

WELCOME

The administration and staff would like to welcome all of our students to South Lyon East High School! We pledge our support to help 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. Larry Jackson, Principal
Ms. Linda Chudy-Bowman, Assistant Principal
Mr. Michael Teagan, Athletic Director
Mr. Adam Beutel, Assistant Athletic Director

District Administration

Dr. William Pearson, Superintendent
Dr. Jean Schmeichel, Assistant Superintendent for Curriculum,
Instruction, Technology and Assessment
Mrs. Melissa Baker, Assistant Superintendent for Administrative
Services
Mr. James Graham, Assistant Superintendent for Finance
Mr. Mike Casey, Operations Director for Environmental Services

Board of Education

Mr. Don Beagle Mrs. Ann Knauer-Bizer
Mr. Steven Brummer Mrs. Cindy Orendach
Mr. Douglas Curry Mr. David Taulbee
Mr. Greg Downey

South Lyon East High School Mission Statement

The mission of South Lyon East High School is to provide students a rigorous education in order to develop responsible, knowledgeable, and respectful participants in society who make positive contributions at home, school, work, and in the global community.

We at South Lyon East High School believe:

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

**South Lyon East High School is
Dedicated to Rigor, Responsibility & Respect**

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GENERAL INFORMATION

(A) PARENT AND STUDENT HANDBOOK

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

(B) ACCREDITATION

South Lyon East High School is accredited by the 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.

(C) SCHOOL DAY

The school day will begin at 7:20 A.M.
The school day will conclude at 2:13 P.M.

(D) REPORT CARDS

The student school year is divided into 6 marking periods of 6 weeks each, 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.

(E) GRADING

- A. South Lyon East High School utilizes a standardized grading scale. The following percentages are used in all classes to determine marking period letter grades:

| | | |
|--------------|------------|------------|
| A+: 98 - 100 | B: 82 - 87 | C-: 70- 71 |
| A: 92 - 97 | B-: 80- 81 | D+: 68- 69 |
| A-: 90- 91 | C+: 78- 79 | D: 62 - 67 |
| B+: 88-89 | C: 72 - 77 | D-: 60- 61 |
| | | E: 59 - 0 |

- B. Each student's report card will indicate a grade point average for that six week period. South Lyon East High School uses the 4-point grading system for all purposes. Accumulative grade point average for each student is computed only at the end of each semester. Final grades for each semester will not exceed a 4.0.

Each marking period and final exam letter grade is assigned a value on the 4.0 scale.

| | | | |
|------------|-----------------|------------|-----------|
| A+ ... 4.3 |B ... 3.0 | C- ...1.7 | E ... 0.0 |
| A ... 4.0 |B- ... 2.7 | D+ ...1.3 | |
| A- ... 3.7 |C+ ... 2.3 | D ... 1.0 | |
| B+ ... 3.3 |C ... 2.0 | D- ... 0.7 | |

NOTE: A grade of "G" can only be given with the approval of the building principal.

The final grade is determined by an average of the 4.0 values (above) of the letter grades of three marking periods and the final exam letter grade, using the scale below:

| | | |
|---------------|--------------------|----|
| 3.85 – 4.0 | 4.0 Semester Grade | A |
| 3.5 – 3.849 | 3.7 Semester Grade | A- |
| 3.150 – 3.499 | 3.3 Semester Grade | B+ |
| 2.85 – 3.149 | 3.0 Semester Grade | B |
| 2.5 – 2.849 | 2.7 Semester Grade | B- |
| 2.15 – 2.499 | 2.3 Semester Grade | C+ |
| 1.85 – 2.149 | 2.0 Semester Grade | C |
| 1.5 – 1.849 | 1.7 Semester Grade | C- |
| 1.15 – 1.499 | 1.3 Semester Grade | D+ |
| 1.149 – 0.85 | 1.0 Semester Grade | D |
| 0.849 – 0.7 | 0.7 Semester Grade | D- |
| 0.699 – 0.0 | 0.0 Semester Grade | E |

Incomplete: When, in a teacher's opinion, illness or other valid reasons have interfered with the student's ability to meet class deadlines, a grade of incomplete can be given, rather than a grade. Arrangements for making up the incomplete should be made with the teacher.

- C. In addition to aligning our instruction to standards-based, we have also aligned our process for grading and reporting. Teachers of a common course may select one of the following options for computing grades for that course:
1. Cumulative Points Option where total points are predetermined for the semester. This involves teachers pre-determining the total point value of the course ahead of time (within 200 points), making this point value aware to all students at the beginning of the course, and assigning grades at the card marking that reflects the students progress toward that total point value. For example, a course worth 1000 points at the end of the course, might show a student earning 100 out of 1000 points the first card marking (and a grade of an A), with 1000 total points to be earned during the semester in the class. During the second card marking, the student also gets everything correct and receives, for example, another 150 earned points, thus giving him/her a total of 250 cumulative points out of 1000 points for the semester. The third marking period, therefore, would be worth 750 points, or the balance of the 1000 total points for the course.
 2. Isolating each card marking as a separate grading period and weighting each six week grade toward the final semester and course grade. Teachers of a common course will use the same weighting and this will be communicated to parents and students at the beginning of the semester course. Two grading and reporting dimensions that are common to both options

above are that 1) teachers of the same course will use the same weighting of formative and summative assignments and/or assessments and 2) grades will be averaged using the 4.0 system. Using a four point scale, i.e. A = 4.0, A- = 3.7, B+ = 3.3, etc. teachers will have the prerogative to move the student up half a grade, if the teacher has observational information and/or data that it is warranted. For example, a 3.7 on the first report card, a 3.7 on the second report card, and a 4.0 on the third report card, would normally be an A- grade. However, form observational information/data, along with the third marking period reflecting a summary application of essential skills concepts learned in the semester, the teacher may give the student a final grade of A.

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:

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

(F) GRADUATION REQUIREMENTS

See Board Policy on p. 103 of this handbook.

(G) 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 spring of each year.

Honor Roll - All students who earn a 3.0 GPA for three card markings with no grades lower than a C- during the first semester, and/or all students who earn a 3.0 GPA for two card markings during the second semester with no grades lower than a C- are named to the Honor Roll.

Principal's List - All students who earn a 3.5 GPA, at the end of each marking period, with no grades lower than a B-, for the first five card markings of the current year, are named to the Principal's List.

Academic Letter – Students must be enrolled in six classes per semester to be eligible for an Academic Letter. While dual enrolled classes will be used to fulfill a complete schedule, students will only earn an Academic Letter on classes taken at SLEHS. Students who earn at least a 3.5 GPA at South Lyon Community Schools for both semesters of the previous year will earn an Academic Letter, to be awarded during a dinner in the fall.

Graduating with Honors

| | |
|------|-----------------|
| 3.50 | Cum Laude |
| 3.65 | Magna Cum Laude |
| 3.80 | Summa Cum Laude |

(H) ADDITIONAL CREDIT OPPORTUNITIES

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

Summer School – OTC

We offer the opportunity to attend the Oakland Technical Campus and earn credit. Classes run from 8:00 a.m. – 1:00 p.m., five days a week. Fees may vary. For more information, contact the Student Services Center at South Lyon East High School at (248) 573-8711; or the Vocational School at (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 Principal of SLEHS must approve courses to be taken. Students may earn a maximum of 1 credit for attending summer school classes.

One-Line Courses

The Principal of SLEHS must approve any course to be taken on-line.

(I) 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” that will be figured into the prior 3 card markings. 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 – 8:50 a.m. | 1st, 3 rd & 5 th Hour Exams | 6 th , 4 th & 2 nd Hour Exams |
| 9:00 – 10:34 a.m. | 2 nd , 4 th & 6 th Hour | 5 th , 3 rd and 1 st Hour |

| | | |
|-----------|------------|------------|
| | Exams | Exams |
| Dismissal | 10:34 a.m. | 10:34 a.m. |

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

(J) SQ3R – A READING/STUDY SYSTEM

Survey – Gather the information necessary to focus and formulate goals.

1. Read the title – help your mind prepare to receive to focus and formulate goals.
2. Read the introduction and/or summary,
 - a) Orient yourself to how this chapter fits the author’s purpose
 - b) Focus on the author’s statement of most important points.
3. Notice each boldface heading and subheading.
 - a. Organize your mind before you read
 - b. Build a structure for the thoughts and details to come
4. Notice any graphics and the points they make:
 - a. Charts
 - b. Map
 - c. Diagram
 - d. Other
5. Notice any reading aids:
 - a. Italic
 - b. Bold face print
 - c. Chapter objectives
 - d. End-of-chapter questions

Question – Help your mind engage and concern.

1. One section at a time, turn each boldface heading or sub-heading into as many questions as you think will be answered in that section.
2. The better the questions, the better your comprehension is likely to be.

Read – Fill in the information around the mental structures you have been building.

1. Read each section and think about your questions and answers
2. Take notes. Underline and highlight important information.

Recite – Stop and recall.

1. After each section, stop to recall your questions and see if you can answer them from MEMORY.

2. If you cannot answer from memory, go back (as often as necessary) but do not move on to the next section until you can answer the question from the previous section from memory.

Review – Refine your mental organization and begin building your memory.

1. Once you have finished the entire chapter using the preceding steps, go back over all of the questions from all of the headings.
2. Once you can answer all the questions from memory, you have finished studying the chapter.

(K) TESTING

Students should check with their counselor regarding testing deadlines.

1. MEAP (Michigan Educational Assessment Program)

All 9th grade students will be required to take the Social Studies component of the MEAP in the fall.

2. PLAN

The test is available to all tenth graders in the fall as preparation for the ACT in the junior year. Students who want to participate in dual enrollment as a junior must take the PLAN and earn a qualifying score.

3. PSAT (Preliminary Scholastic Aptitude Test)

This test is made available to all 11th grade students, and is given on the third Saturday of October (10th graders may also take this test). Students pay a fee to the testing company through the Student Services Center. This test is a prerequisite for the National Merit Scholarship Competition.

4. MME (Michigan Merit Examination)

All eleventh grade students are required to take the MME, which includes the Work Keys and other components, and the ACT. These tests are required for graduation and will be conducted at South Lyon East High School in the spring of the junior year. A qualifying score on the MME will result in a Michigan Promise Scholarship, and the ACT is required for most Michigan colleges and universities and may be requested by out-of-state institutions. Students who would like to retake the ACT may do so at SLEHS in the spring of their senior year. The cost of additional retakes is the responsibility of the student.

5. 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 American History | AP Government |
| AP Biology | AP Macroeconomics |
| AP Calculus AB | AP Microeconomics |
| AP Chemistry | AP Statistics |
| AP English | AP World History |

(L) 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, project and/or oral presentations. If the student attains at least a 78% on the testing out assessment, the student will receive credit in the course toward graduation, as well as satisfy core content requirements. For example, testing out of Algebra I would allow the student to move on to Geometry. Once the testing out exam is passed, the student may not receive credit for a lower course in that course sequence. While students will receive credit for testing out of a course with a 78% or higher, a G (credit) will be entered on their transcript, but a grade will not be included in the computation of the grade point average. If the student has already taken the entire course prior to testing out, but did not pass the course, the failing grade will remain on their 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 they may take the test to be placed in a more advanced course. Credit is not given for placing out of course sequence. Testing out is offered in January and June of each school year. Students should discuss the possibilities with their counselor.

(M) STUDENT SERVICES CENTER

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

- | | |
|----------------------------------|--------------------------|
| Aptitude and Achievement Testing | Grief Group |
| Career Counseling | Personal Counseling |
| Class Scheduling | Scholarship Assistance |
| College Information | Tobacco Awareness Groups |
| Co-op | Work Permits |
| Crisis Counseling | Youth Assistance |
| Financial Aid | |

All students will be assigned a counselor at South Lyon East High School. Students may elect to speak to someone other than their assigned counselor regarding private or confidential issues.

(N) COLLEGE INFORMATION

1. Procedure for Applying to College

- a) In-State applications are available upon request in the Student Services Center.
- b) Out-State applications must be requested in writing from the Director of school; addresses are available in the Student Services Center.
- c) Applications should be filled out neatly, preferably typed.

- d) Completed applications should be turned into the Student Services Center with the college application fee in the form of a check or money order.
- e) Students should allow two weeks for our processing of the application. The application process begins after the completion of six high school semesters.
- f) Students need not wait until the SAT or ACT tests have been taken to apply to colleges.
- g) The ACT or SAT should be taken on the following dates:
 - **ACT** – During the student’s Junior year as part of the MME school testing in the spring.
 - **SAT** – May or June of the student’s Junior year, or November of the Senior year.

2. Applying for Financial Aid

- a) The FAFSA (Free Application for Federal Student Aid) should be filed by February of the student’s senior year.
- b) Complete any financial application as required by the school the student is planning to attend.
- c) Remember **deadlines** for financial aid are usually January or February of the student’s senior year.

(O) CAREER PLANNING

At the 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, Bridges, 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.

(P) 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 10th grade PLAN test (for 11th graders) or the 11th grade MME test (for 12th 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 Board of Education determines 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, that he/she qualify for tuition and fee support and you wish to participate, please contact the Principal. While students will receive credit for any dual enrollment or online course, grades will not be figured into the grade point average.

(Q) 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 library is open from 7:00 a.m. to 3:00 p.m. (Tuesday and Friday until 2:30 p.m.) 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 during class periods. Students are not required to have a pass during their lunch period. Only necessary, quiet talking is acceptable. No food or beverages are permitted. Backpacks are not allowed in the Library Media Center. All backpacks must be left in the classroom prior to reporting to the library, or placed inside the Media Center entrance.

3. Materials

Our collection includes books, periodicals, newspapers, pamphlets, audiovisual materials and computer access to numerous sources, including electronic encyclopedias, databases 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, overhead transparencies, poster board and computer disks on hand for purchase. Prices are posted.

6. Library Cards

Each student will receive a student ID card which will serve as their 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 \$10.00 in the library.

7. Circulation

Books circulate for two weeks. Magazines circulate overnight. Playaways circulate for one week.

8. Fines

The fines for overdue books are \$.05 per day, and magazines and playaways are \$1.00. 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.

(R) SCHOOL CLOSING

In the event of severe inclement weather, the Superintendent may make the decision to close school. He will then inform the Law Enforcement Information Network (LEIN) which, in turn, passes it on to radio stations. In the event that school is closed or dismissed early, parents are requested to develop an Emergency Contingency Plan that you would like your student to follow. WJR (760 AM) has the most complete list of school closings. Other media carrying school closings are WPAG (1050 AM), Cable TV (channel 10), www.cancellations.com and the school HOTLINE, 248-437-1125. Do NOT call the schools.

(S) 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.

(T) 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.

(U) 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 on "Electronic Communication Devices on Page 137 of this handbook.")

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.

(V) 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. Personal cell phone use is not permitted during school hours. (See Code of Conduct, p. 50.) Parents who need to contact their student during the school day are asked to contact the Attendance Office at (248) 573-8710. In order to minimize classroom disruptions and maximize student instruction, we will not call students out of classes for phone messages, unless it's an emergency. If you need to pick up your student, please call the attendance line 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.

(W) 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 condition, including relatives, friends and former South Lyon students. All visitors must sign-in at the Main Office, and wear a visitor's badge at all times.

X ANNOUNCEMENTS

Daily public announcements are made covering official business, athletic, music, club and organizational news, plans and accomplishments. Paying careful attention during this time will help alert everyone to the happenings and will assist with planning. Announcements to be made

should be presented to the TV Production instructor prior to the start of the school day.

(Y) CLOSED CAMPUS

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

(Z) STUDENT INSURANCE

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

(AA) BACK TO SCHOOL NIGHT

South Lyon East High School offers a night for parents as an invitation to the school to meet their student's teachers and visit their classrooms. This is a great time to establish contact with students' 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 Auditorium provided by the principal, followed by a journey through the students' actual daily schedule. This event takes place in September each year.

(BB) PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher Conferences are offered during the fall semester. Teachers are located at tables in the Commons, where parents may confer with them regarding student progress and academic program requirements and expectations. Students and parents are encouraged to consult with teachers, counselors, or the administration at any time pertaining to any phase of the learning process. If an appointment is necessary, please telephone the school office at (248) 573-8700 to schedule one.

(CC) LUNCH PROGRAM

Students will eat lunch during one of two scheduled periods. Hot lunch, a la carte and salads are available. Those students, who qualify for free or reduced price lunch, must complete the proper application form and submit it to the main office. All food and beverage items are to be consumed and/or disposed of in the 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.

(DD) 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 must be removed.

(EE) ACTIVITIES COORDINATING COUNCIL (ACC)

The ACC is an organization comprised of parent representatives from all school activities. This organization meets every other month to discuss school-wide issues.

(FF) 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.

(GG) EMERGENCY FORMS

All students are required to have an emergency form completed and signed annually by the parent or guardian. 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.

(HH) 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, parents 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 and integrated within the core curriculum.

Accreditation means meeting or exceeding standards established for six areas of school operation: administrative and school organization, curricula, staff, school plant and facilities, school and community relations, school improvement plans, and student outcomes.

(II) SHARED INVOLVEMENT PROCESS (SIP)

To accomplish its mission, the South Lyon Community Schools endorses the concept of Shared Involvement Process (SIP) as the necessary and appropriate means by which educational decisions of the highest quality are most likely to be achieved at all levels. At South Lyon East High School, SIP meetings are held after school once a month. In addition to parents, teachers, support staff, and an administrator, students also comprise the committee. One student from each grade, as well as his/her alternate, is selected from his/her peers. Once selected, a student may remain on the SIP Committee until graduation as long as he/she remains a student in good standing.

(JJ) 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.

(KK) CHANGING SCHOOLS

Appropriate procedure includes:

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

Parents of any students residing outside of the South Lyon Community School district will need to contact the Manager of Pupil Services at the district administration building, at (248) 573-8134.

(LL) COUGAR HOUR

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

school that the Cougar Instructional Hour is to be productive for all students, and, during this time, every student must be in a location that promotes learning when the tardy bell rings.

SOUTH LYON EAST HIGH SCHOOL WHERE TO GO ...

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

SCHOOL PROCEDURES

(A) ATTENDANCE

Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance is important traits of responsibility and self-discipline for students to develop. Excessive absences are disruptive to the educational process. Improved attendance will result in greater student classroom success and more efficient use of the teacher's time.

Student Responsibility

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

Parent Responsibility

Parents are required to notify the Attendance Office by telephone within 24 hours to excuse an absence. Calls can be received 24 hours per day and on weekends. Calls to excuse an absence will not be accepted after 24 hours. The Attendance Office phone number is 248-573-8710.

Excused Absences

- A. Under the school policy, students are expected to attend all classes. The following absences are excused:
 - 1. Personal illness of student or family member.
 - 2. Death of a family member or close friend of the family or student
 - 3. Medical or dental care
 - 4. Religious observances
 - 5. Participation in a legal proceeding
 - 6. Suspension days
 - 7. Unusual circumstances as approved by building administration
- B. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the board.
- C. Unexcused absences may include but are not limited to the following:
- D.
 - 1. Truancy
 - 2. Oversleeping
 - 3. Car problems
 - 4. Leaving school without permission
 - 5. Signing in late
 - 6. Errand running (shopping, driver’s license, etc.)
 - 7. Pre-planned family activities
- E. Exempt absences (do not count toward absence totals) school sponsored activities such as class field trips.
- F. Excused and/or unexcused absences are cumulative for the entire semester.
- G. Work may not be made up for unexcused absences, except for pre-planned family activities.

(B) ABSENCE GUIDELINES

Absences are cumulative for the entire semester. On the occasion of each unexcused absence, the Attendance Office will either e-mail or mail an unexcused absence notice to the parent.

(C) MAKE UP WORK – General Procedure

- 1. Students are responsible for requesting their own make-up work.
- 2. Students will be given the same number of days as the number of absence days to hand in the work.
- 3. If assignments are not turned in, in the allotted number of days, students will not be given credit for completed work.

4. Students who will be absent for an extended period of time may request homework from the Student Services Center at (248) 573-8711.

(D) 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.

(E) 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.

(F) 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.

(G) SICK ROOM PROCEDURE

Students who become ill during the day must report to the Attendance 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.

(H) SIGN IN – SIGN OUT PROCEDURE

Students who arrive at 7:20 a.m., or later for a first hour class must sign in by reporting to the Attendance Office. Students who need to leave school due to illness or other excused 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 (248) 573-8710. Failure to sign in or out will result in disciplinary action.

(I) 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.

(J) PRE-ARRANGED VACATION FORM

The school recommends that vacation trips be scheduled during school vacations. When that is not possible, 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 return to the Attendance Secretary. Each day of a pre-arranged vacation does count toward the limit of ten absences per semester allowed under our attendance policy.

(K) 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 **two** weeks 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.

(L) 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 diskettes, not the hard drives.
5. Ask the 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).

(M) 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 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.

(N) SPECIAL EVENTS

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

- | | |
|-----------------------|-----------------------------|
| Homecoming | King and Court Selection |
| Float Building | Selected Spirit Week |
| Pep Rally | Competitions and Activities |
| King, Queen and Court | Parade |
| Homecoming Dance | Football Game |
| Winterfest Dance | Basketball Game |
| Senior Honors Night | Underclass Honors Assembly |
| School Assemblies | Junior-Senior Prom |
| Band/Choir Concerts | Graduation Activities |
| Fall Play | Commencement |

| | |
|------------------------|------------------------|
| Musicals | Senior All-Night Party |
| Academic Letter Dinner | Career Pathway Fair |
| Curriculum Fair | |

(O) 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 on Searches on page 114 of this handbook.

(P) OPPORTUNITIES

I. ACTIVITIES

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

| | |
|----------------------|------------------------|
| Auditorium Tech Crew | KLAA Council |
| Band (co-curric)* | Leadership (co-curric) |
| Be the Change Club | National Honor Society |
| Choir (co-curric)* | Robotics Club |
| Class Council | S.A.D.D. |
| Ski Club | Science Olympiad |
| Debate | Student Government / |
| Drama | Executive Counsel |
| Forensics | Thespians |
| Key Club | Yearbook |

II. AFTER SCHOOL DANCE REQUIREMENTS

1. One date per "day school" student.
2. Application for non-SLEHS students must be approved no later than the prior week.
 - Name, school, grade, age, home phone number.
 - No applications for guests at the door.
 - Violations by guests will result in both students being asked to leave.
 - Any false information on application form will result in both students being asked to leave.

- Students must present proper identification upon request (i.e., student ID's, etc.) Failure to do so will result in both students being asked to leave.
3. All items brought to the dance (i.e., coats, purses, etc.) must be checked in.
 4. Appropriate attire must be worn.
 5. Students are expected to not engage in any form of dancing that simulates sexual activities. Those students who cannot comply with this expectation will be asked to leave.
 6. Students must be picked up and dropped off in back of the building.

III. STUDENT GOVERNMENT

The purpose of student government is:

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

The student government is made up of class councils and the Executive Board, each of which includes an elected president, vice-president, secretary, treasurer, public relations person and representatives, at-large. The freshman council, which is composed of elected representatives from both middle schools, does not have class officers. In addition, 5 students are appointed by the student government to be Kensington Lakes Activities Association (KLAA) representatives.

IV. COOPERATIVE EDUCATION

Co-op is a program that allows a student the opportunity to work at a job and receive credit. The student gets his own job with approval by the principal. The experience of working with adults, the requirements of a job, having assigned responsibilities, getting to work on time, and receiving a wage, are all steps in preparing for a place in the working society. The job must be after school hours. Students are required to work a minimum of 15 hours per week and to report their job status weekly to the principal. Students who are interested must make application in the Main Office. Jobs which qualify for Co-op credit must be related to vocational/technical or business coursework the student has studied or is currently taking.

V. OAKLAND SCHOOLS TECHNICAL CAMPUS/SOUTHWEST

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 coursework, and student interest. Note: **The SLEHS Code of Conduct will be enforced while a student attends**

the OTC program at all times. The vocational offerings provide students with the student certification in many of the vocational areas with follow-up job placement upon successful completion.

Programs offered at the Center include the following:

- Agriscience/Floral Design
- Computer Maintenance & Networking Technology
- Health Sciences
- Manufacturing CAD / Engineering Core
- Heavy Equipment & Trucking - Graphic Communications Technology
- Agriscience/Greenhouse/Landscaping
- Marketing
- Manufacturing Technologies
- Automotive Technology
- Collision Repair Technology
- Welding/Fabrication

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.

R. 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 non-custodial parent/guardian. Absent such notice, the school will presume that the student may be released into the care of either parent/guardian.

SOUTH LYON COMMUNITY SCHOOLS DEPARTMENT OF ATHLETICS CODE OF CONDUCT

Introduction

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

ATHLETIC CONFERENCE AFFILIATION

KLAA – High School

South Lyon East High School is a member of the Kensington Lakes Activities Association (KLAA) which is composed of the following 24 schools and divided into 4 divisions:

| | | | |
|--------------|----------------|--------------|-------------|
| South | Central | North | West |
|--------------|----------------|--------------|-------------|

| | | | |
|---------------------|-------------------|---------------------|----------|
| Livonia Churchill | Livonia Stevenson | Lakeland | Brighton |
| Livonia Franklin | Northville | Walled Lake Central | Hartland |
| Plymouth | Novi | Walled Lake North | Howell |
| Canton | Salem | Walled Lake Western | Milford |
| Wayne Memorial | South Lyon | Waterford Kettering | Parker |
| Westland John Glenn | South Lyon East | Waterford Mott | Pinckney |

KLMSL-Middle School

Centennial and 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 KLAA. The divisional alignment of the KLMSL and the teams each school plays against varies depending on the sport.

ATHLETIC PROGRAM OFFERINGS

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

* Denotes MS athletic offerings.

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 Kensington Lakes Activities Association (KLAA) 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.

FEES

The fee for high school athletics is \$175.00 per sport. There is a family cap of \$850.00 per year.

ENROLLMENT

To be eligible for interscholastic athletics, a student must be enrolled in a high school or middle school not later than the fourth Friday after Labor Day, (1st semester) or the fourth Friday of February, (2nd semester). A

student must be enrolled in at least twenty credit hours in the school for which he/she competes.

AGE

A student who competes in any interscholastic athletic contests must be under nineteen years of age, except that a student whose nineteenth birthday occurs on or after September 1 or a current school year is eligible for the balance of that school year. Any student born before September 1, 1990, is ineligible for interscholastic athletics in Michigan.

PHYSICAL EXAMINATIONS

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

TRANSFERS

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

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

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

LIMITED TEAM MEMBERSHIP

A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any other athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three days of competition and maximum of the remainder of that season in that school year.

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

STANDARDS OF CONDUCT

Representing South Lyon Community Schools beyond the school day is a privilege and not a right. Students involved in these co-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. A meeting will then take place with the student, parents, and all 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 will range from restitution, suspension, or dismissal from membership in these after-school activities. The decision of the administrator may be appealed to the Assistant Superintendent of CITA, whose decision is final.

- A. **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 of the Athletic Code of Conduct, which will be determined through an independent school investigation. A conference will be held with the coach, student, student's parents or guardians, the Athletic Director and/or Principal to determine appropriate penalties. Depending upon the severity of the incident penalties will range from restitution, suspension from athletic competition or dismissal from the squad.
- B. **Cumulative or gross misconduct, including behavior which school officials consider unbecoming an athlete and a representative of the South Lyon Community Schools.** A conference will be held with the coach, student, student's parents or guardians, the Athletic Director and/or Principal to determine appropriate penalties. Depending upon the severity of the incident penalties will range from suspension from athletic competition to dismissal from the squad.
- C. **Hazing activities of any type are inconsistent with the educational process and are prohibited at all times.** Hazing is defined as any willful act done by a student, whether individually or in concert with others, to another student for the purpose of subjecting each student to humiliation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition. A conference will be held with the coach, student, student's parents or guardians, the Athletic Director and/or Principal to determine appropriate penalties. Depending upon the severity of the incident penalties will range from suspension from athletic competition to dismissal from the squad.
- D. **Violation of the Student Handbook.** Penalties are detailed in the student handbook. Should a fight occur during an athletic practice or competition, penalties as prescribed in the student handbook may also be enforced.
- E. **Violation of any team conduct rule as may be established by the team's head coach and approved by the Athletic Director.**

- F. **Use, possession, concealment, distribution, sale or being under the influence of those substances listed in Items 1-5 below violates the Athletic Code of Conduct.** For purposes of this section of the Athletic Code of Conduct, the term “distribution” includes the “hosting” of a party at which any of the following substances listed in Items 1-5 are knowingly available:
1. Tobacco or tobacco products in any form;
 2. Alcohol or alcoholic beverages in any form;
 3. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and state statute;
 4. Steroids, human growth hormones, or other performance-enhancing drugs;
 5. Substances purported to be illegal, abusive or performance-enhancing, i.e., “look-alike drugs.”

*It shall not be a violation of the Athletic Code of Conduct for an athlete to use or possess prescription or patient drugs when taken pursuant to a legal prescription issued by a licensed practitioner. An athlete shall notify his/her coach if he/she is taking prescription medicine which could alter the athlete's behavior or affect the athlete's ability to participate in a physical activity.

Substance Abuse Penalties and Recommendations

Please see Board of Education Substance Abuse Policy, Page 124.

Penalties shall be cumulative beginning with and throughout the students' participation as an athlete. The penalties will overlap seasons and the offense will accumulate through the student athletes' career. Middle school students entering high school with one or no violations will begin with no record. Those with two or more violations will begin at the second violation level.

SPORTSMANSHIP

Good sportsmanship is viewed by the National Federation, Michigan High School Athletic Association, Kensington Lakes Activities Association and South Lyon Community Schools as a commitment to fair play, ethical behavior and integrity. Sportsmanship expectations of the student-athlete are as follows:

- Accept and understand the seriousness of your responsibility, and the privilege of representing yourself, your school and your 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 the game officials.
- Win with humility; lose with grace. Do both with dignity.
- Select positive cheers which praise your team without antagonizing the opponents.
- Encourage positive crowd alternatives when booing or an inappropriate chant begins by starting a popular cheer.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Proper school attire must be worn at all athletic events.

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 session 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 issued to the student-athlete must be returned at the designated time in good order. The replacement costs of any lost or broken equipment 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 as begun is discouraged. If an athlete quits one sport after the season as begun he/she will not be eligible to participate in another sport without the prior consent of both coaches and the Athletic Director. Participation in two sports during the same season is discouraged. However, with the written consent of both coaches and the Athletic Director, a student-athlete may compete on two teams during the same season (for sports teams where squad cuts are not involved).

PARENT'S RESPONSIBILITY

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

An athlete's parent or guardian must complete and sign the following three (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, GYMNASIUM, WEIGHTROOM, 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 two (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 two (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 two (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 GPA of 3.75 or above during their season of competition shall receive gold Scholar-Athlete Medal.
- An athlete who successfully completes three 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 twelve 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.

Freshman 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 gold 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 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.

HS ACADEMIC STANDARDS AND ELIGIBILITY

The Board of Education has approved eligibility standards to participate in an athletic co-curricular and/or extra-curricular program.

**Information Regarding Eligibility for Activities (Co-Curricular/
Extra -Curricular/Athletics**

1. Eligibility for activities will be initially determined by the final grades of the immediate prior semester (either January or June). All students must have a minimum of a 1.7 grade point average and no final grade of "E".
2. Students who do not meet the above eligibility requirements will not be eligible to participate in any activity until at least the end of the next card marking in which the minimum standards of a 1.7 grade point average and no final grade of "E" are met.
3. Once a student establishes eligibility for the semester, he/she must pass a minimum of 4 classes each card marking in order to remain eligible. If a student does not pass a minimum of four (4) classes, he/she will be ineligible to participate in any after school activity (extra-curricular or athletic) until the next card marking in which a minimum of four (4) classes must be passed. Failure to pass a minimum of four (4) classes will result in continued ineligibility status.
4. Eligibility status of all students (either reinstatement of eligibility or continued eligibility) will be re-evaluated one week after the conclusion of the marking period. For the 2011-2012 school year, the dates are as follows:

| <u>Marking Period Ends</u> | <u>Re-Eval of Eligibility Status</u> |
|----------------------------|--------------------------------------|
| 10/14/11 | 10/21/11 |
| 12/02/11 | 12/09/11 |
| 01/26/12 | 02/03/12 |
| 03/16/12 | 03/23/12 |
| 05/04/12 | 05/11/12 |
| 06/14/12 | |

Dual Enrollment, summer school, and on-line classes will be considered for eligibility.

5. Special Education students will be required to comply with academic and behavioral standards, in accordance with an IEP.
6. Students who are ineligible due to semester grades in June may attend summer school to achieve eligibility status for the fall. Courses selected for summer school must be equivalent to the classes that the student is seeking to replace for eligibility standards. No more than two (2) classes (equal to one credit) may be taken for summer school. All classes taken in summer school must have the approval of the high school principal.

7. The requirements listed above exceed the standards of the Michigan High School Athletic Association and are applicable to all South Lyon East High School extracurricular activities.

For further clarification, please see the Board of Education Policy regarding Athletics/Co-Curricular/Extra –Curricular Program Participation.

| | ELIGIBILITY COMPONENT | RATIONALE |
|---|---|--|
| 1 | Minimum semester grade point requirement of a 1.70 and no end of semester E's establishes eligibility for next semester. | When SLCS utilizes pluses and minuses for grading, this GPA represents a C-. We believe that this is a reasonable minimum standard eligibility. |
| 2 | Minimum 1 st , 2 nd , 4 th and 5 th marking period requirements once eligibility is established = passing four (4) classes, 3 rd and 6 th marking period grades are not counted toward eligibility because students receive those grades simultaneously with semester grades. | This allows students to experience difficulty, receive a "warning" and have the opportunity to improve their performance prior to being declared ineligible. |
| 3 | Minimum time of ineligibility = marking period as long as student regains eligibility with a 1.7 GPA and no E's. | The student should be able to spend a marking period focusing on studies prior to having eligibility restored. |
| 4 | Semester incompletes must be eliminated to restore eligibility with a 1.70 GPA and no E's. | Student is in control of the timeframe for making up incompletes. We believe that this will minimize incompletes being utilized to circumvent the purpose for incompletes. |
| 5 | Co-curricular activities: Defined as the following classes (band, choir, leadership) that require a student to participate in any | In an effort to support the performing arts and other co-curricular activities, students enrolled in co-curricular |

| | | |
|------------|--|--|
| 5 Cont. | capacity in a public performance or to serve as a representative of SLCS as a component of the assessment for the class. Participation in co-curricular activities requires compliance with the Code of Conduct for extra-curricular handbook and the academic standards. If a student is ineligible for public performances due to failure to meet academic or behavioral standards as defined in this handbook. Alternative assessments shall be provided. This will allow students to attend class, receive a grade and still adhere to the eligibility requirements. | activities may participate in performances at the high school or at other schools within the district during regular school hours (7:20 AM to 2:13 PM), in accordance with Rationale #9 below. |
| 6 | Dual enrollment, summer school and on-line classes will be considered for eligibility. | Classes that substitute for on-site curriculum classes as identified in the student handbook are subject to approval of the building principal. |
| 7 | Special education students will be required to comply with academic and behavioral standards subject to the individual's IEPC as provided in the State and Federal Laws. | If a special education student is at risk of a failing grade in a class, the IEPC process may be a suitable course of action. |
| 8 | After August 11 th of each year, activities that are impacted by eligibility standards are: | Tryouts, practices, and games, events, and activities that occur before or after regular hours on home course, field, arena, court, pool (etc.) or at away events. |
| 9 | Activities not impacted by eligibility standards are: | Summer camp and activities during regular school hours, as long as the activities are not competitions, games, events, festivals or contests (8/20/01) |

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 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 him/herself, or others, even though a specific rule has not been written for that action, appropriate corrective measures will be taken.

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

1. Administrators may invoke any or all of the corrective measures listed for each offense.
2. The administrator has the right and responsibility to reprimand according to the student's disciplinary history.
3. Off campus student behaviors which have a negative impact on the school and/or school program are subject to discipline.
4. As in society, ignorance of the rules is no excuse for non-enforcement.
5. Administrators may invoke Restorative Practices at any time.
6. Students may make use of Peer Mediation to solve conflicts. See your counselor for additional information.

A. OFFENSE: ABUSIVE LANGUAGE AND/OR GESTURES TOWARD ANOTHER PERSON

Swearing or inappropriate language or gestures. Corrective measures:

1. Parent contact.
2. Counselor referral.
3. Detention.
4. Removal from class 1-3 days.
5. Out of school suspension (OSS) 1-10 days.
6. Social probation.

B. OFFENSE: ABUSIVE LANGUAGE AND/OR GESTURES TOWARD STAFF:

1. Parent contact.
2. Counselor referral.
3. Out of school suspension, 3-10 days.
4. Social probation.

C. OFFENSE: ABUSIVE AND/OR OBSCENE/PROFANE LANGUAGE NOT DIRECTED TOWARD ANOTHER PERSON

Corrective measure:

1. Parent contact.
2. Detention.
3. Out of school suspension 1-10 days.
4. Social probation.

D. 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 students expelled pursuant to these laws may petition the Board of Education for reinstatement to school anytime after being expelled for 150 days, but cannot be reinstated before the expiration of 180 school days from the date of expulsion. Petitions will be reviewed on a case by case basis. Corrective measures:

1. Parent contact.
2. Counselor referral.
3. Recommendation to parent for outside assistance.
4. Referral to law enforcement agency.
5. Minimum 10 day suspension may result in recommendation for disciplinary action by the Board of Education.
6. A parent conference will be requested prior to the student returning to school.
 - a) Social probation for remainder of school year.

E. OFFENSE: BUS – MISCONDUCT WHILE RIDING SCHOOL BUS

See Transportation Code of Conduct, page 64.

F. OFFENSE: CAFETERIA MISBEHAVIOR (other than throwing food / food fights)

Corrective measures:

1. Detention.
2. The loss of further cafeteria privileges.
3. Out of school suspension 1-5 days.

G. OFFENSE: CHEATING

Corrective measures:

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

H. 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 1-3 days.
 - b) Counselor referral.
 - c) A parent/teacher/student/administrator conference may be required.
 - d) Out of school suspension 1-10 days.
 - e) Permanent removal from class and loss of credit.

I. OFFENSE: CLOSED CAMPUS AND TRUANCY

The South Lyon East High School shall be operated on the basis of a closed campus. This shall be interpreted to mean that students, after arriving at school in the morning, shall not leave the school property during their regularly scheduled day, unless they have signed out in the Attendance Office. Being absent without administrative authorization or parental permission is an act of truancy, and truancy is considered an unexcused absence under our attendance policy. School work missed due to truancy may not be made up. For purposes of discipline, truanancies are cumulative throughout the school year.

When a student is truant, the administration may deem it appropriate to refer the student to the counselor, youth assistance worker, to the court or recommend to the parent they seek outside assistance. Corrective measures:

1. Being off campus and/or truant for one hour or less.
 - 1st and 2nd offenses – Category 1 Saturday Detention (8:00 – 10:00 a.m.)
 - 3rd offense – Category 2 Saturday Detention (8:00 a.m. – Noon)
 - 4th and all additional offenses: Suspension
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, the student will be suspended.
 - 4th offense – Out of School Suspension – 1 day
 - 5th offense – Out of School Suspension – 3 days
 - 6th offense – Out of School Suspension – 5 days

- 7th offense – Out of School Suspension – 7 days
4. Students who violate the closed campus policy by leaving in their vehicles shall lose driving privileges:
 - 1st offense – 20 days loss of driving privileges
 - 2nd offense – 90 days loss of driving privileges
 - 3rd offense – Loss of driving privilege
 5. Suspension will also result if:
 - a) The Saturday detention isn't served.
 - b) The student is disruptive and must be removed from the Saturday detention.
 - c) The student leaves before the end of Saturday detention.

If any of the above occurs (pertaining to item #5 only related to Saturday detentions), it will result in a one-day out of school suspension.

SATURDAY DETENTIONS FOR TRUANCY – EXPECTATIONS

Category 1 (8:00 a.m. – 10:00 a.m.), Category 2 (8:00 a.m. – 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 a.m. but prior to 8:15 a.m., will be expected to remain an additional 15 minutes. Students who arrive after 8:15 a.m. 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 suspension.

J. 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 on Care of District Property, page 75).

Corrective Measures:

1. Parent contact.
2. Restitution.
3. Detention.
4. May involve law enforcement agency.
5. Suspension – out of school, 1-10 days.
6. Social probation.

K. 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 Big Johnson T-Shirts, Coed Naked T-Shirts, Hooters T-Shirts, etc. Sagging pants and pajama pants are also prohibited. Any article of clothing or symbol that the administration will, in all cases, make judgments when provocative style of dress or appearance conflict with the health, safety, or welfare of students or where the possibility of disruption of the educational process is involved. Skirts and shorts should be at least mid-thigh in length. Examples of inappropriate dress include but are not limited to: halter tops, bare midriff tops, muscle shirts and boxer shorts.

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 the dress code. Corrective measures:

1. Parent notification.
2. Student will be required to change clothing.
3. Detention.
4. Out of school suspension.

L. OFFENSE: DRIVING VIOLATIONS

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

1. Only cars with authorized parking stickers may enter and park in the student lot. Students may obtain stickers in the Main Office after completing the application process. Students who park in the student parking lot without an annual or daily sticker will be subject to disciplinary action up to and including the loss of parking privileges and suspension from school.
2. Students who have additional family cars, and on occasion may drive these vehicles, need only pay for one parking sticker, but must obtain additional stickers for each vehicle, prior to driving it on campus. It will be necessary to show a vehicle registration for each additional sticker requested.
3. Students who are eligible to drive, but do not have an annual sticker, must purchase a daily sticker and place it on the dash board in the front windshield before the start of first hour class. Daily stickers are not to replace the annual fee. On rare occasions and on a limited basis, daily stickers may be

purchased. The vehicle must then be parked in a spot that is assigned by the parking lot attendant.

4. The registered vehicle must display the parking sticker at all times, permanently affixed to the windshield, on the lower corner of the driver's side.
5. While on school grounds, the vehicle may only be driven by the person to whom it is registered, and only parked in its assigned space.
6. Students are expected to follow all state and local ordinances. Speeding, reckless driving, ignoring posted signs, peeling of tires, driving on non-paved areas, parking in the fire lanes, passing vehicles while entering or exiting the parking lot, parking in handicapped spaces without authorization, etc., will not be tolerated.
7. Once students have arrived at school, they are not allowed to go to the parking lot without permission.
8. Students may not leave campus during the day in their vehicles. Any student who uses his/her vehicle to assist another student in leaving school grounds before the end of the school day will be subject to disciplinary action. Students needing to leave the parking lot before 2:13 p.m. must have an authorized pass, must be an OTC student, or must be a dual enrolled student.
9. All students must park in the southwest parking lot. Students who park in the staff lot or anywhere other than the student lot will be subject to the corrective measures listed below (the items numbered 1-4).
10. As a condition of allowing students to park vehicles on school premises, the vehicle may be subject to search if the district has reasonable grounds to believe that the vehicle may contain drugs, alcohol, weapons, or other items constituting a violation of school rules or the law. Vehicles may also be subject to canine searches. School officials may also look into vehicles to see what items might be visible "in plain view."
11. Any changes regarding student vehicles, like the type of vehicle, the license number, etc., must be reported immediately to the Main Office. Students who get a different vehicle during the school year may avoid an additional fee by submitting their new registration.
12. Students who are ineligible to drive but are in possession of a parking sticker, will lose their parking privileges for one semester when they become eligible to drive, and have paid for their yearly parking pass. Ineligible students who park on campus will receive a one day out of school suspension.
13. If a student who is eligible to drive either sells, gives, or otherwise allows an ineligible student to drive he/she will immediately lose their parking privileges for one semester (90 days).
14. Ineligible students who park on campus will receive a Saturday detention for a first offense. Second offenses and beyond will result in a one day out of school suspension.

15. Failure to comply with any of these rules may result in disciplinary action up to and including permanent loss of parking privileges. Corrective measures:
 1. 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. 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.
 6. If a parking pass has been revoked and the student parks on campus, a three (3) day out of school suspension will be imposed for insubordination.

**M. OFFENSE: ELECTRONIC COMMUNICATION DEVICES VIOLATION
(See Board of Education Policy, Page 129)**

Use of cellular telephones, pagers/beepers or other electronic communication devices is prohibited between the hours of 7:20 a.m. to 2:13 p.m. If brought into the building during the instructional day by a high school student, the device shall be stored out of sight. Such devices shall not be turned on or used by the student during instructional time, lunch time or in passing time between classes unless sanctioned by the administration due to unusual circumstances. Electronic communication devices may not be used to violate any rule under the Code of Conduct. If the devices are used in this way, additional penalties prescribed will apply. Electronic communication devices may be transported on the school bus but may not be turned on or used while on the bus, unless given specific permission by the driver, coach or sponsor of the trip. If such permission is given, calls may not be made or received while the bus is underway. Any staff member who observes a student using a cell phone or other electronic communication device in violation of this policy may confiscate the cell phone, and give it directly to a school administrator. Students who refuse to provide the cell phone to a staff member upon request will additionally be referred for the offense of insubordination. If the device is not confiscated, the staff member will refer the incident to the appropriate administrator. The school administrator will invoke any or all of the corrective measures:

1. Parent contact.
2. Detention.
3. Parent conference.
4. Confiscation of the device pending parent meeting and pick-up of device.
5. Out of school suspension.

N. 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 1-10 days.
7. A parent conference will be requested prior to student returning from suspension.
8. Social probation.

O. 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 1-5 days.

P. 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 a one (1) day 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.**

Q. OFFENSE: FAILURE TO SIGN IN OR OUT

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

R. OFFENSE: FIGHTING/ASSAULT

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

1. Parent contact.
2. Counselor referral.
3. May involve law enforcement agency.
4. Social probation – after administrator review.
5. Suspension.
 - a) 1st offense – minimum of a 3 day suspension

- b) 2nd offense – minimum of a 5 day suspension and individual counseling appointments with the school counselor.
 - c) 3rd offense – minimum of a 10 day suspension with recommendation for professional counseling and mandatory social probation to be reviewed after ten (10) weeks.
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 up to a thirty (30) day school suspension and possible recommendation for disciplinary action by the Board of Education. (See Board of Education policy on Physical and/or Verbal Assault, p. 96.)

S. 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.
2. Counselor referral.
3. Restitution for damages.
4. Referral to law enforcement agency.
5. Detention.
6. Suspension 1-10 days.
7. Social probation.

T. OFFENSE: FIREWORKS (Possession, Use, Sale)

Corrective measures:

1. Parent contact.
2. Counselor referral.
3. Confiscate materials.
4. Referral to law enforcement agency.
5. Suspension 1-10 days.
6. A parent conference will be requested prior to the student returning from suspension.
7. Social probation.
8. May result in recommendation for disciplinary action by the Board of Education.

U. OFFENSE: FOOD AND/OR BEVERAGE POSSESSION AND CONSUMPTION

All food and/or beverages must be consumed in the commons, and not in the classrooms. Corrective measures:

1. Confiscation.
2. Detention.

3. Out of school suspension.

V. OFFENSE: FOOD FIGHT

Defined as the throwing of food, utensils, papers, etc., in the commons, (see also "Cafeteria Misbehavior", Page 44). Corrective measures:

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

W. 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 1-5 days.

X. OFFENSE: GAMBLING

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

1. Confiscate materials.
2. Counselor referral.
3. Parent contact.
4. Detention.
5. Out of school suspension 1-10 days.
6. Involvement of law enforcement agencies.
7. Social probation.

Y. 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 1-10 days.
4. Social probation.

Z. OFFENSE: HARASSMENT AND BULLYING OF STUDENTS

The high school staff will do everything possible to insure 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 on Harassment and Bullying of Students, page 101). Corrective measures:

1. Conference with persons involved.
2. Parent contact.
3. Student may be required to make use of counseling services.
4. Detention.
5. Out of school suspension 1-10 days.
6. Social probation.

AA. 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 on Page 120 of this handbook).

BB. OFFENSE: INSUBORDINATION

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

1. Parent contact.
2. Counselor referral.
3. Conference with persons involved.
4. Remove from class 1-3 days.
5. Detention.
6. Out of school suspension 1-10 days.

CC. OFFENSE: NUISANCE ITEMS

None of the above is allowed on school grounds at any time: hacky 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. Materials will not be returned.
2. Parental contact.
3. Detention.
4. Out of school suspension 1-10 days.
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 manner will be disciplined up to and including a recommendation for expulsion. Hacky 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.

DD. 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 Administrative Intern's office.
2. Parent contact and detention.
3. Conference with students and their parents and/or suspension.

EE. 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. Corrective measures:

1. Out of school suspension – 10 days.
2. Social probation.

FF. 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 marking period.

GG. OFFENSE: POSSESSION AND/OR USE OF TOBACCO (CHEWING)

See Board of Education policy on page 130 of the handbook.

HH. OFFENSE: POSSESSION AND/OR USE OF TOBACCO (SMOKING)

See Board of Education policy on page 130 of this handbook.

II. OFFENSE: POSSESSION OF ELECTRONIC EQUIPMENT

iPods, MP3 players, CD players, tape players, radios, electronic games and other similar electronic equipment are prohibited between the hours of 7:20 a.m. and 2:13 p.m. Students may, however, use an iPod, MP3 player, CD 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.

JJ. 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 1-3 days.

KK. 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 on page 115 of this handbook). 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:
 - a) Parent contact.
 - b) Conference with persons involved.
 - c) Removal from class 1-3 days.
 - d) Detention.
 - e) Recommend counseling.
 - f) Out of school suspension 1-10 days.
 - g) Social probation.
 - h) May result in recommendation for disciplinary action by the Board of Education.

*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.

LL. 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. Students who violate this offense will be referred to the Board of Education for disciplinary action.

MM. 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 1-10 days.
4. Social probation.
5. May result in recommendation for expulsion.

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

See Board of Education policy on Substance Abuse, Page 136.

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

See Board of Education Policy on Substance Abuse, page 136.

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

See Board of Education Policy on Substance Abuse, page 136.

OO. OFFENSE: TARDINESS

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

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

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

1. Personal illness when believed to be misused, misrepresented or occurring in excess without supporting documentation.
2. Oversleeping.
3. Car problems.
4. Errand running (shopping, driver's license, etc.)

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

On the third tardy, a student will have a session with our restorative practices facilitator. The session will focus on the habits of mind that the student needs to improve along with developing a plan for practicing those habits so he/she gets to class on time. The student will have two follow-up sessions of 15-30 minutes each to share his/her success and/or to revise the plan to promote success in getting to class on time. These sessions will take place during the following Cougar Hour.

On the fourth accumulated tardy, the student will receive a two (2) hour Saturday detention. Failure to serve the detention will result in a four (4) hour Saturday detention.

On the fifth accumulated tardy, and every tardy thereafter, the student will receive a four (4) hour Saturday detention. Excessive tardies after ten will result in a suspension. Failure to serve a detention will also result in a suspension.

PP. OFFENSE: THEFT

Theft is the wrongful taking of another person's property or property belonging to the school, including food taken from the service 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 3-10 days.
6. Social probation.

QQ. OFFENSE: THREATS

Any overt threat to a staff member 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. Recommendation to the Board of Education for disciplinary action.

RR. OFFENSE: TRESPASSING

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

SS. OFFENSE: UNSPORTSMANLIKE CONDUCT/INAPPROPRIATE BEHAVIOR DURING A SCHOOL ACTIVITY

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 1-10 days.

TT. OFFENSE: VANDALISM

Vandalism is destruction of public and/or school property.

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 1-10 days.
7. Social probation.

UU. OFFENSE: VIOLATION OF ACCEPTABLE USE POLICY

See Board of Education policy on Acceptable Use Policy for Technology, page 67. Corrective Measures:

1. Loss of technology privileges.
2. Parent contact.
3. Removal from class 1-5 days.
4. Out of school suspension 1-10 days.
5. Social probation.

VV. OFFENSE: ALL WEAPONS AND/OR OTHER DANGEROUS DEVICES/OBJECTS

See Board of Education Policy on Weapon free School Zone, Page 150.

The Gun Free Schools Act and Public Act 328 of 1994 and in accordance with the 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 anytime after being expelled for 150 days, but cannot be reinstated before the expiration of 180 school days from the date of expulsion. Petitions will be reviewed on a case-by-case basis. Facsimiles will fall under this category. **Any student who is aware of any weapon, i.e., knife, gun, etc., in school, on the bus, or at any school related activity, has an obligation to report it to the administration 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. Minimum suspension – 10 days; may result in recommendation for “expulsion” in accordance with state law.

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.

SUPPLEMENT (Definitions of Corrective Measures)

(A) DETENTION

A specified number of hours that a student must spend for his/her inappropriate behavior beyond the school day. 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. Students must report to the detention room, Room 2214 at 2:30 p.m.
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 one (1) day suspension, and the student must still serve the doubled detention.
5. Detentions begin at 2:30 p.m. unless other arrangements are made. Students must be on time and make it known to the detention supervisor that he/she is serving the detention.
6. Quiet will be maintained during detention, and students are required to study or read.

(B) 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.

(C) PARENT CONTACT

This may be accomplished in person, by telephone or via the Disciplinary Referral Form, which is mailed home by the Assistant Principal's secretary.

(D) REMOVAL FROM CLASS

The student will be removed from the classroom for a period not to exceed five (5) days and will report to the Assistant Principal's office.

(E) 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.

(F) 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 cause a five (5) day suspension from school and extension of 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. Expulsion 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.

(G) SUSPENSION

This means temporary removal from school for a specified period of time.

(H) EXPULSION

This means permanent removal from school following action by the Board of Education.

(I) PROCEDURES FOR SUSPENSION AND EXPULSION

On the basis of present school law, the principal and assistant principal of South Lyon East High School are delegated the authority to suspend a student from school. The results of disciplinary actions are cumulative within and across the categories which may result in suspension or expulsion (see "habitual offender"). The length of suspension may vary from 1 to 30 days depending upon the seriousness of the charges. The completion of disciplinary actions (such as detentions and suspensions) 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.

(J) 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 executed in a reasonable and fair manner.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. 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.

(K) 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. Any option may be invoked at an administrator's discretion and may be used in conjunction with any other disciplinary action.

TRANSPORTATION CODE OF CONDUCT

(A) BUS RULES MUST BE FOLLOWED FOR SAFETY OF STUDENTS

Failure to observe bus rules may result in the issuance of a bus conduct report. In order to guarantee that all children riding the bus enjoy 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.

(B) RESPONSIBILITIES OF STUDENTS

1. Students must be on time at designated bus stops. Buses cannot wait, so students should leave home in time to arrive at the bus stop about 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) per 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 language, indecent conduct, scuffling, or throwing of objects will not be tolerated. Students causing trouble after they have been warned will lose their privilege of riding the bus.
12. No windows or doors are to be opened except by permission of the driver. Students are required to enter and leave by the front door ONLY, except in case of an emergency and then the back emergency door may be used.
13. Students must keep hands and head inside the bus at all times.
14. Smoking, eating, or drinking will not be permitted on the bus.
15. Only students registered to ride the bus are permitted to ride. We do not carry a commercial bus license. This prohibits us from carrying students not listed on the original registration sheet. Students may not ride any other bus to homes of friends or places of employment.
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. Students must follow the district policy for transporting large instruments.

(C) FAILURE TO OBSERVE BUS RULES MAY RESULT IN THE ISSUANCE OF A BUS CONDUCT REPORT

Students are reminded that bus riding is a privilege. They are expected to observe bus safety rules and failure to do so may result in the bus driver issuing a bus conduct report. The following is the district procedure with regard to bus conduct reports:

1. **Warning notice:** At the bus driver's discretion, and based on the severity of the offense, issues may be addressed through verbal warnings.
2. **First 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 first conduct report in case of serious offenses, such as fighting.
3. **Second conduct report:** The student is suspended from riding the bus for five (5) school days.
4. **Third conduct report:** The student will be suspended from riding the bus for up to thirty (30) school days.
5. **Fourth conduct report:** The student will be suspended from riding the bus for the remainder of the school year.

Note: in the event of a bus suspension, it becomes the parent's responsibility to find alternative means to get the student to school. If an absence occurs due to a student's failure to come to school during a bus suspension, this may be considered an unexcused absence.

**SOUTH LYON COMMUNITY
SCHOOLS
BOARD OF EDUCATION POLICIES
AND PROCEDURES**

The Board of Education sets policies which are carried out by the administration. The following policies may be of particular interest to parents and students.

DISTRICT MISSION STATEMENT

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

Board of Education Policies:

Acceptable Use Policy for Technology
Administration of Medication
Athletic Code of Conduct
Athletic Program Expansion
Attendance
Bullying and Other Aggressive Behavior toward Students
Care of District Property
Code of Student Conduct
Corporal Punishment vs. Appropriate Use of Reasonable Physical Force
Curriculum Involvement Rights of Parents and Legal Guardians
Display and Publication of Student Work
District Sponsored Clubs and Activities
Dress and Grooming
Emergency Information
Expulsion for Physical and/or Verbal Assaults
Field and Other District-Sponsored Trips
Grading Appeal
Grading System
Graduation Requirements
Harassment of Students
Health Services
Homework
Interrogation of Students by Outside Agencies
Late Arrival and Early Dismissal
Non-Discrimination and Access to Equal Educational Opportunity
Parent Involvement in the School Program
Public Attendance at School Events
Rights of Parents and Legal Guardians
School Safety Reporting
School Sponsored Events
School Visitors
Searches
Sexual Harassment and Intimidation
Student Assessment
Student Distribution of Outside Material
Student Hazing
Student Privacy and Parental Access to Information
Student Publications and Productions
Student Records
Student Seclusion and Restraint

Student Use of Learning Materials
Student Use of Motor Vehicles
Substance Abuse
Teacher Suspension Rights
Transportation
Transportation Code of Conduct
Use of Electronic Communication Devices
Use of Tobacco Products on School Property
Weapons

ACCEPTABLE USE POLICY FOR TECHNOLOGY

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

South Lyon Community School District

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

Responsibilities

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

Rights

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

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

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

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

Network Members

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

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

Privileges

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

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

Responsibilities

Members are responsible for:

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

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

Prohibited Use

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

1. Using the technology for profit or commercial purposes.
2. Maliciously using technology to harass, intimidate or discriminate against others.

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

Cyberbullying includes, but is not limited to the following:

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

14. Use of computing facilities to access chat rooms or student maintained e-mail accounts or any other telecommunications that are of an unsupervised nature.

15. Using technology for political lobbying that does not support the District's mission and does not benefit students and/or the District.

16. Using technology for individual political campaigning.

Consequences of Prohibited Use

Consequences may include any or all of the following:

1. Any member who fails to comply with the terms of this agreement will have his/her privilege revoked for a period of time.

2. Repeated or severe infractions of this policy may result in permanent termination of privileges.

3. The superintendent or his/her designee will determine what is acceptable use based upon this policy. His/her decision is final.

4. Members violating the terms of this policy may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

5. Users will be required to make restitution for any intentional damages to educational technology or unauthorized expenses incurred through the misuse of educational technology.

ADMINISTRATION OF MEDICATION

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

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

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

ADMINISTRATION OF MEDICATION

Definitions

"Medication" includes both prescription and non-prescription medications including those taken by mouth, inhaler, injection, rectally, patch and application as drops to eye, ear or nose, or application to the skin.

"Self-possession" means that under the written authorization of the student's parent/guardian and the written direction of the physician, a high school student, or otherwise qualified student as provided in this policy, may self-possess medication to allow for immediate and self-determined administration. High school students are not required to provide written authorization for non-prescription medication which they self-possess. A medication that a student possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage, frequency of administration and expiration date.

"Self-administration" means that the student whose parent has provided written permission and whose physician has provided written direction, and with administrator's written approval is able to consume or apply prescribed medication in the manner directed by the physician without additional assistance or direction from school personnel. High school students are not required to provide written authorization for non-prescription medication that they self-administer.

"Students" means all students enrolled in South Lyon Community Schools, including those with disabilities who have an Individualized Educational Plan or Section 504 Plan.

Responsibilities of the Parent/Guardian

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

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

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

The student's parent/guardian assumes the responsibility to immediately inform the building administrator or his/her designated

representative, in writing, of any changes in the student's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

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

Responsibilities of the Administration

The Superintendent or his/her designee shall:

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

The building administrator or other designated administrator shall:

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

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

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

1. The student has written approval from his/her physician and, if the student is a minor, from the student's parent or guardian;
2. The principal of the student's school has received a copy of the written approvals; and

3. The student's school has on file an updated written emergency care plan prepared by a licensed physician that contains specific instructions for the student's needs.

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

Medication Administration Procedures for Elementary and Middle School Students

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

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

Medication Administration Procedures for High School Students

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

Procedures for Administering Medication through the School Office

1. Unless the individual administering the medication is a licensed registered professional nurse, medication must be administered by one adult school employee, in the presence of a second employee, both of whom have been designated by the building administrator.

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

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

Procedures for Self-Possession and Self-Administration

1. The student's parent/guardian must submit a completed permission form for prescribed medication, signed by the parent and the doctor, giving permission to self-possess and self-administer, to the building administrator. (Forms are not necessary for high school students who self-possess and self-administer non-prescription medication.) The forms must be renewed annually, or more often, if necessary. Written instructions must include the student's name and phone number, physician's name and phone number, name of medication, dosage, time to be administered, form of medication, method of administration, restrictions and/or possible side effects, special handling instructions, duration of administration and the physician's instruction that the student may self-possess and self-administer the medication.
2. A written plan for the student's self-administration of medication shall be developed and authorized by the student, the student's

parent/guardian, the student's physician and building administrator for general supervision of the student's self-administration of medication.

3. A maximum of one day's dosage of a narcotic or controlled substance may be in the student's possession at any time, unless otherwise provided in the written self-administration plan. All medication must be in a labeled container, as prepared by the pharmacy, physician or pharmaceutical company, with dosage, frequency of administration and expiration date clearly indicated.

4. Medication shall be maintained exclusively and at all times under the student's control while in the school setting.

5. Students who receive authorization to self-administer their medication shall not convey, transfer, or otherwise distribute the medication to other students; students who violate this conduct standard shall be subject to disciplinary penalties as specified in the Student Code of Conduct.

6. A student's use cannot be denied if the conditions of written permission and physician direction are met. Following a consultation with the parent/guardian, the building administrator may discontinue the student self-possession/self-administration privilege if there is misuse and/or violation of the Substance Abuse Policy. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the action must be taken in accordance with Individuals with Disabilities Education Act (IDEA) or Section 504 or the Rehabilitation Act requirements.

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

ATHLETIC PROGRAM EXPANSION

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

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

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

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

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

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

Participants must provide all funding for Phase I sports.

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

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

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

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

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

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

Phase II Self-Funded School District Recognized Club Sport

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

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

1. Approves coaching staff and determines coaches' salary through Schedule C.
2. Schedules contests, officials, and transportation; and pays MHSAA tournament entry fees.
3. Determines academic eligibility and monitors athletes' compliance with the Student and Athletic Code of Conduct.
4. Maintains records of athletes' physicals and provides information regarding optional insurance coverage for athletes.
5. Takes ownership of all equipment and uniforms used in the 6. program on behalf of the Athletic Department.
6. Purchases and presents awards as defined in the Athletic Code.
7. Allows use of school district facilities (when available) in compliance with Board Policy 9250, Community Use of District Physical Resources.
8. Provides field, gymnasium and pool maintenance as necessary.

Moving from Phase II Self-Funded School District Recognized Sport to Phase III Officially Recognized School Sport

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

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

PHASE III Officially Recognized School Sport

Phase II sports that are subsequently approved by the board become officially recognized school sports and are funded in accordance with the district's funding of all other sports teams.

ATTENDANCE

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

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

A.Excused Absences

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

1. Personal illness of a student or family member.
2. Death of a family member or close friend of the family or student.
3. Medical or dental care.
4. Religious observances.
5. Participation in a legal proceeding.
6. Suspension days.
7. Unusual circumstances as approved by the building administrator.

B.Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

C. Unexcused absences may include, but are not limited to the following:

1. Truancy.
2. Oversleeping.
3. Car problems.
4. Leaving school without permission.
5. Signing in late.
6. Errand running (shopping, driver's license, etc.)

- 7. Pre-planned family activities.
- 8.
- D. Exempt absences (do not count toward absence totals), school sponsored activities such as class field trips.
- E. Excused and/or unexcused absences are cumulative for the entire semester.
- F. Work may not be made up for unexcused absences, except for pre-planned family activities.

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

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

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. It is the policy of the District to provide a safe educational environment for all of its students.

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

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group) that is reasonably

perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

“Bullying” is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and
- D. is based on a student’s actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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

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

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation.

Every student, whether victim or not, should and every staff member **must** report any situation that they believe to be bullying toward a student.

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

If the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial action. This may include police involvement and a disciplinary hearing for students; up to discharge for employees; exclusion for parents/guardians, guests,

volunteers and contractors; and removal from any official position and/or a request to resign for Board members.

The complaint shall be notified of the finds of the investigation, and as appropriate, that remedial action has been taken.

CARE OF DISTRICT PROPERTY

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

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

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

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

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

CODE OF STUDENT CONDUCT

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

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

It is the responsibility of all students and their parents/guardians to become familiar with the Code of Student Conduct. Students must

recognize that when they engage in unacceptable conduct they will be subject to disciplinary action.

Student Rights

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

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

Student Responsibilities

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

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

All students are expected to fulfill these responsibilities.

Prohibited Behavior

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

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

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

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

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

Disciplinary Actions

Violations of the Code of Student Conduct that occur on District property,

A. Suspension

1. *Short Term Suspension* - Temporary removal from school, class, and/or activity. Short term suspensions may not exceed ten (10) school days.

2. *Long Term Suspension* - A suspension in excess of ten (10) school days but not more than thirty (30) school days 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 and/or substance abuse. The school principal, upon consultation with the Superintendent or his/her designee and with notice to the Board, may authorize or order the suspension of the student if the interest of the school is served.

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

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

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

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

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

B. Expulsion

Expulsion means that the student is permanently excluded from the entire school system by action of the Board.

Summary of Rules for Suspended and Expelled Students:

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

Due Process and Appeal Procedures

To ensure that the student receives fair treatment consistent with the fundamental requirement of due process, disciplinary action shall be in accordance with the following procedures:

A. Due Process

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

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

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

B. Suspension Appeal Process

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

1. Parents/Guardians may appeal suspensions of less than three (3) days to the building administrator.
2. Suspensions of three (3) 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 entire appeal process for a suspension of three (3) or up to thirty (30) days should take no longer than three (3) days, in most circumstances. The decision made by the assistant superintendent of CITA is final.

If the assistant superintendent of CITA is not in the District, the Superintendent or his/her designee will handle the appeal.

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

C. Board Disciplinary Hearing

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

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

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

D. Guidelines for Conducting a Student Investigation

An administrator can ask any student specific questions about school matters regardless of where the incident occurred. South Lyon Community Schools has the expectation that student investigations will occur in a timely manner on the day of the occurrence or when administration becomes aware of the situation. Recognizing that there may be situations requiring a more detailed and lengthy investigation, it is expected that those investigations will be completed within three school days, where possible. This timeliness enhances the reliability of the conclusion and gives the administrator an opportunity to interview witnesses while events are fresh in their minds. When investigations are of a sensitive nature, for example a sexual allegation, two administrators and/or an administrator and social worker shall be present for questioning.

The information contained in this guideline is not for searches. See Board Policy 5771 Searches.

CORPORAL PUNISHMENT VERSUS APPROPRIATE USE OF REASONABLE PHYSICAL FORCE

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

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

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

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

and learning. In maintaining that order and control, the person may use physical force upon a student as may be necessary.

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

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

CURRICULUM INVOLVEMENT RIGHTS OF PARENTS AND LEGAL GUARDIANS

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

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

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

1. Parents may review the district curriculum, textbooks and teaching materials (excluding tests) of the school in which their pupil is enrolled. The parent/guardian shall contact the principal and request the review in writing 48 hours in advance. Under certain conditions, it may be necessary to extend these deadlines. This review of materials may take place on weekdays during school hours, one half hour before school, one hour after school or as otherwise mutually

arranged with the principal. An area in each school shall be designated as the place where parents may review materials. If, after reviewing the curricular materials, the parent / guardian wish to challenge their use, the "Dealing with Challenged Materials" section of the Learning Materials Selection (2240) shall be followed.

2. Parents may observe a class in which their pupil is enrolled and present. The parent/guardian shall contact the principal and request the observation in writing 48 hours in advance. The principal shall immediately notify the teacher of the request. If testing is scheduled, or some other activity is scheduled on the requested day, and the presence of a parent/ guardian in the classroom might cause an unreasonable obstacle to learning and/or teaching on that day, the principal, in consultation with the teacher and the parent, shall schedule the observation on a mutually agreed upon day. If, after observing the classroom, the parent/guardian has concerns regarding instruction, he/she shall first make an appointment for the purpose of discussing those concerns with the teacher, who will have an opportunity to address the concerns. If the parent/guardian still has concerns, he/she shall make an appointment to discuss them with the building principal. If the concerns remain unresolved after discussion with the teacher and the principal, the parent/guardian shall make an appointment to discuss them with the Assistant Superintendent for CITA.
3. The presence of parents/guardians in the classroom will not be allowed to create an unreasonable obstacle to teaching or learning or to administering or maintaining proper discipline in the school. To ensure that the teaching/learning environment is maintained, the parent must cooperate in the following ways:
 - By sitting in the place designated by the teacher, so that his/her presence is not distracting to the students or the teacher.
 - By observing the classroom in a quiet and unobtrusive manner.
 - By avoiding interruptions, comments or other behaviors which limit teaching and learning.
 - By agreeing that audio and videotaping is prohibited by maintaining the privacy rights of students other than his/her own.

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

DISCLOSURE OF STUDENT INFORMATION AND PRIVACY

Student Surveys

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

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

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

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

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

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

Release of Directory Information

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

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

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

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

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). This section does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, student or educational institutions, such as the following:

- 1) college or other postsecondary education recruitment, or military recruitment;
- 2) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments; and
- 3) vendors selected and approved by District administration.

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

DISPLAY AND PUBLICATION OF STUDENT WORK

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

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

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

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

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

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

For a definition and instances that could possibly be construed as hazing, see Policy 5516.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Confidentiality

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

investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment based upon disability, religion, race, color, national origin, sexual orientation, height, weight, or generally in violation of any State or Federal law prohibiting discrimination shall also be posted at each building. All new hires will be required to review and sign off on this policy.

- 1) Has the student demonstrated inappropriate behavior, which has brought notoriety to him/herself?
- 2) Has the student transferred or is the student planning to transfer to South Lyon Community Schools in order to escape the consequences of his/her actions at a previous school?

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

DISTRICT SPONSORED CLUBS AND ACTIVITIES

Extracurricular/Co-curricular Activity Program Participation

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

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

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

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

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

The district may establish pay to participate fees for co-curricular and extra curricular activities.

Eligibility Requirements

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

- A. Participants in these programs must be fulltime students. The definition of a full-time student is one who is a Full Time Equivalent (FTE) in a South Lyon high school or middle school and who is progressing toward graduation from a South Lyon high school.
- B. Athletes must meet all of the Michigan High School Athletic Association eligibility requirements.
Athletes and participants in all extracurricular/co-curricular activity programs must meet the Academic standards adopted by the Board.
- C. Student Conduct considerations for Activity Program Eligibility - Participants in these programs represent South Lyon Community Schools. While at school and in the community, participants in these activity programs must conform to Board Policies and the Parent/Student Handbook. The behavior of students during school days and non-school days and times will be considered when determining eligibility.

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

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

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

CITA. If the principal conducts the investigation, his/her decision may be appealed to the Assistant Superintendent of CITA.

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

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

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

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

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

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES FUNDING

Students are charged one-time fees each school year when they participate in after-school activities. Students may select multiple activities in which to participate, and pay the one-time fee. This does not include students involved in athletics, where an additional athletic fee is collected for each sport in which the student participates.

The activities that require a fee are determined by Schedule C of the SLEA contract where a stipend is paid to the advisor. The exceptions to this condition are High School Yearbook Advisor, Newspaper Advisor, and/or TV Production teacher. The reason for these exceptions is due to the fact that these are classes, and nearly all the production work occurs during class time.

FEES

The Pay to Participate fee for High School Non-Athletic Activity is \$50.00. This fee is not subject to a family cap.

High School Pay to Participate:

- | | |
|----------------------------|------------------------|
| - Band | - Leadership Class |
| - Choir | - Science Olympiad |
| - National Honor Society | - Model United Nations |
| - Key Club | - Forensics |
| - Student Government | - Quiz Bowl |
| - Debate | - Winter Guard |
| - Drama (Play and Musical) | -Color Guard |
| - Robotics | - SADD |

It will be the advisor's responsibility to verify the required annual fee from the building's master Pay-to-Participate Spreadsheet that each student participant has paid the required one-time fee.

If a student chooses to participate in one of the co-curricular Pay-to-Participate programs and does not choose to pay, the student must still be allowed to participate in the "during school hours" portion of the

program, and shall have their grade unaffected by their absence in the after school portion. In the case of band or choir, the student would be given another assignment as an alternative to a concert performance. Eligibility for a financial waiver shall be established based on the federally regulated Free and Reduced lunch requirements. Only administration may verify a student's eligibility. And this information must remain confidential. A payment plan may also be established by an administrator for a family hardship not meeting the Free and Reduced lunch requirements.

The above list may be modified as additional clubs are approved by the Assistant Superintendent for Administrative Services.

GROOMING AND DRESS

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

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

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with schoolwork, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

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

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

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

Students who violate the foregoing rules will not be admitted to class and may be subject to the Code of Conduct.

EMERGENCY INFORMATION

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

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

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

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

EXPULSION FOR PHYSICAL AND/OR VERBAL ASSAULTS

Assaults Committed Against School Personnel

A. Physical Assaults

Physical assaults as defined by MCL 380.1310(3)(B), which are committed against a District employee or a person engaged as a volunteer or contractor for the District on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event shall be handled by the building administrator in accordance with the Code of Conduct.

If the student is expelled for the physical assault, the parent/guardian may locate a suitable educational program and enroll the student in the program during the expulsion period. A list of such programs is available from the Michigan Department of Education Office of Safer Schools. Enrollment in other Michigan public schools is prohibited.

B. Verbal Assaults

Verbal assaults committed against a District employee or a person engaged as a volunteer or contractor on school property, while on a school bus or other school related vehicle or at a school sponsored activity or event shall be handled by the building administrator in accordance with the Code of Conduct. The student may be enrolled in another district at the enrolling district's discretion.

Assaults Committed Against Other Students

Physical assaults committed against other students shall be handled by the building administrator in accordance with the Code of Conduct.

Definitions

"Physical assault," as defined by MCL 380.1310(3)(B), means intentionally causing or attempting to cause physical harm to another through force or violence. "Verbal assault" is defined as any willful spoken or written threat to inflict physical injury on another person, under circumstances which creates a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury. "Verbal assault" also includes the making of a bomb threat and/or any other serious threat to school property and/or activities.

Reporting of Student Assaults

All reports mandated by law will be fulfilled.

Any student who is expelled under this policy shall be referred to the appropriate County Department of Social Services or County Community Mental Health Agency. The student's parent/guardian or the emancipated student shall be notified of the referral.

Reinstatement

The parent/legal guardian of a student who was permanently expelled for physical assault, or an emancipated, permanently expelled student may petition the Board for reinstatement. The petition for reinstatement may be initiated after 150 school days and the Board may reinstate after 180 school days.

Summary of Rules for Expelled Students

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

Application to Students with Disabilities

This policy does not diminish the due process rights under Federal law of a student who has been determined to be eligible for special education programs and services.

FIELD TRIPS, EXCURSIONS, AND OTHER DISTRICT-SPONSORED TRIPS

Field Trips

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

Excursions

Any trip which involves students being away from home overnight will be classified as an excursion and will require approval, the completion of the Overnight Excursion Form, and a disclaimer letter when necessary. Non athletic excursions require the approval of the Assistant Superintendent for CITA. Athletic excursions require the approval of the Athletic Director and building principal.

For overnight excursions, chaperones must complete a criminal history, fingerprint check and drug screening prior to approval.

Other District Sponsored Trips

Academic, extra-curricular, and co-curricular trips other than field trips may be authorized by the building principal or Athletic Director as appropriate.

All coaches and/or advisors shall be responsible for arranging transportation to events and/or competitions, securing permission of all parents involved if students are transported in private vehicles.

Arrangements for transportation for practices outside of the instructional day shall be the responsibility of the parent.

Transporting Students

Parents/staff members/students/community members may not transport students in their private vehicles on field trips or excursions, except in emergencies, unless arrangements are made with the Superintendent or his/her designee.

Cancellations of Field Trips and/or Excursions

Educational field trips and/or excursions are a valuable educational tool; however the safety of students, parents and staff is our highest priority. Therefore, the Superintendent of Schools or his/her designee will have the authority to cancel or modify the field trip or excursion with no

liability for reimbursement on behalf of the District when using his/her sole discretion.

- A. The Superintendent determines that conditions exist which compromise the safety of members of the educational community.
- B. When the United States State Department or other national department or agency cautions citizens regarding travel within the United States and/or internationally, the Superintendent or his/her designee may cancel a field trip or excursion, following the guidelines below:
 - 1. Yellow alert: All normally approved travel may occur.
 - 2. Orange alert: No out-of-country travel and limited travel within the U.S. depending upon destination and means of transportation.
 - 3. Red Alert - No travel of any kind.
- C. In the event that an alert status is changed during a field trip or excursion, the sponsor must contact his/her immediate supervisor, who will consult with the Superintendent or his/her designee and then give direction to the sponsor.
- D. Field trips will be cancelled when school is closed.
- E. If weather conditions warrant, the Superintendent or his/her designee may cancel a field trip or excursion.

The Board directs the administration to develop guidelines for planning and implementing field trips, excursions, and other district sponsored trips.

GRADING APPEAL

The following procedure is to be followed if a student and/or his/her parents request a change in a final semester grade assigned by a teacher: (Card marking grades may not be appealed.)

- 1. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the data processor is notified.
- 2. If a teacher does not concur in the grade change, the student or parent may request of the principal (or designee), in writing, and within 30 calendar days after the grade was given, that a review panel be convened.
- 3. Within twenty (20) calendar days of the principal (or designee) receiving the written request, the review panel must meet. The review panel will consist of three teachers, principal (or designee), and two (2) board members. The principal will share with the student and his/her parents that the meeting is a closed meeting, open only to the panel, student and his/her parents.

The principal (or designee) will chair the meeting and inform participants of the meeting guidelines:

- 1. The student and/or parent will present reasons for the grade change.
- 2. The teacher will present reasons for the continuance of the grade.

3. Any participant may pose questions to either party.
4. Upon completion of the questions, all parties will leave the room except the review panel.
5. The review panel will discuss the issue and decide on whether to uphold or deny the appeal of the parent. The sole criteria to be used in that decision is whether or not there was a rational basis for the teacher to give the grade.
6. The principal will share the decision of the review panel with the parent and/or student, and the teacher. The review panel's decision is final.

GRADING SYSTEM

The Board requires a grading system for use in the elementary and secondary grades that accurately reflects student achievement relative to the district's curriculum.

The progress of each pupil shall be measured periodically and reports of such progress shall be communicated to the parents or guardian at regular intervals. The report shall reflect the quality of a pupil's performance, relative to the grade level or course standards. Credits earned and course grades shall be based on the student's demonstration of achievement.

Parents will be apprised of the student's progress in the following ways:

1. ***At the elementary level, report cards are provided at the end of each nine week marking period but parents will be notified at the mid-marking period when a student is not making progress.***
2. ***At the secondary level, progress reports are provided every six weeks and report cards at the end of each semester. Additionally, the progress of students at the middle school and high school levels will be communicated through the district's online student progress reporting system and other means as determined by the teacher.***
3. ***Parents who have concerns about their student's progress are encouraged to contact the teacher directly.***

While students may check or critique each other's work, they may not evaluate or grade the work. Only teachers may assign grades, in accordance with the elementary and/or second guidelines and policies. All grades shall remain confidential.

While teachers are encouraged to display student work, the student's name may be displayed but the formal grade (letter grade, percentages or any other numeric system) may not be visible.

Information regarding the district's grading system shall be published in the appropriate faculty and student handbooks.

GRADUATION REQUIREMENTS

Credits

Twenty-three (23) credits in grades 9-12 are required for graduation. One-half (1/2) credit will be awarded for successful completion of each semester of course work except where otherwise noted. Credits may not serve dual purposes, (i.e., economics may not serve for both an economics and math credit), except for the on-line experience. Middle school courses that address the required MDE High School Merit Curricular requirements, will count toward high school graduation requirements and credits. However, middle school grades will not be included in the high school GPA for any purpose. Under certain circumstances, a grade of "G" may be given for the following reasons:

- Dual Enrollment
- Testing Out
- On Line Classes
- Home Schooled Classes
- Home Based Classes

The Individualized Education Plan for Special Education Students (IEP) will support required courses as a priority. On rare and unusual occasions, Special Education students may be approved for a "G" grade as defined by the Individualized Educational Plan and approved by the Director of Special Services and the principal. A grade of "G" will not be computed into a G.P.A. but will count as credit for graduation. In order to participate in the graduation ceremony a student must meet all graduation requirements as prescribed by Board Policy.

A. English

- | | |
|--|------------------|
| 1. English 9 | <u>4 Credits</u> |
| 2. English 10 | 1 Credit |
| 3. 11 th Grade (literature course) | 1 Credit |
| 4. 12 th Grade (an approved aligned English elective) | 1 Credit |
| 5. A minimum of one (1) English credit must be selected each year. | |

- * No modifications except for State approved IEP purposes or as District Administrative guidelines allow for transfer of students. The IEP will support required courses as a priority.

B. Science

- | | |
|-----------------------------------|------------------|
| 1. Biology | <u>3 Credits</u> |
| 2. Chemistry | 1 Credit |
| 3. Geophysical Science or Physics | 1 Credit |

- * No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students. The IEP will support required courses as a priority.

C. Mathematics

- | | |
|--|------------------|
| 1. Algebra 1 (Grade 7, 8 or 9) or Algebra 1B (Grade 9) | <u>4 Credits</u> |
| | 1 Credit |

- 2. Geometry (Grade 8 or high school) 1 Credit
 - 3. Algebra 2, or Algebra 2 In the Work Place 1 Credit
 - 4. All students must earn a mathematics credit 1 Credit
during their last year of high school. This must
be earned through a Mathematics elective or other
approved mathematics related course.
 - 5. The math credit earned in middle school
Algebra I and Geometry may be used to meet high
school mathematics requirements, and shall be
counted toward the twenty-three (23) credits
required for graduation. However, middle school
grades will not be included in the high school GPA
for any purpose.
 - 6. Three (3) credits of math must be earned in high school.
- * No modifications except for State approved IEP purposes or as
District administrative guidelines allow for transfer students. The
IEP will support required courses as a priority.
- D. Social Studies 3 Credits
- 1. 20th Century American History 1 Credit
 - 2. World Studies 1 Credit
 - 3. American Government or AP Government ½ Credit
 - 4. Economics or AP Economics ½ Credit
- * No modifications except for State approved IEP purposes or as
District administrative guidelines allow for transfer students. The
IEP will support required courses as a priority.
- E. Health and Physical Education 1 Credit
- 1. Foundations of Health and Physical Education ½ Credit
 - 2. Healthy Life Habits ½ Credit
- * No modifications except for State approved IEP purposes or as
District administrative guidelines allow for transfer students. The
IEP will support required courses as a priority.
- F. Applied, Visual and Performing Arts 1 Credit
- (Visual and Performing Arts include elective
courses like all art classes, drama, music, etc.)
(Applied Arts include elective courses with a
creative design component, e.g. technology design,
yearbook, etc.)
- * No modifications except for State approved IEP purposes or as
District administrative guidelines allow for transfer students. The
IEP will support required courses as a priority.
- G. World Language (Beginning with the Class of 2016)* 2 Credits

The World Language earned in middle school may be used to meet high school World Language requirements and shall be counted toward the twenty-three (23) credits required for graduation. However, middle school grades will not be included in high school G.P.A. The two (2) credits must be earned in the same World Language course.

- * No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students. The IEP will support required courses as a priority.
- H. Electives will fill the remainder of the twenty-three (23) credits required.
- I. On Line Learning Experience *
All students must complete one (1) approved on-line learning experience. Credit given for all on-line courses may also serve to meet the on-line learning experience.
- * No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students. The IEP will support required courses as a priority.

Michigan Merit Examination

The Michigan Merit Exam or State approved alternative to the Merit Exam, for students who qualify at the high school level, is a graduation requirement. For seniors only, in case of a critical incident where no allowable State accommodations can be made, this requirement may be appealed to a committee comprised of two Board members, a building administrator, and an administrator appointed parent. The committee's recommendation is presented to the Board for action, and the Board's decision is final.

Personal Curriculum

Public Act 141 allows modifications to high school graduation requirements through a personal curriculum plan. State and district guidelines limit the conditions under which a personal curriculum may be developed and implemented. Personal curriculum plans will only be permitted for the following reasons:

- 1) State approved IEP purposes
- 2) For mathematics after the student has earned a total of 2.5 credits with .5 credit in Algebra II
- 3) For transfer students from out of State who have earned 3 years of high school credit

Student Classification

High school students will be classified according to their number of years in high school:

- Year 1 - Freshman
- Year 2 - Sophomore
- Year 3 - Junior
- Year 4 - Senior

If a senior does not have enough credits earned to graduate at the end of year four (4), s/he will remain classified as a senior. Graduation requirements will remain those of the student's high school entering class.

For a student entering a school system for the first time at the high school level, his/her birth date, as required by Michigan Law to enter school, will be used to determine classification as a freshman, sophomore, junior or senior.

If a student leaves school for any time period, classification will be made based on the date s/he entered school based on Michigan Law.

Students who were retained at the elementary or middle school level remain classified with his/her current grade level when entering high school.

In order to assure that students are on schedule for graduation, students should adhere to the following credits:

| <u>Grade</u> | <u>Minimum Number of Credits</u> |
|--------------|----------------------------------|
| Sophomore | 5 ½ |
| Junior | 11 |
| Senior | 17 |

Recommendations

A. All students should earn four (4) science credits, which will include the required three (3) year sequence of biology, chemistry and physics/geo physical.

B. All students should earn at least two (2) credits in a two (2) year sequence in World Language. (Beginning with the Class of 2016, all students are required to take two (2) credits of the same World Language)

Transfer Credits

A. Students transferring to South Lyon high schools from another school will:

1. Receive credit from religion courses which shall be recorded as elective credit.
2. Not receive credit toward graduation for driver education classes.
3. Receive appropriate credit for other courses as indicated by sending school.

A. Credit from correspondence courses will not be accepted toward graduation.

B. Academic credits for transferring students should be reconfigured to equate to the credit system for South Lyon Community Schools. The maximum credits per semester shall equal three (3) credits. These requirements may be adjusted to insure that transfer students meet specific departmental requirements for graduation.

C. Grades from accredited home schooling programs will not be averaged into the GPA, for any purpose, although credit may be accepted for courses passed as they apply to South Lyon curriculum.

D. Testing out of class by achieving a final grade of 78% (C+) or higher on the testing out examination shall result in earned credit; however, it will not be included in the high school GPA for any purpose.

Dual Enrollment

Under Public Act 160, (Postsecondary Enrollment Options Act) the District provides qualified students the opportunity to dually enroll in college courses provided they have received authorization from the building principal or his/her designee prior to registration.

Students will receive one-half (1/2) credit for successful completion of each dual enrollment course. Grades will not be averaged into the GPA for any purpose.

Supplemental Credits

Supplemental credit can be earned in the following ways: College courses, summer school courses, Alternative Education courses, online courses and the extended day program at Oakland Technical Center. All supplemental credits must be approved by the building principal or his/her designee prior to registration. However, no student may be enrolled in more than one (1) credit per semester.

A. Alternative Education Credits

Students taking supplemental credits through the Alternative program must be at least sixteen (16) years of age. Full-time high school students may take no more than two (2) classes (one (1) credit) per semester, four (4) classes (two (2) credits) per year beyond the normal schedule.

B. Credit for Online Courses

The District recognizes the opportunity to enroll in online courses may enhance and enrich the educational opportunities already available to students. The District will abide by all State requirements and regulations regarding online coursework.

The following District requirements for acceptance of credit for online courses are consistent with State of Michigan requirements:

1. All high school students are eligible to enroll in up to two (2) online course(s) for a maximum of one (1) credit per semester. Students may enroll in no more than two (2) online courses, or up to one (1) credit, during the summer.
2. Online courses may not be used to substitute for South Lyon high schools' offerings, except on rare and unusual occasions approved by the high school principal or his/her designee.
3. On rare and unusual occasions, Special Education students may be approved for an online seat time waiver as defined by the Individualized Educational Plan and approved by the Director of Special Services and the principal. These will be considered Alternative Path students.
4. Students may receive credit for online courses offered by accredited high schools, Intermediate School Districts, universities and the Michigan Department of Education, that have been approved by the high school principal or his/her designee.
5. With the exception of dual enrollment, online courses must be taken in addition to, not in place of, the student's regular schedule, and must be taken as a seventh class.

6. Students may receive credit for online courses offered by accredited high schools, Intermediate School Districts, universities and the Michigan Department of Education, that have been approved by the high school principal or his/her designee.
7. With the exception of dual enrollment, online courses must be taken in addition to, not in place of, the student's regular schedule, and must be taken as a seventh class.
8. Credit for online courses will appear on the student's transcript but the grade will not be averaged into the GPA for any purpose.
9. A student enrolled in an online course who wishes to use District technology in order to participate in the online course must do so between 2:30 to 3:30 p.m. on school days during the school year. A home-schooled student must be enrolled in at least one (1) class at one (1) of the South Lyon high schools in order to be enrolled in an online course.
10. A mentor teacher will be available between 2:30 to 3:30 p.m. on school days during the school year.
11. A homebound student may take an approved online course for credit as long as the student is enrolled in six (6) classes through one (1) of the South Lyon high schools.
12. The student is responsible for costs associated with the online course, since it will be taken outside of the regular school day.
13. In the case of home-schooled students, the District will claim one-sixth FTE (full time equivalent) for each high school class in which the student is enrolled, but will not claim one-sixth FTE for the online course. Therefore, the home-schooled student is also responsible for costs associated with the online course.

C. College Courses

High school students who have received authorization by the building principal to take college courses, but not under the provisions of the Postsecondary Enrollment Options Act, will receive one-half (1/2) credit for successful completion of each course. The grades will not be averaged into the GPA for any purpose.

HARASSMENT OF STUDENTS

Harassment of students is prohibited. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe educational environment for all of its students. This policy

applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as disability, religion, race, color, national origin, sex, sexual orientation, height, and weight.

The following definitions are provided for guidance only:

Harassment

- A. submission to such unwelcomed conduct or communication is made, either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed student in the terms, conditions, or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment (may include, but is not limited to):

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State Law. M.C.L.A. 722.621 et. seq.

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

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

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

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

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

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

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be annually circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment based upon disability, religion, race, color, nation origin, sex, sexual orientation, height, weight, or generally in violation of any State or Federal law prohibiting discrimination shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy.

Health Services

In compliance with the law, the Board may require students to submit to periodic health examinations to:

- A. protect the school community from the spread of communicable disease;
- B. ensure each student's safe participation in activities and events;
- C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The administration shall directly notify the parents/guardians of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or

expected to be scheduled for students if the examination or screening is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

Homework

Homework may occur at any grade level. When homework is assigned, it should be a worthwhile supplement of the course objectives. It should enrich skills developed in class.

When homework is assigned, it must be meaningful and reviewed or evaluated by the teacher and should not at anytime be punitive. Written homework must be returned to the student in a timely manner so that each student may benefit from the homework assignment.

When a teacher considers individual ability differences among pupils, assignments may differ.

Interrogation of Students by Outside Agencies

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

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

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

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

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

When an authorized law enforcement officer or child protection agency removes a student, the building administrator shall record the name of

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

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

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District; however, the Board also recognizes that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

The building administrator shall require that the school be notified in advance of such absences by written or personal request of the student's parent/guardian, which shall state the reason for the tardiness of early dismissal. Justifiable reasons shall be determined by the building administrator.

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

Students shall only be released to custodial parent(s)/guardian(s), anyone who is authorized by the School Emergency Card, or to a custodial parent's/guardian's designee when given explicit instruction.

Non-Discrimination and Access to Equal Educational Opportunity

The Board does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, disability or age in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, sexual orientation, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or may other legally protected characteristic, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent, or his/her designee, to:

- A. Curriculum Content
Review current and proposed courses of study and textbooks to detect any bias based on any legally protected interest; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society.
- B. Staff Training
Develop a program of in-service training for school personnel designed to identify and solve problems of any legally protected interest or other bias in all aspects of the program.
- C. Student Access
Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of any legally protected interest in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations. This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.
- D. District Support
Ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.
- E. Student Evaluation
Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of any legally protected interest.

The Superintendent, or his/her designee, shall appoint and publicize the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members, and the general public.

The Superintendent, or his/her designee, shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to

academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing on an annual basis (also see Policy 2225).

The District will endeavor to assist the student and/or his/her parents in their access to District programs.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has come remaining vision.

The Superintendent, or his/her designee, shall develop administrative guidelines as needed for the proper implementation of this policy.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, disability or age in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, sexual orientation, religion, race, color, national origin or ancestry, age, disability, marital status, genetic information, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent, or his/her designee, to:

- A. Curriculum Content
review current and proposed courses of study and textbooks to detect any bias based on any legally protected interest; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;
- B. Staff Training
develop a program of in-service training for school personnel designed to identify and solve problems of any legally protected interest or other bias in all aspects of the program;
- C. Student Access
review current and proposed programs, activities, facilities, and practices to ensure that all students have

equal access thereto and are not segregated on the basis of any legally protected interest in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

- D. District Support
ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;
- E. Student Evaluation
ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of any legally protected interest.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal will be required.

The Superintendent, or his/her designee, shall appoint and publicize the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, their parents, staff members, and the general public.

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In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic

needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

The District will endeavor to assist the student and/or his/her parents in their access to District programs.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

The Superintendent, or his/her designee, shall develop administrative guidelines as needed for the proper implementation of this policy.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the families of each child in the District. The plan shall follow all federal and state requirements for working with parents/guardians of special populations. The plan must encompass parent participation, through meetings and other forms of communication. Therefore, the Parental Involvement Plan includes the following:

- A. **Relationships with Families**
- cultivating school environments that are welcoming, supportive, and student-centered;
 - providing professional development for school staff that helps build partnerships between families and schools;

B. Effective Communication

- providing information to families to support the proper health, safety, and well-being of their children;
- providing information to families about school policies, procedures, programs, and activities;
- promoting regular and open communication between school personnel and students' family members;
- communicating with families in a format and language that is understandable, to the extent practicable;
- providing information and involving families in monitoring student progress;
- providing families with timely and meaningful information regarding Michigan's academic standards, state and local assessments, and pertinent legal provisions;
- making available a description and explanation of the curriculum in use at the district/school, the form of assessment used to measure student progress and the achievement expectations of students;
- providing a copy of the parent/student handbook;
- arranging flexible scheduled parent/teacher conferences and parent/guardian requested conferences;
- publishing district and school newsletters, via electronic and/or hard copies, that provide important school information and include positive invitations to parents/guardians to participate in various school activities;
- informing parents about the building Shared Involvement Process Teams, and how to access the school and district annual reports;

- using on-line grading and reporting systems to inform parents/guardians of various assignments and activities;
- convening annual parent curriculum nights where an overview of the grade level/course curriculum and achievement expectations are shared;
- providing the school and district annual reports that meet all of the requirements of the State of Michigan. The reports will be posted on the district website and hard copies made available when requested;
- providing other reasonable support for parent involvement at parents' requests and responding to suggestions and comments as soon as practicably possible.

C. Parent Involvement Opportunities

- providing volunteer opportunities for families to support their children's school activities;
- helping families to provide a school and home environment that encourages learning and extends learning at home, including the following:
 - participating in school functions, organizations and committees;
 - supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
 - expecting their child to observe all school rules and regulations;
 - supporting or enforcing consequences for their child's willful misbehavior in school;
 - sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
 - taking an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
 - reading all communications from the school, signing, and returning them promptly when required;
 - working with the school in attending conferences set up for exchange of information of their child's progress in school.

D. Involving Families in Decision Making and Advocacy

- encouraging the participation as partners in the process of school review and continuous improvement planning, through participating:
 - as members of the building level Shared Involvement Process Teams
 - as members of hiring committees
 - as members of the NCA Steering Committees
 - by completing Shared Involvement Process feedback forms and surveys

E. Collaborating with the Community

- building constructive partnerships and connecting families with community-based programs and other community resources;
- coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development (i.e., community recreation, community based sports organizations, community sponsored events, etc...).

Implementation

The expectations above will allow the Superintendent, or his/her designee, to provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. This plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The Shared involvement Process teams will help in evaluating the effectiveness of the plan annually, and provide suggestions for ongoing improvement.

Public Attendance at School Events

The Board welcomes the attendance of members of the community at public events held by the schools in the District. The Board also has the duty to maintain order and maintain the quality of its facilities.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates regulations or does not leave school property when requested.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

The Board prohibits the possession, consumption, or distribution of alcoholic beverages, tobacco, or other controlled substances at any function sponsored by the District or at any function occurring on District premises.

Service animals used by persons requiring this type of assistance shall be permitted in all District facilities and at all school events. The person may be asked to provide evidence of the animal's certification for that purpose.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Assistant Superintendent for Administrative Services.

School Safety Reporting

Michigan law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The Assistant Superintendent for Administrative Services will develop administrative guidelines for the State required school safety reporting.

School Sponsored Events

The Board recognizes the value of school sponsored events in enhancing and enriching the educational experience for the children of this community.

The District will make school facilities available per Policy 9250 – Community Use of District Physical Resources.

School sponsored events which take place outside school facilities must be approved by the Building Principal.

All students at school sponsored events, whether participants or spectators, shall be held responsible with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school program. The District endorses the MHSAA Sportsmanship Expectations and all students shall be expected to comply with these guidelines. All student participants are further expected to comply with the extracurricular Code of Conduct.

In order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and middle school students be accompanied by a parent/guardian or adult

chaperone when they arrive at the event and throughout its duration, unless otherwise noted. The Board will not be responsible for students if they attend without an adult chaperone.

The District will provide supervision for students who are participants in District-Sponsored events.

Participation in school sponsored events is a privilege and may be denied to any student who has demonstrated disregard for the rules of the school.

School Visitors

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and others who have legitimate business in the school.

The building administrator shall establish procedures to identify and authorize building access to adults. All visitors shall function in a positive manner in accordance with district and/or building guidelines.

The superintendent and/or a building administrator or other authorized individual has the authority to prohibit the entry of any person to a school or other district-owned property or to require the exit of any person when there is reason to believe the presence of such person would be detrimental to the educational process or keeping order in the school.

If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Failure to follow these guidelines may result in limits being placed on the individual's access to school facilities.

The District strictly enforces the Michigan law which establishes a "Student Safety Zone" that extends school boundaries 1,000 feet beyond school property and prohibits weapons, drugs, and registered sex offenders on site and at school related events.

Parents/guardians who desire to visit classrooms must follow Policy 9145 Curriculum Involvement Rights of Parents and Legal Guardians.

Searches

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school officials may search a student under the circumstances outlined below and may seize any illegal, contraband or unauthorized material discovered in the search.

Students are subject to searches while on school property, as well as at any school-sponsored activity or event, regardless of its location. All searches shall be conducted by the building administrator, or designee, with a second adult employee present. A student's failure to comply with any search request, as provided by the policy will be considered grounds for disciplinary action.

Student Searches

Student lockers and desks are school property and remain at all times under the control of the South Lyon Community Schools; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy for items placed in school property because school property is subject to search at any time by school officials. Periodic general searches of lockers and desks may be conducted by school officials for any reason, at any time without notice, without consent, and without a search warrant.

A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reason to suspect that the student is in possession of illegal, contraband or unauthorized materials. If a search yields illegal, contraband, or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Only in exceptional circumstances when the health, safety or welfare of the student or of others is immediately threatened, search of a student's person shall be conducted by a person of the student's gender in the presence of another staff member. A search prompted by the reasonable suspicion that health or safety is immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons or property.

Parents/Guardians of students who are searched will be notified that a search has been conducted. Items confiscated during a search may remain in the possession of school personnel, delivered to proper legal authorities for ultimate disposition, or returned to the student or the parent/guardian at the discretion of the building administrator.

Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. South Lyon Community Schools retains its authority to conduct routine patrols of school parking lots and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interior of student vehicles may be searched whenever a school official has reason to suspect that illegal, contraband or unauthorized materials are contained inside. At the request of a district administrator, the student shall consent to unlocking and opening the vehicle, and permitting the administrator

and/or designee to search the vehicle and its contents while parked on school premises. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Canine Searches

The Board also authorizes the use of canines trained in detecting the presence of drugs or devices. Canine detection must be conducted in collaboration with law enforcement or other appropriately certified entities.

Sexual Harassment and Intimidation

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No Board member, staff member or student of this District shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any Board member, employee or student to harass any member of the Board, staff or student body through conduct or communication of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting, understanding and acceptance of, and assuring compliance with state and federal law and board policy and procedures governing sexual harassment within his/her building or office.

Definition: Sexual harassment means unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term of condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- B. Submission to or rejection of such conduct by a Board member, employee or student is used as the basis for decisions affecting the employee or student; or
- C. Such conduct has the purpose or effect of unreasonably interfering with a Board member's, employee's or student's performance or creating an intimidating hostile or offensive work or learning environment.

Sexual harassment may include, but is not limited to the following:

- Verbal/non-verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks/actions with sexual or demeaning implications;
- Unwelcomed touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Violators of the policy face disciplinary measures up to and including sanction and/or removal from the office of president, vice president, secretary or treasurer of the Board, in the case of a Board member, termination of employment, in the case of an employee, and expulsion from school, in the case of a student, depending upon the strength of the evidence, the severity of the incident and the position and prior record of the offender. In addition, when appropriate, referral for criminal investigation and prosecution will be made.

The administration will develop procedures to implement this policy, including procedures for reporting sexual harassment, for investigating complaints, for sanctioning and/or disciplining of Board members, employees and/or students who are found to have violated this policy and for documenting the complaint, the investigation and the results of the investigation.

Statewide School Safety Information Policy

The superintendent or designee is hereby designated as the School Resource Officer (SRO), and is the official district contact person for receiving information from law enforcement, prosecutors and courts relative to any matters concerning school crime and violence in the South Lyon Community School District. The superintendent or designee shall see that a file of all incident reports or law enforcement records is kept in accordance with the law and the statewide school safety information policy. Reportable incidents for the purposes of this policy shall be those as listed in the "Index of Reportable Incidents" as found in the School Safety Response Guide published in the school safety policy. Incidents reported involving students of the district shall be reviewed under the district's relative to possible disciplinary consequences up to and including expulsion.

It shall be the responsibility of the Superintendent or designee to set up appropriate meetings with representatives of the community regarding the implementation of the statewide school safety information policy and to call an annual meeting to review the effectiveness and review the procedures developed within the district's local school safety information policy. Results of this meeting shall be shared with the Board as requested.

The South Lyon Community School District has adopted the Oakland County Plan for implementing the Statewide School Safety Information Policy and has entered into an agreement with other Oakland County school districts, Oakland Intermediate School District, the Oakland County Prosecutor, the Oakland County Sheriff, the Oakland County Family Court Administrator and the Oakland County Circuit Court Administrator to share school safety information.

STUDENT ASSESSMENT

The Board will be in compliance with laws and rules of the State Board of Education in regards to student achievement and assessment.

Each student's proficiencies and needs will be continually assessed by staff members. Assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, and student performance data collected through standard State and District assessments.

The Superintendent or his/her designee shall develop a program of testing and assessment that includes:

- A. selection of assessment instruments, data, and other District criteria that will be used to assess educational achievement of each student in grades K-12;
- B. the Michigan Education Assessment Program (for grades 3-9) and the Michigan Merit Examination (or other readiness assessment program approved by the State Superintendent) administered each year in accordance with the schedule established by statute and the State Department of Education.

The purpose of the Michigan Education Assessment Program and the Michigan Merit Examination (MME) is to assess student performance in mathematics, science, social studies, reading, and English language arts for the purpose of improving academic achievement and establishing a Statewide standard of competency.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education. This examination is required for graduation.

Staff members are expected to comply with guidelines and standards for administering District and State assessments.

Student Distribution of Outside Material

Students of the South Lyon Community Schools have the right to exercise their freedom of speech as protected by the First Amendment to the U.S. Constitution. Recognizing this right, as well as the special characteristics of the school environment, the Board adopts this policy to establish standards to regulate a student's distribution of outside material on District property. Permission to distribute outside material does not imply approval of the material's content by the District or its representatives.

Time, Place and Manner Restrictions

- A. Without regard to content, all student distribution of any outside material shall be limited to a time, place and manner which does not disrupt any school activity, impede the safe flow of traffic within school corridors and/or entranceways or create litter from indiscriminate discarding of the material.
- B. Building administrators shall draft proposed administrative guidelines for the time, place and manner regulation of those school properties for which they have direct oversight. Those administrative guidelines shall be approved by the Administration. Upon approval, the guidelines shall be annually distributed to the building's students.

Review Procedure

- A. Students seeking to distribute outside material on District property shall submit a copy of the material to the principal for review and written approval before distribution, together with a completed review form which requires the following information:
 - 1. Name(s) of person(s) responsible for the distribution of the material.
 - 2. Brief description of the material.
 - 3. Date(s), time(s), and locations of intended distribution, as permitted by the time, place and manner restrictions for the affected school property.
 - 4. Grade level(s) of students to whom the distribution is intended.
- B. The publication must contain the name(s) of person(s) or group(s) (whose membership is recognized by the school) distributing the material.
- C. The principal shall respond to the distribution request as soon as practicable but no later than two (2) school days after receipt by the principal. The basis for any denial shall be identified.
- D. If the distribution request is denied, the student may either:
 - 1. Modify the material to conform to the standards identified in the basis for denial and resubmit the material to the principal; or
 - 2. Appeal the denial to the Assistant Superintendent/CITA.
- E. As applicable, the principal shall respond to the resubmission or the Assistant Superintendent/CITA shall respond to the appeal no later than two (2) school days after receipt by the principal or Assistant Superintendent/CITA.
- F. At every level of the review process, the student submitting the distribution request has the right to meet with the designated administrator and present the reasons, supported by relevant witnesses and documentation, as to why distribution of the material is appropriate.
- G. Distribution of any outside material without prior administrative approval shall be subject to appropriate discipline under the Student Code of Conduct.
- H. A form to facilitate the administrative review and appeal process shall be made available to students.

Content-Based Restrictions

Subject to reasonable time, place and manner restrictions, students may distribute outside materials on District property only after obtaining administrative approval as outlined in the "Review Procedure" section of this policy. Administrative approval for a student to distribute outside material on District property shall not be granted for material which is:

- A. Predicted to materially and substantially disrupt or interfere with the work or discipline of the school.
 - 1. For material to be considered disruptive, the likelihood of disruption must be reasonable forecast. Undifferentiated fear or apprehension of disturbance is not enough.
 - 2. Consideration must be given to the context of the distribution as well as the content of the material, including past experience in the school, current events influencing student attitudes or behavior or instances of actual or threatened disruption relating to the material at issue.
- B. Obscene to minors if the average person, applying contemporary adult community standards, would find that the material:
 - 1. Appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. Depicts or describes sexual conduct, lewd behavior or excretory functions in a manner that is patently offensive to prevailing standards in the adult community concerning what is suitable for minors of the age to whom distribution is requested.
 - 3. Considered as a whole, lacks serious literary, artistic, political, educational and/or scientific value for minors of the age to whom distribution is requested.
- C. Defamatory, *i.e.*, containing an unprivileged and false statement of fact which injures an individual's or entity's reputation.
 - 1. Certain statements of fact about a public official, a public figure or a matter of public interest may be "privileged" unless the author either knew that the statement was false or published the statement with a reckless disregard for the truth.
 - 2. A "public official" is a person who holds an elected or appointed public office and exercises a significant amount of governmental authority, while a "public figure" is a person who either has sought the public's attention or is well known because of personal achievements or actions.
 - 3. For purposes of this policy, a SLCS student or parent/guardian shall not be considered a public official or public figure.
- D. Indecent, vulgar or grossly offensive to a reasonable person.
- E. Constitutes an invasion of the rights of others.

Definitions

Distribution means any circulation or dissemination of outside material to students in areas of the school which are generally frequented by students during normal school activity or immediately before or after such activity, by means of handing out or displaying the material, subject to the building's time, place, and manner restrictions.

Outside Material means written matter, which is not sponsored or officially endorsed by the District, and which is intended for general distribution, *e.g.*, newspapers, newsletters, leaflets or magazines.

School Day means a day in which school is in session for students.

Policy Dissemination

This policy and the building's time, place and manner restrictions shall be incorporated in all middle school and high school student handbooks. An age-appropriate summary of this policy shall be included in all elementary school student handbooks. The District's central administrative office and school building offices shall make copies of this policy available upon request.

Student Emergency Information

Please remember to periodically update your child's emergency card phone contacts. It is imperative that the school has 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, policy may be called or contact made with the Family Independence Agency.

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

Student Hazing

The Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as, but not limited to:

- A. Illegal activity, such as drinking or drugs;

- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

All District and contract employees shall be alert, particularly to possible situations, circumstances, or events which might include hazing. If hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the building principal. Students, District employees, and contractors who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

This policy shall be included in all student handbooks of the District and shall be disseminated to the public in a manner to be determined by the Administration.

Student Publications and Productions

The Board may sponsor student publications and productions as a means for students to learn, under adult direction, the rights and responsibilities of the press in a free society.

For purposes of this policy, “publications” shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, web pages, internet productions, or other like materials. “Productions” shall include theatrical performances as well as impromptu dramatic presentations, radio/television productions, and any electronic media presentations which represent the School District and the student’s work within the District.

Advertising is permitted in school newspapers, yearbooks, programs, etc., which are published by student organizations. Permission should be given by the building principal or designee.

The Board reserves the right to designate and prohibit the distribution of publications and productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which:

- A. Are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
- B. Libel any specific person or persons;
- C. Seek to establish the supremacy of a particular religious denomination, sect, or point of view;
- D. Advocate the use or advertise the availability of any substance or material which may reasonably be believed to:

1. Constitute a direct and substantial danger to the health of students;
2. Contain obscenity or material otherwise deemed to be harmful to students who may receive them;
3. Incite violence, advocate the use of force, or urge the violation of law or school regulations.

The Board also prohibits publications and productions which:

- A. Fail to identify the student or organization responsible for distribution;
- B. Solicit funds for nonschool organizations or institutions when such solicitations have not been approved by the Board;
- C. Promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or question submitted at any election.

The final decision to prohibit any article, advertisement, publication, production, etc., shall rest with the building principal.

Student Records

Student educational records are confidential and information from them shall not be released except as provided by law. The District may release certain directory information in accordance with the law. Directory information may be released without parental/guardian or eligible student consent, if public notice of the categories of information designated as directory information has been given and provided parent(s)/guardian(s) or eligible students are given the opportunity to request non-disclosure, in writing, within a specified reasonable time.

Specifically exempt from disclosure is directory information requested for this purpose of surveys, marketing or solicitation, unless the District determines that such use is consistent with its educational mission and beneficial to the affected students.

However, armed forces recruiting representatives and service academy recruiters are entitled under the law to receive directory information that includes the student's name, address and telephone number (if listed). Armed forces recruiting representatives and service academy recruiters can only use that data to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies. High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives by submitting a signed written request to that effect to the high school principal.

Directory information is defined by the Family Educational Rights and Privacy Act (FERPA) as information contained in a student's record "that would not generally be considered harmful or an invasion of privacy if disclosed."

- A. The following student data is considered to be “directory information,” and it may be disclosed without prior written consent, providing the above conditions have been met:
 - 1. student’s name
 - 2. names of student’s parent(s)/guardian(s)
 - 3. student’s address
 - 4. student’s date of birth
 - 5. student’s class designation
 - 6. student’s extracurricular participation
 - 7. student’s achievement awards or honors – not scholastic grades
 - 8. student’s weight and height, if a member of an athletic team
 - 9. student’s photograph
- B. Parents of students, eligible students and persons representing the parents may inspect and review the student’s education records upon request.
- C. Parents and students must be informed of the types of records, maintained by the district as well as their location. Administrators responsible for these records should be identified.
- D. The District will only release information from, or permit access to, a student’s education record with a parent or eligible student’s prior written consent, with the following exceptions: records may be released by a person designated by the Superintendent as permitted by law or by court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher-ranking government official.
- E. School officials will have access to student education records for legitimate educational purposes. A school official is defined as an administrator, teacher, temporary supervisor or instructional substitute, public health nurse, secretary, auditor, youth protective worker or any individual who has a legitimate educational interest in doing so.
- F. Parents and eligible students shall be informed annually of their rights under the law as well as the locations where copies of the student records policy may be obtained.
- G. The District may charge a fee for copies of the student’s education records.
- H. A parent or an eligible student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student, may request the appropriate record custodian to amend the records.
- I. The District shall protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages.
- J. The rights of parents regarding educational records are transferred to the student at age eighteen (18) in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Student Seclusion and Restraint

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only if students pose a threat to themselves or others.

All such interventions shall only be done in accordance with guidelines developed by the Director of Student Services, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to professional staff and the support staff determined appropriate by the Assistant Superintendent for Administrative Services. Training will be in accordance with the State's standards.

STUDENT USE OF LEARNING MATERIALS

Textbooks, equipment, and learning materials will be provided for the use of students.

Parents/Guardians, or students over the age of 18, will be responsible to pay for damaged and/or lost equipment and materials. The Superintendent, or his/her designee, will have the responsibility to so inform the parents/guardians, or students over the age of 18, of their responsibility in case of lost or damaged materials and equipment.

STUDENT USE OF MOTOR VEHICLES

The Board regards the use of motor vehicles for travel to and from school by students as a privilege and an assumption of responsibility on the part of those students. This responsibility includes the care of property, the observation of safety rules, and the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules and policies of the District, provided that such students are licensed drivers and have been granted permission by the building administrator to drive a motor vehicle on school grounds.

- A. The Board will not permit the use of nonlicensed motor vehicles for travel to and from school.
- B. The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The Administration shall establish guidelines for the operation and/or parking of motor vehicles and shall disseminate those rules to all students so affected.

The administrative guidelines shall include the established standards for the granting of permits, including the charging of a fee which shall contain the warning that infraction of the rules may result in the revocation of the permit.

STUDENT USE OF MOTOR VEHICLES

A detailed description of the rights and responsibilities concerning student use of motor vehicles should be contained in the high school student handbook.

Parking is available to students who have reached senior, junior and sophomore status, when space available.

Students shall complete the Student Vehicle Form and provide:

- driver's license;
- insurance certificate;
- registration.

Students must apply for a permit and pay a yearly fee.

Students who apply for, and receive, a parking sticker will be allowed to park in the student lot only. Students may park only in their assigned parking space or will lose their parking privileges.

Only cars with authorized stickers may enter and park in the student lot. Seniors, juniors, and sophomores, when space available, may obtain stickers in the Main Office after completing the application process. Students parking on school grounds without an authorized sticker are subject to disciplinary action up to and including suspension.

At all times, the registered vehicle must display the parking sticker permanently affixed to the windshield, on the inside lower corner of the

driver's side.

While on school grounds, the vehicle may only be driven by the person to whom it is registered.

Students are expected to follow all state and local ordinances. Speeding, reckless driving, ignoring posted signs, peeling of tires, chirping tires, driving on non-paved areas, parking in fire lanes, passing vehicles while entering or exiting the parking lot, parking in handicapped spaces without authorization, etc. will not be tolerated.

Once students have arrived at school, they are not allowed to go to the parking lot without permission.

Students may not leave campus during the day in their vehicles. Any student who uses his/her vehicle to assist another student in leaving school grounds before the end of the school day will be subject to disciplinary action.

Any changes regarding student vehicles, i.e. license number, etc., must be reported to the Main Office secretary immediately.

Failure to comply with any of these rules may result in disciplinary action up to and including permanent loss of parking privileges, with no refund of the parking fee.

Students driving unregistered vehicles and/or not eligible to park on school grounds, will be assessed a daily fee, and may be subject to disciplinary action ranging from detention to suspension.

Note: All students must park in the student parking lot. Students who park in the staff lot, or anywhere other than the student lot will be subject to disciplinary action, as follows:

- First offense: Loss of parking privilege for twenty (20) school days.
- Second offense: Loss of parking privilege for ninety (90) school days.
- Third offense: Loss of parking privilege for the remainder of the school year.

Driving to school, if approved, is a privilege. If abused in any way, it may be revoked at any time.

Students shall be made aware of the District's right to patrol and inspect the exteriors of student vehicles while on school property and/or school sponsored events. The interior of a vehicle may be searched whenever a school official has reason to suspect that illegal, contraband or unauthorized materials are contained inside (See per Board Policy 5771 Searches).

Substance Abuse

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

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

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

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

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

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

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

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

- A. All controlled substances as so designated and prohibited by Michigan statute and/or Federal statute;
- B. All chemicals that release toxic vapors and/or may be used as inhalants;
- C. All alcoholic beverages and any other beverages – the purchase of which is prohibited or controlled by law including non-alcoholic malt beverages, "near beer", "brew", "bru" or any other name which is capable of conveying the impression to the purchaser that the beverage has an alcoholic content;
- D. Any prescription or non-prescription medication, except those for which permission to use in school has been granted pursuant to Board Policy 5330, Administration of Medications;
- E. Counterfeit controlled substances or controlled substance analogues ("look-alike" drugs);
- F. Androgenic anabolic steroids and other performance enhancing drugs as determined annually by the Department of Community Health and use of a performance enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the state Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.
- G. Any other illegal substance so designated and prohibited by law.

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

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

Disciplinary Action

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

Disciplinary action shall be based on the offending student's cumulative record of violations of Policy 5530. Violations from previously attended school districts shall be considered.

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

Violations of this policy are separated into the following:

- A. Being Under the Influence – The student consumes, uses, and/or exhibits characteristics attributable to the use of prohibited drugs and/or alcohol.
- B. Possession – The student has prohibited drugs, alcohol, tobacco and/or drug paraphernalia on his/her person, or stored in his/her belongings, which may include a backpack, purse, locker or vehicle.
- C. Distribution – The student sells or distributes, or demonstrates the intent to sell or distribute a prohibited drug, alcohol, tobacco and/or drug paraphernalia to another person, whether or not in exchange for compensation, or has in his/her possession a quantity of drugs in excess of that normally used for personal use.

NOTE: Any individual who brings a prohibited drug and shares it or distributes the prohibited drug in any format shall always be considered a distributor.

- D. Initiation – The student requests another student to bring a prohibited substance onto school property or to a school related event, or initiates the transaction during the school day.

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

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

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

1. Investigate the situation by means which may include a breathalyzer administered by law enforcement officials.
2. If it is determined a violation has occurred, school administration shall:
 - a. Contact the parents/guardians of the student.
 - b. Contact the law enforcement.
 - c. Conduct a parent-student conference.
 - d. Impose a thirty (30) day suspension with the option to refer the student for a disciplinary hearing before the Board. The Board shall be notified by the Superintendent of any suspension of more than ten (10) days and up to thirty (30) days.
 - e. The length of the suspension may be reduced to no less than ten (10) days by the completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include but is not limited to the following:
 - Professional drug and alcohol assessment by an outside agency.
 - Drug testing a minimum of twice by an outside agency.
 - Out-Patient Treatment.
 - In-Patient Treatment.
 - Outside counseling by a licensed professional.
 - Active participation in AA/NA meetings.

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

- f. Impose social probation to be reviewed after ten (10) weeks. Social probation and suspension time shall not run concurrently. The ten (10) weeks will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begin August 1. For infractions that occur 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. It is the student's responsibility to contact the school administration and request a review of their social probation status.

B. Initiation or Under the Influence and/or Possession – Second and Subsequent Offenses

Mandatory disciplinary hearing before the Board, which may result in expulsion.

Possession, Distribution and/or Initiation of Drug Paraphernalia

A. First Offense

1. Investigate the situation.
2. If it is determined a violation has occurred, school administration shall:
 - a. Contact the parents/guardians of the student.
 - b. Contact the law enforcement.
 - c. Conduct a parent-student conference.
 - d. Impose up to a thirty (30) days suspension with the option to refer the student for a disciplinary hearing before the Board: The Board shall be notified by the Superintendent of any suspension of more than ten (10) days and up to thirty (30) days.
 - e. The length of the suspension may be reduced to no less than ten (10) days by the completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include but is not limited to the following:
 - Professional drug and alcohol assessment by an outside agency.
 - Drug testing a minimum of twice by an outside agency.
 - Out-Patient treatment.
 - In-Patient treatment.
 - Outside counseling by a licensed professional.
 - Active participation in AA/NA meetings.All expenses associated with the above shall be the responsibility of the student/parent.
 - f. Impose social probation to be reviewed after ten (10) weeks. Social probation and suspension time shall not run concurrently. The ten (10) weeks will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begin August 1. For infractions that occur 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. It is the student's responsibility to contact the school administration and request a review of their social probation status.

B. Second and Subsequent Offenses Regarding Drug Paraphernalia

Mandatory disciplinary hearing before the Board, which may result in expulsion.

Distribution of Prohibited Drugs and/or Alcohol

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

- A. Investigate the situation.
- B. If it is determined a violation has occurred, school administration shall:
 - 1. Contact the parents/guardians.
 - 2. Contact the law enforcement.
 - 3. Conduct a parent-student conference.
 - 4. Impose a thirty (30) day suspension with the option to refer the students for a disciplinary hearing before the Board. The Board shall be notified by the Superintendent of these suspensions.
 - 5. The length of the suspension may be reduced to 20 days by the completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include, but is not limited to the following:
 - a. Professional drug and alcohol assessment by an outside agency.
 - b. Drug testing a minimum of twice by an outside agency.
 - c. Out-Patient treatment.
 - d. In-Patient treatment.
 - e. Outside counseling by a licensed professional.
 - f. Active participation in AA/NA meetings.

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

- 6. Impose social probation to be reviewed after ten (10) weeks. Social probation and suspension time shall not run concurrently. The ten (10) weeks will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begin August 1. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For infractions that occur after August 1, social probation begins at that time. It is the student's responsibility to contact the school administration and request a review of their social probation status.

C. *Second and Subsequent Offenses Regarding Drugs and/or Alcohol*

1. Mandatory disciplinary hearing before the Board, which may result in expulsion.

POSSESSION OF TOBACCO

Possession will result in the confiscation of tobacco products and parent notification.

First offense for use will result in confiscation of prohibited materials, parent notification and a three (3) day out-of-school suspension or five (5) hour detention and participation in the school sponsored, after-school Tobacco Awareness program. Failure to complete all sessions will result in the full suspension being imposed.

Second offense and additional offenses for use will result in a five (5) day out-of-school suspension.

Smoking of tobacco products by any persons in violation of this policy will result in disciplinary action including contacting the law enforcement for violation of the Tobacco-Free Schools law which is a misdemeanor, punishable by a fine of not more than fifty (\$50.00) dollars. Please reference Board Policy – Use of Tobacco Products on School Property.

Distribution or Initiation of Tobacco

First Offense will result in confiscation of prohibited materials, parent notification and a three (3) day out-of-school suspension or five (5) hour detention and participation in the school sponsored, after-school Tobacco Awareness program. Failure to complete all sessions will result in the full suspension being imposed.

Second offense and additional offenses will result in confiscation of prohibited materials, parent notification, referral to law enforcement and a five (5) day out-of-school suspension.

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

A. *Under the Influence and/or Possession – First offense*

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

1. Investigate the situation by means which may include a breathalyzer administered by law enforcement officials.
2. If it is determined a violation has occurred, school administration shall:
 - a) Contact the parents/guardians of the student.
 - b) Contact law enforcement.
 - c) Conduct a parent-student conference.
 - d) Impose a thirty (30) day suspension with the option to refer the student for a disciplinary hearing before the Board.

- e) Impose social probation to be reviewed after ten (10) weeks. The ten (10) week period will begin when the student returns from suspension. It is the student's responsibility to contact the school administration and request a review.

The length of the suspension may be impacted by the completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include but is not limited to the following:

1. Professional drug and alcohol assessment by an outside agency.
2. Drug testing a minimum of twice by an outside agency.
3. Out-patient treatment.
4. In-patient treatment.
5. Outside counseling by a licensed professional.
6. Participation in AA/NA meetings.

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

B. *Under the Influence and/or Possession – Second and Subsequent offenses:*

Mandatory disciplinary hearing before the Board, which may result in expulsion.

Possession, Sale, Delivery, Distribution or Transfer of Drug Paraphernalia

A. *First offense*

1. Investigate the situation.
2. If it is determined a violation has occurred, school administration shall:
 - a) Contact the parents/guardians of the student.
 - b) Contact law enforcement.
 - c) Conduct a parent-student conference.
 - d) Impose up to a thirty (30) day suspension with the option to refer the student for a disciplinary hearing before the Board.
 - e) Impose up to a ten (10) week period of social probation to begin upon the student's return to school. It is the student's responsibility to contact the school administration and request a review.

The length of the suspension may be impacted by the completion of an intervention plan mutually agreed upon by the parents and school administrator. The intervention plan may include but is not limited to the following:

1. Professional drug and alcohol assessment by an outside agency.
2. Drug testing a minimum of twice by an outside agency.

3. Out-patient treatment.
4. In-patient treatment.
5. Outside counseling by a licensed professional.
6. Participation in AA/NA meetings.

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

- B. Second and Subsequent offenses Regarding Drug Paraphernalia*
Mandatory disciplinary hearing before the Board, which may result in expulsion.

Sale, Delivery, Distribution or Transfer of Prohibited Drugs and/or Alcohol

If a student, based upon reasonable cause, is suspected of selling, requesting, initiating or demonstrating the intent to initiate a sale, delivering, distributing, purchasing, obtaining or transferring a prohibited drug including alcohol, school administration shall:

- A. Investigate the situation.
- B. If it is determined a violation has occurred, school administration shall:
 1. Contact the parents/guardians.
 2. Contact law enforcement.
 3. Conduct a parent-student conference.
 4. May result in a recommendation to the Board of Education for disciplinary consideration via the Superintendent.

Teacher Suspension Rights

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one (1) school day when the teacher has good reason to believe and can support and document that the student's behavior poses a clear and present danger to self or others.

For all other conduct, including conduct which would result in an automatic suspension or expulsion under the, the teacher must handle the matter in accordance with the standard disciplinary process used in the school building. The teacher may also elect to disregard the teacher suspension rights provided in this policy and remove the student from class in accordance with the standard disciplinary process used in the school building.

A student receiving a teacher-imposed suspension shall not return to the class, subject or activity for the rest of that school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.

At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject or activity may be permitted to attend other classes, subjects or activities if the student's

conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Student Code of Conduct.

If the student remains at school, the student shall be appropriately supervised while suspended from the class, subject or activity.

All teacher-imposed suspensions shall be applied in a manner consistent with applicable student discipline procedures, as well as all Federal and State laws for students determined to be eligible for special education programs/services or reasonable accommodation of their disability.

This policy does not diminish the due process rights under Federal law of a student who has been determined to be eligible for special education programs and services.

Procedural Requirements

- A. Prior to imposing a suspension, the teacher must first specifically warn the student that if the conduct continues, the teacher will suspend from the class, subject or activity for the day.
- B. If the teacher imposes a suspension as defined and allowed in this policy, the teacher shall immediately report the suspension and the reason for the suspension to the principal or designee for appropriate action. This immediate report may be made verbally or on the District's *Classroom Suspension Form*.
- C. A teacher, who imposes a suspension from a class, subject or activity, shall complete the District's *Classroom Suspension Form* by the end of that school day.
- D. If the appropriate administrative action under the Code of Conduct requires the student's continued presence in the school, the student shall be under appropriate supervision.
- E. During the teacher-imposed suspension, the student shall not be returned that day to the class, subject or activity from which s/he was suspended without the concurrence of the principal and the teacher of the class, subject or activity.
- F. As soon as possible after the suspension, but not later than the next school day, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the suspension.
 1. A school administrator shall attend the meeting if requested by the teacher or parent/guardian.
 2. The teacher shall contact a school counselor, school psychologist, or school social worker who shall attend the conference whenever practicable.
- G. The parent-teacher conference must be scheduled during the teacher's non-instructional time.
- H. A parent-teacher conference must be held before the teacher can suspend the student again for classroom conduct.
- I. The teacher must report the outcome of the parent-teacher conference to the principal in writing.
- J. A record of the teacher-imposed suspension will be kept.

- K. A school principal, at his/her discretion, may revoke an individual teacher's right to suspend students.
- L. This policy is included in the student Code of Conduct.

Definitions

Class, Subject or Activity: At the elementary level "class" is defined to mean any time during which the student is assigned to the regular classroom teacher who imposed the suspension. "Subject" is defined as music, art or physical education. "Activity" is defined as recess. At the middle school and high school, "class" and "subject" are interchangeable and refer to the period of time during which the student is assigned to the teacher imposing the suspension. There is no "activity" during the school day from which a middle school or high school teacher may suspend a student.

As soon as possible after a suspension: The action must be taken not later than the next day following the suspension.

Teacher: The authority for teacher-imposed suspensions is limited to teachers under contract with the South Lyon Community Schools. All other teachers are not authorized to utilize the teacher-imposed suspension procedure and must refer student discipline matters to the principal or designee. Guest teachers may not suspend students from a class, subject or activity.

Transportation

The purpose of this transportation policy is to provide guidelines governing the transportation of students of the South Lyon School District to and from school and school sponsored events.

The safety of all students in South Lyon Schools is of prime concern to the Transportation Department and its personnel. It is important that uniform policies be established for all and that students and parents be aware of such policies.

It is the policy of the Board to provide transportation to and from school for those students whose distance from their school of assignment makes this service necessary, within the limitations established by the State Law and the regulations of the State Superintendent of Instruction. Such laws and rules shall govern any questions not covered by this policy.

Secondary (6-12) students who live one and one-half (1-1/2) miles or more from the school which they attend shall be eligible to be transported to school. Elementary (K-5) students who live one (1) mile or more from school shall be eligible to be transported. Under normal conditions elementary students shall be expected to walk up to one-half (1/2) mile and secondary students up to one (1) mile to a bus stop. Walking distance is the linear measure of the shortest prescribed or authorized pedestrian route from a point at the curb or edge of a public road nearest the student's home to the bus stop or to the entrance of the school property closest to the student's home. Exceptions to these distances may be made

if conditions warrant. The following is a list of factors which may be considered when such an exception is under study:

- A. Sidewalks
- B. Traffic count
- C. Posted speed limit
- D. Visibility
- E. Road shoulders

This list is not meant to be all inclusive, but is rather meant to serve as examples.

Bus routes and stops shall be planned to achieve maximum economy of operation with reasonable safety. School buses will travel over public roads; however, exceptions may be made if conditions warrant. Requests for transportation on private roads must be in writing to the Director of Operations who has the final say, must cite a compelling need for service and must show eligibility for transportation under this Board policy. The following is a list of factors which may be considered when such an exception is requested:

- A. The private road must be built to county specifications
- B. The presence of dead-ends or cul-de-sacs
- C. The condition and maintenance of the private road
- D. The number of students on the road who need transportation
- E. The absence of a legal and appropriate stop on a public road which could serve the students
- F. The impact that traveling on the private road would have on the length of time students spend on the bus
- G. The efficient use of personnel and equipment
- H. The District is provided a waiver of liability for damage to the road and/or private property caused by the bus. Private roads on which District buses currently travel have been grandfathered.

The Transportation Department reserves the right to re-evaluate all routes at least annually, and make changes as necessary. In addition, the Transportation Department reserves the right to eliminate travel on private roads at any time when there is compelling safety or other issues which make it prudent to do so.

School buses shall be purchased, housed and maintained by the District for the transportation of resident students between their home areas and school which is in the boundary to which they are assigned. Transportation of eligible vocational or special education children between their home areas and schools outside the District shall be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers or by other means in the most efficient and economical manner.

Student transportation shall be considered a privilege to be enjoyed by a student as long as s/he accepts responsibility for his/her own conduct, carefully follows all rules and regulations and positively responds to the

directions and requests of the bus driver. This privilege may be suspended or revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation.

All such rules shall be published in the student handbook and copies given to students at the beginning of the school year.

The District will comply with the State law on regulating the transporting of large unsecure objects in district vehicles.

The Board authorizes the Transportation Department to install and operate video cameras on District buses to enhance student safety and well-being. Administration shall establish appropriate administrative guidelines for the proper use of the cameras.

The safety and conduct of the students at a bus stop is the responsibility of the parents.

Each student entitled to transportation will be assigned a specific bus route and bus stop, which will be the same for the entire year, unless altered by the Transportation Supervisor. No student will be permitted to use any other route or stop without permission from the Transportation Department. No request will be approved for the purpose of entertainment or for the simple convenience of the parent or student. Emergency requests will be considered.

The Transportation Department is not responsible to transport students in the Schools of Choice program. Students who have chosen the Schools of Choice program, for day care reasons, may be provided transportation only within that school boundary to and from one location (bus stop), providing space is available on the bus.

Transportation may be provided for students being day cared within his/her home address school boundary, to and from one location (bus stop) only, providing space is available on the bus.

The Board reserves the right to terminate transportation based on financial, legal, or other considerations.

Transportation for Field and Other District-Sponsored Trips

Transportation may be limited by the availability of vehicles, drivers and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members, contracted employees, or adults from the sponsoring organization. Any time students are in the District's vehicle, at least one (1) sponsor, chaperone or staff member is expected to ride in the vehicle to supervise

students on the bus as well as upon return to the District while students are waiting for rides home.

Students being transported in school vehicles on school-sponsored events will be expected to comply with the Student Code of Conduct and all verbal, written and posted bus rules.

Use of Electronic Communication Devices

South Lyon Community Schools recognizes that electronic communication devices (ECD) serve several important functions in our society. In consideration of the beneficial value and also the potential for misuse of these devices, this policy has been developed to balance the integrity and instructional quality of our classrooms with the age and maturity levels of our students.

Student/Parent Handbooks will include rules for ECD use and consequences for misuse. This shall include, but not be limited to the following:

- A. ECD may not be used during instructional time without staff permission. Violations will result in confiscation and parent/guardian notification.
- B. ECD may not be used to violate the privacy of others or to send or receive personal messages, data, images or information that would contribute to or constitute cheating on tests or examinations. The use of ECD to take photographs of or otherwise record individuals without the consent of the person entitled to privacy not only is a violation of this policy, but is also a violation of State law, and thus a crime.
- C. ECD may not be used to violate any other rule under the Code of Conduct. If the devices are used in this way, additional penalties described in the Student Code of Conduct will apply.
- D. ECD may be transported on the school bus, but may not be turned on or used while on the bus, unless given specific permission by the driver, coach, or sponsor of the trip. If such permission is given, cell phone calls may not be made or received while the bus is underway.
- E. If an ECD is damaged, lost, or stole while on school property, the District is not responsible for recovering or reimbursing the student or his/her parent/guardian for the replacement of the device.

Emergency School Closings

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

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

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

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

WEAPONS

The Board, as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well being and safety, by individuals possessing weapons and/or dangerous weapons.

In furtherance of its commitment to provide a safe learning and work environment for its students and employees, the Board establishes this policy to govern procedures and consequences for students who are implicated for violating school conduct standards regarding "dangerous weapons" as well as other objects which may be used to cause or threaten harm to others. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

Any student who is aware of any weapon, i.e., knife, gun, etc., in school, on the bus, or at any school related activity, has an obligation to report it to a staff member to avoid violating this code. Failure to do so will result in disciplinary action. If a student accidentally brings a weapon to school, he/she should alert a staff member and turn the weapon in immediately.

The Michigan School Code requires the Board to expel a student for possession of a dangerous weapon on school property or in a school vehicle. However, as a matter of law, the Board is not required to expel a student for possessing a dangerous weapon if the student establishes in a clear and convincing manner at least one (1) of the following:

- A. that the object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed by the student;
- C. the student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
- D. that the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Recordation and Referral

All expulsions pursuant to the School Code's mandatory expulsion requirement shall be entered and preserved on the student's individual permanent record. This information shall be disseminated by the District, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution.

Pre-Hearing Procedures

As part of the investigation of an alleged weapons violation, the appropriate administrator(s) shall take the following steps:

- A. Immediately report to the local law enforcement agency and the student's parent/legal guardian, (if the student is unemancipated), any incident involving a suspected dangerous weapon. The District shall also refer for prosecution conduct by any individual that is believed to violate State and Federal laws establishing weapon-free or gun-free school zones.
- B. Determine whether the item is a "dangerous weapon" mandating expulsion or another object which may be used to cause or threaten harm to others which may invoke discretionary discipline. As appropriate, the administrator shall rely on the opinion(s) of the local law enforcement agency and/or the District's legal counsel.

- C. Determine whether there is reasonable cause to believe that the student is a student with a disability eligible for accommodation(s) under Section 504 of the Rehabilitation Act and/or special education program(s). Disciplinary procedures and recommended consequences for an eligible student with a disability shall be consistent with current legal requirements.
- D. Notify the student's parent/guardian (or the student if s/he is at least eighteen (18) years old or otherwise legally emancipated) in writing of the disciplinary procedures and recommended consequences, as well as their right to request that the Board meet in closed session to conduct the disciplinary hearing.
- E. The District shall, within three (3) days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency. The District shall also notify the individual's parent or legal guardian or (if the individual is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral.

All disciplinary proceedings under this policy shall follow the District's student discipline procedures set forth in the Student Handbook and other appropriate documents.

Petitions for Reinstatement

Students expelled pursuant to the School Code's mandatory expulsion requirement (or their parent or legal guardian if the student is unemancipated) may petition the Board of this School District for reinstatement to school. An expelled student's petition for reinstatement shall be processed as required by the School Code. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of sixty (60) school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board to request, receive and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession for this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of the Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

- A. Convene a due process hearing within two (2) weeks of the student's petition for reinstatement. The student will have the right to have his/her parent/guardian and advisor, who may or may not be an attorney, present at the hearing. The student has the right to an open or closed hearing.
- B. The Board will make a decision by vote in open session.
- C. Reinstatement for all expelled students may only be authorized by the Board.
- D. The Superintendent or his/her designee shall be allowed to attend meetings of the Board when considering petitions for reinstatement.

Criteria for Reinstatement

The Board shall consider at least the following factors when a petition for reinstatement is submitted.

- A. whether the reinstatement would create a risk of harm to other students or school personnel;
- B. whether reinstatement would create a risk of School District or individual liability for the School Board or School District personnel;
- C. the age and maturity of the individual;
- D. the individual's school record before the incident that caused the expulsion;
- E. the individual's attitude concerning the incident that caused the expulsion;
- F. the individual's behavior since expulsion and the prospects for remediation of the individual;
- G. the degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another Board shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This District will only consider reinstatement, to the extent required by law, upon receiving verification of the denial of the student's petition for reinstatement by the expelling Board.

Conditions of Reinstatement

The Board may require an expelled student (if the petition was filed by a parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- A. signing a behavior contract;
- B. participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
- C. periodic progress reviews; and
- D. specific immediate consequences for failure to abide by any conditions of reinstatement.

Reinstatement

If the School District decides to reinstate the expelled student, those who were in grade 5 and below at the time of the expulsion shall not be reinstated before the expiration of ninety (90) school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 and below who have violated the Federal Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the Superintendent or his/her designee may submit his/her own recommendation to the Board, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than ninety (90) school days. Individuals in grade 6 or above at the time of expulsion shall not be reinstated before the expiration of 180 school days (one (1) legal school year) after the date of expulsion.

Discretionary Discipline (Including Expulsion) - for Use of Objects Which May Be Used to Cause or Threaten Harm to Others

Authorized administrators and the Board may exercise their discretion to impose disciplinary sanctions (including expulsion) on a student who is implicated in violating school conduct standards regarding an object which may be used to cause or threaten harm to others, but does not meet the definition of a "dangerous weapon" or does not fall within the circumstances by which the School Code mandates disciplinary sanctions. School officials expressly reserve the right to apply these conduct standards to any student who is on school property or school-affiliated transportation, who is in attendance at any school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school, regardless of location, date or time.

School administrators are authorized to impose a suspension in excess of ten (10) school days but not more than thirty (30) school days to a student who violated school conduct standards regarding an object, which the student used to cause or threaten harm to others. The school principal, upon consultation with the Superintendent or his/her designee and with notice to the Board, may authorize or order the suspension of the student if the interest of the school is served.

The Board reserves for itself the authorization to impose disciplinary sanctions beyond thirty (30) days suspension or expulsion, and shall consider such matters upon the recommendation of a school administrator.

Application to Handicapped Students

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students with disabilities who are determined to be eligible for accommodation(s) under Section 504 of the Rehabilitation Act, special education programs and/or services, as well as to students with disabilities who are determined to be eligible for accommodation(s).

Definitions

Dangerous Weapon - The School Code defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device (regardless of blade length), iron bar or brass knuckles.

- A. For purposes of determining whether an object is a "firearm," the Federal law definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994 shall be used.
- B. For purposes of determining whether a knife is a dangerous weapon, the blade length shall be measured from the blade's tip to the place where the blade inserts into the handle.

Objects other than weapons as defined above (which the student used to cause or threaten harm to others), including but not limited to:

- A. BB gun, pellet gun or other such weapon which does not meet the Federal law definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994;
- B. look-alike gun or a facsimile of a gun (including "toy" guns);
- C. "McGyver" bomb, stink bomb, smoke bomb, fireworks, ammunition, mace, pepper spray, self-defense gas or other

such object which does not meet the Federal law definition of a "destructive device" in the Federal Gun-Free Schools Act of 1994;

- D. knife with a blade three (3) inches or less in length;
- E. razor blade, box cutter;
- F. Numchucks chains.

Weapon Free School Zone means school property and/or a vehicle used by the school to transport students to or from school property.

School property means a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school

Firearm means (a) weapon (including a starter gun) which will or is designed to (or may readily be converted to) expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a BB gun is considered to be a "firearm".

This policy will be published annually in all student handbooks. Publication is not a precondition to enforcement of this policy.

APPENDIX KENSINGTON LAKES ACTIVITIES ASSOCIATION (KLA)

| | | |
|---|---|---|
| Brighton HS 7878 Brighton Rd., 3 Brighton, MI 48116 810-229-4100 | Milford HS 2380 Milford Road Milford, MI 48357 248-684-8091 | Walled Lake Central 1600 Oakley Park Rd Walled Lake, MI 48390 248-956-4700 |
| Canton HS 8415 Canton Center Rd Canton, MI 48187 734-416-7535 | Northville HS 45700 Six Mile Road Northville, MI 48167 248-344-8420 | Walled Lake Northern 6000 Bogie Lake Rd Commerce, MI 48382 248-956-5300 |
| Hartland HS 10635 Dunham Rd Hartland, MI 48353 810-632-6363 | Novi HS 24062 Taft Rd Novi, MI 48375 248-449-1500 | Walled Lake Western 600 Beck Rd Walled Lake, MI 48390 248-956-4400 |
| Howell HS 1200 W. Grand River Howell, MI 48843 517-540-8300 | Pinckney HS 10255 Dexter-Pinckney Rd Pinckney, MI 48169 810-255-5500 | Waterford Kettering 2800 Kettering Dr Waterford, MI 48239 248-673-1261 |

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| Lakeland HS 1630 Bogie Lake Rd White Lake, MI 48383 248-676-8320 | Plymouth HS 8400 Beck Rd Canton, MI 48187 734-582-5500 | Waterford Mott HS 1151 Scott Lake Rd Waterford, MI 48239 248-674-4134 |
| Livonia Churchill HS 8900 Newburgh Rd Livonia, MI 48150 734-744-2650 | Salem HS 46181 Joy Rd Canton, MI 48187 734-416-7800 | Wayne Memorial 3001 Fourth St Wayne, MI 48184 734-419-2200 |
| Livonia Franklin HS 31000 Joy Rd Livonia, MI 48150 734-744-2655 | South Lyon HS 1000 N. Lafayette South Lyon, MI 48178 248-573-8150 | Westland John Glen 36105 Marquette Westland, MI 48185 734-419-2300 |
| Livonia Stevenson HS 3500 W Six Mile Road Livonia, MI 48152 734-582-5500 | South Lyon East HS 52200 W Ten Mile South Lyon, MI 48178 248-573-8700 | Grand Blanc HS 12500 Holly Road Grand Blanc, MI 48439 810-591-4300 |

South Lyon East High School Telephone Numbers:

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

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.

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.