

South Lyon Community Schools



2024-2025

**SOUTH LYON
COMMUNITY SCHOOLS
2024-2025
MIDDLE SCHOOL
PARENT/STUDENT HANDBOOK**

Centennial Middle School
62500 Nine Mile Road
South Lyon, MI 48178

Millennium Middle School
61526 Nine Mile Road
South Lyon, MI 48178

7th/8th Grade Office (248) 573-86007
6th Grade Office (248) 573-8590

th/8th Grade Office (248) 573-8200
6th Grade Office (248) 573-8190

NAME: _____

GRADE: _____

CLASS CHANGE SCHEDULE

Hours/Bells	Regular Schedule
Warning Bell	7:30 a.m.
1st Hour	7:35 a.m. – 8:36 a.m.
2nd Hour	8:41 a.m. – 9:40 a.m.
3rd Hour	9:45 a.m. – 10:44 a.m.
4th Hour	10:49 a.m. – 12:18 p.m.
“A” Lunch	10:44 a.m. – 11:14 a.m.
“B” Lunch	11:16 a.m. – 11:46 a.m.
“C” Lunch	11:48 a.m. – 12:18 p.m.
5th Hour	12:23 p.m. – 1:22 p.m.
6th Hour	1:27 p.m. – 2:28 p.m.

WELCOME TO THE SOUTH LYON MIDDLE SCHOOLS

South Lyon Middle Schools

South Lyon, MI 48178

Dear Middle School Students and Parents:

Welcome to Centennial and Millennium Middle Schools. This is where spirit, pride, and tradition are the bywords of a school in which the entire community takes pride. We encourage parents to become involved in our CHEERS volunteer program MSPO (parent organization), and/or our school improvement program. Information regarding these groups will be in monthly newsletters.

As administrators of the middle schools, we issue a challenge to all of our students. That challenge is to be the best you can be. The staffs at Centennial and Millennium are here to help students become responsible, caring, and productive citizens. Students must believe in themselves to be successful in school. If they believe in themselves, and work hard, they can excel in academics, music, athletics, drama, or any activity in which they choose to participate. When students believe they can achieve their goal, they are successful in life.

Our students are members of an outstanding school and we expect them to take pride in keeping it that way. The rules and policies in this handbook should help you understand what is expected. Your teachers and all staff members are here to give you the best education possible. If we all work together, we will make sure that Centennial and Millennium are the best.

Belief Statements

People at South Lyon Community Schools have varied talents, needs, and potential, and learn accordingly. Learning, a life-long process, is the shared responsibility of students, parents, school staff, and community. When experiencing change, we must be flexible, adaptable, and prepared to take risks. Positive relationships enable learning to flourish. South Lyon Middle Schools are organizations of dedicated, talented individuals striving toward common, positive goals.

WHAT IF.....

*You run out of supplies...

Purchase pens, pencils, and paper before school at the school store.

*You're late...

To schoolreport to your building office.

To classquickly report to that class.

Because of teacher delay.....obtain a pass from that teacher.

*You must leave early...

Bring a note signed by parent/guardian to your building office before classes begin the day of early dismissal and get a pink slip. Have your parent/guardian sign for release in the building office when you leave.

*You are ill or injured

Get a pass from your teacher and report to your building office. Report injuries immediately.

*You break a school rule...

Be prepared to accept the consequences of your actions listed in the Code of Conduct.

*You stay after school...

Remain under the supervision of a staff member at all times. Otherwise, you must leave the school grounds by 2:45p.m., unless you are waiting for a parent in a designated pick-up area.

*Your locker won't open...

Check the combination and locker number, summon a nearby teacher, or inform a counselor or custodian. If they are unable to help, then check in with your next hour teacher for a pass and then report major difficulties to your building office.

*You have a problem with a friend, teacher, or other student...

Seek out an adult to help you find a solution. You may sign up to meet with a counselor or administrator in the office. You can speak to another staff member such as a teacher or coach. You should also speak to your parent or guardian about the problem.

*You are missing a possession...

Retrace your steps. Ask friends if they have it. Check "Lost and Found" in the main office before or after school or between classes. Report all losses to your building office.

*You find an item that does not belong to you...

Turn the item in at the main office.

Belief Statements

STUDENTS AT THE SOUTH LYON MIDDLE SCHOOLS

- are** considerate, courteous, and respectful of others.
- are** proud of their school and help maintain it.
- are** good sports and responsible citizens in our classrooms, within our building, at athletic events, concerts, and assemblies, around South Lyon, and while representing our school in the community.
- are** on time for school and class.
- are** prepared for class having needed materials and completed lessons.
- are** involved in school and community activities in an effort to improve themselves, their school, community, state, and nation.
- are** THE GREATEST!!!

Table of Contents

GENERAL INFORMATION	7
PARENT/STUDENT HANDBOOK	7
ACCIDENT REPORT	7
ACCREDITATION	7
ANNOUNCEMENTS	7
ASSEMBLIES	7
ATHLETIC EVENTS	7
ATTENDANCE	7
Student Responsibility	8
Parent Responsibility	8
Excused Absences	8
Unexcused Absences	8
Exempt Absences	8
ATTENDANCE POLICY	9
Absence	9
Prearranged Absence	10
BACKPACKS	10
BAND INSTRUMENTS	10
BICYCLES, SKATEBOARDS, ROLLER BLADES	10
CAREER PLANNING	11
CHANGING SCHOOLS	11
CITIZENSHIP CODES	11
CLASSROOM EXPECTATIONS	11
CLOSED CAMPUS	11
CO-CURRICULAR ACTIVITIES AND INTERSCHOLASTIC EVENTS	11
COMMUNICABLE DISEASES	12
COMMUNICATIONS	14
COUNSELING PROGRAM	14
DISMISSAL TIME	15
ELECTRONIC EQUIPMENT	15
EMERGENCY CARD	16
EXTRA CURRICULAR ACTIVITIES	16
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	16

Table of Contents

FIELD TRIPS	17
GUM CHEWING	17
HABITS OF MIND	17
HALLWAY BEHAVIOR	17
HONOR RECOGNITION	18
IMMUNIZATIONS	18
INTERDISCIPLINARY CONNECTIONS	19
LASERS	19
LOCKERS	19
LOST AND FOUND	19
LUNCH PROGRAM	20
Lunchroom Procedures	20
Consequences for Inappropriate Lunch Behavior	21
MAKE-UP WORK GEN. PROC.	21
Absences	21
Special Cases	21
MEDIA CENTER	22
MEDICATION DISPENSED SCHOOL	23
MESSAGES TO STUDENTS	23
MIDDLE SCHOOL CURRICULUM	24
NATIONAL JR HONOR SOCIETY	25
NUISANCE ITEMS	25
ONLINE LEARNING GUIDELINES	25
PARENT EXPECTATIONS	26
PARENT-TEACHER CONFERENCES	26
PASSES	26
PASSING TIME	26
PHYSICAL EDUC PARTICIPATION	27
PICTURES	27
POSTERS AND SIGNS	27
PROVISIONS OF DUE PROCESS	27
PUBLIC ACT 25	28
REPORT CARDS	28

Table of Contents

GRADING	29
SAFETY DRILLS	29
Fire/Tornado Signals	29-30
ALICE DRILLS	30
SCHOOL CLOSING	30
Early Dismissal	30
SCHOOL COMMUNICATIONS	30
SCHOOL NEWSPAPER	30
SCHOOL PROPERTY	31
SICK ROOM PROCEDURE	31
SIGN IN/SIGN OUT PROCEDURE	31
SPECIAL EDUCATION	31
SPORTING EQUIPMENT	32
STUDENT COUNCIL	32
STUDENT EQUIPMENT	32
STUDENT PROPERTY	32
TARDINESS	32
Tardiness to School/Class	33
TELEPHONE POLICY	33
TESTING OUT	33
TEXTBOOK/OTHER SCHOOL PROPERTY	34
VISITORS	34
Notes	35
CODE OF CONDUCT	36-37

General Information

PARENT AND STUDENT HANDBOOK

All provisions expressed in the Parent and Student Handbook apply to all students while they are enrolled at South Lyon Middle Schools. These provisions are in effect on all school district property and at all school related activities.

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. In order to comply with the above, it is necessary to have an accurate emergency card on file in the office.

ACCREDITATION

The South Lyon Community Schools are accredited by Cognia.

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 to be made should be presented to the main office prior to the start of the school day.

ASSEMBLIES

Appropriate behavior includes:

1. Prompt arrival and seating in area designated by staff members.
2. Courtesy toward participants and fellow audience members.
3. Attention to speaker and presentation.
4. Exit from designated area when directed by staff member.
5. Prompt return and seating in designated classroom.

ATHLETIC EVENTS

South Lyon Middle Schools "spirit" must be shown in appropriate ways and reflect the guidelines of the Michigan High School Athletic Association, Inc.

Appropriate behavior includes:

1. Keeping food and drink out of the gym.
2. Remaining inside the gym and seated in the bleachers during game play.
3. Staying away from the opposing team's locker room.
4. Commenting only in a sportsmanlike way when addressing any visitors.
5. Cheering in a school appropriate manner while not interfering with the game or showing disrespect to visitors. (If in doubt of cheer appropriateness, ask an administrator for clarification).

ATTENDANCE

Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance are

General Information

important traits of responsibility and self-discipline for students to develop. Excessive absences are disruptive to the educational process. Improved attendance will result in greater student classroom success and more efficient use of the teacher's time.

Student Responsibility

Good attendance is the responsibility of every student. It is the student's responsibility to arrange to complete missed assignments.

Parent Responsibility

Parents are required to notify the Attendance Office by 9:00 a.m. to excuse an absence. Calls can be received 24 hours a day and on weekends. **The Attendance Office Phone numbers are as follows:**

Centennial	(248) 573-8610 (7th/8th grade building) (248) 573-8595 (6th grade building)
Millennium	(248) 573-8195 (All Grades)

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
8. Pre-planned family activities including vacations.

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.

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.)

Exempt Absences (do not count toward absence totals) school sponsored activities such as class field trips.

Excused and/or unexcused absences are cumulative for the entire school year. See **MAKE-UP WORK – GENERAL PROCEDURE** section for make-up work policy. **After School/ Evening Activities** – students may only participate in these activities if they are present for at least 3 periods of the day.

General Information

ATTENDANCE POLICY

Absence

1. Regular school attendance is required by State of Michigan law. Students will be excused during an illness, following a death in the family or by prearrangement (See Prearranged Absence). It is imperative that parents/guardians insist upon regular, timely school attendance. When absences reach seven days families will be contacted by the school via letter/ email to inform them of the total absences in an attempt to rectify the situation. If absences continue the school will reach out via letter as well as with the following interventions to help develop a solution to the attendance / truancy issue.
7 absences - Letter sent home to parents
10 absences - Phone call to review situation
13 absences - Parent meeting / attendance contract signed by school, parent, and student
17 absences - Referral to South Lyon Area Youth Assistance
20 absences - Truancy report filed with Oakland County
- Extenuating circumstances require that a doctor's note be placed in the student's file. Such circumstances include long-term illness, recovery, or chronic illness. Extenuating circumstances may modify the policy outlined above.

When a student is absent from school, for any reason, the parent/guardian is to call the school's attendance secretary on the day of the absence before 9:00 a.m. at the following numbers.

Centennial	(248) 573-8610	(7th/8th grade building)
	(248) 573-8590	(6th grade building)
Millennium	(248) 573-8195	(All grades)

The parent/guardian should state the date, reason for absence, and the length of the absence when calling. Communicable disease must be reported. When a student is absent, and the school has not received notification by 9:00 a.m., a call will be placed to the student's home and/or parent/guardian's place of employment.

- Note: It should be noted that students absent during the entire school day of a scheduled athletic or co-curricular event may NOT participate in that event or attend that event.
3. When a student is absent, and the school has not received notification by 9:00 a.m., a call will be placed to the student's home and/or parent/guardian's place of employment. If the parent/guardian cannot be reached, a message will be left on their answering machine.
If the parent/guardian does not contact the Attendance Office within 72 hours, the absence will be marked as Unexcused. Calls can be received 24 hours a day and on weekends.

General Information

Prearranged Absence

1. Proper procedures have been established in the main office for vacations. Work may be made up by students. It is the responsibility of the parent/guardian to notify the office as early as possible of such circumstances. A form (available in the main office) must be completed and signed by a parent. The student will take the form to his/her teachers for a signature and to receive information about work which will be missed as long as the vacation is 3 or more days. Vacations resulting in the student missing less than three days don't require a vacation form, however the office should be notified of these absences.
2. When a student has a medical, dental, or any other legitimate appointment that will necessitate him/her being excused from school, a note must be brought to the office **before school starts** on the day of the appointment. Please notify the school office immediately of emergency appointments. It is recommended that a series of appointments be scheduled so that the student will not miss the same class every time. **PARENT/GUARDIANS ARE REQUIRED TO SIGN OUT THEIR CHILD IN THE APPROPRIATE OFFICE THE DAY OF EACH APPOINTMENT.**

BACKPACKS

Students are allowed to bring backpacks to school. This is an excellent way for them to transport their books to and from school. We only ask that they not take them into the classroom. The decision not to allow backpacks in the classroom is safety.

1. The backpacks do not fit neatly under the desks and to place them next to the desks results in the aisles being blocked. In the case of an emergency, such as a fire, students could not quickly evacuate the room and this could result in a fatal accident.
2. Students have tripped over backpacks trying to get to their desks and/or going to the front of the room.
3. Students walking up and down the stairs in the halls have accidentally hit other students with their backpacks.
4. Medical research shows that carrying heavy backpacks can cause serious medical problems for young, developing bodies. (Carrying 30-40 pounds around on one's back all day cannot be good for a young developing body).

Note: Students are allowed to go to their lockers every hour.

BAND INSTRUMENTS

Appropriate behavior includes:

1. Keeping instrument in band room, locker, or teacher designated classroom area.
2. Being fully responsible for his/her instrument. ****Students must follow the district policy for transporting large instruments.**

BICYCLES, SKATEBOARDS, ROLLER BLADES

The volume of traffic providing transportation for students increases the risk of accidents. Bicycles are allowed. Students are not allowed to bring skateboards and rollerblades to school.

General Information

CAREER PLANNING

Sixth grade students have six hours of an online experience using the Career Cruising website to investigate career options. This online exploration continues with an additional four hours during seventh grade. Seventh grade students create an Educational Development Plan (EDP) which follows them to the high school.

CHANGING SCHOOLS

Appropriate procedure includes:

- Notifying the school's main office as soon as a family learns of relocation.
- Completing Student Departure 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.

CITIZENSHIP CODES

Citizenship grades have been replaced with a menu of comments for communicating social growth and learning-to-learn behavior.

CLASSROOM EXPECTATIONS

Students are expected to:

1. Be in the classroom—prepared and on time.
2. Be considerate of everyone's right to learn.
3. Be respectful of people and property.
4. Be responsible and behave in a safe manner.
5. Be cooperative—follow classroom and school rules.

CLOSED CAMPUS

South Lyon Middle Schools are considered to be “closed campus.” This means that only our students may attend during the school day and during co-curricular events. Exceptions to this may be granted only by building administrators. “Closed campus” also means that once students arrive at school they are expected to remain in school unless they are signed out by a parent/guardian.

CO-CURRICULAR ACTIVITIES AND INTERSCHOLASTIC EVENTS

These are school events open to a limited number of 7th and 8th graders. Eligibility for athletic events will be based on guidelines established by the Michigan High School Athletic Association and South Lyon Community Schools Board Policy. Academic eligibility is one of the prerequisites for athletic participation. Check with counselor for eligibility. Also refer to the Athletic Handbook.

General Information

Physicals are required of all students participating in interscholastic athletic events. Students may not practice without a completed physical card on file with the coach. Attempts will be made to secure the services of a physician for low cost physicals. Students who might be interested in any interscholastic sports during the school year are urged to take advantage of this opportunity. South Lyon Middle Schools are members of the Lakes Valley Conference Middle School (LVCMS) League. In this league, students compete in:

8th Grade:

Boys'/Girls'
Cross Country

Girls' Volleyball

Boys' Basketball,
Girls' Basketball

Boys'/Girls' Track

Boys'/Girls'
Swimming

7th Grade:

Boys'/Girls'
Cross Country

Girls' Volleyball

Boys' Basketball,
Girls' Basketball

Boys'/Girls' Track

Boys'/Girls'
Swimming

6th Grade

Boys'/Girls' Track

Boys'/Girls'
Cross Country

Girls' Basketball

COMMUNICABLE DISEASES

1. If your child shows signs of any communicable disease during school hours, you will be contacted. In the event that he/she has a contagious disease, you are requested to inform the school office.
2. Parents/guardians are advised not to return their child to school until at least a day after the communicable period has passed. This will help in preventing the spread of disease to other children.
3. The Oakland County Health Department dictates students may be readmitted to school when:
4. See page 13 for immunization requirements.

General Information

Disease	Readmitted
Chickenpox	One week after eruptions of first lesions and all lesions have crusted.
Conjunctivitis (pink eye)	When under medical care and drainage from eyes has cleared.
Fifth Disease (Hungarian measles)	No exclusion providing rash is diagnosed as fifth's disease by physician.
Hepatitis Type A	Two weeks after onset of symptoms or 10 days after jaundice appears, if it occurs.
Hepatitis Type B	Usually no exclusion recommended. Restriction from certain blood exposure activities.
Herpes Simplex, Type I & II	No exclusion. Sores should be adequately covered with bandage.
Herpes Zoster	One week after eruption of any lesions and all lesions have crusted. Shingles
Impetigo	When under treatment, lesions healing, and no new lesions appear.
Meningitis, (Aseptic/Viral)	When physician approves return.
Meningitis, (Neisseria, meningococcal)	When under treatment and physician approves return.
Mononucleosis	when under medical care and physician approves return.
Mumps	When swelling or other symptoms have disappeared.
Pediculosis (head lice)	It is the district practice that a child with head lice must be excluded from school until one treatment at home has occurred. 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.
Pertussis (Whooping Cough)	Three weeks from onset of disease if untreated or until one week after treatment.
Pinworms	When first treatment is completed. Re-exclude if second treatment not done within two weeks.

General Information

COMMUNICATIONS

South Lyon Middle Schools communicate with our families and community members via the following: email notifications, mass mailings, or targeted mailings as appropriate, newsletters (electronic and/or hard copy), information posted on our websites, 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.

COMMUNICATIONS (ELECTRONIC): Our primary means of communication is electronic. Please make sure to notify us if your email address changes. Paper copies of some communications will be made available only if requested. In lieu of printed report cards for secondary students at the marking periods, grades may be viewed online. Semester and year-end report cards will still be mailed home. If you have any questions, please contact your building principal.

COUNSELING PROGRAM

The Middle School guidance department’s main concerns are student academic progress, the development of student self-esteem, the development of personal abilities, and the development of appropriate social skills needed in daily living.

Counselors are involved with the following:

1. Group and individual counseling.
2. Student selection of elective courses and placement in special or accelerated groupings.
3. Assistance to students beginning or leaving South Lyon Community Schools.
4. Interim counseling program to which a student creating classroom difficulties is referred. The teacher works with student and counselor to find solutions to minor classroom problems.
5. Coordination of teacher concerns, individual needs.
6. Special group or individual work meetings on such topics as death, divorce, substance abuse, or child abuse. Efforts are coordinated with teachers as appropriate.
7. Involvement with follow-up reports and report cards and related parental/guardian concerns.
8. Involvement with school attendance, homework completion following absences or suspension, or start of homebound services.
9. Work with parents/guardians to coordinate efforts of home and school.
10. Referrals to outside counseling, such as Youth Assistance, or other agencies, such as Lions Club.
11. Maintenance of confidential and student (CA-60) records.
12. Work with the parent organization in keeping parents knowledgeable of problems facing the middle school child. Counselors help to make students comfortable with

General Information

who they are, secure in their feelings, responsible for their learning, and able to meet the social demands placed on them during their pre-adolescent and adolescent years.

Counseling is available to all students throughout the year. Students sign up in the counseling area indicating the desire for a conference. Parents/guardians desiring to speak to a counselor concerning special situations, scheduling, or progress may call the school.

DISMISSAL TIME

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 student 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. Refer to Emergency Card section for more information.

If no one can be reached police 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 school related event.

ELECTRONIC EQUIPMENT and ELECTRONIC COMMUNICATION DEVICES (Including Cell Phones)

A. ELECTRONIC EQUIPMENT

CD's, radios, I-pods, MP3 players, electronic games, cameras, and other similar items are prohibited between the hours of 7:35 a.m. and 2:28 p.m. and at all school functions, unless they are being used for a classroom presentation. The school is not responsible for broken, lost, or stolen equipment.

B. ELECTRONIC COMMUNICATION DEVICES (Including Cell Phones) - Refer to the Board Policy on South Lyon Community School's website.

General Information

EMERGENCY CARD

All students will be required to have In-Case-of-an-Emergency contacts on file. This will be completed during the Back to School registration process. Please notify the school office of any changes that occur during the school year. This information is needed in actual cases of emergency. A minimum of two emergency contacts is necessary. Whenever a phone number changes, please notify the office so the emergency card can be updated. 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. Refer to Dismissal Time section on page 10 for more information.

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.

Occasionally, school systems have to send students home early, due to weather conditions, power outages, boiler failure and so on. Although we try to avoid sending students home early, there have been times in the past and there will no doubt be times in the future, when this action is necessary.

Please discuss with your children, and devise a plan for them to follow. Your plan might involve going straight home and calling a parent at work. It might involve going to the neighbor's home, if the neighbor agrees. It might involve a high school child staying at home with the younger children. Whatever plan is decided upon, make sure your children know it and follow it, for their safety and your peace of mind.

EXTRA-CURRICULAR ACTIVITIES

The South Lyon Middle Schools offer a variety of extra-curricular activities for students. Options available to students may include the following: Yearbook, Newspaper, Drama Performances, Art Club/Design, National Junior Honor Art Society, S.T.A.N.D. (Students Taking a New Direction), National Junior Honor Society, Science Olympiad, Everyone Reads, Intramural Sports, Choir Concerts, Band Concerts, and Academic Competitions. Please contact the building offices for more information.

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 designed the following information as "directory information":

- The student's name
- The names of the student's parents/guardians
- The student's address
- The student's date of birth
- The student's class designation

General Information

- 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 extracurricular participation
- The student's photograph
- The name of the school or school district the student attended before he/she enrolled in the South Lyon School District

While all other information concerning the student 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 in writing that such information should not be released with respect to that particular student. Parents who believe their rights have been violated during the school year may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW.

FIELD TRIPS

Field Trips may be arranged by a teacher when the excursion enhances the educational program. Communication will be sent to parents/guardians prior to the event.

Notes granting permission will be required of each student making the trip.

GUM CHEWING

To avoid gum on the carpet and other unacceptable places, South Lyon Middle Schools have a no gum chewing policy. Teachers will enforce this and give detentions if necessary.

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 these Habits of Mind: Persistence, Managing Impulsivity, Listening, Flexibility of Thinking, Metacognition, Precision of Language and Thought, Questioning, Drawing on Past Knowledge, Checking for Accuracy, Using All the Senses, Creativity, Wonderment, Taking Responsible Risks, Finding Humor, Thinking Inter-Dependently, Remaining Open to Continuous Learning.

HALLWAY BEHAVIOR

Appropriate behavior includes:

1. Orderly movement to classes. No running is allowed in the hallways.
2. Use of lockers and restrooms allowing timely arrival to class.
3. Use of approved hall pass when in halls during class periods.
4. Identification of self when asked by school staff.
5. Careful, respectful treatment of building and facilities.
6. Keeping hands/feet to yourself

General Information

HONOR RECOGNITION

All students who have earned Honor Roll, Principal's List and/or the Excellence award either semester will be invited to attend a ceremony at the end of the school year. Please see below for criteria.

Honor Roll Award--Students who earn a 3.00 or higher

Principal's Award-Students who have all As and A-'s for semester grades

Award of Excellence-8th graders only, 8th graders who have achieved honor roll status each year for all three years of MS (in SLCS system)

IMMUNIZATIONS

Required before school starts – 7th Grade Immunization Requirements

All school districts are required to report to the Michigan Department of Community Health the immunization status of all 7th grade students, new school entrants, and kindergartners. This requirement will help assure that school-aged children are up-to-date and protected against vaccine-preventable diseases. All middle school students must have documentation showing that they have had the following immunizations:

Two doses of MMR on or after 12 months

Three doses of Hepatitis B (HBV)

Complete series of DTaP/Td with one does of tetanus/diphtheria/acellular pertussis (Tdap) vaccine

(if 5 years have passed since last dose of tetanus/diphtheria vaccine-DTaP, Td or DT)

Four doses of polio, if dose 3 administered on or after 4 years, only 3 doses required. (OPV)

Two doses of varicella (Chicken Pox vaccine) or the month and year that the child had the disease.

One dose of meningococcal conjugate vaccine. (MC4 or MPSV4) on or after the 11th birthday.

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

A second dose of MMR (Measles, Mumps, and Rubella)

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

In compliance with State Law (sections 9208 and 9211 of the Michigan Public Health Code), students who do not have proper immunizations or documented waivers will be excluded after appropriate notifications of parents/guardians and expiration of the grace period for compliance.

General Information

INTERDISCIPLINARY CONNECTIONS

A goal of middle school education is making interdisciplinary curricular connections, to provide new dimensions to the learning process. For example, teachers make connections between their subject area and related topics in other subject areas.

LASERS

The Food and Drug Administration has identified laser pointer/pen emission as a safety hazard and a health hazard. South Lyon Middle Schools consider lasers a dangerous nuisance item and they are prohibited on school grounds. Students found in possession of any lasers will be disciplined according to the Student Code of Conduct.

LOCKERS

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

1. If a student is assigned a locker with a partner; under no circumstances may the partner 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 written 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 administration authorization is given to change. Any change must be recorded in the main office.
9. Students must respect the belongings of their locker partner.
10. Students may only enter their lockers before school, after school, and at designated times per administration.
11. Learn the combination quickly and ask a teacher for assistance, if necessary.
12. Report to your teacher the name of anyone opening or damaging your locker, or any other locker.
13. Students are responsible for their locker and its contents. **South Lyon Community Schools is not responsible for any materials missing from it.**
14. **No** food may be stored in your locker after lunch.

LOST AND FOUND

1. A central location in the building office is the drop-off spot for found articles. Anyone losing items should look in this designated area after checking his/her classrooms.

General Information

2. Unclaimed items will be donated as needed.

LUNCH PROGRAM

Students will eat lunch during one of three scheduled periods. Hot lunch, a la 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 cafeteria 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 student may leave the school campus or be in the parking lots during their lunch.

Lunchroom Procedures

Hot lunch menus are available each month. Students may also bring lunches from home. Parent/guardians are asked to review lunch procedures with their child in order to make the lunch period a safe, pleasant time for everyone.

Expected student behavior includes:

1. Respecting and obeying cafeteria supervisors.
2. Respecting school property and property of other students.
3. Walking, not running, to and from lunch.
4. Getting to the cafeteria promptly and sitting patiently at your assigned table.
5. Waiting for your table to be dismissed at the end of the lunch period.
6. Standing in single file lines, neither taking nor giving cuts.
7. Purchasing items for your own consumption. Buying for others slows the line.
8. Once food is obtained, remain seated until unless disposing of trash.
9. Using good table manners.
10. Refraining from throwing or tossing anything.
11. Using proper language and volume.
12. Disposing of garbage promptly and properly. RECYCLE.
13. Remaining in designated lunch areas.
14. Refraining from disturbing any classroom in session.
15. Observing school rules regarding rough play, fighting, etc.
16. Food items brought into the lunchroom should be for your own consumption. **NO FOOD SHARING.**

Free or reduced lunches are available to those who qualify. Application forms are available in the main office. Students receiving free or reduced lunches may not sell, trade, or share.

Once a student is finished eating, he/she may:

1. Remain seated in the cafeteria to talk with friends.
2. Go to an alternate location with a special pass given by a staff member.

Disciplinary action will occur following the disregard of any lunchroom regulations or policies.

General Information

Consequences for Inappropriate Lunch Behavior

See Student Code of Conduct

MAKE-UP WORK - GENERAL PROCEDURE

Absences:

1. It is the responsibility of the absent student to complete any work given during the absence.
2. Make-up time is equal to the number of days absent.
3. Assigned work helps to determine card-marking grades. Failure to complete required work may reduce those grades. Prompt completion is therefore desirable.
4. Make-up work from a one or two day absence will be available upon return to school.
5. Make-up work for absences of three days or more may be obtained by special arrangement by calling the school office.

Special Cases

1. Students who are suspended must make up work upon their return to school.
For 1-2 day suspensions, any work not posted in Google Classroom will be available upon return to school.
For suspensions of 3 or more days, work not posted on Google Classroom may be picked up by the family in the office. Teachers will submit work on a weekly basis (if applicable) to the office. When one week's work is returned to school completed, the next week's work will be sent home. The balance of the work will be given to the student upon return to school.
A request for someone other than a parent/guardian to pick up work (e.g., asking a sibling or friend to take work home), must be submitted in writing to an administrator by the parent/guardian.
Teachers will indicate if certain work will be exempted or must be made up upon return (e.g. quizzes, tests, labs, or presentations).
2. Students who will be absent due to a trip must complete a prearranged vacation form, request homework before leaving for vacation and turn in homework on the first day back to school.
3. Students who are truant may not make up work.
4. Teachers need a 24-hour notice to prepare homework.

General Information

MEDIA CENTER

The media center is an integral part of both South Lyon Middle Schools. Students are instructed how to use the media center both individually and by class. Students are encouraged to use specifically designed media center web pages for school projects and personal use. Students are free to visit the media center by special pass, before school, after school or during lunch.

Students use the media center throughout the school year. Students are sent for a variety of reasons.

1. To write an evaluation of a book, short story, or magazine article.
2. To locate pictures.
3. To do required or extra credit research papers.
4. To obtain books, magazines, etc. for course related topics or personal interest.
5. To choose a novel or short story for report or leisure reading.
6. To use the computer databases to locate appropriate magazine articles.
7. To explore career information.
8. To watch a visual presentation.
9. To read current magazines or newspapers.
10. To use the card catalogue to locate books by title, by a specific author, or by specific topic.
11. To use atlases, almanacs, or quotation books.
12. To use the computers.

IN CASE OF LOSS OR DAMAGE, STUDENTS MUST TAKE FULL RESPONSIBILITY FOR REPLACEMENT OR REPAIR. STUDENTS ARE ASKED NOT TO LEND LIBRARY MATERIALS.

Circulation

Students are encouraged to use student IDs to checkout.

Students may borrow books for up to two (2) weeks.

Students may renew books for an additional two (2) weeks.

Magazines and Reference Materials circulate overnight.

Overdue notices will be provided.

Any materials lost or damaged will be replaced at the student's expense.

Computer Usage

A current "Student Acceptable Use Agreement" must be on file in order to access the Internet.

Only educational sites are permitted.

Students with passes may use the computers throughout the day.

Students must use computers for educational purposes only.

General Information

MEDICATION DISPENSED DURING SCHOOL

We recognize some students are able to attend regular school because of the effective use of medication in the treatment of chronic disability or illness. We are also aware some prescriptions require that medication be given while the individual is in attendance at school. The following procedure will be followed in order to protect the student and the adult administering the medication:

1. Written directions from the physician must detail the names of the drug, dosage, and the time interval medication is to be taken. Directions must be renewed annually. Authorization forms may be obtained in the building office.
2. Written permission from the parent/guardian requesting that the school district comply with the physician's order must be submitted with the physician's written directions. An appropriate form is available in the building office.
3. **MEDICATION MUST BE BROUGHT TO THE SCHOOL ONLY BY THE PARENTS, IN THE ORIGINAL CONTAINER LABELED BY THE PHARMACY OR PHYSICIAN.**
4. No more than a forty-day supply of medication should be received from home. This will be stored in a locked cabinet and dispensed under the supervision of building personnel.
5. No medication will be kept for more than one school year. At the end of the school year, if the medication is not picked up by a parent/guardian, it will be destroyed.
6. If a middle school aged student requires administration of a non-prescription medication or supplement (i.e aspirin, Tylenol, etc), the parent/guardian must submit written authorization on the appropriate form, giving the student permission to self administer. Authorization must include the name of the medication, dosage, and time interval. Forms must be renewed annually. **MEDICATION MUST BE BROUGHT TO THE SCHOOL BY THE PARENTS.**
7. A written record of the administration of medication will be maintained in the building office.

MESSAGES TO STUDENTS DURING THE SCHOOL DAY

In order to minimize classroom disruptions and maximize student instruction, we do not call students out of classes for phone messages unless it is an emergency.

If you have an emergency, please ask to speak to an administrator.

If you need to pick up a son or daughter, please arrive a few minutes early to the office and we will call them down.

If you have a message that is not an urgent emergency, please call your child on their cell phone after the school day ends. (If they do not have a phone, we will do a PA announcement to call them down at the end of the school day; however, we cannot guarantee that students will come to the office).

WE ALSO DO NOT CALL STUDENTS OUT OF CLASS TO PICK UP ITEMS FROM THE OFFICE. IF YOUR STUDENT KNOWS YOU ARE BRINGING SOMETHING FOR THEM, THEY CAN STOP BY BETWEEN CLASSES. OTHERWISE, NAMES OF STUDENTS WITH ITEMS WILL BE ANNOUNCED BEFORE LUNCH; THEY CAN STOP BY DURING THEIR LUNCH PERIOD.

General Information

MIDDLE SCHOOL CURRICULUM

In both Middle Schools, educational programs are consistent with the philosophy and goals of the school, is objectives oriented, and structured to provide a wide range of learning experiences. The curriculum is designed to challenge all levels of ability and interests. Quality education is the primary aim of the staff. In order to achieve a quality education for each individual, students are offered as many opportunities as possible, balanced academic requirements with elective choices.

Under the new Michigan High School Graduation Requirements, some credits earned during middle school will apply toward high school. See Graduation Requirements policy in the Board Policies section of this handbook.

SIXTH GRADE PROGRAM OF STUDY		
Required Classes	Exploratories (Select One)	
Language Arts (Reading/English)	Band	Full Year
Math	Choir	Full Year
Science		
Social Studies	Semester Electives:	
Mandatory Rotation	Technology 6	(18 Weeks)
Physical Education (12 Weeks)	Art 6	(18 Weeks)
Health (12 Weeks)		
Keyboarding (12 Weeks)		
SEVENTH GRADE PROGRAM OF STUDY		
Required Classes	Exploratories (Select One)	
Language Arts (Reading/English)		
Math	Band	(Full Year)
Science	Choir	(Full Year)
Social Studies		
Mandatory Rotation	Semester Electives:	
Physical Education (12 Weeks)	Art 7	(18 Weeks)
Health (12 Weeks)	Digital Literacy 7	(18 Weeks)
World Language Survey Course (12 Weeks)	Technology 7	(18 Weeks)
Writing or Math Lab (if necessary)		
EIGHTH GRADE PROGRAM OF STUDY		
Required Classes	Exploratories (Select One)	
English	Band	(Full Year)
Math	Choir	(Full Year)

General Information

Science	Spanish (Full Year)
Social Studies	
Physical Education (semester*) PE is a required course for one (1) semester in which students will have a 2 week unit of study on Healthy Sexuality in the 8th grade PE class. Prior to instruction in the 2 week unit of study on Healthy Sexuality, parents will be notified and provided the opportunity to opt out their student as is required under Michigan law.	Semester Electives: Digital Literacy 8 (18 Weeks) Technology 8 (18 Weeks) Art 8 (18 Weeks) Performing Arts 8 (18 Weeks)
Writing or Math Lab (if necessary)	
“PE requirement may be waived only for students taking PEERS, a music or Tech8/DL8 class and a World Language.”	

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a national organization which recognizes seventh and eighth graders for their academic excellence, service to the community, character and leadership. Students who meet academic and citizenship criteria will be invited to apply. Those who meet all the criteria below will be inducted in the spring of each year.

Academic: 6th, 7 th or 8 th Grade: At or above a B+ Cumulative GPA (87%)

Citizenship: No comments reflecting lack of responsibility, respect, class disruptions or code of conduct infractions. Showing competence in Habits of Mind no areas of concern.

Leadership: Input will be solicited from the entire staff and the selection committee will use this data to reach consensus on endorsement for **exemplary** students.

Character: Input will be solicited from the entire staff and the selection committee will use this data to reach consensus on endorsement for **exemplary** students.

Service: Student fills a form out detailing their past service record and must commit to performing acts of service while in the NJHS

NUISANCE ITEMS

The uses of personal electronic communications devices such as cell phones are not permitted during the school day. iPods, CDs, radios, electronic games, MP3 players, audio/video devices and other similar items are prohibited. Other nuisance items include squirt guns, skateboards, gum, laser pointers and roller blades or other shoes with wheels. See also section 28 – NUISANCE ITEMS in the Code of Conduct section.

***ANY THEFT FROM HALL LOCKERS, GYM LOCKERS, OR ANYWHERE ELSE IN THE BUILDING SHOULD BE REPORTED TO THE ADMINISTRATION IMMEDIATELY.**

Students who find lost articles are asked to take them to the office. Articles are usually kept for one 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

A General Information

have the students label all possessions, including textbooks. The school is not responsible for any lost items.

PARENT EXPECTATIONS

Even with guidelines, school discipline is not always easy. We need your help. We urge parents/guardians to support these guidelines and work along with the staff in providing the best possible middle school experience for our students. We all benefit when we work together to improve the learning environment of our children.

The staff at Centennial and Millennium Middle Schools ask that parents/guardians:

1. Review the middle school rules and regulations (Student Code of Conduct) with their child.
2. Attend Parent/Teacher Conferences to discuss student academic progress and behavior.
3. Attend Open House.
4. Call teacher, counselor or administrator when there is a concern.
5. Plan and provide prompt pickup of students at the conclusion of the scheduled events.

PARENT-TEACHER CONFERENCES

In the Fall, Parent/Teacher Conferences are offered. Teachers are located throughout the school building 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 offices to schedule one.

Centennial	(248) 573-8600	(7th/8th grade building)
	(248) 573-8590	(6th grade building)
Millennium	(248) 573-8200	(7th/8th grade building)
	(248) 573-8190	(6th grade building)

PASSES

Students must present a pass upon request to a Middle School staff member.

PASSING TIME

Passing time is five minutes between classes. Students can use the hallway process that is in place at each school.

General Information

PHYSICAL EDUCATION PARTICIPATION

Appropriate behavior includes:

1. Arrival to class on time.
2. Proper use of locker, lock, equipment, and facilities.
3. Proper physical education attire.
4. Daily participation.
5. Good sportsmanship and cooperation with students and teacher.
6. Presentation of a note stating reason for non-participation signed by a parent/guardian for each day a student doesn't dress. An alternative assignment may be given each day in lieu of participation.
7. Presentation of a medical excuse from a doctor for **three or more consecutive days** of non-participation. The excuse should include approximate duration of non participation. Alternative assignments may be given in lieu of participation.

PICTURES

Each year traditional student pictures are taken for school records and yearbook purposes. For photos to be included in the yearbook, students must follow the dress code. We use a prepaid plan where students bring money at the time pictures are taken. If parents are dissatisfied with the quality of the packet, a retake may be requested. Original pictures are to be returned on the day of the retakes.

POSTERS AND SIGNS

Various school activities may be publicized by posters placed only on tack strips or bulletin boards 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.

PROVISIONS OF 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 utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. 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 24 hours. The administrative progression for appeals is as follows:
 - a. Assistant Principal
 - b. Building Principal
 - c. Assistant Superintendent for Curriculum and Instruction

General Information

PUBLIC ACT 25

The Governor of Michigan signed into law The School Quality Bill, 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 annual education report, school improvement plans, core curriculum, and accreditation for all schools in a district.

The annual report must include 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. This report is available in September. School improvement plans are required from each individual school. The plans 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. The school involvement planning team consists of parents, as parental involvement is encouraged. Each South Lyon school has a Shared Involvement Process (SIP) committee, which meets regularly.

A core curriculum, which is outcome based, must be available to all students in the district, according to the Michigan Department of Education's timeline, and must include long-term goals and performance objectives. While the core curriculum is modeled after a statewide model, 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 six areas of school operation: administrative and school organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans, and student outcomes.

REPORT CARDS

The student school year is divided into 2 semesters of 18 weeks each, with report cards issued at the end of each one.

**REPORT CARDS WILL BE AVAILABLE IN SKYWARD AT THE END OF EACH SEMESTER
INFORMATION CONTAINED IN THE REPORT INCLUDES:**

- a. Academic grades (A-E)
- b. Comments by teachers
- c. Absence/tardy record

The above information is repeated on subsequent reports during the year.

If you have access to the internet, you may check your student's grades using a program called Skyward. To access this program, you must use a password. If you need assistance with your password information, please contact the building secretary.

General Information

Grading

The Middle Schools use the 4-point system for all reporting purposes. Percentages are provided below for individual applicable assignments.

Grading		
A	=	100-93
A-	=	92-90
B+	=	89-87
B	=	86-83
B-	=	82-80
C+	=	79-77
C	=	76-73
C-	=	72-70
D+	=	69-67
D	=	66-63
D-	=	62-60
E	=	59-below

In extenuating circumstances, with administrator approval, a grade of S (satisfactory), U (unsatisfactory), or I (incomplete) may be given.

Students who receive an "I" (incomplete) are expected to make up missing work no later than midpoint of the next marking period report card, at which time the grade will be recalculated.

SAFETY DRILLS

Safety drills are required by law and are an important safety precaution. Student cooperation in drills is imperative. It is essential that when the first signal is given, everyone obeys orders promptly. Report immediately to your assigned teacher for further instructions and attendance. Failure to obey safety procedures will result in disciplinary action.

Fire Signal

In the event of a building fire or impending explosion, the entire student body and faculty must exit the building.

1. The sounding of the fire bell alerts that the building should be immediately cleared.
2. Students accompanied by their teacher will exit the building by the prescribed route as quickly as possible (as indicated by the classroom map located in each room) and proceed to an assigned area of the grounds. When an alarm is sounded during passing time, all students evacuate the building through the nearest exit.
3. Teachers will take attendance once the assigned area is reached. Students will maintain proper conduct under direct teacher supervision.
4. A student's sounding a false alarm is considered in direct conflict with South Lyon laws. Such action will necessitate police and/or fire chief involvement and will be handled in accordance with Student Code of Conduct.

General Information

Tornado Signals

During a tornado **watch** (forecast of the possibility of one or more tornadoes in a large area), schools are alerted to watch for severe weather conditions. If the watch continues through dismissal times, regular hours will be observed.

During a tornado **warning** (tornado sighted and approaching), students and staff take cover as per local school plans. If the warning remains in effect at dismissal time, students and teacher will remain until the all clear is given. Parents and guardians are encouraged not to pick up students during a tornado warning. When a tornado warning or drill is announced over the PA system, these steps will be followed:

1. Students follow their teacher to an assigned area and get into position facing the wall. Students should protect the back of their necks.
2. No talking is allowed so that directions can be readily heard.

ALICE DRILLS

During Alert, Lockdown, Inform, Counter, Evacuate (ALICE) drills, students will remain quiet, listen to the PA and take direction from their teachers.

SCHOOL CLOSING

In the event of severely inclement weather, the Superintendent may make the decision to close school. He will then inform the Law Enforcement Information Network (LEIN) which, in turn, passes it on to the radio stations.

WJR (760 AM) has the most complete list of school closings. Other media carrying school closing are WPAG (1050 AM), Cable TV (Channel 10), and the school HOTLINE 248-573-8251. Do NOT call the schools. School is in session unless otherwise reported.

Early Dismissal

Impending Storm or Evacuation:

1. Inform your child where to report when you are not at home if school is dismissed early.
2. Make certain you have given the school updated information as to home, work, or emergency phone numbers.
3. Situation updates can be obtained by calling South Lyon Community Schools' Hot Line at 248-573-8251.

SCHOOL COMMUNICATIONS

Throughout the school year, students are asked to deliver communications to parents/guardians. These may concern changes in policy, special offers, etc. Periodically ask your child if any have been sent.

SCHOOL NEWSPAPER

The school newspaper class produces publications which are sold during lunch periods for a low cost.

General Information

SCHOOL PROPERTY

The care of books, supplies, technology including Chromebooks, 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

Terms and Conditions regarding Student Issued Devices (Chromebooks):

1. All 6th- 8th grade students will be issued a school Chromebook or device in order to participate in state assessments, local assessments, and classroom activities.
2. The Device is and will remain the property of SLCS.

SICK ROOM PROCEDURE

Students who become ill during the day should report to the office. The student will contact a parent or someone listed on the emergency card to arrange to go home. If the student is unable to contact their parent, he/she may remain in the office for 10 minutes, and then must return to class.

SIGN IN/SIGN OUT PROCEDURE

Students who arrive at 7:35 a.m. or later must sign in by reporting to the Attendance Office. Students who need to leave school due to illness or other excused reason 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, unless the early dismissal has been prearranged, such as a note received regarding a medical appointment during the school day.

The Attendance Office phone numbers are:

Centennial (248) 573-8610 (7th/8th grade building)

(248) 573-8595 (6th grade building)

Millennium (248) 573-8195 (All grades)

SPECIAL EDUCATION

1. Educational services will be provided to children identified as handicapped based on the decision of an Individualized Educational Planning Committee (I.E.P.C.)
2. Programs include those for the hearing impaired, learning disabled, emotionally impaired, physically impaired, and mentally impaired. Type and severity of handicap may dictate programming in South Lyon or a nearby district.
3. Special Education transportation is provided for those students whose disability makes it impossible for them to reach school on their own or for those being programmed for a building other than their home school.
4. School social work services, psychological testing, speech services, and/or physical therapy may be provided by South Lyon Community Schools based on the current I.E.P.C. of the students.

General Information

SPORTING EQUIPMENT

Equipment will be provided by the gym class. Students are not to bring sporting equipment from home.

STUDENT COUNCIL

The Student Council meets monthly to discuss matters of concern to the students and to plan school activities. Representatives and alternates are elected by their classmates in early fall from all grade levels. The Executive Board of the Student Council is comprised of eighth grade students in the following positions: President, Vice President, Secretary, Treasurer, and Public Relations. Seventh grade students may be considered for Executive Board Positions as well. It is the responsibility of the Executive Board to schedule meetings, create an agenda, preside at the meetings, take notes, write and distribute the minutes, and assist at parent/student functions. The Student Council sponsors a variety of student activities and fundraisers throughout the school year. Contact the building staff advisor for further details on Student Council membership.

STUDENT EQUIPMENT

Care of personal possessions is each student's responsibility.

STUDENT PROPERTY

It is advised that students do 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.

TARDINESS

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 will be approved reasons for tardies to school:

- Personal Illness of a student (May require a doctor's note)
- Death of a family member or close friend of the family or student
- Medical or dental care (Note from doctor required)
- Religious observances
- Participation in a legal proceeding (Note from court required)
- Unusual circumstances as approved by building administrator

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

Personal illness when believed to be misused, misrepresented or occurring in excess without supporting medical documentation.

- Oversleeping
- Car problems

General Information

Errand running (shopping, etc.)

Tardiness to School

1. Students tardy to school should report immediately to the appropriate office for admission. Parents need to either call, send a note, or sign students in if they are tardy.
2. Tardies may result in disciplinary action, referrals to counselor, contact with parent/guardian, and/or involvement with administration.

Tardiness to Class

1. Because passing periods allow sufficient time to move from class to class, tardies should not occur. In the event a student is detained by a staff member, it is important that the student obtain a pass from that person to show to the next hour teacher.
2. If unexcused tardies do occur, individual students are subject to disciplinary action.
3. Students must present the student assignment book pass upon request to a Middle School staff member. Any student violating this will be considered “out of class without a pass” and subject to the school’s infraction system.
4. Parent/guardian support is needed in stressing timeliness as a very important prevocational skill.
5. If a student is more than ten minutes late to class and unexcused, he/she is considered truant.

TELEPHONE POLICY

Students who are ill and wish to go home are required to use the phone in the appropriate office. **STUDENTS MAY NOT USE THE OFFICE PHONE EXCEPT IN CASES OF EMERGENCY. MISSING ASSIGNMENTS AND/OR SUPPLIES ARE NOT CONSIDERED AN EMERGENCY.**

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 SLCS, we offer high school courses in the middle school and extend this opportunity to middle school students who will be taking high school courses. This opportunity is also extended to students who wish to advance in math. The testing out process is extended to Math 6 and Math 7. If students attain a grade of 78% or better, they will join their grade level peers in the Math PLUS program at MMS. 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, which may include but not be 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

General Information

computation of the grade point average. Testing out is offered in June of each year. Students should discuss the possibilities with their counselor.

TEXTBOOK AND OTHER SCHOOL PROPERTY

Students are responsible for the textbooks assigned to them.

Appropriate behavior includes:

1. Writing student name in areas designated by teacher.
2. Refraining from all other writing in any textbook or on equipment.
3. Refraining from loaning books or equipment to other students.
4. Storing any books or equipment in lockers when not in use.
5. Accepting responsibility by paying for damages or loss of books or equipment.
6. Covering books when issued.
7. At the end of the school year, the textbook assigned to **the student must be returned or the student is responsible for paying for its replacement.**

It should be noted: Books may be issued new or previously used. If a book has been previously used, it should be examined upon receipt for damage. The teacher should note any damage on the book assignment form. In this way a student will not be assessed damage fees for a previous student's negligence. Books missing from lockers remain the student's responsibility.

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 Main Office, Counseling Office, or the 6th Grade Office and wear a visitor's badge at all times.

2024-2025

CODE OF CONDUCT

It is the purpose of this code 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 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/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.
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. 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.
5. 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.
6. 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.

The administration reserves the right to implement, at its discretion, Restorative Practices for any major violation of the student code of conduct that involves a victim who has been harmed physically, emotionally, and/or monetarily. When implementing this process, the administration may later adjust the disciplinary action that is stated in the Code of Conduct.

Code of Conduct - Table of Contents

1. ABUSIVE VERBAL OR WRITTEN LANGUAGE AND/OR GESTURES	41
A. INAPPROPRIATE LANGUAGE/GESTURES, DIRECTED AT STUDENTS	41
B. VERBAL DISRESPECT SHORT OF PROFANITY, DIRECTED AT A STAFF MEMBER	41
C. THREATS USING PROFANITY DIRECTED AT STAFF	41
2. ARSON	41
3. BEHAVIOR DANGEROUS TO SELF AND/OR OTHERS	41
4. BUS MISCONDUCT	42
5. CAFETERIA MISBEHAVIOR (OTHER THAN FOOD FIGHTS)	42
6. CELL PHONE	43
7. CHEATING/PLAGIARISM	43
8. CLASSROOM BEHAVIOR	43
9. CLOSED CAMPUS AND TRUANCY	44
SKIPPING CLASS OR MULTIPLE CLASSES	44
SKIPPING ONE OR MORE COMPLETE DAYS	45
10. DRESS CODE	45
11. ELECTRONIC COMMUNICATION DEVICES, INCLUDING CELL PHONES	46
12. EXTORTION/PANHANDLING	47
13. FAILURE TO IDENTIFY SELF	47
14. FAILURE TO SERVE TEACHER ASSIGNED DETENTION	47
15. FAILURE TO SIGN IN OR OUT	47
16 FIGHTING/ASSAULT	48
16A. FIGHTING	48
16B. PHYSICAL ASSAULT AGAINST ANOTHER STUDENT	48
16C PHYSICAL ASSAULT AGAINST DISTRICT EMPLOYEE, VOLUNTEER OR CONTRACTOR	48
17. FIRE AND SECURITY ALARM EQUIPMENT	48
18. FIREWORKS, MATCHES, LIGHTERS (possession, use, sale)	49
19. FOOD AND/OR BEVERAGE POSSESSION AND CONSUMPTION	49
20. FOOD FIGHT	49
21. FORGERY/MISREPRESENTATION	50
22. GAMBLING	50
23. HABITUAL MISBEHAVIOR	50
24. HARASSMENT, BULLYING, INTIMIDATION, AND HAZING	50

Code of Conduct - Table of Contents

25. INAPPROPRIATE BEHAVIOR DURING A SCHOOL ACTIVITY	52
26. INCITING A RIOT	53
27. INSUBORDINATION	53
28. NUISANCE ITEMS (INCLUDING CELLULAR PHONES)	53
29. OVERT DISPLAY OF AFFECTION	53
30. PANTSING	53
31. PARTICIPATING IN A SCHOOL DISTURBANCE	54
32. POSSESSION AND/OR USE OF NICOTINE (Addressed in #35 under Substance Abuse)	54
33. PRESENCE IN A RESTRICTED AREA	54
34. SEXUAL HARASSMENT/ASSAULT	54
35. SUBSTANCE ABUSE, ALCOHOL (including non-alcoholic malt beverages), DRUGS, CONTROLLED SUBSTANCES, TOBACCO, ETC; POSSESSION, USE, UNDER THE INFLUENCE, AND/OR SALE OR TRANSFER	55
36. SURVEILLANCE AND ELECTRONIC MONITORING EQUIPMENT	57
37. TARDINESS (unexcused)	57
38. TECHNOLOGY - ACCEPTABLE USE POLICY	58
39. THEFT/LARCENY/POSSESSION OF STOLEN PROPERTY	58
40. THREATS	59
41. TRESPASSING (INCLUDING DURING SUSPENSIONS)	59
42. VANDALISM	60
43. WEAPONS AND/OR OTHER DANGEROUS DEVICES/OBJECTS	61

DEFINITION OF CONSEQUENCES

CONFISCATION OF MATERIALS	62
DETENTION	62
DISCIPLINARY REFERRAL	62
DUE PROCESS	62
SUSPENSION	62
EXPULSION	63
PROCEDURES FOR SUSPENSION AND EXPULSION	63
EXPULSION	63
HABITUAL OFFENDER	64

Code of Conduct - Table of Contents

LAW ENFORCEMENT AGENCY INVOLVEMENT	64
OFFICE DETENTION	64
OUT OF SCHOOL SUSPENSION (O.S.S.)	64
PARENT CONTACT	64
REFERRAL TO APPROPRIATE AGENCIES	64
RESTITUTION	64
RESTORATIVE PRACTICES	64
SOCIAL PROBATION	64
BEHAVIOR PLAN	64
Transportation Code of Conduct	65-67
Department of Athletics - Code of Conduct	68-82
Habits of Mind	82-83
Reports and Research	84-90

Code of Conduct

1. ABUSIVE VERBAL OR WRITTEN LANGUAGE AND/OR GESTURES

A. INAPPROPRIATE LANGUAGE/GESTURES DIRECTED AT STUDENTS CORRECTIVE MEASURES

1. Teacher's discretion. Classroom consequences, up to detention.
2. Restorative Practices
3. Parent Contact/Conference
4. Office Detention – To be assigned by an Administrator
5. O.S.S.

B. VERBAL DISRESPECT SHORT OF PROFANITY, DIRECTED AT A STAFF MEMBER

1. Restorative Practices
2. Parent Contact
3. Office detention – To be assigned by an Administrator
4. O.S.S.

C. VERBAL DISRESPECT USING PROFANITY DIRECTED AT A STAFF MEMBER

1. Restorative Practices
2. Parent Contact
3. Office detention – To be assigned by an Administrator
4. O.S.S
5. May result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent.

2. 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 anytime 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.

3. BEHAVIOR DANGEROUS TO SELF AND/OR OTHERS

Behavior dangerous to self and/or others, including, but not limited to pushing, tripping, throwing objects, running, horseplay, using wrong side of stairways or hall, blocking flow of traffic, talking during the fire, tornado, or lockdown drills and throwing snowballs.

CORRECTIVE MEASURES

1. Teacher's discretion, including: verbal warning, parent contact, counselor referral, detention, possible office referral based on severity of infraction. Behavior deemed by

Code of Conduct - Table of Contents

administration to be excessively dangerous and/or resulting in physical injury will be dealt with at the next level of consequences.

2. Restorative Practices
3. OSS
4. Social probation
5. May result in recommendation to the Board of Education for disciplinary consideration via the Superintendent.

4. BUS MISCONDUCT

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 may result in the bus driver issuing a bus conduct report. The following is the district procedure in regards to bus conduct reports:

1. At bus driver's discretion, and based on the severity of the offense, issues may be addressed through verbal warning.
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 offenses, such as fighting.
3. **2nd conduct report** - the student will be suspended from riding the bus for 5 school days.
4. **3rd conduct report** - the student will be suspended from riding the bus up to 30 school days.
5. **4th conduct report** - the student will be suspended from riding the bus for the remainder of the school year.

If an administrator has to be called to a bus due to student misbehavior, the offending student will be removed from the bus for a minimum of 5 days.

In the event of any bus suspension, it becomes the parent's responsibility to find alternative means to transport a student to and from school. Any absences that occur during the bus suspension may be considered unexcused.

5. CAFETERIA MISBEHAVIOR (OTHER THAN FOOD FIGHTS) CORRECTIVE MEASURES

1. Corrective measures in the cafeteria
2. Lunch detention
3. Restorative Practices
4. Up to 5 days lunch detention
5. O.S.S.
6. Subsequent offenses will be dealt with as Habitual Misbehavior

Code of Conduct - Table of Contents

6. CELL PHONE

See Electronic Communication Devices section. At the middle school level, cell phones should be turned off and out of sight throughout the school day. Confiscation of ECD, including cell phones, used in violation of board policy at the middle school level will generally follow the same progression as Nuisance Items.

7. CHEATING/PLAGIARISM

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, copying another person’s work and submitting it as your own, plagiarism, or supplying others with information which should be obtained independently. Offenses are cumulative, regardless of the class(es) in which the offenses occurred.

CORRECTIVE MEASURES

1. Parent contact by teacher
2. Loss of credit for the assignment
3. Detention(s)
4. Restorative Practices
5. Referral to counselor
6. May result in a grade of “E” for semester (only if all three offenses have occurred in the same class).

8. 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. Expected classroom behavior is as follows:

1. Be in classroom — prepared and on time.
2. Be considerate of everyone’s right to learn.
3. Be respectful of people and property.
4. Be responsible and behave in a safe manner.
5. Be cooperative — follow classroom and school rules.

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.

Code of Conduct

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 use 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 corrective measures.

CORRECTIVE MEASURES

1. Detention and/or other reasonable classroom consequences.
2. Parent telephone calls and conferences.
3. Office referral

9. CLOSED CAMPUS AND TRUANCY

Both South Lyon Middle Schools 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 office (must have parental permission). 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. When a student is truant, the administration may deem it appropriate to refer the student to the counselor, youth assistance worker, to the court or recommend to the parent they seek outside assistance.

Truancy includes, but is not limited to the following:

Skipping class or multiple classes. If a student is 10 or more minutes late to class and unexcused, he/she is considered truant.

Skipping one or more days.

- a. SKIPPING CLASS OR MULTIPLE CLASSES

CORRECTIVE MEASURES

1. Parent contact
2. Office detention for each class missed
3. Referral to counselor
4. Extended office detention(s)
5. Use of Truancy Referral Processes
6. Social Probation

Code of Conduct

7. Restorative Process
- b. SKIPPING ONE OR MORE COMPLETE DAYS

CORRECTIVE MEASURES

1. Parent contact
2. Referral to counselor
3. Extended office detention(s)
4. Use of Truancy Referral Processes
5. Social Probation
6. Restorative Process

10. SLCS Secondary Schools Dress Code

The purpose of the South Lyon Community Schools secondary schools dress code is to provide and maintain a safe school environment that is conducive to student learning. It is recognized that student dress and grooming are the responsibility of the student and their family.

Each student's choice of dress and appearance is an expression of personal style and individual preference. South Lyon Community Schools' dress code was revised to reflect a set of guidelines that refrains from targeting specific student groups.

Guidelines that will be used to determine whether dress is appropriate for a safe and productive learning environment include the following:

- Head coverings (including hats, beanies, head scarves, and religious head coverings) are allowable but should be worn in a way that does not obstruct the vision of students or others.
- Body parts must be covered with opaque (non-transparent) material buttocks, upper torso (including chest), and genitals. Undergarments, aside from bra straps, should not be seen during the school day. Undergarments or fitted swimwear bottoms may not be worn in lieu of appropriate clothing.
- Clothing and accessories, including but not limited to the following: purses, backpacks, jewelry and electronic device covers or decals, may not display slurs against legally protected groups under Title IX, historical symbols of oppression, gang affiliation, vulgar, obscene or sexually suggestive language or images, nor may they promote items or products which students may not legally possess on school property (i.e. pornography, weapons, alcohol, tobacco, vapes, or drugs). This includes clothing and accessories that promote brands known for the sale of these products.
- Some programs or individual lessons may call for additional restrictions due to safety and security protocols. These restrictions will be communicated in advance by the instructor or program.
- Athletic and after school activities may have deviations from the established school day dress code. These deviations will be determined by the Athletic Directors and school administrators. These deviations will be communicated by Athletic Directors, coaches, and club directors.

Code of Conduct

- If there is a question as to whether or not any student's apparel, accessories or appearance is appropriate or safe for school, building administrators will render the final decision.

When a student does not meet the dress code standards, an administrator will verify the violation and communicate with the student and guardian. As much as possible, dress code violations will be addressed without removing the student from class; however, students who fail to adhere to the violations explicitly listed will be asked to change before returning to class. Students will be offered a conversation with an administrator or counselor to address any questions. Repeated violations of the dress code will fall under insubordination in the student handbook.

11. ELECTRONIC COMMUNICATION DEVICES (ECDs) AT CMS/MMS

ECDs should be off and out of sight during the instructional day, unless a teacher asks students to bring the device to class. The device should remain out of sight until the student enters the class.

Teachers can plan activities that allow students to use their ECD. The ECDs should be used for instructional purposes.

- * Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.
- * Administration has the discretion to allow and regulate the use of personal devices during the school day.
- * Approved devices must be in silent mode or connected to headphones.
- * Students may not use devices to record, transmit or post images, video, or audio of a person or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher or administration in compliance with the SLCS technology agreement.
- * Devices are not permitted any under circumstance in the following areas/situations:
 - Locker rooms · Restrooms · Any private areas used for the purposes of changing clothing · As a disruption or hindrance to emergency situations or drills · Any other areas as designated by SLCS Staff
- * Devices may not be used to facilitate academic dishonesty such as cheating, sharing answers, or copying assignments, accessing grades, etc.
- * All devices must access data via the District's "Guest Wi-Fi" Network and disable access to cellular data (e.g. 3G, 4G, and LTE).

Corrective Measures

1st Offense Device is confiscated and returned to the student at the end of the day.

2nd Offense: Device is confiscated and parent/guardian will be notified.

3rd Offense: Device is confiscated and must be picked up by a parent/guardian. The student loses the privilege to have an ECD at school for one month

Code of Conduct

4th Offense: Device is confiscated and must be picked up by a parent/guardian. The student loses the privilege to have an ECD at school for the remainder of the school year.

12. EXTORTION/PANHANDLING

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

CORRECTIVE MEASURES

1. Restitution for stolen or damaged property
2. Counselor referral
3. Parent contact
4. Referral to law enforcement agency
5. Suspension 1-10 days O.S.S.
6. A parent conference will be required prior to student returning from suspension.

13. 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. O.S.S.
3. Referral to counselor

14. FAILURE TO SERVE TEACHER ASSIGNED DETENTION

CORRECTIVE MEASURES

1. Parent contact by teacher, detention has been doubled.
2. If the student fails to serve the double detention, an office referral will be made for failure to serve detention/insubordination.
3. The administrator will schedule detentions, O.S.S., and/or Restorative Practices, as appropriate.

15. FAILURE TO SIGN IN OR OUT

Students must sign in if they arrive after 7:35 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. The attendance phone numbers are:

Centennial	(248) 573-8610	(7th/8th grade building)
	(248) 573-8595	(6th grade building)
Millennium	(248) 573-8195	(All grades)

CORRECTIVE MEASURES

1. Parent notification
2. Office Detention

Code of Conduct

16. FIGHTING/ASSAULT

16A. FIGHTING

Fighting is a conflict which results in a physical altercation and may or may not cause physical injury. Both students may be held responsible. In addition, those students whose actions encourage or perpetuate a fight may also be held responsible.

16B. PHYSICAL ASSAULT AGAINST ANOTHER STUDENT

Assault is using physical force against another student including, but not limited to, punching, choking, hitting, spitting, etc., and which may or may not cause physical injury. Those students whose actions encourage or perpetuate an assault may also be held responsible.

CORRECTIVE MEASURES

1. Parent contact
2. Counselor referral
3. May involve law enforcement agency
4. O.S.S.
5. Recommendation for professional counseling and mandatory social probation to be reviewed after 10 weeks.
6. Social Probation
7. A recommendation to parents that they seek outside assistance.
8. A parent conference will be requested prior to the student returning from suspension.
9. In the case of an assault or a particularly violent fight, the administration may take harsher measures than those listed above, up to a 30 day school suspension and possible recommendation to the Board of Education for disciplinary consideration via the Superintendent.

16C PHYSICAL ASSAULT AGAINST A DISTRICT EMPLOYEE, VOLUNTEER OR CONTRACTOR

An assault against a district employee, volunteer, or contractor will result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent. See Board Policy on South Lyon Community School's website.

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 shall result in permanent expulsion from all Michigan public schools as required by MCL 380.1311 a(1).

A student who is permanently 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.

17. FIRE AND SECURITY ALARM EQUIPMENT (Destruction and/or misuse)

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

Code of Conduct

CORRECTIVE MEASURES

ALL OFFENSES

1. Parent contact
2. Counselor referral
3. Restitution for damages
4. Referral to South Lyon Police Department
5. O.S.S.

18. FIREWORKS, MATCHES, LIGHTERS (POSSESSION, USE, SALE)

CORRECTIVE MEASURES

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

19. FOOD AND/OR BEVERAGE POSSESSION AND CONSUMPTION

All food and/or beverages, other than water, must be in the cafeteria unless special permission has been granted by the teacher. Only water may be consumed, in water bottles, in most classrooms. No water may be taken into the media center, technology labs, or any computer labs at any time.

CORRECTIVE MEASURES

All Offenses

1. Confiscation
2. Office Detention

20. FOOD FIGHT

Defined as throwing of food, utensils, papers, etc., in the cafeteria

CORRECTIVE MEASURES

1. Parent contact
2. Clean-up cafeteria
3. Lunch detention
4. Restorative Practices
5. Behavior deemed to be excessive will be dealt with at the next level of consequences.
6. O.S.S.

Code of Conduct

21. 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. O.S.S.
4. Restorative Practice

22. GAMBLING

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

CORRECTIVE MEASURES

1. Confiscate materials
2. Parent contact
3. Detention
4. Counselor referral
5. Restorative Practices

23. HABITUAL MISBEHAVIOR

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

CORRECTIVE MEASURES

1. Parent, teacher, student administration conference may be required.
2. Referral to appropriate agencies, services, etc.
3. Suspension 1-10 days progressive O.S.S.
4. Social probation
5. Parent, teacher, student and administration conference may be required.

24. HARASSMENT, BULLYING, INTIMIDATION AND HAZING

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. 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:

Assistant Superintendent for Administrative Services, South Lyon Community Schools

Title IX Coordinator

Brian Toth

Code of Conduct

tothb@slcs.us

345 South Warren

South Lyon, MI 48178

248-573-8130

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 innuendos; 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 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 the corresponding Board Policy, which further addresses harassment, including sex-based harassment. The failure of any student to abide by the requirements of the corresponding Board Policy will result in discipline, up to and including permanent expulsion. The corresponding Board Policy can be found on South Lyon Community School's website.

Students have the right to attend school without fear of being intimidated or harassed by others. No student, employee or board member shall be subjected to harassment or intimidation by any other person. Violations may include but aren't limited to: unwelcome physical, verbal, or non-verbal conduct relating to a person's gender, color, national origin,

Code of Conduct

religion, height, weight, physical condition, marital status, or handicap when it interferes with a student's education, an employee's work environment or a board member's responsibilities, or when it creates a hostile environment or causes other adverse effects. Procedures for reporting harassment and intimidation are as follows:

PROCEDURE DEALING WITH HARASSMENT

Students who believe that they are being harassed should follow this procedure:

1. The student should report the incident to the counselor.
 - a. The student will be asked to be specific and to give an accurate account of the complaint.
 - b. The student will be asked to name the persons involved.
 - c. The counselor will arrange a meeting with persons involved to work through the problem.
 - d. The counselor/administrator may recommend Restorative Practices.

If the problem cannot be resolved in the counseling office, it will be immediately referred to the assistant principal for possible disciplinary action.

CORRECTIVE MEASURES

In these cases, any of the following measures may be taken.

1. Conference with persons involved
2. Parent contact
3. Detention
4. Restorative Practices
5. O.S.S.
6. Student may be required to make use of counseling services.

25. INAPPROPRIATE BEHAVIOR DURING A SCHOOL ACTIVITY CORRECTIVE MEASURES

All Offenses

1. Conference with student
2. Parent contact
3. Removal from activity up to and including permanent removal
4. Social probation
5. O.S.S.
6. Restorative Practice.

26. INCITING A RIOT CORRECTIVE MEASURES

All Offenses

1. O.S.S. and consideration for expulsion by Board action.
2. Restorative Practices

27. 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. Detention
4. Restorative Practices
5. O.S.S.

28. NUISANCE ITEMS

Nuisance items including, but not limited to, squirt guns, skateboards, snowballs, toys, gum, laser pointers, plastic pop containers, and roller blades are not to be brought to school.

CORRECTIVE MEASURES

1. Confiscate the item until the parent calls.
2. Detention. Item returned after serving detention and parent calls.
3. Restorative Practices
4. O.S.S.

South Lyon Community Schools has no responsibility for items that are not picked up by June 25.

29. OVERT DISPLAY OF AFFECTION

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

CORRECTIVE MEASURES

1. Counselor Referral
2. Detention
3. Parent contact
4. O.S.S.

30. PANTSING

Pantsing is defined as the public pulling down of someone else's pants. This could be considered a form of sexual harassment towards another person and, based on the outcome of the investigation, may also be recorded under that offense category.

CORRECTIVE MEASURES

In these cases, any of the following measures may be taken:

1. Parent contact
2. Conference with the persons involved
3. Recommend counseling
4. Restorative Practices

5. O.S.S.

31. PARTICIPATING IN AND/OR SUPPORTING A SCHOOL DISTURBANCE

CORRECTIVE MEASURES

1. Parent Contact
2. Conference with the persons involved
3. Recommend counseling
4. Restorative Practices
5. O.S.S.

32. POSSESSION AND/OR USE OF NICOTINE

This section is now addressed under the revised Substance Abuse section of the code of Conduct and in the Board Policies. All Board Policies are available on the South Lyon Community School's website.

33. PRESENCE IN A RESTRICTED AREA

Students are not allowed outside the building during the school day unless accompanied by a teacher. This includes all parking lots, drives, courtyards and athletic fields. During the lunch period, students are expected to be in the cafeteria. All other areas are considered restricted. Seventh and eighth grade students are not to enter the 6th grade wing unless they have a class or are called to the 6th grade office. After school athletic events, student performances, and activity nights are held in well defined locations in each building. Students are not allowed in areas other than those specified for an event. After 2:45 p.m., students are allowed in the building or on school grounds only under a staff member's supervision unless they are waiting in a designated area for parent pick up.

CORRECTIVE MEASURES

1. Parent contact
2. Office Detention
3. Restorative Practices
4. O.S.S.

34. SEXUAL HARASSMENT/ASSAULT

No student, employee or board member shall be subjected to sexual harassment or intimidation. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to verbal/non-verbal harassment or abuse, pressure for sexual activity, repeated remarks/actions with sexual or demeaning implications, removing clothing including "pantsing", or not being appropriate dressed, unwelcome touching, sexual jokes, posters, cartoons, etc., suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Sexual harassment may take different forms, including but not limited to the following:

Code of Conduct

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

In these cases, any of the following measures may be taken:

1. Parent contact
2. Conference with persons involved
3. Detention
4. Restorative Practices
5. Recommend counseling
6. O.S.S.
7. In the case of serious or repeated sexual harassment: O.S.S.
8. Police/court contact, if necessary
9. May result in a 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.
10. Social Probation

SEXUAL MISCONDUCT

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

Corrective Measures

Violations of this offense will result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent.

35. SUBSTANCE ABUSE, ALCOHOL (INCLUDING NON-ALCOHOLIC MALT BEVERAGES), DRUGS, CONTROLLED SUBSTANCES, NICOTINE, ETC; POSSESSION, USE, UNDER THE INFLUENCE, PURCHASE, SALE OR TRANSFER OFFENSE: POSSESSION, PURCHASE, SALE, DELIVERY, DISTRIBUTION OR TRANSFER OF PROHIBITED DRUGS AND/OR ALCOHOL

Prohibited drugs include CBD and products containing CBD.

Corrective Measures:

First offense for use and/or possession will result in confiscation of prohibited materials, parent notification and consideration of Restorative Practices, 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

Code of Conduct

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.

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 Practice, 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 (\$50.00). 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 \$50.00 for the first violation and a fine of not more than \$100.00 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

SUBSTANCE ABUSE: UNDER THE INFLUENCE AND/OR POSSESSION OF PROHIBITED DRUGS AND/OR ALCOHOL

OFFENSE: POSSESSION, SALE, DELIVERY, DISTRIBUTION OR TRANSFER OF DRUG PARAPHERNALIA

OFFENSE: SALE, DELIVERY, DISTRIBUTION OR TRANSFER OF PROHIBITED DRUGS AND/OR ALCOHOL

Corrective Measures:

First Offense

Investigate the situation by means which may include a breathalyzer administered by law enforcement officials.

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

- Contact the parents/guardians of the student.
- Contact the law enforcement.
- Conduct a parent-student conference.

After considering the Restorative Practices factors, 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.

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.

Code of Conduct

- 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.

Consideration for social probation up to five (5) weeks. The social probation will begin during the suspension, with the exception of the summer months, where social probation will precede the school suspension. For infractions that occur over the summer or situations where social probation will precede the school suspension, social probation 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. Alternatives to social probation will be considered in lieu of social probation.

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.

36. SURVEILLANCE AND ELECTRONIC MONITORING EQUIPMENT

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

CORRECTIVE MEASURES

1. Restorative Practices
2. Depending on the context and severity of the infraction, consequences could range from detention, to OSS, and/or social probation
3. If the action also constitutes vandalism, additional consequences will apply. (See # 42 Vandalism)

37. TARDINESS (UNEXCUSED)

The Attendance Office will keep a record of a student's tardies to school. See guidelines in Tardiness section in General Information. Appropriate discipline for excessive tardies will be determined by administration.

Code of Conduct

Classroom Tardies

Students must be in their classrooms when the final bell rings, or they will be considered tardy. In addition, a teacher may further define tardiness to include the student not being in his/her seat when the bell rings. A warning bell will precede the tardy bell (only for first hour class). If a student is ten or more minutes late, he/she will be counted as skipping. Refer to #9, Closed Campus/Truancy. Tardiness is considered classroom discipline problem and will be dealt with as such. Tardies are cumulative by class, by semester.

CORRECTIVE MEASURES

1. Verbal warning
2. Detention
3. Parent contact
4. Double detention
5. Restorative Practices

38. TECHNOLOGY - ACCEPTABLE USE POLICY

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.

See the corresponding Board Policy on South Lyon Community School's website.

Consequences of Inappropriate Behavior

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.

39. THEFT/LARCENY/POSSESSION OF STOLEN PROPERTY

The wrongful taking or willful accepting 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. Referral to counselor

4. O.S.S. and/or
5. Restorative practices, as appropriate
6. Social probation
7. Police and/or court contact

40. THREATS

40 A. Directed toward a student

Any overt threat regarding life, physical well-being, and/or personal property will result in disciplinary action. The threat will be evaluated by an administrator.

40 B. Directed toward District Employee, Volunteer or Contractor

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. Consistent with MCL 380.1311a(2), a student in grade 6 or above who makes such a threat shall be suspended or expelled from school for a period of time as determined in the discretion of the Board or its designee.

CORRECTIVE MEASURES

In any of these cases, the following measures may be taken:

1. Parent contact
2. Conference with persons involved
3. Detention
4. Recommend counseling or outside evaluation
5. O.S.S.
6. Restorative Practices
7. Police/court contact, if necessary
8. May result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent.

41. TRESPASSING (INCLUDING DURING SUSPENSIONS)

Trespassing is being in an unauthorized place or refusing to leave when ordered to do so or being present anywhere on school property during a suspension.

CORRECTIVE MEASURES

1st Offense

1. Inform student that they are trespassing and request person to leave premises.
2. Parent contact
3. 1-3 days O.S.S.
4. If student is on suspension, another day will be added to the suspension.
5. May involve law enforcement agency

Code of Conduct

2nd Offense

1. Inform student that they are trespassing and request person to leave premises.
2. Parent contact
3. 3-5 days O.S.S. Parent must return with student.
4. If student is on suspension, another day will be added to the suspension.
5. May involve law enforcement agency
6. Social Probation

3rd Offense and Subsequent Offense

1. Inform student that they are trespassing and request person to leave premises.
2. Parent contact
3. 5-10 days O.S.S. Police/court contact if necessary; recommendation for expulsion.
4. If student is on suspension, another day will be added to the suspension.
5. May involve law enforcement agency
6. Social Probation

42. VANDALISM

The Board of Education realized its responsibility to your parents and works to ensure that district buildings and other property be maintained in good condition and free from vandalism. Procedures are in place to require restitution for vandalism.

Vandalism, locker misconduct, defacing/trashing property, misuse of books or school owned equipment destruction of school owned and/or private property.

CORRECTIVE MEASURES

1st Offense

1. Parent contact
2. Student will be required to make full financial restitution
3. May involve law enforcement agency
4. 2 days O.S.S. and/or Restorative Practices, as appropriate.

2nd Offense

1. Parent contact
2. Student will be required to make full financial restitution
3. May involve law enforcement agency
4. 3 days O.S.S. Parent must return with student

3rd and Subsequent Offenses

Code of Conduct

1. Parent contact
2. Student will be required to make full financial restitution
3. May involve law enforcement agency
4. 5-10 days O.S.S. Parent must return with student.

43. WEAPONS AND/OR OTHER DANGEROUS DEVICES/OBJECTS

The State of Michigan's Revised School Code, in accordance with Board of Education Policies and Administrative Regulations, prohibits weapons at school and school events. This includes firearms, daggers, dirks, stilettos, knives with a blade over 3 inches in length, pocket knives opened by a mechanical device, iron bars, or brass knuckles, and any other similar object, even if not specifically enumerated herein. Any knife brought to school, including those under three inches, will be considered a dangerous object. The possession of weapons and dangerous objects will result in school discipline up to and including 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 anytime 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. Failure to do so will result in disciplinary action, up to, and including, suspension. 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

All Offenses

1. Materials will be confiscated.
2. Involve law enforcement agency
3. Parent contact
4. Minimum suspension - 10 days; may result in a 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.

Definition Of Consequences

Whenever required, school authorities will take necessary action to assist the student in modifying inappropriate behavior. Such corrective measures may include, but are not limited to, the following:

- 1. CONFISCATION OF MATERIALS:** Materials will be returned to parents upon request.
- 2. DETENTION:** A specified amount of time 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 office detention. The following rules apply to detentions:
 - a. Office detentions will be served after school or if detention is assigned by a teacher, it will be served with that teacher at the arranged time.
 - b. Students participating in sports, extracurricular 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.
 - c. Missing a scheduled detention will result in doubling of the detention time.
 - d. Failure to serve the double detention will result in a referral for insubordination.
 - e. 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. Quiet will be maintained during detention and students are required to study or read.
 - g. Tardiness to detention will result in serving extra time.
 - h. Detention is to be served on the date stated on the detention form. If the student is ill, or absent, from school during detention assignment, he/she will make it up the day upon return to school.
- 3. DISCIPLINARY REFERRAL:** Written communication of student misconduct: parent notification of action taken.
- 4. DUE PROCESS:** The constitutional rights of individuals assure the protection of due process of the law, therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan:
 - a. Disciplinary authority shall be exercised in a reasonable and fair manner
 - b. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
 - c. Appeals of suspension - See the corresponding Board Policy on South Lyon Community School's website.
 - d. Expulsion - In cases of recommendation for expulsion - the following procedures will be observed:
 1. The parent or legal guardian has the right to request a hearing before the Board of Education.
 2. This hearing will be conducted by the Board of Education.
 3. A public or private hearing may be requested.
- 5. SUSPENSION:** This is the removal from school for a period of time pursuant to the school

Definition Of Consequences

code. In the event of a suspension, parents are responsible to arrange transportation for students, by parents or designee, in a prompt manner.

6. EXPULSION: Removal from school for more than sixty (60) days, up to permanent removal, following action by the Board of Education.

7. PROCEDURES FOR SUSPENSION AND EXPULSION

On the basis of present school law, the principal and assistant principals of South Lyon Middle 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. The length of suspension may vary from one to ten days 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 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 during a suspension will have an additional day added to the 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 precepts:

1. An informal investigation will be conducted for the purpose of obtaining all information pertinent to a fair decision.
2. The student will be informed of the charges and provision will be made for the student to be heard and to present views if the student wishes.
3. In determining whether a suspension or recommendation for expulsion would be appropriate, the administrator will consider the Restorative Practices factors, as required by law, outlined in the corresponding Board Policy. 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.
4. The student will be fully informed of the results of the investigation. If suspension is to occur, the student will be told the length of suspension, the conditions under which reinstatement may take place and what the student's status is during suspension.
5. The parent or legal guardian will 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 will be retained in school until the end of the school day, unless the student is a threat to the school.
6. As appropriate, parents/guardians will be notified of the appeal process for suspensions outlined in Board Policy

8. EXPULSION: Permanent removal from school following action by the Board of Education.

Definition Of Consequences

- 9. HABITUAL OFFENDER:** Students who are continually sent to the office for various misbehaviors and seem to be showing few signs of progress are considered habitual offenders. This behavior may result in a referral under the Habitual Misbehavior section of the school code of conduct.
- 10. LAW ENFORCEMENT AGENCY INVOLVEMENT:** Law enforcement agencies will 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 City Ordinance Code.
- 11. OFFICE DETENTION:** Student will serve office detention with an administrator.
- 12. O.S.S:** Out-of-school suspension.
- 13. PARENT CONTACT:** This may be accomplished in person, by telephone, or via the Disciplinary Referral Form which requires a parent signature.
- 14. REFERRAL TO APPROPRIATE AGENCIES:** This includes medical, social, protective services, etc.
- 15. 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.
- 16. 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. This option may be invoked at an administrator's discretion and may be used in conjunction with other disciplinary action.
- 17. 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 assemblies, dances, clubs, trips, sports, extra- curricular activities, etc. Students on social probation are permitted on school grounds during school hours only. Social probation begins upon return from suspension.
- 18. BEHAVIOR PLAN:** Students will complete a behavior plan that pertains to the misconduct.

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 must 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 at designated bus stops. Buses cannot wait, so students should leave home in time to arrive at the bus stop about five 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 animals may be transported on the bus.
7. Students are expected to conform promptly to suggestions of the bus driver.
8. Student 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 language, indecent conduct, scuffling, or throwing objects will not be tolerated. Students 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 bus 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.

Transportation Code of Conduct

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.
20. Devices used for music on the bus must use headphones to minimize distractions. ECDs may not be used to record or make phone calls. A driver may request the device be turned off, silenced or put away.

Failure to observe bus rules may result in the issuance of a violation slip.

Students are reminded that bus riding is a privilege. They are expected to observe bus safety rules and failure to do so may 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 a 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 offenses, such as fighting.
3. **2nd conduct report** - the student is suspended from riding the bus for five (5) school days.
4. **3rd conduct report** - the student will be suspended from riding the bus up to thirty (30) school days.
5. **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 a minimum of five (5) days.

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

Transportation Code of Conduct

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.

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.

Department of Athletics - Code of Conduct

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

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cheerleading-Sideline	Basketball (Boys) *	Baseball
Cross Country (Boys)*	Basketball (Girls) *	Golf (Boys)
Cross Country (Girls)*	Bowling (Boys)	Lacrosse (Boys)
Equestrian	Bowling (Girls)	Lacrosse (Girls)
Football	Cheerleading-Competitive	Soccer (Girls)
Golf (Girls)	Ice Hockey	Softball
Pom Pon	Pom Pon	Tennis (Girls)
Soccer (Boys)	Skiing (Boys)	Track & Field (Boys)*
Swim & Dive (Girls)	Skiing (Girls)	Track & Field (Girls)*
Tennis (Boys)	Swim & Dive (Boys)	
Volleyball*	Swim & Dive MS Co-Ed *	
Wrestling	Wrestling*	*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

Department of Athletics - Code of Conduct

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, (1st semester) or the fourth Friday of February, (2nd 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 4th holiday of any given year.

Department of Athletics - Code of Conduct

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 15th 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.

Department of Athletics - Code of Conduct

- | | | |
|----|--|---|
| 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, court, pool (etc.) or at away events | 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 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

Department of Athletics - Code of Conduct

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 programs 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.”

Department of Athletics - Code of Conduct

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 meting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.

Department of Athletics - Code of Conduct

- 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.

Department of Athletics - Code of Conduct

- 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.

Department of Athletics - Code of Conduct

- 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.
- Booing 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.

Department of Athletics - Code of Conduct

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.

Department of Athletics - Code of Conduct

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).

Department of Athletics - Code of Conduct

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

Department of Athletics - Code of Conduct

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 15th grades. For Winter Sports, Semester 1 grades. For Spring Sports, May 1st 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.

Department of Athletics - Code of Conduct

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.

Habits of Mind

The four categories and attributes of the Habits of Mind; Students are evaluated in each category using the following codes:

- ❖ **SD for Self-directed.** Students must consistently demonstrate an advanced level of expectations.
- ❖ **CP for Competent.** Students meet the levels of expectations.
- ❖ **DC for Developing Competence.** Students developing competency inconsistently meet the levels of expectations.
- ❖ **AC for Area of Concern.** Students need to improve their performance in using the Habits of Mind.

Works Independently:

- *Persistence:* The student does not quit when faced with a problem whose solution is not immediately known.
- *Use of Past Knowledge:* The student calls upon past experiences and his/her store of knowledge as a source in the process of solving new problems or challenges.
- *Metacognition:* The student has an accurate perception of what he/she knows and how to change his/her thinking when learning breaks down.
- *Stays on task, stays focused:* The student is able to determine which stimulus to respond to and which to ignore.

Teamwork:

- *Listens to others:* The student actively listens while focusing on the meaning of what is being said, body language and the emotions of others. He/she sets aside one's own values, judgments and prejudices and listens to the ideas of others.
- *Thinks and communicates clearly:* The student is developing skills to communicate accurately, refining the use of language and vocabulary to think and communicate his/her thoughts and ideas accurately.

Habits of Mind

- *Finds appropriate humor:* The student has the ability to appreciate and initiate appropriate humor to enhance the learning situation, rather than interrupting the learning environment.
- *Thinks interdependently:* The student contributes time, energy and ideas within a group for the support of self and others while staying on task.

Work Habits:

- *Manages impulsivity:* The student clarifies and understands directions and thinks before acting or speaking. He/she considers the alternatives and consequences.
- *Strives for accuracy and precision:* The student sees the value in the task and strives for excellence to achieve the highest possible standards and takes pride in his/her work.
- *Is organized:* The student puts resources of time, energy, and supplies to the best use possible. He/she takes time to put thoughts and ideas in some order before beginning tasks.
- *Participates and contributes in class:* The student exhibits interest and curiosity in the classroom, asks questions, and responds with awe and wonder.

Initiative:

- *Thinks flexibly:* The student has the capacity to change his/her mind in response to receiving additional information. He/she approaches problems from different angles, using multiple sources and keeps an open mind when problem solving.
- *Questions and poses problems:* The student thinks deeply, asks questions and finds answers that fill in the gaps to better understanding. He/she builds on what is known, by seeking additional information.
- *Is creative, imaginative, and innovative:* The student can generate novel, original, and clever ideas to approach problem solving.
- *Takes responsible risks:* The student leaves his/her comfort zones to explore different avenues of learning in an appropriate manner. He/she views setbacks as interesting, challenging, and growth producing.
- *Is motivated:* The student is progressing in his/her responsibility for his/her education. He/she values learning for learning's sake.

Reports and Research at Centennial and Millennium Middle Schools

South Lyon, Michigan

The Thesis Statement

The thesis statement is a single sentence which states the central point of a research paper. This sentence identifies the subject and the writer's opinion of that subject.

Characteristics of a thesis statement:

1. It is a single declarative sentence, not a question.
2. It states the writer's position or findings on a topic.
3. It states the specific focus the paper will have.
4. It suggests what the conclusion will say.
5. It does NOT begin with "The purpose of this paper is..."
6. It is not a statement of the topic.
7. It does not contain multiple clauses.

The THESIS tells the reader what the writer is going to tell them.

The BODY of the paper gives the reader the facts.

The LAST PARAGRAPH contains a restatement of the thesis.

Works Cited or Reference List:

A Works Cited or Reference List is a list of resources used for research.

The Works Cited page should be in proper form. Examples of proper form will follow.

The Works Cited page should be in proper form. Examples of proper form will follow.

These examples are based on the **MLA Handbook for Writers of Research Papers, 8th edition, 2016**. This edition rethinks documentation for an era of digital publication.

In the new model, the work's publication format is not considered. Instead of asking, "How do I cite a book, magazine, or Web page etc.?" the writer creates an entry by consulting the MLA's list of core elements. These are facts common to most works which are assembled in a specific order. **The MLA core elements appear below.**

CORE ELEMENTS

- 1 **Author.**
- 2 **Title of source.**
- 3 **Title of container,**
- 4 **Other contributors,**
- 5 **Version,**
- 6 **Number,**
- 7 **Publisher,**
- 8 **Publication date,**
- 9 **Location.**

Reports and Research at Centennial and Millennium Middle Schools

In the new model, the writer asks, “Who is the author? What is the title?” and so forth, regardless of the nature of the source. Due to the nature of the new changes, please note the bulleted points under the Print and Electronic examples as there are some differences that might be overlooked by writers making the transition from the 7th to the 8th editions. For clarity purposes, individual formats have been maintained.

For further information and rules concerning MLA formatting please refer to the following authority; https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html.

PRINT SOURCES

- **For Books, the city of publication is no longer given.**
- **Use a comma now after publication date.**
- **Publication medium is no longer stated.**
- **Location for print sources = page numbers. p. = 1 page, pp. = more than 1 page.**
- **Remember to always indent 2nd, 3rd and subsequent lines. The first line is not indented.**
- **Attention should be paid to punctuation. Watch commas (,), periods (.), and Italics.**

Reports and Research at Centennial and Millennium Middle Schools

1. Book by one author:

Last Name, First Name. *Title of the Book*. Publisher, Date, Location.

Example:

Day, Nancy. *Your Travel Guide to Ancient Egypt*. Runestone, 2001, pp. 1-98.

2. Book by two authors:

Last Name, First Name, First Name, Last Name. *Title of the Book*. Publisher, Date, Location.

Example:

Collier, Bruce, James MacLachlan. *Charles Babbage and the Engines of Perfection*.
Oxford, 1998, pp. 1-120.

3. Book with no author's name given (usually written by many authors and organized by an editor. Do not list the editor as the author.):

Title of the Book. Publisher, Date, Location.

Example:

The Crash of 1929. Greenhaven, 2002, pp. 1-76.

4. Article within a reference book with an author listed:

Last Name, First Name. "Title of Article." *Title of the Book*. Publisher, Date, Location.

Example:

Morris, Desmond. "Giraffe." *The World of Animals*. Viking, 1993, p. 56.

5. Article within a reference book with no author listed:

"Title of Article." *Title of Book*. Publisher, Date, Location.

Example:

"Dental Assistants." *Occupational Outlook Handbook*. VGM, 2003, pp. 60-85.

6. Article from an encyclopedia or multi-volume set with an author listed (names of authors of encyclopedia articles appear in small print following the article.):

Last Name, First Name. "Title of Article." *Title of the Encyclopedia*. Number, Publisher, Date, Location.

Example:

Kay, Jason. "Hockey." *The World Book Encyclopedia*. 9H, World Book, 2016, pp. 274-282.

7. Article from an encyclopedia or multi-volume set with no author listed:

"Title of Article." *Title of Encyclopedia*. Number, Publisher, Location.

Example:

"Giant Panda." *International Wildlife Encyclopedia*. 7, Marshall Cavendish,
pp. 960-963.

Reports and Research at Centennial and Millennium Middle Schools

8. Periodical Article (Magazine or Newspaper) in print:

Last Name, First name. "Title of Article." *Title of Magazine*, Day Month Year, Location.

Example:

Hamel, Owen. "Saving Salmon, why Care??" *Science News*, 8 April 2002, pp. 8-12.

9. Interview:

Last Name, First Name. Day Month Year of Interview. Location.

Example:

Doe, John. 21 July 2001. Personal Interview.

ELECTRONIC SOURCES & MISC.

- **Placeholders for unknown information like n.d. ("no date") are no longer used.**
- **The URL (without http:// or https://) is now normally given for a web source. Angle brackets are not used around it.**
- **Citing of DOIs (digital object identifiers) is encouraged. If your source is listed with a DOI, use that instead of a URL. The DOI is typically located on the first page of the electronic journal article, near the copyright notice.**
- **Citing the date when an online work was accessed is now optional.**
- **Remember to always indent 2nd, 3rd and subsequent lines. The first line is not indented.**
- **Attention should be paid to punctuation. Watch commas (,), periods (.), and Italics.**

10. Website:

Last Name, First Name. "Title of Article." Website title, Publisher of site, Day Month Year of Publication, Location.

Example: In this example, the author's name is not known.

"Chernobyl Accident 1986." *World Nuclear Association*, April 2018.

[www.world-nuclear.org/information-library/safety-and-security/safety-of-plants/](http://www.world-nuclear.org/information-library/safety-and-security/safety-of-plants/chernobyl-accident.aspx)
[chernobyl-accident.aspx](http://www.world-nuclear.org/information-library/safety-and-security/safety-of-plants/chernobyl-accident.aspx).

11. Magazine or Periodical Article from Electronic Database:

Last Name, First Name. "Title of Article." *Title of Magazine*, Title of Database, Day Month Year of Publication, Location.

Example:

Monastersky, Richard. "Cracking Open the Center of a Temblor." *Science News*, The Free Library, 30 March 1991, [www.thefreelibrary.com/cracking open the center of a temblor.-a010606942](http://www.thefreelibrary.com/cracking+open+the+center+of+a+temblor.-a010606942).

Reports and Research at Centennial and Millennium Middle Schools

12. Electronic Encyclopedia:

Last Name, First Name. "Title of Article." Title of Encyclopedia, Title of Online Source, Day Month Year of Publication, Location.

Cottrell, Leonard. "Pompeii." The New Book of Knowledge, Scholastic GO!, 2018, go.scholastic.com/D/article/a20/236/a2023680-h.html.

13. Internet Image: (Including a Painting, Sculpture, or Photograph)

Artist's Last Name, First Name. *Title of Work of Art*. Name of Institution, and City where work is housed, Date of Creation, Location.

Example:

Klee, Paul. *Twittering Machine*. Museum of Modern Art, New York, 1992, www.moma.org/collection/works/37347.

14. Internet Video: (You Tube)

Author's Last Name, First Name. *Title of Video*. Day Month Year of Creation, Location.

Example:

Obama, Barack. "We Have a Lot of Work to Do." 2 Nov. 2008, www.youtube.com/watch?v=cfjQujYrfEk.

15. Digital Files: (PDF's, MP3's, JPEGs, MS word, Google Docs, etc.)

Author's Last Name, First Name. *Title of Work*. Name of Institution, Day Month Year of Creation, Location.

Example:

Beethoven, Ludwig van. *Moonlight Sonata*. Crownstar, 2006, www.coursehero.com/file/p3pc3v2/Beethoven-Ludwig-van-Moonlight-Sonata-Crownstar-2006-Smith-George-Pax-Americana/.

16. Ebook:

Author's Last Name, First Name. *Full Book Title*. Edition if stated, Volume number if Stated, Publisher, Day Month Year of Publication, Title of overall Web site, Location.

Example:

Hawthorne, Nathaniel. *Twice-Told Tales*. Houghton, 1883, Project Gutenberg, www.gutenberg.org/etext/13707.

17. Blog:

Author's Last Name, First Name. "Title of individual blog entry." *Title of blog*, Date posted, Location.

Example:

Reports and Research at Centennial and Millennium Middle Schools

West, Jessamyn. "On the road." *Librarian.net*, 26 Feb. 2007, www.librarian.net/stax/1984/on-the-road/#comments.

18. Sound/Audio Recording:

Artist's (or composer's/performer's) Last Name, First Name. "*Individual song/speech title.*" *Album Name*, Name of Recording Manufacturer, Publication Date, Location.

Example:

Nirvana. "Smells Like Teen Spirit." *Nevermind*, Geffen, 1991.

www.discogs.com/Nirvana-Smells-Like-Teen-Spirit/release/990295.

19. Video Recording: (DVD/VHS)

Recording Title. Director's Name, Performer's Names, Distributor, Release Year, Location.

Example:

Ed Wood. Dir. Tim Burton, Perf. Johnny Depp, Martin Landau, Sarah Jessica Parker, Patricia

Arquette, Touchstone, 1994, www.imdb.com/title/tt0000000000109707/.

Example of a "Works Cited" page

Remember, the title "Works Cited" should appear centered at the top of the page. Page should be 12 point font, double-spaced; including the line between the title and the first entry. Each entry is alphabetized according to Author's last name. Each entry will begin flush with the left 1" margin and if the entry is more than one line, the subsequent lines are indented 5 spaces from the left margin. Attention should be paid to punctuation. Watch commas (,), periods (.), Italics, etc.

Works Cited

Biel, Timothy. "The Deer Family." *Zoobooks*, April 2002, p. 2-3.

Bradford, Alina. "Moose: Facts About the Largest Deer." *Live Science*, 13 Nov. 2014,

www.livescience.com.

DuTemple, Lesley. *North American Moose*. Carolrhoda, 2001, pp. 7-45.

Raedeke, Kenneth. "Moose." *World Book Encyclopedia*, 2016, p. 798.

Ross, Judy. *Nature's Children-Moose*. Grolier, 1986, pp. 5-47.

Reports and Research

Study Buddies

Three people I can call if I have questions about assignments:

Look for classmates who:

- Take school seriously
- Earn higher grades than you do right now
- Keep up with their work
- Are trustworthy
- Are well-organized
- Are RARELY or NEVER absent!

ELA	Name	Phone #	Do NOT call after:
1.	_____	_____	_____ p.m.
2.	_____	_____	_____ p.m.
3.	_____	_____	_____ p.m.

MATH	Name	Phone #	Do NOT call after:
1.	_____	_____	_____ p.m.
2.	_____	_____	_____ p.m.
3.	_____	_____	_____ p.m.

SCIENCE	Name	Phone #	Do NOT call after:
1.	_____	_____	_____ p.m.
2.	_____	_____	_____ p.m.
3.	_____	_____	_____ p.m.

SS	Name	Phone #	Do NOT call after:
1.	_____	_____	_____ p.m.
2.	_____	_____	_____ p.m.
3.	_____	_____	_____ p.m.

2024-2025 District Calendar

August 20-23 & 26	New Teacher Orientation/Professional Development Days
August 28 & 29	All Teacher Professional Development Days
August 28	Elementary Meet and Greet Event (all schools)
August 30 - September 2	Labor Day weekend; No school
September 3	First Day of School-All Students $\frac{1}{2}$ Day A.M. Only, All Teachers full day
September 4	First Full Day of School
October 7	Elementary Students $\frac{1}{2}$ Day (AM), Elementary Teachers $\frac{1}{2}$ Day Records Day (PM)
October 15	Elementary Students $\frac{1}{2}$ Day (AM), Elementary Teachers $\frac{1}{2}$ Day (PM)
October 15-17	Elementary Parent Teacher Conferences (2 of the 3 evenings)
October 17	Elementary Students $\frac{1}{2}$ Day (AM), Elementary Teachers $\frac{1}{2}$ Day (PM)
November 5	No School for Students - All Teachers Curriculum Day
November 7	High School Parent Teacher Conferences
November 14	Middle School Parent Teacher Conferences
November 15	Elementary Students $\frac{1}{2}$ Day (AM), Elementary Teachers $\frac{1}{2}$ Day Records Day (PM)
November 27	Compensatory Day; No School
November 28-29	Thanksgiving Recess
December 21 - January 5	Winter Break
January 20	No School for Students - MLK Jr. Day - All Teachers Professional Development Day
January 22 - 24	Secondary Students $\frac{1}{2}$ days (AM), Secondary Teachers $\frac{1}{2}$ day (PM) $\frac{1}{2}$ Days for Assessments and Records
February 15 - 23	Mid-Winter Break
March 14	Elementary Students $\frac{1}{2}$ Day (AM), Elementary Teachers $\frac{1}{2}$ Day Records Day (PM)
March 22 - March 30	Spring Break
April 18	No School - Good Friday
May 6	No School for Students-All Teachers Professional Development Day
May 26	No School - Memorial Day
June 11 - 13	All Students $\frac{1}{2}$ day (AM), All Teachers $\frac{1}{2}$ Day Records Day (PM) $\frac{1}{2}$ Days for Assessments and Records
Total Student Days - 181	
Total Staff Days - 182	Total New Staff Days - 187

Professional Development/Curriculum Days count as student days.

“All Teacher” Professional Development/Curriculum Days count as student days. The spring professional development date will fall on the May election day, unless there is an election in March. If there is an election in March, the May professional development date will be shifted to the March election day for that year only.

Whiteboard