined administration. High school students are not required to provide written authorization for non-prescription medication which they self-possess. A medication that a student possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage, frequency of administration and expiration date.
- “Self-administration” means that the student whose parent has provided written permission and whose physician has provided written direction, and with administrator’s written approval is able to consume or apply prescribed medication in the manner directed by the physician without additional assistance or direction from school personnel. High school students are not required to provide written authorization for non-prescription medication that they self-administer.
- “Students” means all students enrolled in South Lyon Community Schools, including those with disabilities who have an Individualized Educational Plan or Section 504 Plan.

## Responsibilities of the Parent/Guardian

Medication shall be brought to the school office by the parent/guardian unless other safe arrangements are made with the administration or other designated staff. Medication must be brought to school in a labeled container, as prepared by the pharmacy, physician or pharmaceutical company, with dosage, frequency of administration and expiration date clearly indicated.

Medication must be supplied in exact dosage prescribed so that dividing pills is not the responsibility of school personnel. Prescription and medication supply renewal is the responsibility of the parent/guardian. It is the parent/guardian’s responsibility to keep the medication supply at school updated and current.

School personnel will not administer expired medication. Medication left over at the end of either the school year or the medication administration period, whichever occurs first, must be promptly picked up by the parent/guardian or an adult school employee will dispose of the medication and record this disposal on the medication log. Disposal must be witnessed and documented by a second adult.

The student’s parent/guardian assumes the responsibility to immediately inform the building administrator or his/her designated representative, in writing, of any changes in the student’s health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

It is the student’s parent/guardian’s responsibility to keep his/her emergency contact information up to date.

## Responsibilities of the Administration

The Superintendent or his/her designee shall:

1. Provide appropriate training by a licensed registered professional nurse, physician or physician assistant who has knowledge of local school medication policies and procedures, for all building administrators, all school district employees who are authorized to administer medication to students, and all school district employees who are authorized to witness the administration of medication; and
2. Implement appropriate procedures regarding communication of the school district’s student medication policy and procedures to employees, students, and parent/guardians, as well as to local physicians.
3. Implement 504 procedures if a student has a life threatening condition that requires an injection or Diastat.

The building administrator or other designated administrator shall:

1. Inform appropriate school personnel of the student’s medication on a need-to-know basis.
2. Designate school personnel who may administer and/or witness the administration of medication to students; and
3. Immediately notify the student’s parent/guardian of any error in administering the medication, document such notification, and suggest professional consultation.
4. Develop and implement a plan for handling medical emergencies.
5. Set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this designated time and shall communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medical administration instructions if an exception to the school’s designated time is necessary.

## Medication Administration Procedures for Epinephrine Auto-Injectors and Asthmatic Metered Dose or Dry Powder Inhalers

In accordance with Section 1179 of the Revised School Code, students may possess and use epinephrine at school and/or asthmatic metered dose or dry powder inhalers, on school-sponsored transportation or at any activity, event or program sponsored by or in which the student’s school is participating if:

1. The student has written approval from his/her physician and, if the student is a minor, from the student’s parent or guardian;
2. The principal of the student’s school has received a copy of the written approvals; and
3. The student’s school has on file an updated written emergency care plan prepared by a licensed physician that contains specific instructions for the student’s needs.

When a principal is aware that a student is in possession of an epinephrine auto-injector, he/she shall ensure that each of the student’s classroom teachers is notified of that fact and of the provisions of Public Act 73 of 2004. A building administrator shall also notify the Transportation Department.

### Medication Administration Procedures for Elementary and Middle School Students

All elementary and middle school students whose health requires the administration of prescription and/or non-prescription medication during school hours must submit a completed school district permission form for prescribed and/or non-prescribed medication, signed and dated by both the student’s parent/guardian and the student’s physician, to the building administrator. The forms must be renewed annually, or more often, if necessary, and will be kept on file in the school office and/or designated area. Written instructions must include the student’s name and phone number, physician’s name and phone number, name of medication, dosage, time to be administered, form of medication, method of administration, restrictions and/or possible side effects, special handling instructions and duration of administration. The purpose of the medication may be included on the form but is not required.

The student assumes responsibility for both presenting himself/herself on time and for taking the prescribed medication. (Exceptions may be made for students K-3.) Any exception to the designated medication time requires a written explanation from the student’s physician. The student’s parent/guardian shares the responsibility to instruct the child to appear for dispensation of the medication at the designated medication time.

### Medication Administration Procedures for High School Students

High school students may retain possession of medication and self administer (see Procedures for Self Administration below), as prescribed by the physician, unless the medication is a narcotic or a controlled substance, such as Ritalin, which must be dispensed through the school office, or unless other circumstances make it necessary to dispense the medication from the office. In such instances, or upon written request of the parent/guardian, as described above, the school will hold other medications as well, and all provisions noted above and all procedures noted below will be applicable. If a student is age 18 or is an emancipated minor, the student may provide the written request instead of the parent/guardian.



#### Procedures for Administering Medication through the School Office

1. Unless the individual administering the medication is a licensed registered professional nurse, medication must be administered by one adult school employee, in the presence of a second employee, both of whom have been designated by the building administrator.
2. Medication may be administered by one adult school employee in a life-threatening situation.
3. A log of medication administration, by individual student, must be kept. The log must contain the name of the student, the name of the medication, the dosage to be given and the time to be given. The person dispensing the medication must record the date and time of administration and sign his/her name. The witness must initial the log. If an error is made in the log, the person administering must line out the error, initial it and make the correction. The individual student log must be filed in the student's permanent record at the end of each school year and be kept for one year after the student's graduation from high school.
4. If an error is made in administration of the medication, it must be immediately reported to the building administrator. A report of the error must be documented and the building administrator shall notify the parent/guardian immediately.
5. If an adverse reaction to medication occurs, the building administrator shall notify the parent/guardian immediately and if necessary, emergency assistance (e.g. "911") should be called.
6. No change in dosage or time of administration shall be made except by written instruction from the student's physician.
7. The amount of the medication received by the school office should be immediately counted and the count recorded by the designated school staff. On a monthly basis the medication should be recounted and reconciled with the prior count and the log.
8. Expiration dates should be checked at the beginning of each semester, especially on epi-pens and inhalers, left in the school office.
9. Medication must be kept in a locked cabinet, drawer, closet or other locked area, or if refrigeration is necessary, the refrigerator must be in a location that is as inaccessible to students as possible.

If the medication provided is for an emergency situation, like an epi-pen, there should be an emergency medication care plan to keep on file in case of emergency.

#### Procedures for Self-Possession and Self-Administration

1. The student's parent/guardian must submit a completed permission form for prescribed medication, signed by the parent and the doctor, giving permission to self-possess and self-administer, to the building administrator. (Forms are not necessary for high school students who self-possess and self-administer non-prescription medication.) The forms must be renewed annually, or more often, if necessary. Written instructions must include the student's name and phone number, physician's name and phone number, name of medication, dosage, time to be administered, form of medication, method of administration, restrictions and/or possible side effects, special handling instructions, duration of administration and the physician's instruction that the student may self-possess and self-administer the medication.
2. A written plan for the student's self-administration of medication shall be developed and authorized by the student, the student's parent/guardian, the student's physician and building administrator for general supervision of the student's self-administration of medication.
3. A maximum of one day's dosage of a narcotic or controlled substance may be in the student's possession at any time, unless otherwise provided in the written self-administration plan. All medication must be in a labeled container, as prepared by the pharmacy, physician or pharmaceutical company, with dosage, frequency of administration and expiration date clearly indicated.
4. Medication shall be maintained exclusively and at all times under the student's control while in the school setting.
5. Students who receive authorization to self-administer their medication shall not convey, transfer, or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the Student Code of Conduct.
6. A student's use cannot be denied if the conditions of written permission and physician direction are met. Following a consultation with the parent/guardian, the building administrator may discontinue the student self-possession/self-administration privilege if there is misuse and/or violation of the Substance Abuse Policy. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the action must be taken in accordance with Individuals with Disabilities Education Act (IDEA) or Section 504 or the Rehabilitation Act requirements.

This procedure shall be appropriately publicized (e.g. through Parent/Student Handbooks and school newsletters).

#### EPINEPHRINE AUTO-INJECTORS (Board Policy 5330.01 dated 10.6.14)

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

Commencing with the 2014-15 school year, each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. The Board President or designee shall obtain a prescription in the name of the Board of Education as authorized by law for auto-injectable epinephrine as required to comply with this policy and applicable law.

The Director of Special Education shall, in consultation with a licensed registered professional nurse or other health care provider, determine the appropriate dose(s) of epinephrine auto-injectors (e.g., Junior or Adult) to be maintained at each school based upon the school population. It shall be the responsibility of the Director of Special Education to be sure that the supply of Epi-Pens is maintained at the appropriate level and they have not expired. The Director of Special Education shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

#### Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

#### Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

#### Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the building administrator or designee who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Director of Special Education. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Director of Special Education shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

#### **ATHLETIC PROGRAM EXPANSION (Board Policy 2432 dated 6.2.08)**

The Board recognizes the importance of athletics in the total school program. The board has established procedures for adding new sports to the total athletic program. Sports that are not recognized by the Michigan High School Athletic Association (MHSAA) must start at Phase I. All MHSAA recognized sports must begin at Phase II.

##### **PHASE I - Non-Michigan High School Athletic Association (MHSAA) Recognized Sports**

Non-MHSAA sports are those that are not officially recognized Michigan High School Athletic Association (MHSAA) sports. Students and parents interested in establishing a non-MHSAA sport as part of the athletic program must begin at Phase I.

Phase I sports are not recognized by or affiliated with South Lyon Community Schools or any specific school within the district.

Phase I sports may not use the name of the district, the name of a specific school and/or any district or school logo on uniforms, programs, etc.

The district will not fund Phase I sports, schedule practices, games or other events, provide insurance coverage, purchase awards or transport participants to events.

Participants must provide all funding for Phase I sports.

Phase I sports may use the school district's facilities, when available, and not in conflict with school funded programs, in compliance with Board Policy 9250, Community Use of District Physical Resources.

##### **Moving from Phase I Non-Recognized MHSAA Sport Status to Phase II Self-Funded School District Recognized Sport**

Interested students and parents may request movement from Phase I to Phase II (Self-Funded School District Recognized Sport) after existing as a Phase I sport for a minimum of two years and after extensive survey of potential participants. The request shall be directed to the Athletic Director.

Movement to Phase II will be at the discretion of the Athletic Director who will consider criteria including the following: successful operation of the sport, number of participants, funding considerations, etc.

Non-MHSAA sports may not move directly from Phase I to Phase III.

Newly established MHSAA sports that have been a successful Club Sport for two years may apply for Phase III status.

##### **PHASE II Self-Funded School District Recognized Club Sport**

The Athletic Director will oversee a Phase II sport and will determine the revenue needed to support it, but all funds necessary to run the program must be provided by the participants and/or by fundraising.

The Athletic Director, or appropriate designee, will be responsible as follows:

- Approves coaching staff and determines coaches' salary through Schedule C
- Schedules contests, officials and transportation and pays MHSAA tournament entry fees.
- Determines academic eligibility and monitors athletes' compliance with the Student and Athletic Code of Conduct.
- Maintains records of athletes' physicals and provides information regarding optional insurance coverage for athletes.
- Takes ownership of all equipment and uniforms used in the program on behalf of the Athletic Department.
- Purchases and presents awards as defined in the Athletic Code.
- Allows use of school district facilities (when available) in compliance with Board Policy 9250, Community Use of District Physical Resources.
- Provides field, gymnasium and pool maintenance as necessary.

##### **Moving From Phase II Self-Funded School District Recognized Sport to Phase III Officially Recognized School Sport**

Interested students and parents may request movement from Phase II to Phase III (Officially Recognized School Sport) after existing as a Phase II sport for a minimum of two years. The request shall be directed to the Athletic Director.

Recommendation to the Board for movement to Phase III will be at the discretion of the Athletic Director who will consider criteria including the following: successful operation of the sport, number of participants, funding considerations, etc.

##### **PHASE III Officially Recognized School Sport**

Phase II sports that are subsequently approved by the Board become Officially Recognized School Sports and are funded in accordance with the district's funding of all other sports teams.

#### **ATTENDANCE (Board Policy 5200 dated 3.17.08)**

Daily attendance shall be maintained for each student in each school. Appropriate age and grade level penalties for not attending school, shall be developed by the Administration.

The attendance policy and administrative guidelines with rules and regulations shall be published and made available annually to all students, parents/guardians, and staff.

##### **A. Excused Absences**

Under the school policy, students are expected to attend all classes. The following absences are excused:

1. personal illness of student or family member
  2. death of a family member or close friend of the family or student
  3. medical or dental care
  4. religious observances
  5. participation in a legal proceeding
  6. suspension days
  7. unusual circumstances as approved by building administrator
- B. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.
- C. Unexcused Absences may include but are not limited to the following:
1. truancy
  2. oversleeping
  3. car problems
  4. leaving school without permission
  5. signing in late
  6. errand running (shopping, driver's license, etc.)
  7. pre-planned family activities
- D. Exempt Absences (do not count toward absence totals) school sponsored activities such as class field trips.
- E. Excused and/or unexcused absences are cumulative for the entire semester.
- F. Work may not be made up for unexcused absences, except for preplanned family activities.

The Administration shall develop administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. Govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- C. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
- E. The District will participate in the Oakland County Truancy Program.

#### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (Board Policy 5517.01 dated 5/1/17)**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

#### Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

#### Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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.

#### Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or

responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. The first consideration for remedial action in bullying offenses involving students will be the use of Restorative Practices. However, other disciplinary actions may include up to expulsion for students, after individual consideration; up to discharge for employees; exclusion for parents, guests, volunteers and contractors; and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Harassment of Students.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

#### Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

#### **Prevention/Training**

The Superintendent, or his/her designee, shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

#### Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516.

#### **CARE OF DISTRICT PROPERTY (Board Policy 5513 dated 1.21.08)**

Basic to the philosophy of the Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to inappropriate use of school funds.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District equipment, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings.

The Administration may report to the appropriate authorities any student whose damage of District property has been serious or chronic in nature. Parents shall also be notified.

The Assistant Superintendent of Administrative Services shall develop administrative guidelines to implement this policy.

### **CONCUSSIONS AND ATHLETIC ACTIVITIES (Board Policy 5341.01 dated 6.3.13)**

To provide for the safety of student athletes, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes.

### **CORPORAL PUNISHMENT VERSUS APPROPRIATE USE OF REASONABLE PHYSICAL FORCE (Board Policy 5630 dated 1.21.08)**

\*In accordance with State law, corporal punishment shall not be permitted.

Corporal punishment is the deliberate infliction of physical pain by hitting, paddling, spanking, slapping or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.

A person employed by or engaged as a substitute, volunteer or contractor by the District shall not inflict or cause to be inflicted corporal punishment upon any student, and shall not threaten the use of corporal punishment upon any student, under any circumstances.

A person employed by or engaged as a substitute, volunteer or contractor by the District may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting, for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a student as may be necessary:

- A. to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that student has refused to comply with a request to refrain from further disruptive acts;
- B. for self-defense or the defense of another;
- C. to prevent a student from inflicting harm on himself/herself;
- D. to quell a disturbance that threatens physical injury to any person;
- E. to obtain possession of a weapon or other dangerous object upon or within the control of a student;
- F. to protect property.

In the event that a person employed by or engaged as a volunteer or contractor by the District is accused of using or threatening the use of corporal punishment, the building administrator will investigate the allegation. If it is determined that an incident of, or threat of, corporal punishment did occur, the building administrator will make a recommendation of appropriate disciplinary action to the Assistant Superintendent for Administrative Services, including possible criminal assault charges.

### **CURRICULUM INVOLVEMENT RIGHTS OF PARENTS AND LEGAL GUARDIANS (Board Policy 9145 dated 5.18.15)**

In recognition of the rights of parents and legal guardians, the Board shall ensure that a parent or legal guardian responsible for the care and custody of a pupil enrolled in South Lyon Community Schools may have the opportunity to:

1. Review the curriculum, textbooks and teaching materials of the school in which the pupil is enrolled at a reasonable time and place and in a reasonable manner.
2. Be present to a reasonable degree and at reasonable times and subject to reasonable restrictions, controls and limits to observe instructional activity (not including testing) in a class or course in which the pupil is enrolled and present.

In recognition of the rights of parents/guardians to be involved in their child's education, and in recognition of the rights of teachers and students to focus on education, the following Board guidelines shall allow parents to exercise the rights listed above, but not create an unreasonable obstacle to teaching or learning or to administering or maintaining proper discipline in the school:

1. Parents may review the district curriculum, textbooks and teaching materials (excluding tests) of the school in which their pupil is enrolled upon advance written notice to the building principal. The review must take place at a reasonable time and place and in a reasonable manner. If, after reviewing curricular materials, the parent/guardian wishes to challenge their use, the "Dealing With Challenged Materials" section of the Learning Materials Selection (2240) shall be followed.
2. Parents may observe a class in which their pupil is enrolled and present on a reasonable basis and in accordance with this Policy. The parent/guardian shall contact the principal and request the observation in writing 48 hours in advance. The principal shall immediately notify the teacher of the request. If testing is scheduled, or some other activity is scheduled on the requested day, and the presence of a parent/guardian in the classroom might cause an unreasonable obstacle to learning and/or teaching on that day, the principal, in consultation with the teacher and the parent, shall schedule the observation on a different mutually agreed upon day.
3. The presence of parents/guardians in the classroom must not create an unreasonable obstacle to teaching or learning or to administering or maintaining proper discipline in the school. To ensure that the teaching/learning environment is maintained, the parent must cooperate in the following ways:
  - By sitting in the place designated by the teacher, so that his/her presence is not distracting to the students or the teacher.
  - By observing the classroom in a quiet and unobtrusive manner.
  - By avoiding interruptions, comments or other behaviors which limit teaching and learning.
  - By agreeing that audio and videotaping is prohibited.
  - By maintaining the privacy rights of students other than his/her own.

Failure to follow these guidelines will result in the parent/guardian being removed from the classroom and may place limits on his/her right to future observations.

### **DISCLOSURE OF STUDENT INFORMATION AND PRIVACY (Board Policy 2416 dated 5.19.08)**

#### Student Surveys

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of his/her parent, legal guardian, or the student (if an adult, or an emancipated minor) to submit to, or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Administration shall ensure that procedures are established whereby parents may inspect materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To ensure the rights of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy 8350.

**Release of Directory Information**

In accordance with FERPA (20USC 1232[g]), the Board has designated the following as "directory information":

- A. The student's name
- B. The names of the student's parents
- C. The student's address
- D. The student's date of birth
- E. The student's class designation
- F. The student's achievement awards or honors (not scholastic grades)
- G. The student's extracurricular participation
- H. The student's weight and height, if a member of an athletic team
- I. The student's photograph
- J. The name of the school district the student attended before enrolling in South Lyon Community Schools.

While all other information concerning students of the District remains confidential and will be released only in accordance with the District's Student Record Policy (8330), "directory information" will be released to a requesting party unless a parent or an eligible student advises the District that such information should not be released regarding that particular student, by contacting the student's building principal.

High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives (who can only use that data to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the school principal.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). This section does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, student or educational institutions, such as the following: (1) college or other postsecondary education recruitment, or military recruitment; (2) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; and (3) vendors selected and approved by District administration.

The Board directs the administration to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year.

**DISPLAY AND PUBLICATION OF STUDENT WORK (Board Policy 5452 dated 1.21.08)**

Student work and/or photographs or video images of students are commonly and appropriately displayed in the classroom or other parts of the student's school or the District administration building, or in publications, such as school newsletters. At times, student work and/or photographs or video images of students may be published in other media or locations, including, but not limited to, classroom, school and/or District web pages, the District newsletter and other District publications, local newspapers and displays or publications outside of the District itself.

Student work and/or photographs or video images of students may not be displayed if a non-disclosure form is on file for the current school year.

Student grades shall not be displayed or published. The display will comply with Board Policy regarding displaying directory information as defined by the FERPA.

The teacher is responsible for reviewing the student work and/or photographs or video images of students. S/He will determine whether the submitted work, photographs or video images are appropriate for display and/or publication, taking into account the materials submitted for review, the legitimate pedagogical interests of the School District and the preservation of propriety and discipline associated with the operation of the School District.

The principal and the teacher will consult, regarding whether the submitted materials are appropriate for display and/or publication, when either requests such consultation.

**DISTRICT VOLUNTEERS (Board Policy 9230 dated 1.19.15)**

The Board encourages volunteer participation in all areas, programs, and activities of our schools.

**Definition**

- A volunteer is a non-paid person functioning under the sponsorship of the Board and at the direction of the responsible administrator or designee. This definition would include, but not be limited to, the following: Adopt-A-Reader volunteers, Copy Parents, and other CHEERS volunteers who are in the schools on a regular

basis. Chaperones on school fieldtrips, excursions, and other district-sponsored trips (see Policy 2340) would be considered volunteers as well. In addition, PTO Officers will also be considered volunteers.

- Parents or Guardians who attend class or school events are not considered volunteers, but would be addressed by policies 9150 (Visitors) and 9160 (Public Attendance at School Events.)

The volunteer program shall be known as C.H.E.E.R.S or Citizens Helping Educators Encourage Responsible Students.

#### **Screening of volunteers**

Any person who volunteers to work with the District shall be screened annually through the Internet sites for the Sex Offenders Registry (SOR), the Internet Criminal History Access Tool (ICHAT) criminal history records check and/or the Offender Tracking System (OTIS), prior to being allowed to participate in any activity or program. Screening and approval of volunteers will be conducted by the Assistant Superintendent of Administrative Services or his/her designee. Names of approved volunteers will be maintained in a district database and shared with the district and building CHEERS coordinators as appropriate.

The Administration shall develop and implement administrative guidelines for the process and timeline for screening of volunteers.

#### **Expectations of volunteers**

The Superintendent or his/her designee will inform each volunteer that s/he:

- shall agree to abide by all Board policies and District guidelines while on duty as a volunteer.
- will be covered under the District's liability policy, but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation.
- should be in a location visible to District staff at all times while volunteering with students in the school setting.

#### **Coordination of volunteers**

The Board approved district program coordinator shall be responsible for the direction and the operation of the CHEERS program. A building program coordinator shall be appointed to conduct the day-to-day volunteer coordination for each school building in the District. Appropriate coordinators shall be appointed to provide coordination for future programs that should be deemed appropriate for volunteers by the Board.

#### **DRESS AND GROOMING (Board Policy 5511 dated 1.21.08)**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent or his/her designee shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide an environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- present a hazard to the health or safety of the student himself/herself or to others in the school;
- interferes with schoolwork, creates disorder, or disrupts the educational program;
- cause excessive wear or damage to school property;
- prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Administration shall develop administrative guidelines to implement this policy which:

- designate the principal or his/her designee as the arbiter of student dress and grooming in his/her building;
  - invite the participation of Shared Involvement Process (SIP) teams in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;
  - instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- Students who violate the foregoing rules will not be admitted to class and may be subject to the Code of Conduct.

#### **EMERGENCY CLOSINGS (Board Policy 8220 dated 5.16.16)**

The Superintendent, or his/her designee, is authorized to close the schools in case of inclement weather or other emergency, which makes it unsafe for students to attend school. If a school is closed, all daytime or evening school athletic, extracurricular and other events will also be cancelled for students regardless of the event location. All non-school events which are scheduled to take place in that school building will be cancelled. The Board authorizes the Superintendent, or his/her designee, discretionary powers with regard to event scheduling.

The Superintendent, or his/her designee, may delay the opening of school(s) in case of fog, ice or other emergency situations until such hour as it is anticipated conditions are safe. The Superintendent, or his/her designee, shall provide appropriate notification.

The Superintendent, or his/her designee, will require all building principals to establish and publish emergency procedures. Procedures will be reviewed prior to the opening of school every year.

Students will not be dismissed and will be directed to appropriate shelter locations during tornado warnings.

#### **EMERGENCY INFORMATION (Board Policy 5341 dated 1.21.08)**

The District will distribute annually to parents/guardians of all students the Emergency Information Form. It is the responsibility of the parent/guardian to keep these forms updated and current to assure accuracy. Administration will ensure the information is used for the intended purposes.

If one (1) parent/guardian has been awarded custody of the student by the courts, the parent/guardian of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent/guardian. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

Any time a student or a group of students is taken out of the building beyond school office hours to participate in a school event, the staff in charge of the event must take copies of the Emergency Information Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. Advisors and/or coaches of all co-curricular and extra-curricular activities must have in their possession at all times a copy of the students' emergency information.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the District guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

## **FIELD TRIPS, EXCURSIONS, AND OTHER DISTRICT-SPONSORED TRIPS (Board Policy 2340 dated 1.19.15)**

### **Field Trips**

Field trips are designed to stimulate student interest and inquiry and provide opportunities for academic growth and development. To the extent that they supplement the curriculum objectives of the classroom, field trips may be authorized by the building principal.

### **Excursions**

Any trip which involves students being away from home overnight will be classified as an excursion and will require approval, the completion of the Overnight Excursion Forms, and a disclaimer letter when necessary. Non athletic excursions require the approval of the Assistant Superintendent for CITA. Athletic excursions require the approval of the Athletic Director and building principal.

### **Other District Sponsored Trips**

Academic, extra-curricular, and co-curricular trips other than field trips may be authorized by the building principal or Athletic Director as appropriate.

All coaches and/or advisors shall be responsible for arranging transportation to events and/or competitions, securing permission of all parents involved if students are transported in private vehicles.

Arrangements for transportations for practices outside of the instructional day shall be the responsibility of the parent.

### **Screening of Chaperones**

Chaperones for all Fieldtrips, Excursions, and Other District Sponsored Trips shall be selected from volunteers who have been screened and approved per Policy 9230 (District Volunteers). In addition, for overnight excursions, chaperones must be at least 25 years old and must be drug screened and fingerprinted prior to approval and selection.

### **Transporting Students**

Parents/staff members/students/community members may not transport students in their private vehicles on field trips or excursions, except in emergencies, unless arrangements are made with the Superintendent or his/her designee.

### **Cancellations of Field Trips and/or Excursions**

Educational field trips and/or excursions are a valuable educational tool; however, the safety of students, parents and staff is our highest priority. Therefore, the Superintendent of Schools or his/her designee will have the authority to cancel or modify the field trip or excursion with no liability for reimbursement on behalf of the District when using his/her sole discretion.

- A. The Superintendent determines that conditions exist which compromise the safety of members of the educational community.
- B. When the United States State Department or other national department or agency cautions citizens regarding travel within the United States and/or internationally, the Superintendent or his/her designee may cancel a field trip or excursion.
- C. Field trips will be cancelled when school is closed.
- D. If weather conditions warrant, the Superintendent or his/her designee may cancel a field trip or excursion.

The Board directs the administration to develop guidelines for planning and implementing field trips, excursions, and other district sponsored trips.

## **GRADE APPEAL (Board Policy 2315 dated 5.19.08)**

The following procedure is to be followed if a student and/or his/her parents request a change in a final semester grade assigned by a teacher: (Card marking grades may not be appealed)

- A. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the data processor is notified.
- B. If a teacher does not concur in the grade change, the student or parent may request of the principal (or designee), in writing, and within 30 calendar days after the grade was given, that a review panel be convened.
- C. Within 20 calendar days of the principal (or designee) receiving the written request, the review panel must meet. The review panel will consist of three teachers, principal (or designee), and two (2) board members. The principal will share with the student and his/her parents that the meeting is a closed meeting, open only to the panel, student and his/her parents.
- D. The principal (or designee) will chair the meeting and inform participants of the meeting guidelines:
  1. The student and/or parent will present reasons for the grade change.
  2. The teacher will present reasons for the continuance of the grade.
  3. Any participant may pose questions to either party.
  4. Upon completion of the questions, all parties will leave the room except the review panel.
  5. The review panel will discuss the issue and decide on whether to uphold or deny the appeal of the parent. The sole criteria to be used in that decision is whether or not there was a rational basis for the teacher to give the grade.
  6. The principal will share the decision of the review panel with the parent and/or student, and the teacher. The review panel's decision is final.

## **GRADING SYSTEM (Board Policy 2310 dated 6.19.17)**

The Board requires a grading system for use in the elementary and secondary grades that accurately reflects student achievement relative to the district's curriculum.

The progress of each pupil shall be measured periodically and reports of such progress shall be communicated to the parents or guardian at regular intervals.

The report shall reflect the quality of a pupil's performance, relative to the grade level or course standards. Credits earned and course grade shall be based on the student's demonstration of achievement.

Parents will be apprised of the student's progress in the following ways:

- At the elementary level, report cards are provided at the end of each nine week marking period but parents will be notified at the mid-marking period when a student is not making progress.
- At the secondary level, progress reports are provided every six weeks and report cards at the end of each semester. Additionally, the progress of students at the middle school and high school levels will be communicated through the district's online student progress reporting system and other means as determined by the teacher.
- Parents who have concerns about their student's progress are encouraged to contact the teacher directly.

Grades at the middle school are calculated using a twelve (12.0) point scale. Grades at the high school are calculated using a four (4.0) point scale.

Beginning with the graduating class of 2017, Advanced Placement (AP) and recognized International Baccalaureate (IB) coursework will be weighted in a student's grade point average using a five (5.0) scale.



While students may check or critique each other's work, they may not evaluate or grade the work. Only teachers may assign grades, in accordance with the elementary and/or secondary guidelines and policies. All grades shall remain confidential.

While teachers are encouraged to display student work, the student's name may be displayed but the formal grade (letter grade, percentages or any other numeric system) may not be visible.

Information regarding the District's grading system shall be published in the appropriate faculty and student handbooks.

## GRADUATION REQUIREMENTS (Board Policy 5460 dated 12.4.17)

### Credits

Twenty-three (23) credits in grades 9-12 are required for graduation. One-half (1/2) credit will be awarded for successful completion of each semester of course work except where otherwise noted. Credits may not serve dual purposes, (i.e., economics may not serve for both an economics and math credit), except for the on-line experience. Middle school courses that address the required MDE High School Merit Curricular requirements, will count toward high school graduation requirements and credits. However, middle school grades will not be included in the high school GPA for any purpose. Under certain circumstances, a grade of "G" may be given for the following reasons:

- Dual Enrollment
- Testing Out
- On Line Classes
- Home Schooled Classes
- Home Based Classes
- Rare and unusual accommodation

All students are expected to receive a grade in their classes that, in keeping with the South Lyon Schools grading policy, will result in a grade point average. The Individualized Education Plan for Special Education Students (IEP) will support required courses as a priority. When a special education student has met the objectives of the class and demonstrated his/her effort to complete all required assignments and still cannot make a passing grade, the teacher may present a request to the Director of Special Education to give the student a grade of G. If the Director of Special Education supports the teacher's request, he/she may recommend to the principal whose approval must be obtained to give the student a grade of G. The grade of G is to be given on rare and unusual circumstances with consideration to the IEP and the disability, and not to manipulate a grade point average, or to make a student eligible under the extra-curricular eligibility requirements. In order to participate in the graduation ceremony a student must meet all graduation requirements as prescribed by Board Policy.

For students with Individualized Education Plans, the IEP will support required courses as a priority.

District administrative guidelines allow for some flexibility for transfer students. Personal curriculum plans may be developed for transfer students from out of State who have earned 3 years of high school credit.

The district strongly encourages all college bound students to carefully weigh whether adjusting the graduation requirements using either a personal curriculum or permission of the counselor and administrator (as outlined below) would hinder his or her acceptance into the college or university the student wishes to attend. It is recommended that students speak with admissions counselors at their desired schools prior to considering any adjustments in the traditional graduation requirements.

A. English	<u>4 Credits</u>
1. English 9	1 Credit
2. English 10	1 Credit
3. 11th Grade (literature course)	1 Credit
4. 12th Grade (an approved aligned English elective)	1 Credit
5. A minimum of one (1) English credit must be selected each year.	

\* No modifications allowed for personal curriculum purposes.

B. Science	<u>3 Credits</u>
1. Biology	1 Credit
2. Chemistry or Analytical Chemistry	1 Credit
3. Geophysical Science or Physics	1 Credit

\* Students must take Biology and may select 1 or 2 credits from the following options, with counselor and administrator approval: Chemistry or Analytical Chemistry, Geophysical Science or Physics, Anatomy (online for 2015-16 and offered in SLCS beginning in 2016-17), or Agricultural Science (online only). Students must earn at least 3 total credits in science. A third credit could be earned, with counselor and administrator approval, through successful completion of an MDE-approved Computer Science program or curriculum (offered at OTC) or another MDE-approved formal Career Technical Education (CTE) program or curriculum.

C. Mathematics	<u>4 Credits</u>
1. Algebra 1 (Grade 7, 8 or 9)	1 Credit
2. Geometry (Grade 8 or high school)	1 Credit
3. Algebra 2, or Algebra 2 In the Work Place	1 Credit
4. All students must earn a mathematics credit during their last year of high school. This must be earned through a Mathematics elective or other approved mathematics related course.	1 Credit
5. The math credit earned in middle school Algebra I and Geometry may be used to meet high school school mathematics requirements, and shall be counted toward the twenty-three (23) credits required for graduation. However, middle school grades will not be included in the high school GPA for any purpose.	
6. Three (3) credits of math must be earned in high school.	

\* With counselor and administrator approval, students may partially or fully fulfill the Algebra II requirement by successfully completing an MDE-approved formal CTE program or curriculum and successfully completing the embedded content which addresses the same benchmarks as Algebra II.

\* A personal curriculum can be utilized to adjust the total number of credits needed to 3.5, to allow a student to take his or her final credit in Junior year, and/or to modify the Algebra II requirement. The Algebra II requirement may be modified if a student successfully completes one semester of Algebra II; enrolls in an MDE- approved formal CTE program or curriculum and successfully completes the embedded content which addresses the same benchmarks as first semester Algebra II; or successfully completes one semester of one of the following courses: statistics (online), functions and data analysis (online), a technical mathematics class (online) for 15-16 only, or Consumer Math (offered by SLCS only to 12th graders beginning in 2016-17).

- D. Social Studies 3 Credits
1. 20th Century American History 1 Credit
  2. World Studies 1 Credit
  3. American Government or AP Government ½ Credit
  4. Economics or AP Economics ½ Credit

\* A personal curriculum can be utilized to reduce the total number of required Social Studies credits to 2.5; however the student must still successfully complete 20th Century American History, World Studies, and American Government or AP Government.

- E. Health and Physical Education 1 Credit
1. Foundations of Health and Physical Education ½ Credit
  2. Healthy Life Habits ½ Credit

\* A personal curriculum can be utilized to reduce the total number of required Health and Physical Education credits to zero; however, the student must take an additional credit in ELA, Mathematics, Science, or World Language OR must successfully complete an MDE-approved formal CTE program. The additional credit cannot be used concurrently to fulfill another required graduation credit.

- F. Applied, Visual and Performing Arts 1 Credit  
 (Visual and Performing Arts include elective courses like all art classes, drama, music, etc.)  
 (Applied Arts include elective courses with a creative design component, e.g. technology design, yearbook, etc.)

\* A personal curriculum can be utilized to reduce the total number of required Applied, Visual, and Performing Arts credits to zero; however, the student must take an additional credit in ELA, Mathematics, Science, or World Language OR must successfully complete an MDE-approved CTE program. The additional credit cannot be used concurrently to fulfill another required graduation credit.

- G. World Language (Beginning with the Class of 2016) 2 Credits

The World Language earned in middle school may be used to meet high school World Language requirements and shall be counted toward the twenty-three (23) credits required for graduation. However, middle school grades will not be included in high school G.P.A. The two (2) credits must be earned in the same World Language course.

\* With counselor and administrator approval, students in the Classes of 2016-2020, inclusive, may fulfill either ½ credit or 1 credit through successful completion of an MDE-approved formal CTE program or curriculum OR by taking an additional half or full credit of Applied, Visual, and Performing Arts. The additional half or full credit cannot be used concurrently to fulfill another required graduation credit.

- H. Electives will fill the remainder of the twenty-three (23) credits required.

- I. On Line Learning Experience

All students must complete one (1) approved on-line learning experience. Credit given for all on-line courses may also serve to meet the on-line learning experience.

- No modifications except for State approved IEP purposes. The IEP will support required courses as a priority.

**Michigan Merit Examination**

The Michigan Merit Exam or State approved alternative to the Merit Exam, for students who qualify at the high school level, is a graduation requirement. For seniors only, in case of a critical incident where no allowable State accommodations can be made, this requirement may be appealed to a committee comprised of two Board members, a building administrator, and an administrator appointed parent. The committee’s recommendation is presented to the Board for action, and the Board’s decision is final.

**Student Classification**

High school students will be classified according to their number of years in high school:

Year 1 - Freshman      Year 2 - Sophomore      Year 3 – Junior      Year 4 - Senior

If a senior does not have enough credits earned to graduate at the end of year four (4), s/he will remain classified as a senior. Graduation requirements will remain those of the student’s high school entering class.

For a student entering a school system for the first time at the high school level, his/her birth date, as required by Michigan Law to enter school, will be used to determine classification as a freshman, sophomore, junior or senior.

If a student leaves school for any time period, classification will be made based on the date s/he entered school based on Michigan Law.

Students who were retained at the elementary or middle school level remain classified with his/her current grade level when entering high school.

In order to assure that students are on schedule for graduation, students should adhere to the following credits:

<u>Grade</u>	<u>Minimum Number of Requirements</u>
Sophomore	5 ½ credits
Junior	11
Senior	17

**Recommendations**

- A. All students should earn four (4) science credits, which will include three (3) year sequence of biology, chemistry and physics/geo physical.
- B. All students should earn at least two (2) credits in a two (2) year sequence in World Language. It is strongly encouraged and highly recommended that students schedule two (2) consecutive years in the same World Language.

**Transfer Credits**

- A. Students transferring to South Lyon high schools from another school will:
  1. Receive credit from religion courses which shall be recorded as elective credit.

2. Not receive credit toward graduation for driver education classes.
  3. Receive appropriate credit for other courses as indicated by sending school.
- B. Credit from correspondence courses will not be accepted toward graduation.
  - C. Academic credits for transferring students should be reconfigured to equate to the credit system for South Lyon Community Schools. The maximum credits per semester shall equal three (3) credits. These requirements may be adjusted to insure that transfer students meet specific departmental requirements for graduation.
  - D. Grades from accredited home schooling programs will not be averaged into the GPA, for any purpose, although credit may be accepted for courses passed as they apply to South Lyon curriculum.
  - E. Testing out of class by achieving a final grade of 78% (C+) or higher on the testing out examination shall result in earned credit; however, it will not be included in the high school GPA for any purpose.

#### **Dual Enrollment**

Under Public Act 160, (Postsecondary Enrollment Options Act) the District provides qualified students the opportunity to dually enroll in college courses provided they have received authorization from the building principal or his/her designee prior to registration.

Students will receive one-half (1/2) credit for successful completion of each dual enrollment course. Grades will not be averaged into the GPA for any purpose.

Per MCL 88.514(9), if a student does not complete or does not successfully complete the dual enrollment course, the pupil shall repay to the school district any funds expended that are not refunded by the eligible postsecondary institution. This does not apply to a pupil who does not complete the course due to family or medical emergency as determined by the eligible postsecondary institution.

If a pupil does not repay the money, he/she will no longer be allowed the opportunity to take additional dual enrollment courses.

#### **Supplemental Credits**

Supplemental credit can be earned in the following ways: College courses, summer school courses, Alternative Education courses, online courses and the extended day program at Oakland Technical Center. All supplemental credits must be approved by the building principal or his/her designee prior to registration. However, no student may be enrolled in more than one (1) credit per semester.

##### **A. Alternative Education Credits**

Students taking supplemental credits through the Alternative program must be at least sixteen (16) years of age. Full-time high school students may take no more than two (2) classes (one (1) credit) per semester, four (4) classes (two (2) credits) per year beyond the normal schedule.

##### **B. Credit for Online Courses**

The District recognizes the opportunity to enroll in online courses may enhance and enrich the educational opportunities already available to students. The District will abide by all State requirements and regulations regarding online coursework.

The following District requirements for acceptance of credit for online courses are consistent with State of Michigan requirements:

1. All high school students are eligible to enroll in up to two (2) online course(s) for a maximum of one (1) credit per semester. Students may enroll in no more than two (2) online courses, or up to one (1) credit, during the summer.
2. Online courses may not be used to substitute for South Lyon high schools' offerings, except on rare and unusual occasions approved by the high school principal or his/her designee.
3. On rare and unusual occasions, Special Education students may be approved for an online seat time waiver as defined by the Individualized Educational Plan and approved by the Director of Special Services and the principal. These will be considered Alternative Path students.
4. Students may receive credit for online courses offered by accredited high schools, Intermediate School Districts, universities and the Michigan Department of Education, that have been approved by the high school principal or his/her designee.
5. Credit for online courses will appear on the student's transcript but the grade will not be averaged into the GPA. Grades from approved credit recovery courses will be considered for co-curricular and extracurricular eligibility.
6. In place of a local course, a homebound student may take an approved online course for credit as long as the student is enrolled in six (6) classes through one (1) of the South Lyon high schools.
7. In the case of home-schooled students, the District will claim one-sixth FTE (full time equivalent) for each high school class in which the student is enrolled, but will not claim one-sixth FTE for the online course. Therefore, the home-schooled student is also responsible for costs associated with the online course.

##### **C. College Courses**

High school students who have received authorization by the building principal to take college courses, but not under the provisions of the Postsecondary Enrollment Options Act, will receive one-half (1/2) credit for successful completion of each course. The grades will not be averaged into the GPA for any purpose.

#### **HARASSMENT OF STUDENTS (OTHER THAN SEX-BASED HARASSMENT (Board Policy dated 11.6.15))**

Harassment of students is prohibited. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as disability, religion, race, color, national origin, sex, sexual orientation, height, and weight.

The following definitions are provided for guidance only.

- A. Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District.
- B. Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the school District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's education opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- A. Verbal harassment or abuse
- B. Pressure for sexual activity

- C. Repeated remarks with sexual or demeaning implications
- D. Unwelcome touching
- E. Sexual jokes, posters, cartoons, etc.
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

See Policy 3363/5518 for Sex-Based Harassment.

**Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.**

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation.

Every student, whether victim or not, should and every staff member must report any situation that they believe to be improper harassment of a student.

The Administration will develop procedures to implement this policy, including staff development and student awareness programs, procedures for reporting harassment, for investigating complaints, for disciplining of those who are found to have violated this policy and for documenting the complaint, the investigation and the results of the investigation.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include law enforcement involvement and disciplinary hearing for students; up to discharge for employee; exclusion for parents, guests, volunteers and contractors; and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

#### **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.

#### **Notification**

Notice of this policy will be annually circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment based upon disability, religion, race, color, nation origin, sex, sexual orientation, height, weight, or generally in violation of any State or Federal law prohibiting discrimination shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy.

### **SEX-BASED HARASSMENT (Board Policy 5518 dated 10/17/16)**

#### **POLICY AGAINST SEX DISCRIMINATION**

In accordance with applicable law, including Title IX of the Education Amendments of 1972 and the Elliott Larsen Civil Rights Act, it is the policy of the South Lyon Community Schools ("the District") that no student will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity on the basis of sex. A student may not, on the basis of sex, be limited in the enjoyment of any right, privilege, advantage, or opportunity, including courses, extracurricular activities, benefits, and facilities. "On the basis of sex" includes sexual orientation and gender identity/expression.

#### **PROHIBITION AGAINST SEXUAL HARASSMENT**

The policy against sex discrimination includes a prohibition against sexual harassment directed at employees or students. Sexual harassment consists of sexual advances, sexual gestures, requests for sexual favors, or other verbal or physical conduct of a sexual nature that is unwelcome and that limits or denies, on the basis of sex, a student's ability to participate in or benefit from an educational program.

This policy prohibits sexual harassment and/or discrimination by an employee or agent of the District, by another student, and by third parties who come in contact with students or staff at school or at school-related activities.

#### **TITLE IX COORDINATOR**

The District has designated a Title IX Coordinator, who is responsible for the District's overall compliance with Title IX. This includes directing the investigation of complaints and reports of sex discrimination and harassment and assuring that prompt and effective corrective action is taken. The name and contact information of the Title IX Coordinator will be published annually. The Title IX Coordinator is:

Mr. Ben Kirby  
 Assistant Superintendent for Administrative Services  
 South Lyon Community Schools  
 345 South Warren  
 South Lyon, MI 48178  
 (248) 573-8130  
 kirbyb@slcs.us

#### **COMPLAINT PROCEDURE**

Parents, students, and employees are always encouraged to advise District representatives of concerns they may have with respect to harassment or discrimination, including sex-based harassment or discrimination ("informal process"). However, complaining parties should be aware that when District representatives are made aware of concerns which could reasonably be considered harassment or discrimination based on sex, the District will commence procedures consistent with the provisions of this policy to investigate those concerns ("formal process").

Notwithstanding the foregoing, parents, students, and employees are encouraged to promptly submit a complaint or provide information about suspected sex discrimination or harassment so that the District can take appropriate action to resolve the situation. A parent, student, or employee should make the complaint or report by contacting the District's Title IX Coordinator. Recognizing that parents, students, or employees may submit complaints to a building administrator, supervisor, school counselor, or social worker, it is the District's expectation that any staff member receiving a complaint of discrimination or harassment on the basis of sex must provide the complaining party with the name and contact information of the Title IX Coordinator and advise the Title IX Coordinator of the complaint and provide the Title IX Coordinator with the contact information of the complaining party.

Every District employee is required to promptly report to the Title IX Coordinator suspected sex discrimination or harassment of a student or employee, whether it is based on the employee witnessing such conduct or on information from the student or employee or a third party. Employees are encouraged to make these required reports in writing, even if a verbal report is also made.

No individual who believes he/she has been discriminated against or harassed on the basis of sex will be required or compelled to work out or mediate the concern with the individual alleged to be harassing him or her. This does not prohibit a complaining party from requesting an opportunity to mediate a concern with an individual alleged to have harassed him or her.

### **INVESTIGATION AND CORRECTIVE ACTION**

The Title IX Coordinator or his/her designee will promptly conduct an investigation into complaints and/or reports of sex discrimination and/or harassment, if such complaints or reports could reasonably be considered discrimination and/or harassment. The impartial investigation will include the opportunity to identify witnesses and other evidence. The investigation will be completed in a timely manner; depending on the nature and complexity of the issues, an adequate and reliable investigation should generally take no more than 30 calendar days. The District will use the "preponderance of the evidence" as the appropriate standard for investigating allegations of harassment.

The Title IX Coordinator will assist the building principal or supervisor in determining whether to take interim measures during the investigation and whether the District is required to report the incident that is the subject of the complaint to Child Protective Services.

At the conclusion of any investigation, the Title IX Coordinator will report the result to the Superintendent, including, where appropriate, a recommendation for reasonable, timely, age-appropriate, and effective correction action. The Superintendent and/or his/her designee may impose discipline up to and including a recommendation for employee termination or student expulsion. The Title IX Coordinator and/or his/her designee will advise, in writing and subject to applicable privacy laws, the complaining party and the person accused of misconduct as to the outcome of the investigation, namely whether the allegations were found to be substantiated, and of the opportunity to appeal the determination.

Any party involved in an investigation into allegations of harassment, including sex-based harassment, who believes that the District's investigation reached an incorrect result, may appeal the findings to the Superintendent within 10 calendar days of the written notification of investigation outcome. In the event that the allegations of harassment directly involve allegations of harassment against the Superintendent, the appeal will be directed to the Board President. The decision of the Superintendent (or Board President) on the appeal is final and not subject to additional appeal. The Superintendent (or Board President) shall provide notice of the outcome of the appeal in writing to the appealing party.

The District will take all appropriate steps to ensure that the effects of harassment, if established, are promptly remedied. The District will remedy the effects of harassment, including sex-based harassment, in a manner that is appropriate under the circumstances.

### **CONTACT INFORMATION FOR OCR**

Any individual who believes that he/she was the victim of harassment, including sex-based harassment, always has the right to file a complaint with the Office for Civil Rights ("OCR") at any time:

U.S. Department of Education  
Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: OCR.Cleveland@ed.gov

The District recommends that individuals who believe they have been subjected to harassment, including sex-based harassment, also file a complaint with the District, in order to ensure that the District is able to take steps to prevent any further harassment or discrimination and discipline the perpetrator, if necessary.

### **GUIDELINES**

The Superintendent or his/her designee shall create administrative guidelines and arrange for appropriate training for implementation of this policy. The guidelines will include complaint procedures providing for prompt and equitable resolution of complaints alleging sex discrimination or harassment of a student.

This policy should be read in conjunction with the District's general anti-harassment policy and procedures for reporting abuse and neglect to Child Protective Services.

### **HEALTH SERVICES (Board Policy 5310 dated 1.21.08)**

In compliance with law, the Board may require students to submit to periodic health examinations to:

- A. protects the school community from the spread of communicable disease;
- B. ensures each student's safe participation in activities and events;
- C. determines that the learning potential of each child is not lessened by a remediable, physical disability.

The administration shall directly notify the parents/guardians of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

### **HOMEBOUND INSTRUCTION PROGRAM (Board Policy 2412 dated 5.19.08)**

#### **Homebound and Hospitalized Teacher Responsibility**

The homebound and hospitalized teacher is responsible to do the following:

1. Contact the parent(s) and/or physician, if consent has been provided, to:
  - a. Identify any physical limitation on the pupil's ability to study;
  - b. List any study limitations imposed by the treatment program;
  - c. Identify any other extraneous factors that should be taken into consideration to help maximize the pupil's instructional experience while away from school, and
  - d. Determine what precautions must be used (communicable disease).
2. Contact the pupil's classroom teacher(s) to identify the specific subject areas or content that the pupil should study while away from school. The teacher(s) of record should determine the subject matter that should be given priority, considering the pupil's present level of achievement and instructional needs.
3. Meet with the pupil a minimum of two periods per week. (45 minutes for general education, one hour for special education)

Homebound Responsibilities of Principal or Assistant Principal

1. Receive request for homebound/hospitalized services and written certification as detailed in Policy 2412. Notification via written certification shall initiate a responsibility to inform the parent of homebound/hospitalized services if no explicit request is received.
2. Inform the Director of Special Services of need for homebound services.
3. Assign a teacher for the service; ask the Director of Special Education for assistance if there is not a building staff person available. Preferable to have homebound instructor from same building to ease communication regarding instructional needs.
4. Arrange payment, for homebound instructor, through building funds, if the student does not have an IEP.
5. When requests occur at the beginning of the school year or beginning of second semester, homebound instruction must begin prior to Count Days to assure student is being counted.
6. Inform the Director of Special Education of all homebound instruction pertaining to their students.

Homebound Instruction Responsibilities of Classroom Teacher

1. The student's regularly-assigned teacher(s) is responsible for assigning the content of the instruction, reviewing the results of the homebound or hospitalized instruction, and assigning a grade. The homebound/hospital teacher is to work with the regularly-assigned teacher(s) to assure the student receives the instruction, provide basic assistance to the student, and identify any problems or accommodations that may need the regularly-assigned teacher(s) attention.
2. Classroom teacher should provide materials for homebound instruction that are appropriate for pupil's present level of achievement and support classroom curriculum.

Homebound Instruction Responsibilities of Homebound Teacher:

1. Accurate time sheets listing the dates and duration of instructional services must be kept of all homebound/hospitalized instruction and submitted by the end of each pay period, if an employee of the District. The time sheet is to be signed by the parent or institution of care. Time sheets of nondistrict teachers are to be submitted as per agreement with the institution or person providing the instruction.
2. Contact classroom teacher(s) to receive instructional materials.
3. Contact parent/guardian and/or hospital or licensed treatment facility to arrange time of instruction.
4. Provide homebound/hospitalized instruction.
5. Keep records of homebound/hospital visitations, assignments, medical conditions impacting upon instruction.
6. Act as liaison between home and school.

Special Education Departments' Responsibilities

1. Arrange for Special Education instructors as appropriate for student's IEP.
2. Communicate with principals on issues relating to homebound instruction that impact their building.
3. Assist with arrangements for general education teachers in cases where principal is unable to arrange service.
4. Monitor homebound/hospitalized instruction to comply with Count Day requirements.
5. Maintain a district-wide listing of students receiving homebound/hospitalized instruction.

**GUIDELINES**

The Board shall provide, pursuant to requirements of the State Board of Education, individual instruction to enrolled students of legal school age who are not able to attend classes because of a physical or emotional disability.

Notification or request of a need for homebound instruction shall be made by a parent, student, or legal guardian who provides one of the following:

- A. Written certification from the pupil's attending physician verifying that the pupil has a medical condition that requires the pupil to be hospitalized or to be confined to the home during regular school hours for a period of longer than five (5) consecutive school days. The certification must be by a physician who is either an M.D. or a D.O.; psychologists, chiropractors, or other professionals may not certify a person as eligible.
- B. Written certification from a hospital or licensed treatment facility verifying that the pupil has a medical condition that requires the pupil to be hospitalized in the facility during regular school hours for a period of longer than five (5) consecutive school days. (This includes pupils in psychiatric hospitals, substance abuse centers, or pupils placed in other medical facility placements by the parents or medical practitioner.)

To receive homebound/hospitalized instruction services, the student must:

- a) be unable to attend school because of a medical condition. Pupils who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized service.
- b) be physically able to participate in instructional activities while at home or in the hospital.

Upon being notified of a placement by a hospital, treatment center or other treatment facility, or the pupil's parent or legal guardian, the District shall make arrangements to provide instructional services within three (3) school days after being notified.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of general education students must hold a valid teaching certificate.

The District reserves the right to withhold recommendation for homebound instruction when:

- A. the confinement is expected to last under five days;
- B. the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent, or his/her designee, shall develop administrative guidelines for implementing the policy.

M.C.L.A. 388.1606, 388.1709

### **HOMEWORK (Board Policy 2330 dated 5.19.08)**

Homework may occur at any grade level. When homework is assigned, it should be a worthwhile supplement of the course objectives. It should enrich skills developed in class.

When homework is assigned, it must be meaningful and reviewed or evaluated by the teacher and should not at any time be punitive. Written homework must be returned to the student in a timely manner so that each student may benefit from the homework assignment.

When a teacher considers individual ability differences among pupils, assignments may differ.

### **INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES (Board Policy dated 5540 – 1.21.08)**

The Board is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and State's child protection agency.

Such agencies should be encouraged to investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students. Regardless of age, parents/guardians shall be notified if a student is living at home or a dependent of the parent/guardian.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent/guardian prior to questioning. If it is related to school business the building administrator shall remain in the room during the questioning. If the parent/guardian cannot be reached, the questioning cannot occur on school property.

If an agency investigating child abuse/neglect indicates that the parent/guardian or a family member is believed to be the perpetrator, the building administrator will not contact either parent/guardian prior to the interview if so requested by the investigator.

If the student is a witness in a child abuse/neglect investigation in which the witness' parent/guardian is not the believed perpetrator, the building administrator shall contact the parent/guardian prior to questioning. If the parent/guardian cannot be reached, the questioning cannot occur on school property.

All attempts to notify the parents/guardians should be documented.

When an authorized law enforcement officer or child protection agency removes a student, the building administrator shall record the name of the investigator, the public agency involved and the destination of the student if possible. S/He shall notify the Assistant Superintendent for Administrative Services. The parent/guardian will also be notified unless otherwise directed in writing by law enforcement or State's child protection agency.

No school official may release personally identifiable student information in education records to law enforcement or children's services agency without prior written permission of the parent/guardian, a lawfully-issued subpoena, or a court order, unless it is an emergency situation involving the health or safety of the involved student or other students. Proper directory information may be disclosed upon request, unless a parent/guardian has filed a non-disclosure for information, (See Board Policy 8330).

### **LATE ARRIVAL AND EARLY DISMISSAL (Board Policy dated 5230 – 1.21.08)**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District; however, the Board also recognizes that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

The building administrator shall require that the school be notified in advance of such absences by written or personal request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building administrator.

If one (1) parent/guardian has been awarded custody of the student by the courts, the parent/guardian of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent/guardian. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

Students shall only be released to custodial parent(s)/guardian(s), anyone who is authorized by the School Emergency Card, or to a custodial parent's/guardian's designee when given explicit instruction.

### **NON-DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (Board Policy 2260 dated 7.19.10)**

The Board does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, disability or age in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, sexual orientation, religion, race, color, national origin or ancestry, age, disability, marital status, genetic information, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent, or his/her designee, to:

- A. Curriculum Content  
review current and proposed courses of study and textbooks to detect any bias based on any legally protected interest; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;
- B. Staff Training  
develop a program of in-service training for school personnel designed to identify and solve problems of any legally protected interest or other bias in all aspects of the program;
- C. Student Access  
review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of any legally protected interest in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations; This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.
- D. District Support  
ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;
- E. Student Evaluation  
ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of any legally protected interest.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal will be required.

The Superintendent, or his/her designee, shall appoint and publicize the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members, and the general public.

The Superintendent, or his/her designee, shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

The District will endeavor to assist the student and/or his/her parents in their access to District programs.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

The Superintendent, or his/her designee, shall develop administrative guidelines as needed for the proper implementation of this policy.

#### **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM (Board Policy 2110 dated 11.1.10)**

The Board recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the families of each child in the District. The plan shall follow all federal and state requirements for working with parents/guardians of special populations. The plan must encompass parent participation, through meetings and other forms of communication. Therefore, the Parental Involvement Plan includes the following:

##### **A. Relationships with Families**

- cultivating school environments that are welcoming, supportive, and student-centered;
- providing professional development for school staff that helps build partnerships between families and schools;

##### **B. Effective Communication**

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable, to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, state and local assessments, and pertinent legal provisions;
- making available a description and explanation of the curriculum in use at the district/school, the form of assessment used to measure student progress and the achievement expectations of students;
- providing a copy of the parent/student handbook;
- arranging flexible scheduled parent/teacher conferences and parent/guardian requested conferences;
- publishing district and school newsletters, via electronic and/or hard copies, that provide important school information and include positive invitations to parents/guardians to participate in various school activities;
- informing parents about the building Shared Involvement Process Teams, and how to access the school and district annual reports;
- using on-line grading and reporting systems to inform parents/guardians of various assignments and activities;
- convening annual parent curriculum nights where an overview of the grade level/course curriculum and achievement expectations are shared;
- providing the school and district annual reports that meet all of the requirements of the State of Michigan. The reports will be posted on the district website and hard copies made available when requested;
- providing other reasonable support for parent involvement at parents' requests and responding to suggestions and comments as soon as practicably possible.

##### **C. Parent Involvement Opportunities**

- providing volunteer opportunities for families to support their children's school activities;
- helping families to provide a school and home environment that encourages learning and extends learning at home, including the following:
  - participating in school functions, organizations and committees;
  - supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
  - expecting their child to observe all school rules and regulations;
  - supporting or enforcing consequences for their child's willful misbehavior in school;
  - sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
  - taking an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
  - reading all communications from the school, signing, and returning them promptly when required;
  - working with the school in attending conferences set up for exchange of information of their child's progress in school.



D. Involving Families in Decision Making and Advocacy

- encouraging the participation as partners in the process of school review and continuous improvement planning, through participating:
  - as members of the building level Shared Involvement Process Teams
  - as members of hiring committees
  - as members of the NCA Steering Committees
  - by completing Shared Involvement Process feedback forms and surveys

E. Collaborating with the Community

- building constructive partnerships and connecting families with community-based programs and other community resources;
- coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development (i.e., community recreation, community based sports organizations, community sponsored events, etc....).

Implementation

The expectations above will allow the Superintendent, or his/her designee, to provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. This plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The Shared involvement Process teams will help in evaluating the effectiveness of the plan annually, and provide suggestions for ongoing improvement.

**PHYSICAL ASSAULT OR THREAT (Board Policy 5610.03 dated 6.5.17)**

A. Physical Assault Against a District Employee, Volunteer or Contractor

A physical assault committed by a student in grade 6 or above against a District employee or a person engaged as a volunteer or contractor by the District on school property, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event may result in expulsion from all Michigan public schools after consideration of the Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, and after rebuttal of the presumption against such suspensions.

A student who is expelled under this law shall be referred to the appropriate County Department of Social Services or County Community Mental Health Agency. The student's parent/legal guardian or the emancipated student shall be notified of this referral.

B. Physical Assault Against Another Student

A physical assault which is committed against another student shall be handled by the building administrator in accordance with the Student Code of Conduct. A suspension in excess of 10 school days but not more than 30 school days may be imposed by the building administrator after consultation with the Superintendent and with notice to the Board. A student in grade 6 or above who commits a physical assault against another student shall be suspended or expelled for up to 180 school days and after rebuttal of the presumption against such suspensions.

If the student is expelled for the physical assault, the parent/legal guardian may enroll the student in a suitable educational program during the expulsion period. A list of such programs is available from the Michigan Department of Education Office for Safe Schools.

C. Threat

A threat to a District employee or a person engaged as a volunteer or contractor by the District on school property, on a school bus or other school related-vehicle, or at a school-sponsored activity or event shall be handled by the building administrator in accordance with the Student Code of Conduct. A student in grade 6 or above who makes such a threat may be suspended or expelled from school for a period of time as determined in the discretion of the Board or its designee after consideration of the Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, and after rebuttal of the presumption against such suspensions.

A threat to another student(s) on school property, on a school bus or other school related-vehicle, or at a school-sponsored activity or event shall be handled by the building administrator in accordance with the Student Code of Conduct.

Under this policy administration may suspend up to 10 days or make a recommendation to the Superintendent for a Board Disciplinary Hearing after consideration of the Restorative Practices factors detailed in Policy 5500 Student Code of Conduct.

Definitions

- "Physical assault," as defined by MCL 380.1310(3)(b) and MCL 380.1311a(12)(b), means intentionally causing or attempting to cause physical harm to another through force or violence.
- "A Threat" is defined as any willful spoken or written threat to inflict physical injury on another person, under circumstances which create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury. A threat includes the making of a bomb threat or any other similar threat directed at a school building, other school property or a school-related event.

Reporting of Student Assault

All reports mandated by law shall be made.

Reinstatement

The parent/legal guardian of a student who was permanently expelled for physical assault against a District employee, volunteer or contractor, or an emancipated student may petition the Board for reinstatement. Consistent with MCL 380.1311a(5), the petition for reinstatement may be initiated 150 school days after the expulsion and the Board may reinstate 180 school days after the expulsion.

For an expulsion involving a physical assault against another student or an incident involving a threat, the Board shall determine the timeframe in which the parent/legal guardian may submit a petition for reinstatement.

Summary of Rules for Expelled Students

- A. The expelled student may not be on school property at any time.
- B. The expelled student may not attend any South Lyon Community School event, whether it is held at South Lyon Community Schools or another school district's property or venue. This prohibition includes athletic events, performances, extracurricular activities, and co-curricular activities.
- C. The expelled student may not attend a non-school sponsored event that takes place on school property. The expelled student may attend non-school sponsored events if they are scheduled off school property.
- D. If there are special circumstances, requests for written approval may be made to the Superintendent or his/her designee.

Application to Students with Disabilities

This policy does not diminish the due process rights under Federal law of a student who has been determined to be eligible for special education programs and services.

### **PLEDGE TO THE FLAG (Board Policy 8810 dated 10.21.13)**

The United States flag shall be displayed in front of each school building on a daily basis as appropriate. It is the responsibility of the building administrator to see that the flag is so displayed.

The Board shall ensure that an opportunity to recite the pledge of allegiance to the flag of the United States is offered each school day to all students. A pupil shall not be compelled, against the pupil's objections or those of the pupil's parent or legal guardian, to recite the pledge of allegiance. In such case, a pupil is expected to show respect when the Pledge is given. The Board and the school administrator in charge of a school building shall ensure that a pupil is not subject to any penalty or bullying at school as a result of not reciting the pledge of allegiance. As used in this section, "pledge of allegiance to the flag of the United States" or "pledge of allegiance" means the pledge of allegiance to the flag prescribed in 4 USC 4.

### **PUBLIC ATTENDANCE AT SCHOOL EVENTS (Board Policy 9160 dated 7.21.08)**

The Board welcomes the attendance of members of the community at public events-held by the schools in the District. The Board also has the duty to maintain order and maintain the quality of its facilities.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates regulations or does not leave school property when requested.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

The Board prohibits the possession, consumption, or distribution of alcoholic beverages, tobacco, or other controlled substances at any function sponsored by the District or at any function occurring on District premises.

Service animals used by persons requiring this type of assistance shall be permitted in all District facilities and at all school events. The person may be asked to provide evidence of the animal's certification for that purpose.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Assistant Superintendent for Administrative Services.

### **SCHOOL SAFETY REPORTING (Board Policy 8400 dated 5.19.08)**

Michigan law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The Assistant Superintendent for Administrative Services will develop administrative guidelines for the State required school safety reporting.

### **SCHOOL SPONSORED EVENTS (Board Policy 5850 dated 1.21.08)**

The Board recognizes the value of school sponsored events in enhancing and enriching the educational experience for the children of this community.

The District will make school facilities available per Policy 9250 - Community Use of District Physical Resources.

School sponsored events which take place outside school facilities must be approved by the Building Principal.

All students at school sponsored events, whether participants or spectators, shall be held responsible with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school program. The District endorses the MHSAA Sportsmanship Expectations and all students shall be expected to comply with these guidelines. All student participants are further expected to comply with the extracurricular code of conduct.

In order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and middle school students be accompanied by a parent/guardian or adult chaperone when they arrive at the event and throughout its duration, unless otherwise noted. The Board will not be responsible for students if they attend without an adult chaperone.

The District will provide supervision for students who are participants in District-sponsored events.

Participation in school sponsored events is a privilege and may be denied to any student who has demonstrated disregard for the rules of the school.

### **SCHOOL VISITORS (Board Policy 9150 dated 2.13.14)**

The Board welcomes and encourages visits to school by parents and other adult residents of the community who are interested in education and others who have legitimate business in the school. However, in order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

All visitors must report to the office to register.

The building administrator shall establish procedures to identify and authorize building access to adults. All visitors shall function in a positive manner in accordance with district and/or building guidelines.

The Superintendent and/or a building administrator or other authorized individual has the authority to prohibit the entry of any person to a school or other district- owned property or to require the exit of any person when there is reason to believe the presence of such person would be detrimental to the educational process or keeping order in the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Failure to follow these guidelines may result in limits being placed on the individual's access to school facilities.

The District strictly enforces the Michigan law which establishes a "Student Safety Zone" that extends school boundaries 1,000 feet from beyond school property and prohibits weapons, drugs and registered sex offenders on site and at school related events. The District prohibits volunteers working with students from engaging in "open carry" at school or school-related activities.

Parents/guardians who desire to visit classrooms must follow Policy 9145, Curriculum Involvement Rights of Parents and Legal Guardians.

### **SEARCHES (Board Policy 5771 dated 11.7.11)**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school officials may search a student under the circumstances outlined below and may seize any illegal, contraband or unauthorized material discovered in the search. Students are subject to searches while on school property, as well as at any school-sponsored activity or event, regardless of its location. All searches shall be conducted by the building administrator, or designee, with a second adult employee present. A student's failure to comply with any search request, as provided by this policy will be considered grounds for disciplinary action.

#### **Student Searches**

Student lockers and desks are school property and remain at all times under the control of the South Lyon Community Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy for items placed in school property because school property is subject to search at any time by school officials. Periodic general searches of lockers and desks may be conducted by school officials for any reason, at any time without notice, without consent, and without a search warrant.

A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reason to suspect that the student is in possession of illegal, contraband or unauthorized materials. If a search yields illegal, contraband, or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Reasonable suspicion that a communication device has been used to violate district policies or administrative guidelines shall be subject to searches, disciplinary action and may result in the communication device being confiscated. (See policy 5136 Use of Electronic Communication Devices)

Only in exceptional circumstances when the health, safety or welfare of the student or of others is immediately threatened, search of a student's person shall be conducted by a person of the student's gender in the presence of another staff member. A search prompted by the reasonable suspicion that health or safety is immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons or property.

Parents/Guardians of students who are searched will be notified that a search has been conducted. Items confiscated during a search may remain in the possession of school personnel, delivered to proper legal authorities for ultimate disposition, or returned to the student or the parent/guardian at the discretion of the building administrator.

### **Vehicles**

Students are permitted to park on school premises as a matter of privilege, not of right. South Lyon Community Schools retains its authority to conduct routine patrols of school parking lots and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interior of student vehicles may be searched whenever a school official has reason to suspect that illegal, contraband or unauthorized materials are contained inside. At the request of a district administrator, the student shall consent to unlocking and opening the vehicle, and permitting the administrator and/or designee to search the vehicle and its contents while parked on school premises. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **Canine Searches**

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. Canine detection must be conducted in collaboration with law enforcement or other appropriately certified entities.

### **STUDENT ASSESSMENT (Board 2623 dated 3.20.17)**

The Board will be in compliance with laws and rules of the State Board of Education in regards to student achievement and assessment.

Each student's proficiencies and needs will be continually assessed by staff members. Assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, and student performance data collected through standard State and District assessments.

The Superintendent or his/her designee shall develop a program of testing and assessment that includes:

- A. selection of assessment instruments, data, and other District criteria that will be used to assess educational achievement of each student in grades K-12;
- B. the Michigan Student Test of Educational Progress (MSTEP) and the Michigan Merit Examination (or other readiness assessment program approved by the State Superintendent); MI-Access Alternate Assessments; and WIDA testing for English Language Learners administered each year in accordance with the schedule established by statute and the State Department of Education.

MSTEP includes summative assessments in mathematics, science, social studies, reading, and English language arts to measure student growth.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education. This examination is required for graduation.

Staff members are expected to comply with guidelines and standards for administering District and State assessments.

### **STUDENT DISTRIBUTION OF OUTSIDE MATERIAL (Board Policy 5725 dated 1.21.08)**

Students of the South Lyon Community Schools have the right to exercise their freedom of speech as protected by the First Amendment to the U.S. Constitution. Recognizing this right, as well as the special characteristics of the school environment, the Board adopts this policy to establish standards to regulate a student's distribution of outside material on District property. Permission to distribute outside material does not imply approval of the material's content by the District or its representatives.

#### **Time, Place and Manner Restrictions**

- A. Without regard to content, all student distribution of any outside material shall be limited to a time, place and manner which does not disrupt any school activity, impede the safe flow of traffic within school corridors and/or entranceways or create litter from indiscriminate discarding of the material.
- B. Building administrators shall draft proposed administrative guidelines for the time, place and manner regulation of those school properties for which they have direct oversight. Those administrative guidelines shall be approved by the Administration. Upon approval, the guidelines shall be annually distributed to the building's students.

#### **Review Procedure**

- A. Students seeking to distribute outside material on District property shall submit a copy of the material to the principal for review and written approval before distribution, together with a completed review form which requires the following information:
  1. Name(s) of person(s) responsible for the distribution of the material.
  2. Brief description of the material.
  3. Date(s), time(s), and locations of intended distribution, as permitted by the time, place and manner restrictions for the affected school property.
  4. Grade level(s) of students to whom the distribution is intended.
- B. The publication must contain the name(s) of person(s) or group(s) (whose membership is recognized by the school) distributing the material.
- C. The principal shall respond to the distribution request as soon as practicable but no later than two (2) school days after receipt by the principal. The basis for any denial shall be identified.

- D. If the distribution request is denied, the student may either:
  1. Modify the material to conform to the standards identified in the basis for denial and resubmit the material to the principal; or
  2. Appeal the denial to the Assistant Superintendent/CITA.
- E. As applicable, the principal shall respond to the resubmission or the Assistant Superintendent/CITA shall respond to the appeal no later than two (2) school days after receipt by the principal or Assistant Superintendent/CITA.
- F. At every level of the review process, the student submitting the distribution request has the right to meet with the designated administrator and present the reasons, supported by relevant witnesses and documentation, as to why distribution of the material is appropriate.
- G. Distribution of any outside material without prior administrative approval shall be subject to appropriate discipline under the Student Code of Conduct.
- H. A form to facilitate the administrative review and appeal process shall be made available to students.

#### Content-Based Restrictions

Subject to reasonable time, place and manner restrictions, students may distribute outside materials on District property only after obtaining administrative approval as outlined in the "Review Procedure" section of this policy. Administrative approval for a student to distribute outside material on District property shall not be granted for material which is:

- A. Predicted to materially and substantially disrupt or interfere with the work or discipline of the school.
  1. For material to be considered disruptive, the likelihood of disruption must be reasonably forecast. Undifferentiated fear or apprehension of disturbance is not enough.
  2. Consideration must be given to the context of the distribution as well as the content of the material, including past experience in the school, current events influencing student attitudes or behavior or instances of actual or threatened disruption relating to the material at issue.
- B. Obscene to minors if the average person, applying contemporary adult community standards, would find that the material:
  1. Appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. Depicts or describes sexual conduct, lewd behavior or excretory functions in a manner that is patently offensive to prevailing standards in the adult community concerning what is suitable for minors of the age to whom distribution is requested;
  3. Considered as a whole, lacks serious literary, artistic, political, educational and/or scientific value for minors of the age to whom distribution is requested.
- C. Defamatory, *i.e.*, containing an unprivileged and false statement of fact which injures an individual's or entity's reputation.
  1. Certain statements of fact about a public official, a public figure or a matter of public interest may be "privileged" unless the author either knew that the statement was false or published the statement with a reckless disregard for the truth.
  2. A "public official" is a person who holds an elected or appointed public office and exercises a significant amount of governmental authority, while a "public figure" is a person who either has sought the public's attention or is well known because of personal achievements or actions.
  3. For purposes of this policy, a SLCS student or parent/guardian shall not be considered a public official or public figure.
- D. Indecent, vulgar or grossly offensive to a reasonable person.
- E. Constitutes an invasion of the rights of others.

#### Definitions

- Distribution means any circulation or dissemination of outside material to students in areas of the school which are generally frequented by students during normal school activity or immediately before or after such activity, by means of handing out or displaying the material, subject to the building's time, place, and manner restrictions.
- Outside Material means written matter, which is not sponsored or officially endorsed by the District, and which is intended for general distribution, *e.g.*, newspapers, newsletters, leaflets or magazines.
- School Day means a day in which school is in session for students.

#### Policy Dissemination

This policy and the building's time, place and manner restrictions shall be incorporated in all middle school and high school student handbooks. An age-appropriate summary of this policy shall be included in all elementary school student handbooks. The District's central administrative office and school building offices shall make copies of this policy available upon request.

#### **STUDENT HAZING (Board Policy 5516 dated 1.21.08)**

The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

All District and contract employees shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal. Students, District employees, and contractors who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

This policy shall be included in all student handbooks of the District and shall be disseminated to the public in a manner to be determined by the Administration.

#### **STUDENT PUBLICATIONS AND PRODUCTIONS (Board Policy 5722 dated 1.21.08)**

The Board may sponsor student publications and productions as a means for students to learn, under adult direction, the rights and responsibilities of the press in a free society.

For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, web pages, internet productions, or other like materials. "Productions" shall include theatrical performances as well as impromptu dramatic presentations, radio/television productions, and any electronic media presentations which represent the School District and the student's work within the District.

Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations. Permission should be given by the building principal or designee.

The Board reserves the right to designate and prohibit the distribution of publications and productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

- A. are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
- B. libel any specific person or persons;
- C. seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view;
- D. advocate the use or advertise the availability of any substance or material which may reasonably be believed to:
  1. constitute a direct and substantial danger to the health of students;
  2. contain obscenity or material otherwise deemed to be harmful to students who may receive them;
  3. incite violence, advocate the use of force, or urge the violation of law or school regulations.

The Board also prohibits publications and productions which:

- A. fail to identify the student or organization responsible for distribution;
- B. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;
- C. promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

The final decision to prohibit any article, advertisement, publication, production, etc., shall rest with the building principal.

### STUDENT RECORDS (Board Policy 8330 dated 5.19.08)

Student educational records are confidential and information from them shall not be released except as provided by law. The District may release certain directory information in accordance with the law. Directory information may be released without parental/guardian or eligible student consent, if public notice of the categories of information designated as directory information has been given and provided parent(s)/guardian(s) or eligible students are given the opportunity to request non-disclosure, in writing, within a specified reasonable time.

Specifically exempt from disclosure is directory information requested for the purpose of surveys, marketing or solicitation, unless the District determines that such use is consistent with its educational mission and beneficial to the affected students.

However, armed forces recruiting representatives and service academy recruiters are entitled under the law to receive directory information that includes the student's name, address and telephone number (if listed). Armed forces recruiting representatives and service academy recruiters can only use that data to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies. High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives by submitting a signed written request to that effect to the high school principal.

Directory information is defined by the Family Educational Rights and Privacy Act (FERPA) as information contained in a student's record "that would not generally be considered harmful or an invasion of privacy if disclosed."

- A. The following student data is considered to be "directory information," and it may be disclosed without prior written consent, providing the above conditions have been met:
  1. student's name
  2. names of the student's parent(s)/guardian(s)
  3. student's address
  4. student's date of birth
  5. student's class designation
  6. student's extracurricular participation
  7. student's achievement awards or honors - not scholastic grades
  8. student's weight and height, if a member of an athletic team
  9. student's photograph
- B. Parents of students, eligible students and persons representing the parents may inspect and review the student's education records upon request.
- C. Parents and students must be informed of the types of records maintained by the District as well as their location. Administrators responsible for these records should be identified.
- D. The District will only release information from, or permit access to, a student's education record with a parent or eligible student's prior written consent, with the following exceptions: records may be released by a person designated by the Superintendent as permitted by law or by court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher-ranking government official.
- E. School officials will have access to student education records for legitimate educational purposes. A school official is defined as an administrator, teacher, temporary supervisor or instructional substitute, public health nurse, secretary, auditor, youth protective worker or any individual who has a legitimate educational interest in doing so.
- F. Parents and eligible students shall be informed annually of their rights under the law as well as the locations where copies of the student records policy may be obtained.
- G. The District may charge a fee for copies of the student's education records.
- H. A parent or an eligible student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student, may request the appropriate record custodian to amend the records.
- I. The District shall protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages.
- J. The rights of parents regarding educational records are transferred to the student at age eighteen (18) in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

### STUDENT SECLUSION AND RESTRAINT (Board Policy 5630.01 dated 6.19.17)

The South Lyon Community School District adopts as its own the Michigan Department of Education's Policy for the Emergency use of Seclusion and Restraint, approved by the Michigan State Board of Education on March 14, 2017 and updated by the Michigan Department of Education on July 20, 2017. Consistent with Michigan Department of Education Policy, the Board directs all staff to use positive behavior interventions and support to enhance the academic and social behavior outcomes for all students.

In accordance with Revised School Code Sections 1307-1307h and Michigan Department of Education Policy, the use of emergency seclusion and emergency physical restraint is a last resort intervention that may be used only when a student's behavior poses an imminent risk of safety of the student or others and an immediate intervention is required. The Board directs that any use of emergency seclusion or emergency physical restraint be consistent with Michigan Law, Michigan Department of Education Policy, and Michigan Department of Education Guidelines.

### **STUDENT USE OF LEARNING MATERIALS (Board Policy 2240.01 dated 5.19.08)**

Textbooks, equipment, and learning materials will be provided for the use of students.

Parents/Guardians, or students over the age of 18, will be responsible to pay for damaged and/or lost equipment and materials. The Superintendent, or his/her designee, will have the responsibility to so inform the parents/guardians, or students over the age of 18, of their responsibility in case of lost or damaged materials and equipment.

### **STUDENT USE OF MOTOR VEHICLES (Board Policy 5514.01 dated 1.21.08)**

The Board regards the use of motor vehicles for travel to and from school by students as a privilege and an assumption of responsibility on the part of those students. This responsibility includes the care of property, the observation of safety rules, and the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules and policies of the District, provided that such students are licensed drivers and have been granted permission by the building administrator to drive a motor vehicle on school grounds.

- A. The Board will not permit the use of non-licensed motor vehicles for travel to and from school.
- B. The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The Administration shall establish guidelines for the operation and/or parking of motor vehicles and shall disseminate those rules to all students so affected.

The administrative guidelines shall include the established standards for the granting of permits, including the charging of a fee which shall contain the warning that infraction of the rules may result in the revocation of the permit.

### **STUDENT USE OF MOTOR VEHICLES AND GUIDELINES**

A detailed description of the rights and responsibilities concerning student use of motor vehicles should be contained in the high school student handbook. Parking is available to students who have reached senior, junior and sophomore status, when space available.

Students shall complete the Student Vehicle Form and provide:

- driver's license;
- insurance certificate;
- registration.

Students must apply for a permit and pay a yearly fee.

Students who apply for, and receive, a parking sticker will be allowed to park in the student lot only. Students may park only in their assigned parking space or will lose their parking privileges.

Only cars with authorized stickers may enter and park in the student lot. Seniors, juniors, and sophomores, when space available, may obtain stickers in the Main Office after completing the application process. Students parking on school grounds without an authorized sticker are subject to disciplinary action up to and including suspension.

At all times, the registered vehicle must display the parking sticker permanently affixed to the windshield, on the inside lower corner of the driver's side.

While on school grounds, the vehicle may only be driven by the person to whom it is registered.

Students are expected to follow all state and local ordinances. Speeding, reckless driving, ignoring posted signs, peeling of tires, chirping tires, driving on non-paved areas, parking in fire lanes, passing vehicles while entering or exiting the parking lot, parking in handicapped spaces without authorization, etc. will not be tolerated.

Once students have arrived at school, they are not allowed to go to the parking lot without permission.

Students may not leave campus during the day in their vehicles. Any student who uses his/her vehicle to assist another student in leaving school grounds before the end of the school day will be subject to disciplinary action.

Any changes regarding student vehicles, i.e. license number, etc., must be reported to the Main Office secretary immediately.

Failure to comply with any of these rules may result in disciplinary action up to and including permanent loss of parking privileges, with no refund of the parking fee.

Students driving unregistered vehicles and/or not eligible to park on school grounds, will be assessed a daily fee, and may be subject to disciplinary action ranging from detention to suspension.

Note: All students must park in the student parking lot. Students who park in the staff lot, or anywhere other than the student lot will be subject to disciplinary action, as follows:

- First offense: Loss of parking privilege for twenty (20) school days.
- Second offense: Loss of parking privilege for ninety (90) school days.
- Third offense: Loss of parking privilege for the remainder of the school year.

Driving to school, if approved, is a privilege. If abused in any way, it may be revoked at any time.

Students shall be made aware of the District's right to patrol and inspect the exteriors of student vehicles while on school property and/or school sponsored events. The interior of a vehicle may be searched whenever a school official has reason to suspect that illegal, contraband or unauthorized materials are contained inside (See per Board Policy 5771 Searches).

### **TEACHER SUSPENSION RIGHTS (Board Policy 5610.04 dated 6.19.17)**

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one (1) school day when the teacher has good reason to believe and can support and document that the student's behavior poses a clear and present danger to self or others. Before suspension, the teacher must consider and document that they have considered the Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, in accordance with State law.

For all other conduct, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building and as detailed in Policy 5500, Student Code of Conduct, in accordance with State law.

The teacher may also elect to disregard the teacher suspension rights provided in this policy and remove the student from class in accordance with the standard disciplinary process used in the school building.

A student receiving a teacher-imposed suspension shall not return to the class, subject or activity for the rest of that school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.

At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject or activity may be permitted to attend other classes, subjects or activities if the student's conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Student Code of Conduct.

If the student remains at school, the student shall be appropriately supervised while suspended from the class, subject or activity.

All teacher-imposed suspensions shall be applied in a manner consistent with applicable student discipline procedures, as well as all Federal and State laws for students determined to be eligible for special education programs/services or reasonable accommodation of their disability.

This policy does not diminish the due process rights under Federal law of a student who has been determined to be eligible for special education programs and services.

#### Procedural Requirements

- A. Prior to imposing a suspension, the teacher must first specifically warn the student that if the conduct continues, the teacher will suspend the student from the class, subject or activity for the day.
- B. If the teacher imposes a suspension as defined and allowed in this policy, the teacher shall immediately report the suspension and the reason for the suspension to the principal or designee for appropriate action. This immediate report may be made verbally or on the District's Classroom Suspension Form.
- C. A teacher, who imposes a suspension from a class, subject or activity, shall complete the District's Classroom Suspension Form by the end of that school day.
- D. If the appropriate administrative action under the Code of Conduct requires the student's continued presence in the school, the student shall be under appropriate supervision.
- E. During the teacher-imposed suspension, the student shall not be returned that day to the class, subject or activity from which s/he was suspended without the concurrence of the principal and the teacher of the class, subject or activity.
- F. As soon as possible after the suspension, but not later than the next school day, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension.
  1. A school administrator shall attend the meeting if requested by the teacher or parent/guardian.
  2. The teacher shall contact a school counselor, school psychologist, or school social worker who shall attend the conference whenever practicable.
- G. The parent-teacher conference must be scheduled during the teacher's non-instructional time.
- H. A parent-teacher conference must be held before the teacher can suspend the student again for classroom conduct.
- I. The teacher must report the outcome of the parent teacher conference to the principal in writing.
- J. A record of the teacher-imposed suspension will be kept.
- K. A school principal, at his/her discretion, may revoke an individual teacher's right to suspend students.
- L. This policy is included in the student code of conduct.

#### **DEFINITIONS**

**CLASS, SUBJECT OR ACTIVITY:** At the elementary level, "class" is defined to mean any time during which the student is assigned to the regular classroom teacher who imposed the suspension. "Subject" is defined as music, art or physical education. "Activity" is defined as recess. At the middle school and high school, "class" and "subject" are interchangeable and refer to the period of time during which the student is assigned to the teacher imposing the suspension. There is no "activity" during the school day from which a middle school or high school teacher may suspend a student.

**AS SOON AS POSSIBLE AFTER A SUSPENSION:** The action must be taken not later than the next day following the suspension.

**TEACHER:** The authority for teacher-imposed suspensions is limited to teachers under contract with the South Lyon Community Schools. All other teachers are not authorized to utilize the teacher-imposed suspension procedure and must refer student discipline matters to the principal or designee. Guest teachers may not suspend students from a class, subject or activity.

#### **TRANSPORTATION (Board Policy 8600 – 5.19.08)**

The purpose of this transportation policy is to provide guidelines governing the transportation of students of the South Lyon School District to and from school and school sponsored events.

The safety of all students in South Lyon Schools is of prime concern to the Transportation Department and its personnel. It is important that uniform policies be established for all and that students and parents be aware of such policies.

It is the policy of the Board to provide transportation to and from school for those students whose distance from their school of assignment makes this service necessary, within the limitations established by the State Law and the regulations of the State Superintendent of Instruction. Such laws and rules shall govern any questions not covered by this policy.

Secondary (6-12) students who live one and one-half (1 1/2) miles or more from the school which they attend shall be eligible to be transported to school. Elementary (K-5) students who live one (1) mile or more from school shall be eligible to be transported. Under normal conditions elementary students shall be expected to walk up to one-half (1/2) mile and secondary students up to one (1) mile to a bus stop. Walking distance is the linear measure of the shortest prescribed or authorized pedestrian route from a point at the curb or edge of a public road nearest the student's home to the bus stop or to the entrance of the school property closest to the student's home. Exceptions to these distances may be made if conditions warrant. The following is a list of factors which may be considered, when such an exception is under study:

- A. sidewalks
- B. traffic count
- C. posted speed limit
- D. visibility
- E. road shoulders

This list is not meant to be all inclusive, but is rather meant to serve as examples.

Bus routes and stops shall be planned to achieve maximum economy of operation with reasonable safety. School buses will travel over public roads; however, exceptions may be made if conditions warrant. Requests for transportation on private roads must be in writing to the Director of Operations who has the final say, must cite a compelling need for service and must show eligibility for transportation under this Board policy. The following is a list of factors which may be considered when such an exception is requested:

- A. the private road must be built to county specifications
- B. the presence of dead-ends or cul-de-sacs
- C. the condition and maintenance of the private road
- D. the number of students on the road who need transportation
- E. the absence of a legal and appropriate stop on a public road which could serve the students
- F. the impact that traveling on the private road would have on the length of time students spend on the bus
- G. the efficient use of personnel and equipment
- H. the District is provided a waiver of liability for damage to the road and/or private property caused by the bus. Private roads on which District buses currently travel have been grandfathered.

The Transportation Department reserves the right to re-evaluate all routes at least annually, and make changes as necessary. In addition, the Transportation Department reserves the right to eliminate travel on private roads at any time when there are compelling safety or other issues which make it prudent to do so.

School buses shall be purchased, housed and maintained by the District for the transportation of resident students between their home areas and school which is in the boundary to which they are assigned. Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers or by other means in the most efficient and economical manner.

Student transportation shall be considered a privilege to be enjoyed by a student as long as s/he accepts responsibility for his/her own conduct, carefully follows all rules and regulations and positively responds to the directions and requests of the bus driver. This privilege may be suspended or revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation.

All such rules shall be published in the student handbook and copies given to students at the beginning of the school year.

The district will comply with the State law on regulating the transporting of large unsecure objects in district vehicles.

The Board authorizes the Transportation Department to install and operate video cameras on District buses to enhance student safety and well-being. Administration shall establish appropriate administrative guidelines for the proper use of the cameras.

The safety and conduct of the students at a bus stop is the responsibility of the parents.

Each student entitled to transportation will be assigned a specific bus route and bus stop, which will be the same for the entire year, unless altered by the Transportation Supervisor. No student will be permitted to use any other route or stop without permission from the Transportation Department. No request will be approved for the purpose of entertainment or for the simple convenience of the parent or student. Emergency requests will be considered.

The Transportation Department is not responsible to transport students in the Schools of Choice program. Students who have chosen the Schools of Choice program, for day care reasons, may be provided transportation only within that school boundary to and from one location (bus stop), providing space is available on the bus.

Transportation may be provided for students being day cared within his/her home address school boundary, to and from one location (bus stop) only, providing space is available on the bus.

The Board reserves the right to terminate transportation based on financial, legal, or other considerations.

#### Transportation for Field and Other District-Sponsored Trips

Transportation may be limited by the availability of vehicles, drivers and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members, contracted employees, or adults from the sponsoring organization. Any time students are in the district's vehicle at least one (1) sponsor, chaperone or staff member is expected to ride in the vehicle to supervise students on the bus as well as upon return to the District while students are waiting for rides home.

Students being transported in school vehicles on school sponsored events will be expected to comply with the Student Code of Conduct and all verbal, written and posted bus rules.

#### **USE OF DISTRICT AND PERSONAL ELECTRONIC COMMUNICATION DEVICES – (Board Policy 5136 – 6.5.17)**

South Lyon Community Schools recognizes that electronic communication devices (ECD) serve several important functions in our society, including the enhancement of instruction. In consideration of the beneficial value and also the potential for misuse of these devices, this policy has been developed to balance the integrity and instructional quality of our classrooms with the age and maturity levels of our students.

Student/Parent Handbooks will include rules for district and personal ECD use and consequences for misuse. This shall include, but not be limited to the following:

- A. ECD may not be used during instructional time without staff permission. Violations will result in confiscation and parent/guardian notification.
- B. ECD may not be used to violate the privacy of others or to send or receive personal messages, data, images or information that would contribute to or constitute cheating on tests or examinations. Violations will be addressed as outlined in the student handbook.
- C. The use of ECD to take photographs of or otherwise record individuals without the consent of the person entitled to privacy not only is a violation of this policy, but is also a violation of State law, and thus a crime.
- D. Possessing, sharing, and/or distributing an inappropriate photograph or caricature of any student or staff member, via cell phone, digital camera, or other electronic or personal communication device, on school property or during any school function or event is a disruption to the educational process. Possession, sharing and/or distribution is disruptive irrespective as to the time or place of the origin of the photo or caricature.  
Students who immediately notify an adult or immediately delete an unsolicited photo, shall not be regarded as in possession.

“Inappropriate photograph or caricature” is defined as, but not limited to:

- Nude or partially nude photos;
- Sexually explicit photos;
- Photos of illegal behavior (i.e., consuming drugs, underage drinking, theft, battery, etc.);
- Demeaning or degrading caricatures;
- Electronic manipulation of a photo so that it is demeaning and/or degrading to the individual.

Determination of “inappropriate” shall initially be made by the building principal, with appeal to the Assistant Superintendent of CITA whose decision shall be final.

Consequences include Administration having the right to impose the following:

1. Suspension up to 10 days - if appropriate after consideration of Restorative Practices factors detailed in Policy 5500, Code of Student Conduct - with an option to refer the student to the Board for a disciplinary hearing;
  2. Confiscation of the cell phone, camera, or electronic communication device;
  3. Loss of privilege to possess a cell phone, camera, or electronic communication device on school property for remainder of school career;
  4. If incident occurs 2nd semester of senior year, elimination or reduction in an individual's participation in graduation activities; and
  5. Referral to law enforcement as appropriate.
- E. ECD may not be used to violate any other rule under the Code of Conduct or the Acceptable Use Policy. If the devices are used in this way, additional penalties prescribed in the Student Code of Conduct and/or the Acceptable Use Policy will apply.
- F. ECD may be transported on the school bus, but may only be used with the following guidelines:
1. All provisions in B – E above apply to students while on the school bus (including field and athletic trips) and may result in school discipline in addition to bus disciplinary consequences.
  2. Cell phone calls may not be made or received while the bus is underway.
  3. If the ECD is used to produce sound (music, game, etc.), ear buds must be worn.
  4. If a bus driver directs a student to cease use of the ECD, the student will be expected to comply. Failure to comply will be considered insubordination.
  5. If circumstances warrant for student safety and well-being, a bus driver, coach, or trip sponsor may determine that use of any ECDs by all students is prohibited for the duration of a bus ride.
  6. Violation(s) of these guidelines will result in a bus referral and appropriate progression of discipline and/or loss of the privilege to use an ECD while on the school bus.



G. If an ECD is damaged, lost, or stolen while on school property, the District is not responsible for recovering or reimbursing the student or his/her parent/guardian for the replacement of the device.

#### **USE OF TOBACCO ON SCHOOL PREMISES (Board Policy 7434 dated 2.2.09)**

The District supports the Tobacco-Free Schools Law, which prohibits use of tobacco products in District buildings or on school property at any time.

Staff, students or any other persons may not use tobacco products at any time in any District building or on school property owned or operated by the South Lyon Community School District.

The use of tobacco products by any persons in violation of this policy will result in disciplinary action. Violation of the Tobacco-Free Schools Law is a misdemeanor punishable by a fine of not more than \$50.00.

#### **WEAPONS (Board Policy 5772 dated 6.5.17)**

The Board, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well being and safety, by individuals possessing weapons and/or dangerous weapons.

In furtherance of its commitment to provide a safe learning and work environment for its students and employees, the Board establishes this policy to govern procedures and consequences for students who are implicated for violating school conduct standards regarding "dangerous weapons" as well as other objects which may be used to cause or threaten harm to others. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Any student who is aware of any weapon, i.e., knife, gun, etc., in school, on the bus, or at any school related activity, has an obligation to report it to a staff member to avoid violating this code. Failure to do so may result in disciplinary action. If a student accidentally brings a weapon to school, he/she should alert a staff member and turn the weapon in immediately.

The Michigan School Code no longer requires the Board to expel a student for possession of a dangerous weapon on school property or in a school vehicle, except in the case of firearms. However, this policy should be read to prohibit the presence of dangerous weapons and other weapons on school grounds at all times. Failure to adhere to this policy may result in discipline, ranging from administrative intervention up to permanent expulsion, subject to the consideration of Restorative Practices and the rebuttable presumptions against suspensions and expulsions.

##### Recordation and Referral

Any expulsion of a student for possession of a dangerous weapon shall be entered and preserved on the student's individual permanent record. This information shall be disseminated by the District, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution.

##### Pre-Hearing Procedures

As part of the investigation of an alleged weapons violation, the appropriate administrator(s) shall take the following steps:

- A. Immediately report to the local law enforcement agency and the student's parent/legal guardian, (if the student is unemancipated), any incident involving a suspected dangerous weapon. The District shall also refer for prosecution conduct by any individual that is believed to violate State and Federal laws establishing weapon-free or gun-free school zones.
- B. Determine whether the item is a "dangerous weapon" another object which may be used to cause or threaten harm to others. As appropriate, the administrator shall rely on the opinion(s) of the local law enforcement agency and/or the District's legal counsel.
- C. Determine whether there is reasonable cause to believe that the student is a student with a disability eligible for accommodation(s) under Section 504 of the Rehabilitation Act and/or special education program(s). Disciplinary procedures and recommended consequences for an eligible student with a disability shall be consistent with current legal requirements.
- D. Notify the student's parent/guardian (or the student if s/he is at least eighteen (18) years old or otherwise legally emancipated) in writing of the disciplinary procedures and recommended consequences, as well as their right to request that the Board meet in closed session to conduct the disciplinary hearing.
- E. The District shall, within three (3) days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency. The District shall also notify the individual's parent or legal guardian or (if the individual is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral.

All disciplinary proceedings under this policy shall follow the District's student discipline procedures set forth in the Student Handbook and their appropriate documents.

##### Petitions for Reinstatement

Students expelled (or their parent or legal guardian if the student is unemancipated) may petition the Board of this School District for reinstatement to school. An expelled student's petition for reinstatement shall be processed as required by the School Code. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of sixty (60) school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board to request, receive and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession for this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of the Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

- A. Convene a due process hearing within two (2) weeks of the student's petition for reinstatement. The student will have the right to have his/her parent/guardian and advisor, who may or may not be an attorney, present at the hearing. The student has the right to an open or closed hearing.
- B. The Board will make a decision by vote in open session.
- C. Reinstatement for all expelled students may only be authorized by the Board.
- D. The Superintendent or his/her designee shall be allowed to attend meetings of the Board when considering petitions for reinstatement.

##### Criteria for Reinstatement

The Board shall consider at least the following factors when a petition for reinstatement is submitted.

- A. whether the reinstatement would create a risk of harm to other students or school personnel;
- B. whether reinstatement would create a risk of School District or individual liability for the School Board or School District personnel;
- C. the age and maturity of the individual;
- D. the individual's school record before the incident that caused the expulsion;
- E. the individual's attitude concerning the incident that caused the expulsion;
- F. the individual's behavior since expulsion and the prospects for remediation of the individual;
- G. the degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another Board shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This District will only consider reinstatement, to the extent required by law, upon receiving verification of the denial of the student's petition for reinstatement by the expelling Board.

#### Conditions of Reinstatement

The Board may require an expelled student (if the petition was filed by a parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- A. signing a behavior contract;
- B. participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
- C. periodic progress reviews; and
- D. specific immediate consequences for failure to abide by any conditions of reinstatement.

#### Reinstatement

If the School District decides to reinstate an expelled student, those who were in grade 5 and below at the time of the expulsion shall not be reinstated before the expiration of ninety (90) school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Superintendent or his/her designee may submit his/her own recommendation to the Board, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than ninety (90) school days. Individuals in grade 6 or above at the time of expulsion shall not be reinstated before the expiration of 180 school days (one (1) legal school year) after the date of expulsion.

#### Discretionary Discipline (Including Expulsion) - for Use of Objects Which May Be Used to Cause or Threaten Harm to Others

Authorized administrators and the Board may exercise their discretion to impose disciplinary sanctions (including expulsion) on a student who is implicated in violating school conduct standards regarding an object which may be used to cause or threaten harm to others.

School officials expressly reserve the right to apply these conduct standards to any student who is on school property or school-affiliated transportation, who is in attendance at any school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school, regardless of location, date or time. Following consideration of Restorative Practices factors detailed in Policy 5500, Student Code of Conduct, and after rebuttal of the presumption against such suspensions, school administrators are authorized to impose a suspension in excess of ten (10) school days but not more than thirty (30) school days to a student who violated school conduct standards regarding an object, which the student used to cause or threaten harm to others. The school principal, upon consultation with the Superintendent or his/her designee and with notice to the Board, may authorize or order the suspension of the student if the interest of the school is served.

The Board reserves for itself the authorization to impose disciplinary sanctions beyond thirty (30) days suspension or expulsion, and shall consider such matters upon the recommendation of a school administrator.

#### Application to Handicapped Students

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students with disabilities who are determined to be eligible for accommodation(s) under Section 504 of the Rehabilitation Act, special education programs and/or services, as well as to students with disabilities who are determined to be eligible for accommodation(s).

#### Definitions

Dangerous Weapon - The School Code defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device (regardless of blade length), iron bar or brass knuckles.

- A. For purposes of determining whether an object is a "firearm," the Federal law definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994 shall be used.
- B. For purposes of determining whether a knife is a dangerous weapon, the blade length shall be measured from the blade's tip to the place where the blade inserts into the handle.

#### Other Dangerous Objects

Objects other than weapons as defined above (which the student used to cause or threaten harm to others), including but not limited to:

- A. BB gun, pellet gun, paintball gun, any pneumatic gun or other such weapon which does not meet the Federal law definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994;
- B. look-alike gun or a facsimile of a gun (including "toy" guns);
- C. "McGyver" bomb, stink bomb, smoke bomb, fireworks, ammunition, mace, pepper spray, self-defense gas or other such object which does not meet the Federal law definition of a "destructive device" in the Federal Gun-Free Schools Act of 1994;
- D. knife with a blade three (3) inches or less in length;
- E. razor blade, box cutter;
- F. Numchucks chains.

Weapon Free School Zone means school property and/or a vehicle used by the school to transport students to or from school property.

School property means a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

Firearm means (a) a weapon (including a starter gun) which will or is designed to (or may readily be converted to) expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a BB gun is considered to be a "firearm".

This policy will be published annually in all student handbooks. Publication is not a precondition to enforcement of this policy.

## APPENDIX

### Board of Education Disciplinary Hearing

Recommendations for further discipline consideration shall be made by a designee of the superintendent after review of all pertinent suspension data and other related information. This recommendation will be reviewed by the superintendent, or his/her designee who at his/her discretion may make a recommendation for disciplinary consideration to the Board of Education. The Board of Education will hold a hearing, at its earliest convenience, to examine the appropriateness of the recommendation. The student will have the right to have his/her parent/guardian and advisor, who may or may not be an attorney, present at the hearing. The student has the right to an open or closed hearing. The Board of Education will announce its decision within two days of the hearing. The decision of the Board of Education is final.

A recommendation for disciplinary consideration shall not be referred to the Superintendent or the Board of Education for a student with a disability who is eligible for services under IDEA or Section 504 until the student's Individualized Educational Planning Team (I.E.P. Team) or 504 Team determines whether the student's alleged misconduct was a manifestation of the student's disability as provided under Federal and State law. The Board may determine that the student can petition for reinstatement to the school system after a period of time and within conditions identified by the Board at the time that the student is expelled. Student petitions for reinstatement shall be directed to a reinstatement committee which shall convene a hearing and make a subsequent recommendation regarding reinstatement to the Board.

Reinstatement for all expelled students may only be authorized by the Board of Education.

### *Lakes Valley Conference (LVC)*

**Lakeland HS**  
1630 Bogie Lake Rd.  
White Lake, MI 48383  
248-676-8320

**Milford HS**  
2380 S. Milford Rd.  
Highland, MI 48357  
248-684-8091

**South Lyon HS**  
1000 N. Lafayette St.  
South Lyon, MI 48178  
248-573-8150

**South Lyon East HS**  
52200 W. Ten Mile Rd.  
South Lyon, MI 48178  
248-573-8700

**Walled Lake Central HS**  
1600 Oakley Park  
Walled Lake, MI 48390  
248-956-4700

**Walled Lake Northern HS**  
6000 Bogie Lake Rd.  
Commerce, MI 48382  
248-956-5300

**Walled Lake Western HS**  
600 Beck Rd.  
Walled Lake, MI 48390  
248-956-4400

**Waterford Kettering HS**  
2800 Kettering Dr.  
Waterford, MI 48329  
248-673-1261

**Waterford Mott HS**  
1151 Scott Lake Rd.  
Waterford, MI 48328  
248-674-4134