

# WELCOME

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

## **Building Administration**

Mr. Chad Scaling, Principal  
Mr. James Brennan, Assistant Principal  
Mr. Mitchell Rosekrans, Assistant Principal  
Mr. Michael Teagan, Athletic Director

## **District Administration**

Ms. Melissa Baker, Superintendent  
Mr. Benjamin Kirby, Assistant Superintendent for Administrative Services  
Ms. Stacy Witt, Assistant Superintendent for Business & Finance  
Ms. Lisa Kudwa, Assistant Superintendent for Curriculum, Instruction, Technology and Assessment  
Mr. Christopher Bullinger, Manager of Facilities and Grounds

## **Board of Education**

Mr. G. Randall Clark, President	(Term expires 12/31/2020)
Mr. Eric Kennedy, Vice President	(Term expires 12/31/2022)
Ms. Carrie Hanshaw, Secretary	(Term expires 12/31/2020)
Mr. Craig Dashner, Treasurer	(Term expires 12/31/2022)
Mr. Anthony Abbate, Trustee	(Term expires 12/31/2020)
Mr. Daniel Schwegler, Trustee	(Term expires 11/2020)
Ms. Jennifer Urtel, Trustee	(Term expires 12/31/2024)

South Lyon High School will educate and support students by providing a variety of learning opportunities designed to prepare them for lifelong challenges.

1. Our school will provide a safe, healthy, supportive environment in which to educate all students.
2. Our school will provide learning experiences involving a wide variety of academic, technical and cultural opportunities.
3. Our school will provide the opportunity for all students to reach their emotional, physical, social and intellectual potential.
4. Our school will meet the challenge of change.
5. Our school will be given the authority to make decisions regarding its operation and management.
6. Students, staff, parents and the community will work together to establish quality educational programs that support students and their efforts.
7. Our school will be a community center, providing opportunities for lifelong learning.
8. Our school will challenge all students at all levels of academic ability.
9. Our school will develop social skills in an atmosphere of respect.

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

Main Office	(248) 573-8150
Attendance	(248) 573-8145
Student Services	(248) 573-8160
Athletics	(248) 573-8170

## PARENT AND STUDENT HANDBOOK

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

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**Board of Education Policies**

South Lyon Community Schools School Board Policies are available on the SLCS website, [www.slcs.us](http://www.slcs.us), under the “Board of Education” tab.

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# GENERAL INFORMATION

## ABSENCE GUIDELINES

Absences are cumulative for the entire semester. On the occasion of each unexcused absence, the Attendance Office will send out a Skylert message for an unexcused absence to the parent. Good attendance is critical to each student's ability to be academically successful.

## 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

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

## ACTIVITIES

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

Auditorium Technical Crew	Link Crew Mentors - (Freshman Transitioning Program)
Band (co-curricular)*	National Honor Society
Choir (co-curricular)*	Newspaper Staff ( <u>The Lion's Roar</u> )
Class Council	Robotics Club
Competitive Marching Band	Science Olympiad
Debate	Social Studies Olympiad
Drama	Student Government/Executive Council
Key Club	Thespians
Lakes Valley Conference	Yearbook ( <u>The Informer</u> )

## ADDITIONAL CREDIT OPPORTUNITIES

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

### Summer School - OTC

We offer the opportunity to attend the Oakland Technical Campus and earn credit. Classes run from 8:00am - 1:00pm five days a week. Fees may vary. For more information, contact Student Services at South Lyon High School 573-8160 or the area Vocational School (248) 668-5600.

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

### Summer School

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

### Summer School/Credit Recovery

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

- Failed a class and ineligible for sports.
- Failed a course required for graduation.
- Transferred from another district and needing to fulfill South Lyon Community Schools requirement.

### On-Line Courses

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

## ADVISORY HOUR

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

## ANNOUNCEMENTS

Public announcements are made three times per week 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 TV Production instructor prior to the start of the school day.

## ATTENDANCE

See Board of Education Policy #5200, "Attendance", on our website at [www.slcs.us](http://www.slcs.us).

## **CANINE SEARCHES**

Periodically, building administration and local law enforcement officials will conduct canine searches in the building. Students will be required to place backpacks in the hallways and remain in classrooms during the search. Backpacks, lockers and vehicles in the student parking lot will be subject to search. (See the Board of Education Policy #577, "Searches", on our website at [www.slcs.us](http://www.slcs.us).)

## **CAREER PLANNING**

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

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

## **CHANGING SCHOOLS**

Appropriate procedure includes:

- Notifying the school's main office as soon as family learns of relocation
- Completing Student Departure/Withdrawal 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) 573-8132.

## **CLOSED CAMPUS**

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

## **COLLEGE INFORMATION**

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

## **COMMUNICATIONS**

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

## **COMPUTER LABS**

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

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

## **CORRECTIVE MEASURES (DEFINITIONS OF)**

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

1. Detentions will be served after school; and if assigned by a teacher, will be served with that teacher.

2. Students participating in sports, extra-curricular activities or work are not excused from afternoon detention. The student has the obligation to inform his/her coach, sponsor or employer that he/she will be remaining after school for the specified amount of time.
3. Missing a scheduled detention will result in doubling of the detention time.
4. Failure to serve the doubled detention will result in a suspension, and the student must still serve the doubled detention.
5. Detentions begin at 2:25pm unless other arrangements are made. Students must be on time and make it known to the assigning person that he/she is serving the detention.
6. Quiet will be maintained during detention hall, and students are required to study or read. Teachers may require their detention students to maintain a quiet atmosphere as well.

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

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

The administrative progression for appeals is as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

South Lyon High School offers a night for parents as an invitation to the school to meet their students' teachers and visit their classrooms. This is a great time to establish contact with your child's teachers and learn about the school rules and classroom expectations. Schedules will be available in the high school Commons.

The night will feature a review of the Annual Report in the Lecture Hall provided by the principal, followed by a journey through your child's actual daily schedule. This event takes place in September each year.

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

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

## **DECISION MAKING**

### PROCEDURAL STEPS

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

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

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

## **DUAL ENROLLMENT**

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

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

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

## **EMERGENCY FORMS**

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

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

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

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



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

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

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

## FINAL EXAMS

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

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

Exam Times	First Semester	Second Semester
7:20-8:52am	1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> hour exams	6 <sup>th</sup> , 4 <sup>th</sup> & 2 <sup>nd</sup> hour exams
9:02-10:34am	2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> hour exams	5 <sup>th</sup> , 3 <sup>rd</sup> & 1 <sup>st</sup> hour exams
10:34am dismissal during both semesters		

## GRADING

### Semester Grades and GPA

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

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

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

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

### Example Semester Grade Calculation for Course:

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

### Example Semester Grade Calculation, AP Course:

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

*Example of Semester GPA Calculation*

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

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

**Incomplete**

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

**Redo/Retakes/Late work**

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

**GRADUATION REQUIREMENTS**

(See Board of Education Policy #5460 on our website at [www.slcs.us](http://www.slcs.us).)

**HABITS OF MIND**

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

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

**HONOR RECOGNITION**

**National Honor Society.** Students who (by their junior year) have accumulated a 3.5 grade point average are eligible to apply for admission to the National Honor Society. In addition to grade point average, the following criteria are also considered: Service, Leadership, and Character. Induction occurs in the fall of each year.  
**Honor Roll.** Recipients of this award must earn a minimum of a 3.0 GPA at the end of the each marking period with no grades lower than a C- for each semester of the current school year. While dual enrolled or online courses will be used to fulfill a complete schedule, students will only earn Honor Roll recognition on classes taken at South Lyon High School.

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

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

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

<u>Earning a Diploma with Honors</u>	
3.50	Cum Laude
3.65	Magna Cum Laude
3.80	Summa Cum Laude

### Honors Program Recognition

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

## IMMUNIZATIONS

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

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

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

## LIBRARY MEDIA CENTER

### 1. Goal

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

### 2. Hours and Student Use of Library

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

### 3. Materials

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

### 4. Library Computer Lab

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

### 5. Services

For students' convenience, we keep a supply of pens, pencils, and flash drives on hand for purchase. Prices are posted.

### 6. Library Cards

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

### 7. Circulation

Books circulate for three weeks. Magazines circulate only overnight.

### 8. Fines

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

### 9. Orientation

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

## LICE

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 1/4" 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.

## LISTEN, LEARN, EXERT, RESPECT

SLHS Students and Staff strive to:

- **Listen**.....to ourselves, our community, our peers
- **Learn**.....from our experiences, both inside the classroom and out
- **Exert**.....to give our best effort, in all situations
- **Respect**.....ourselves, our community, and the opportunities presented before us

## LOCKERS

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

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

## LUNCH PROGRAM

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

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

1. Students are responsible for requesting their own make up work.
2. Students will be given the same number of days as the number of absence days to hand in the work.
3. If assignments are not turned in, in the allotted number of days, students will not be given credit for completed work.
4. Students who will be absent for an extended period of time may request homework from the Main Entrance Office at 573-8150.

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

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

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

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

Programs offered at the Center include the following:

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

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

### **PARENT-TEACHER CONFERENCES**

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

Students and parents are encouraged to consult with teachers, counselors or the administration at any time pertaining to any phase of the learning process. If an appointment is necessary, please telephone the school office at 573-8150 to schedule a time.

### **PASSES**

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

### **POLICY OF NON-DISCRIMINATION**

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

### **POSTERS AND SIGNS**

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

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

#### **FAMILY ACTIVITIES**

The school recommends that vacation trips and/or pre-planned family activities be scheduled during school vacations. When that is not possible, and the trip will be three days or more in length, the student must obtain a Pre-arranged Vacation Form from the Attendance Office, which is to be completed in full, signed by the student's teachers and the parent, and returned to the Attendance Secretary. (See Board of Education Policy #5200 on our website at [www.slcs.us](http://www.slcs.us).)

### **PUBLIC ACT 25**

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

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

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

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

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

## **RELEASE OF STUDENTS**

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

## **REPORT CARDS**

The student school year is divided into two semesters with report cards issued at the end of each one. At the conclusion of each semester, report cards will include final examination grades. Course credit is determined by semester grades.

The South Lyon Community Schools offers the Skyward Family Access service for parents to monitor their student's academic progress. In order to access this service, parents should contact the building secretary in order to obtain an activation code for each child enrolled. Report cards will be posted online in Skyward at the end of each semester and also mailed to parents/ guardians at the end of each semester.

## **SAFETY DRILLS**

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

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

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

## **SCHEDULE-CHANGE PROCEDURE**

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

## **SCHOOL CLOSING**

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

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

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

## **SCHOOL DAY**

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

## **SCHOOL PROPERTY**

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

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

The Shared Involvement Process (SIP) is a committee made up of parents, teachers, students (one representative and one alternate from each grade level), support staff and the principal. The SIP allows for site-based decision-making at the high school. For example, the SIP committee assists the principal in developing the annual budget. Goals are set, strategies for achieving the goals are developed and evaluation of goal accomplishment are all part of the SIP process.

## **SICK ROOM PROCEDURE**

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

## **SIGN IN/SIGN OUT PROCEDURE**

Students who arrive at 7:30am or later for a first hour class must sign in by reporting to the Attendance Office. Students who need to leave school due to illness or other excused 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. The Attendance Office phone number is 573-8145. Failure to sign in or out will result in disciplinary action. Students must have their student ID cards during school hours.

## **SKYLERT**

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

## **SKYWARD ACCESS**

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

## SPECIAL EVENTS

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

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

## STUDENT GOVERNMENT

The purpose of student government is:

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

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

## STUDENT INSURANCE

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

## STUDENT PROPERTY

It is advised that students not bring unnecessary amounts of money or valuables to school. Items such as rings and watches should be carefully guarded when worn. Gym and hall lockers are not good places to house these items, especially since classes (P.E., etc.) necessitate leaving them behind. School insurance covers only those items owned by the school. Valuable property such as cell phones, radios, tape recorders, electronic games, CD and MP3 players, and pagers should not be brought to school. Failure to follow this procedure will result in confiscation. Confiscated items will be sent to the office. These confiscated items will be returned to the parents after a conference or to the students at the end of the school year, whichever occurs first. **ANY THEFT FROM HALL LOCKERS, GYM LOCKERS OR ANYWHERE ELSE IN THE BUILDING SHOULD BE REPORTED TO THE MAIN OFFICE ADMINISTRATION IMMEDIATELY.** (See Board of Education Policy #5136, "Use of Electronic Communication Devices", on our website at [www.slcs.us](http://www.slcs.us).)

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

## STUDENT SERVICES

Some of the services available through your Student Services are:

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

## TARDY POLICY

A. Any student who is tardy to 1<sup>st</sup> hour must report directly to their 1<sup>st</sup> hour class. After 7:35am, all late students sign in at the Attendance Office. We will pull parking, administer lunch detentions, issue Saturday detentions and administer out-of-school consequences in all 1<sup>st</sup> hour situations.

1. Documentation in Skyward
2. Documentation in Skyward
3. Referral to Restorative Practices for 3<sup>rd</sup> Offense
4. Saturday detention 2 hours/pull of parking/after school detention
5. Saturday detention 4 hours, habitual offender status

B. Any student who is tardy to hours 2-6 must track through the following actions:

1. Documentation in Skyward for the 1<sup>st</sup> tardy.
2. Documentation in Skyward for the 2<sup>nd</sup> tardy. Teacher needs to make student aware of their tardy behavior
3. Referral to Restorative Practices session on 3<sup>rd</sup> tardy.
4. The 4<sup>th</sup> tardy warrants a verified contact home and the assigning of an after school detention by the teacher.
5. The 5<sup>th</sup> tardy warrants a referral to an assistant principal for the administration of a further consequence – a Saturday detention, habitual offender status

The offenses for tardiness are per class, not cumulative. Teachers enter student detention information on google documents titled, "After School Detention List."

## TELEPHONE POLICY

Students who are ill and wish to go home are required to use the Attendance Office phone. Students may not use the office phone except in cases of emergency. Parents who need to contact their student during the school day are asked to contact the Attendance Office at (248) 573-8145.

In order to minimize classroom disruptions and maximize student instruction, we will not call students out of classes for phone messages unless it's an emergency. If you need to pick up your student, please call the Attendance Office at (248) 573-8145 and leave a message indicating your student's name, time you would like them excused and reason. The messages are checked every 20-30 minutes. We will not call students out of class to pick up items from the office. If your student is aware that you are bringing items for him/her, he/she can stop by the attendance office between classes.

## TESTING

Students should check with their counselor regarding testing deadlines.

1. PSAT (Preliminary Scholastic Aptitude Test)  
This test is made available to all 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students. This test is a prerequisite for the National Merit Scholarship Competition.
2. Michigan Merit Examination (MME)  
All 11<sup>th</sup> grade students are required to take the MME for graduation. The MME consists of three separate tests: SAT with Essay, ACT Workkeys and M-Step. All must be completed with valid scores. The MME is administered in the Spring to 11<sup>th</sup> grade students and any seniors who did not complete the MME in their junior year.
3. AP (Advanced Placement Tests)  
Students who are enrolled in Advanced Placement (AP) classes are encouraged to take the corresponding AP exam, the passing of which can result in the earning of college credit. The following AP courses prepare students to take these exams:

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

## TESTING OUT

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

In order to test out, students must exhibit mastery of the course content by attaining a passing grade of 78% or better on a comprehensive final assessment. In addition, along with the exam, students may also be required to demonstrate mastery through basic assessments used in the class, 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 computation of the grade point average. If a student had already taken the entire course prior to testing out, but did not pass the course, the failing grade will remain on the student's transcript and averaged into the grade point average. This is for core classes (required for graduation) only. For non-core classes, students may "place out" meaning students may take the test to place them in a more advanced course. Credit is not given for students placing out of course sequence. Testing out is offered in June and January of each year. Students should discuss the possibilities with their counselor.

## VISITORS

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

## WHERE TO GO...

REGARDING	LOCATION	SEE
Activities .....	Office .....	Asst. Principal or Secretary
Athletics .....	Athletic Office .....	Athletic Director 573-8170
Attendance .....	Attendance Office .....	Attendance Secretary
Auto Registration/Student Parking .....	1 <sup>st</sup> Floor Office .....	Secretary
Bus Information .....	Trans. Dept. ....	Trans. Secretary 573-8900
CHEERS .....	Main Office .....	CHEERS Building Coordinator 573-8150
Colleges .....	Student Services .....	Your Counselor
Clubs .....	Club Sponsor .....	Classrooms
Dual Enrollment .....	Student Services .....	Your Counselor
Finding a Job .....	Student Services .....	Careers Facilitator/Your Counselor
First Aid .....	Main Office .....	Secretary
Fund Raising Activities .....	Same as for Clubs	
Grading .....	Classrooms .....	Your Teachers
Graduation Requirements .....	Student Services .....	Your Counselor
Library/Media Info. ....	Library/Media Center .....	Media Specialist
Lockers .....	Attendance Office .....	Attendance Secretary
Media/Av. Equip. ....	Library/Media Center .....	Media Specialist
Oakland Technical Campus (OTC) .....	Student Services Center .....	Your Counselor

# STUDENT CODE OF CONDUCT

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

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

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

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

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

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

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

Swearing or inappropriate language or gestures.

Corrective Measures

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

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

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

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

Corrective Measures:

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

## (C) OFFENSE: ARSON

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

Corrective Measures:

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

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

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

1. Detention.



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

#### (F) OFFENSE: CHEATING

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

Corrective Measures:

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

#### (G) OFFENSE: CLASSROOM BEHAVIOR

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

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

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

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

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

Corrective Measures:

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

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

The South Lyon High School shall be operated on the basis of a closed campus. This shall be interpreted to mean that students after arriving at school in the morning shall not leave the school property during their regularly scheduled day, unless they have signed out in the Attendance Office. Being absent without administrative authorization or parental permission is an act of truancy, and truancy is considered an unexcused absence under our attendance policy. School work missed due to truancy may not be made up. For purposes of discipline, trancies are cumulative throughout the school year. Regular school attendance is required by State of Michigan law. It is imperative that parents/guardians insist upon regular, timely school attendance. When absences reach ten days, parents will be contacted in an attempt to rectify the situation. Excessive absences may result in a referral made to Youth Assistance and to the Oakland County Truancy Department. Extenuating circumstances may modify the policy outlined above. Parents/guardians are asked to provide documentation of such extenuating circumstances, such as court appearances, illness, etc. When a student is absent from school, for any reason, the parent/guardian is to call the Attendance Line within 24 hours of the absence, at (248) 573-8145. Messages can be left 24 hours a day and on weekends.

Corrective Measures:

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

#### SATURDAY DETENTIONS FOR TRUANCY – EXPECTATIONS

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

Saturday detentions will meet in a pre-determined location.

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

Failure to serve the Saturday detention, leaving detention early, or being asked to leave the detention early due to disciplinary reasons, will result in further disciplinary action.

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

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

Corrective Measures:

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

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

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

- Corrective Measures:
1. Parent notification
  2. Student will be required to change clothing
  3. Detention
  4. Saturday school

#### (K) OFFENSE: DRIVING VIOLATIONS

Because of the limited number of parking spaces, the privilege of a yearly parking permit will be issued only to juniors (10+ credits) or seniors (16+ credits) who apply for them and pay a yearly fee of \$45.00 per vehicle, or \$25.00 each semester per vehicle, or, for those who only drive occasionally, a \$1.00 daily rate. Students who are not juniors or seniors but have extenuating circumstances may request special permission to park. If denied permission, the student and/or parent may appeal the decision to the review committee (made up of the principal, a parent and a teacher). Students who apply for and receive parking stickers will be allowed the privilege of parking in the student lot as long as the following rules are obeyed:

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

Corrective Measures:

1. 1st offense-20 day loss of privilege.
2. 2nd offense-90 day loss of privilege.
3. 3rd offense-Loss of parking privilege.
4. There will be no refund of the parking fee if the disciplinary actions listed above are imposed.
5. The principal is the final state in the appeal process for loss of parking privileges.
6. Unregistered students who park on school grounds without a sticker will be assessed a \$1.00 daily rate and will be subject to discipline, ranging from detention through suspension.
7. If a parking pass has been revoked and the student parks on campus, the student will receive disciplinary action.

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

**ELECTRONIC DEVICES PROCEDURES** (See Board of Education Policy #3210.01 on our website at [www.slcs.us](http://www.slcs.us).)

South Lyon Community Schools recognizes that Personal Electronic Devices (PEDs) serve several important functions in our society and in ways that support student learning, organization, communication and instruction. However, these devices can also be a distraction to the learning environment. In consideration of the beneficial

value and also the potential for misuse of these devices, this procedure has been developed to balance the integrity and instructional quality of our programs with the age and maturity levels of our students.

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

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

#### Cell Phones

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

#### IPods/MP3 players

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

#### (M) OFFENSE: EXTORTION

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

Corrective Measures:

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

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

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

Corrective Measures:

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

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

Corrective Measures:

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

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

Students must sign in if they arrive after 7:20 a.m. or sign out if they leave before completion of their assigned schedule. In order to sign out, the attendance office secretary must speak to the parent by phone or in person. **NOTES WILL NOT BE ACCEPTED.** The Attendance Line phone number is 573-8145. If a student leaves without signing out, this will be considered truancy.

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

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

perpetuate a fight may also be held responsible.

Corrective Measures:

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

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

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

Corrective Measures:

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

**(S) OFFENSE: FIREWORKS (Possession, Use, Sale)**

Corrective Measures:

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

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

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

Corrective Measures:

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

**(U) OFFENSE: FOOD FIGHT**

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

Corrective Measures:

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

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

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

Corrective Measures:

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

**(W) OFFENSE: GAMBLING**

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

Corrective Measures:

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

**(X) OFFENSE: HABITUAL OFFENDER**

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

Corrective Measures:

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

(See Board of Education Policy #5530, "Substance Abuse", on our website at www.slcs.us.)

**(Y) OFFENSE: HAZING**

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the district, will be subject to disciplinary action. (See Board of Education Policy #5516, "Student Hazing", on our website at www.slcs.us.)

**(Z) OFFENSE: INSUBORDINATION**

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

Corrective Measures:

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

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

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

Corrective Measures:

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

**(BB) OFFENSE: NUISANCE ITEMS**

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

Corrective Measures:

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

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

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

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

Corrective Measures:

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

**(DD) OFFENSE: "PANTSING"**

Pantsing is defined as the public pulling down of someone else's pants. This is considered a form of sexual harassment towards another person. (See Board of Education Policy #5517, "Harassment of Students", on our website at www.slcs.us.)

Corrective Measures:

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

**(EE) OFFENSE: PLAGIARISM**

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

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

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

(See Board of Education Policy #7434 on our website at [www.slcs.us](http://www.slcs.us).)

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

(See Board of Education Policy #7434 on our website at [www.slcs.us](http://www.slcs.us).)

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

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

Corrective Measures:

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

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

Students are not allowed outside the building during the school day. This includes all parking lots, drives, courtyards and athletic fields. During the lunch period, students are expected to be in the commons. All other areas are considered restricted.

Corrective Measures:

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

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

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

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

Corrective Measures:

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

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

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

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

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

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

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

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

**Anti-Harassment**

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

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

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

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

Sex-based harassment includes any of the following conduct:

**Verbal:** unwelcome comments, including the use of derogatory, sexually suggestive, or vulgar language; the use of sexual 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 of Education Policy #3363/5518 applies to all conduct occurring on District property, at any District-sponsored event, on any District-owned vehicle, or at any event or activity in which students or employees of the District are attending or participating in by virtue of their relationship with the District.

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

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

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

Corrective Measures:

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

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

Corrective Measures:

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

#### **(MM) SUBSTANCE ABUSE: UNDER THE INFLUENCE AND/OR POSSESSION OF PROHIBITED DRUGS AND/OR ALCOHOL**

(See Board of Education Policy #5530, "Substance Abuse", on our website at [www.slcs.us](http://www.slcs.us).)

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

(See Board of Education Policy #5530, "Substance Abuse", on our website at [www.slcs.us](http://www.slcs.us).)

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

(See Board of Education Policy #5530, "Substance Abuse", on our website at [www.slcs.us](http://www.slcs.us).)

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

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

#### **(OO) OFFENSE: TARDINESS (See full and detailed Tardy Policy in previous section of the handbook)**

Students are expected to be on time for all classes. The third and all consecutive tardies to any one class may result in the following measures:

Teacher corrective measures:

1. Parent contact
2. 20 minute detention to be served with teacher or in the detention hall. Detention doubled if not served.
3. 40 minute detention to be served with teacher or in the detention hall. Detention doubled if not served.
4. Referral to administrator if students are habitually tardy after the above measures have taken place.

Administrative corrective measures:

- |                                |                                 |
|--------------------------------|---------------------------------|
| 1. Parent Contact              | 3. Four-hour Saturday detention |
| 2. Two-hour Saturday detention | 4. Social Probation             |

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

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

Corrective Measures:

1. Parent contact
2. Restitution for stolen property
3. May involve law enforcement agency

4. May require student to make use of counseling services
5. Out-of-school suspension
6. Social probation

**(PP) OFFENSE: THREATS**

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

Corrective Measures:

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

**(QQ) OFFENSE: TRESPASSING**

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

Corrective Measures:

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

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

Corrective Measures:

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

**(SS) OFFENSE: VANDALISM**

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

Corrective Measures:

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

**(TT) OFFENSE: VIOLATION OF ACCEPTABLE USE POLICY**

(See Board of Education Policy #7540 on Acceptable Use Policy for Technology on the website at [www.slcs.us](http://www.slcs.us).)

Corrective Measures:

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

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

(See Board of Education Policy #5772 on our website at [www.slcs.us](http://www.slcs.us).)

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

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

Corrective Measures:

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



# South Lyon Community Schools Athletics – Philosophy & Code of Conduct

## INTRODUCTION

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

## PHILOSOPHY AND OBJECTIVES

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

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

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

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

## Lakes Valley Conference High School

South Lyon High School 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 vary depending on the sport.

## ATHLETIC PROGRAM OFFERINGS

### Fall

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

### Winter

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

### Spring

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

\*denotes middle school athletic offering

## REGULATIONS

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

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

1. Do not use profanity or obscene language. Refrain from cheers which downplay the opponent.

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

School officials retain the right to refuse admittance or remove a person(s) from an event due to inappropriate behavior

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

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

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

**Physical Examinations.** No student shall be eligible to tryout, practice or participate without a SIGNED (M.D., D.O. or another authorized professional) current year physical on file with the athletic department certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. (\*A current year physical is interpreted as any physical examination given on or after April 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 **not** immediately eligible to participate in an interscholastic contest or scrimmage in the school to which the student transfers.

\* Please see the Athletic Director to discuss MHSAA transfer rules, regulations and exemptions to determine your eligibility.

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 GUIDELINES**

	<b>SLCS POLICY</b>
<b>To establish eligibility at the end of a semester. (June or January)</b>	Students must have a minimum of a 1.7 semester GPA and <b>no end of semester E's</b> from the previous semester.
<b>If not eligible for fall co/extra-curricular activities at the end of the second semester (June)</b>	<p><b>Option #1:</b> Students who are not eligible according to SLCS policy remain ineligible until at least the first eligibility check of the year to <u>establish</u> eligibility. Grades received for their <u>current classes</u> will be used to calculate GPA for eligibility purposes only. Students must have a current GPA of a 1.7 and no Es at the time of the first eligibility check to establish eligibility.</p> <p><b>Option #2:</b> If a student enrolls in and completes a pre-approved <u>summer school</u> class to re-establish eligibility, their GPA will be re-calculated upon completion of the course and pending documentation. <u>Note:</u> Transcript will reflect credit, but the grades for online classes are not used in the calculation of the <b>official cumulative GPA</b>. <u>Courses must be completed and grades documented prior to the start of the season.</u></p>
<b>If not eligible at the end of the first semester (January)</b>	Students who did not <u>establish eligibility</u> at the end of 1st semester according to SLCS policy are ineligible for a minimum of 6 weeks. Students have until the first eligibility check of 2 <sup>nd</sup> semester to <u>establish</u> eligibility. Grades received for their <u>current classes</u> will be used to calculate GPA for eligibility purposes only. Student must have a current GPA of 1.7 and no Es at the time of the eligibility check to establish eligibility.
<b>To <u>maintain</u> eligibility during the semester after eligibility</b>	Students must pass 66% of classes (4 of 6) at eligibility check on the 1 <sup>st</sup> of each month.

<b>has been established</b>	
<b>If a student becomes ineligible at any point in the semester</b>	Students have a 2-week window to regain eligibility by demonstrating they are passing 4 of 6 classes.
<b>If a student has failed 3 or more courses at the end of a semester</b>	Student is ineligible for 60 school days. GPA on the 60 <sup>th</sup> day must be a 1.7 and the student must have no Es to re-establish eligibility. If established, student can participate beginning day 61.

Example #1: A student that is not eligible based on SLCS policy at the end of second semester (June):

Student earns the following end of semester grades:

- A 4.0
- B 3.0
- C 2.0
- D 1.0
- A 4.0
- E 0.0

GPA for Semester = 2.33

Meets the GPA requirement, but not the “no E” requirement

Option #1: The student may take online classes prior to the start of the extra- or co-curricular **fall season** to recover credit for **fall teams or clubs**. GPA will be recalculated for the purpose of eligibility only. Note: Transcript will reflect credit, but the grades for online classes are not used to calculate the official GPA. Credit recovery must be complete and documented prior to the start of the season.

Option #2:

If the student does not choose to do credit recovery, they have until October 1<sup>st</sup> to re-establish eligibility with at least a 1.7 GPA and no Es. The GPA will be calculated using their current grades to make sure they have no Es at the time of the eligibility check.

Example #2 (Either June or January):

Student earns the following end of semester grades:

- D 1.0
- D- 0.7
- D- 0.7
- D 1.0
- D- 0.7
- D 1.0

GPA for Semester = 0.85

Meets the “no E” requirement, but not the GPA.

The student will have until first eligibility check of the semester to re-establish eligibility with at least a 1.7 GPA and no Es. The GPA will be calculated using their current grades to make sure they have no Es at the time of the eligibility check.

Option #1: The student may take online classes prior to the start of the extra- or co-curricular **fall season** to recover credit for **fall teams or clubs**. GPA will be recalculated for the purpose of eligibility only. Note: Transcript will reflect credit, but the grades for online classes are not used to calculate the official GPA. Credit recovery must be complete and documented prior to the start of the season.

Option #2:

If the student does not choose to do credit recovery, they have until October 1, to re-establish eligibility with at least a 1.7 GPA and no Es. The GPA will be calculated using their current grades to make sure they have no Es at the time of the eligibility check.

## South Lyon Community Schools: Co-Curricular and Extra-Curricular

### STANDARDS OF CONDUCT

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

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

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

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

from the suspension. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property.

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

## **SPORTSMANSHIP**

### Sportsmanship Expectations

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

### Mission Statement

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

### Sportsmanship Expectations

#### Local School Board

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

#### School Administration

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

#### Coach

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards. Practicing good citizenship is practicing good sportsmanship!
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking and intimidation, will not be tolerated.
- Set a good example for players and spectators to follow.
- Respect the integrity and judgment of game officials.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Please confine your remarks to game statistics and to the performance of your team.
- Instruct participants and spectators in proper sportsmanship responsibilities.
- Acknowledge participants and spectators for displaying proper sportsmanship.
- Be no party to the use of profanity or obscene language or improper actions.

#### Student Athlete

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

#### Cheerleaders

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

### Other Student Groups

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

### Spectators

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

### Public Address Announcer

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

### Acceptable Behavior

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

### Unacceptable Behavior

- Taunting, trash talk and other intimidating actions.
- Not admonishing those sitting around you who engage in practice of poor sportsmanship.
- Disrespectful or derogatory yells, chants, songs or gestures.
- 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.

### *SQUAD CUTS*

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

### **CONFLICT OF RESPONSIBILITIES**

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

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

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

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

### **VACATIONS DURING THE SEASON**

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

### **ATTENDANCE - SCHOOL & PRACTICE**

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

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

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

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

### **PERSONAL APPEARANCE**

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

### **TRAVEL**

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

### **EQUIPMENT**

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

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

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

### **PARENT'S RESPONSIBILITY**

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

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

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

### ***PROPER SUPERVISION***

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

### ***CORRECTIVE MEASURES***

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

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

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

### ***REVIEW PROCEDURES***

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

#### **Steps for review:**

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

### ***AWARDS***

The Athletic Department will give the following awards:

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

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

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

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

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

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

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

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

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

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

## **UNDERSTANDING CONCUSSIONS**

### **Educational Material for Parents and Students**

#### **(Content Meets MDCH Requirements)**

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

#### **Some Common Symptoms**

- Headache
- Pressure in the Head
- Nausea/Vomiting
- Dizziness
- Balance Problems
- Double Vision
- Blurry Vision
- Sensitive to Light
- Sensitive to Noise
- Sluggishness
- Haziness
- Fogginess
- Grogginess
- Poor Concentration
- Memory Problems
- Confusion
- "Feeling Down"
- Not "Feeling Right"
- Feeling Irritable
- Slow Reaction Time
- Sleep Problems

#### **WHAT IS A CONCUSSION?**

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

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

#### **IF YOU SUSPECT A CONCUSSION:**

**1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.

**2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

**3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### **SIGNS OBSERVED BY PARENTS:**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### **CONCUSSION DANGER SIGNS:**

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

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

#### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

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

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

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



# TRANSPORTATION CODE OF CONDUCT

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

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

## **Responsibilities of Students**

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

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

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

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

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

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

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

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

parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process. If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.

- d. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.

## APPENDIX

### Board of Education Disciplinary Hearing

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

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

The Board may determine that the student can petition for reinstatement to the school system after a period of time and within conditions identified by the Board at the time that the student is expelled. Student petitions for reinstatement shall be directed to a reinstatement committee which shall convene a hearing and make a subsequent recommendation regarding reinstatement to the Board.

Reinstatement for all expelled students may only be authorized by the Board of Education.

### Lakes Valley Conference (LVC)

**Lakeland HS**  
1630 Bogie Lake Rd.  
White Lake, MI 48383  
248-676-8320

**South Lyon East HS**  
52200 W. Ten Mile Rd.  
South Lyon, MI 48178  
248-573-8700

**Walled Lake Western HS**  
600 Beck Rd.  
Walled Lake, MI 48390  
248-956-4400

**Milford HS**  
2380 S. Milford Rd.  
Highland, MI 48357  
248-684-8091

**Walled Lake Central HS**  
1600 Oakley Park  
Walled Lake, MI 48390  
248-956-4700

**Waterford Kettering HS**  
2800 Kettering Dr.  
Waterford, MI 48329  
248-673-1261

**South Lyon HS**  
1000 N. Lafayette St.  
South Lyon, MI 48178  
248-573-8150

**Walled Lake Northern HS**  
6000 Bogie Lake Rd.  
Commerce, MI 48382  
248-956-5300

**Waterford Mott HS**  
1151 Scott Lake Rd.  
Waterford, MI 48328  
248-674-4134