



# Salem Elementary Parent/Student Handbook



Principal, Mr. Ray Metcalf

Secretary, Mrs. Jean Hanka

Clerk, Mrs. Anne Carrel





## **INTRODUCTION**

Welcome to Salem Elementary School! At Salem, our staff is committed to forming a close partnership with parents to provide the best education possible for their children. We will build on the strengths of each child and treat each child as a unique individual.

Salem students follow a curriculum based on the State of Michigan Standards and Benchmarks. They experience powerful learning activities and assessments, which are based on research and best practices.

Salem Elementary is accredited by the North Central Association of Colleges and Schools. We comply with all State of Michigan mandates for school improvement. District wide MEAP scores have shown steady improvement in all academic areas that are assessed.

Our school benefits from a Board of Education mandated Shared Involvement Process (SIP). The SIP team is composed of the principal, parents, teachers and support staff, who meet each month to plan the best programs for children. Important policy and budget decisions are made using a consensus decision making model.

Please visit our school and see education in action. We are proud of our curriculum and are always improving it and educating ourselves to be better educators. Please involve yourself with our fine CHEERS volunteer program and our Parent/Teacher Organization (PTO). We feel that the more you know about us, the better you can help your child succeed in school.

We are here for you. Let us know if you have any questions, concerns or comments. We need to know what you are thinking so we can work for solutions together.

By working together, we will be a powerful force for a great education for your child.

## **MISSION STATEMENT**

The mission of the Salem Elementary School Community is to provide a high quality education so that all children can reach their potential and become successful, responsible members of society.

## **IMPORTANT PHONE NUMBERS**

- ☛ Salem Elementary – 248-573-8450
- ☛ Salem’s Attendance Line – 248-573-8425
- ☛ Salem’s Fax – 248-573-8440
- ☛ Salem’s Kids’ Club – 248-573-8435
- ☛ South Lyon Community School’s Board Office – 248-573-8127
- ☛ Transportation – 248-573-8900
- ☛ Early Childhood Center – 248-573-8360
- ☛ South Lyon Recreation – 248-437-8105
- ☛ District Hotline – 248-573-8251
- ☛ District Web Site – [www.slcs.us](http://www.slcs.us) Salem has a page on this site.
- ☛ Email for all school staff – last name, first name initial, @slcs.us, all lower case.  
For example, the principal’s email address is [metcalfr@slcs.us](mailto:metcalfr@slcs.us)

## **NEW ENROLLMENT INFORMATION**

New students to the South Lyon Community Schools should contact the Transportation Department to see which school they will attend. New registrations for Salem that occur during the school year will take place in the school office. During the summer, new registration will take place at the Administration Building at 345 South Warren, South Lyon.

All new students need to have:

- ✚ Two proofs of residency
- ✚ Updated Immunization Record
- ✚ Certified Birth Certificate
- ✚ Vision screening (kindergarten)

## **ELEMENTARY INSTRUCTIONAL PROGRAM**

### **Kindergarten**

Kindergarten registration is conducted in the spring of each school year. Parents are given an orientation to the school and an overview of school policies. Kindergarten registration is an opportunity to meet the principal, kindergarten teachers, secretaries, and other staff members. Parents can register their children and visit the kindergarten classrooms. Your child's birth certificate, immunization record, a current vision screening, and two proofs of residency are required for registration.

### **Curriculum**

A curriculum based on state standards and benchmarks is in place to guide student learning in all areas in which instruction takes place. Parents can review these curriculum documents in the Salem office or at the Curriculum Department in the Administration Building at 345 South Warren, South Lyon. Parents can access South Lyon curriculum materials on the South Lyon Community Schools website at [www.slcs.us](http://www.slcs.us). Access to all State of Michigan curriculum materials is available at [www.michigan.gov/mde](http://www.michigan.gov/mde).

We expect students to be responsible for the care and handling of curriculum materials, as well as other school equipment and supplies. A charge will be assessed if any library, classroom, or planning books are lost or damaged beyond the usual wear and tear.

Students are instructed in the following academic areas:

- ✚ Language Arts (Reading, Writing, Listening, Speaking, Spelling)
- ✚ Mathematics
- ✚ Science
- ✚ Social Studies
- ✚ Physical Education
- ✚ Music
- ✚ Art
- ✚ Technology
- ✚ Habits of Mind

## **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

### **Enrollment/Emergency Cards**

Pre-printed cards are sent home the first day of school. Please check for accuracy, complete the emergency contact section, sign the card, and return it the next day. Your child(ren)'s safety depends on you providing us with at least two emergency numbers. Please notify the school office should any information on your emergency card change during the course of the school year (phone numbers, for example).

## Curriculum Night

In the fall, a Curriculum Night is held. Teachers will be present to explain the curriculum and curriculum materials will be available. This evening is not the time to talk with the teacher about individual student progress, but rather a time to get acquainted with teachers, school policies, educational programs, and the school. There will be sign-up sheets to schedule your parent-teacher conference appointment.

## Parent-Teacher Conferences

Parent-teacher conferences are conducted in November. Students are released early from school and appointments are available to provide each parent with the opportunity to meet with individual teachers. In addition to this conference, parents are encouraged to contact the teacher whenever it is felt that an additional conference is needed. Teachers may also request a conference if there is a need.

## School Newsletter

The *Salem Scoop* and other notices are sent home periodically throughout the school year. The *Salem Scoop* is a monthly publication that contains a note from the principal, PTO, and C.H.E.E.R.S along with a monthly calendar of events. The South Lyon Community Schools District also publishes a newsletter which contains information relating to the whole school district. Teachers send home periodic classroom newsletters.

## School Visits

If you plan to visit your child's classroom or confer with the teacher, please call ahead in order to assure that all school personnel will be available for an appointment. All visitors are required to report to the office upon arrival in the building. Visitors need to sign in at the office and obtain a visitor's badge.

## SCHOOL ATTENDANCE PROCEDURES

School hours are as follows:

	Begin	End
Full Day	8:57	4:00
1 <sup>st</sup> Day of School and Half Days	8:57	11:51
Parent Teacher Conference Days (half days)	8:57	11:51
Monday-Thursday Kindergarten on Wednesdays	12:53	4:00
Tuesday- Friday Kindergarten on Wednesdays	8:57	12:04

## Arrival at School

Children should be instructed to arrive at school no earlier than 8:45 a.m. Staff is not available to supervise before this time. For safety reasons, children are not allowed to walk unaccompanied from the parking lot into the building. When dropping off a child, you must use the lane along the curb in the gym parking lot on the north side of the school. This is a drop off only lane and not a lane for parking. In order for this procedure to work smoothly and safely, parents/guardians should have children seated so they may quickly exit the car on the passenger side. Children must be ready to exit (with lunch, money, pick up arrangements worked out, backpacks, etc. . .) as soon as the car stops in front of the building. Please do not double up in front of the loop, as it is unsafe for students to walk between cars. It is essential

that you park in the parking lot if you are going to walk your child to the doorway. A staff member is in front of the building until the bell rings. Therefore, it is not necessary for you to wait in your car to see the children enter the school. By following the above procedure, a stop of only a few seconds will alleviate a long wait and prevent a dangerous situation. Patience and politeness are required for the safety and education of our students. Please do not pass cars in front of you. Wait until they have safely pulled away.

Students must be signed in by a parent/guardian in the office if they arrive after 9:00 am.

### **Students Leaving While School is in Session**

When picking up your child(ren) during the school day, please send a note to the classroom teacher to notify him/her of the schedule change. It is also important that you let the classroom teacher know who will be picking up your child. All children leaving early must be signed out in the office. Please come to the office to show identification and the office staff will call the classroom of your child for dismissal.

Students will not be released to an adult unless his/her name is listed on the emergency card. Parents/Guardians must notify the classroom teacher/office in writing of the person(s) with whom your child has permission to leave school if that person is not listed on his/her emergency card.

Due to the p.m. recess schedule, the office requests that all calls to the office regarding changes in an afternoon pick-up schedule be made before 3:00 p.m. Please discuss pick-up arrangements with your child and send a note prior to her/him coming to school in the morning if your schedule is different than normal. Daily calls regarding changes to pick up schedules make it difficult to handle emergency situations at the end of the day. Please do not make requests through voicemail or email messages regarding dismissal. The staff is not required to check voicemail or email regularly throughout the day. All relative requests need to be handled through the office.

### **Reporting Absences**

To guarantee that all students have been accounted for and have arrived safely at the school, parents are asked to call in to report the absence of their child each morning before 9:30. The school will call to check on any unconfirmed absences.

**ATTENDANCE LINE 248-573-8425**

### **Attendance Policy**

Regular attendance is necessary for school success. It is important that your child be at school on time. There is a demonstrated connection between school absences and learning difficulties. Although the teachers attempt to provide assignments and materials for students to make up work when they are absent, completing an assignment at home just does not compare with being present in the classroom. An absent student misses the teacher's instruction and class discussion.

If students arrive before 10:00 am, they will be marked tardy. If a student arrives after 10:00 am, they will be marked absent for the morning. If a student leaves before 1:30 pm, they will be marked absent for the afternoon.

The following are the attendance guidelines:

Step 1: When a student is absent 10 days or has 15 days of combined absences and/or tardies, the classroom teacher notifies the office and a letter is sent home to parents.

Step 2: When a student has accrued 15 days of absences or 20 days of combined absences and/or tardies before March, the teacher notifies the office. A mandatory meeting is scheduled with the principal and a referral to the Youth Assistance or to the Public Health Nurse is made, if appropriate.

Step 3: Continued absences may result in a truancy petition or educational neglect petition being filed with Oakland County Probate Court.

Parents play an important role in ensuring that their child maintains a good record for punctuality and attendance.

## **Dismissal Procedures**

In the interest of security and safety of our students, the South Lyon School District has established procedures related to releasing students to individuals and organizations such as day care centers. These procedures are standard at all SLCS elementary schools.

No student will be released to an individual or to a day care center unless the individual is listed on the Student Emergency Data Card or permission is received in writing and signed by the parent or guardian.

We will not release any student to leave the school grounds (other than at dismissal times for walkers, those being picked up by parents at a designated location, and bus riders) unless he/she is picked up from the office by:

1. A parent, guardian, or emergency contact designated on the emergency card
2. An individual designated in writing and signed by the parent or guardian
3. A day care center designated in writing and signed by the parent or guardian

The parent, guardian or designated person in (1), (2), and (3) above must provide picture identification. Safety is a deep concern to all of us. We are enlisting your help in following these guidelines to ensure a high level of security for your children.

Parents picking up their children must park their cars in the gym parking lot and come in the cafeteria to sign out their child. Students who are being picked up are dismissed to the cafeteria. This allows for a safe and organized dismissal for our bussing students. For obvious safety reasons, students are not allowed to walk across the parking lot without an adult. Parents are not to park in the bus loop at dismissal time.

Please remember to periodically update your child's emergency card phone contacts. It is imperative that we have someone available to pick up your child in an emergency. If he/she becomes ill, or for other reasons, someone with a working phone number that is authorized to pick up your child must be on the emergency card.

At dismissal time, or at the end of a scheduled school related event or activity, students must be picked up promptly. We do not have the school personnel available to watch students after the school day or after a school related event ends. If a child is left at school, or at a school related event beyond the school day, the following will occur:

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

As always, it is very important that your child know how he/she is supposed to get home each day. Any day that there is a change in the usual plans, you must send a note. If we do not have a note, we will follow the usual system, even if the child tells us differently. Children often get confused, and we do not want them left at school with no means of transportation home or going home to an empty house.

Arrival and dismissal times are the busiest times of day for our secretarial staff. If you change your child's dismissal plans, it is much better for you to send a note to the teacher, rather than call the main office. Anytime we call into the classroom to share a change in a student's dismissal plan, we are interrupting classroom instruction and student concentration.

## **SCHOOL HEALTH**

### **Accidents or Illness at School**

Only minimal first aid can be given by school personnel. Parents/Guardians will be called when a student appears ill enough to go home. If a parent/guardian cannot be reached, the designated emergency person will be contacted. If a student has any health problem, or is taking medication, it is important for school personnel to be made aware.

Students go outside each day. If there is a medical reason that a child must stay inside, a note from a physician is required.

### **Immunizations**

Michigan law requires that every student enrolled in a Michigan school be properly immunized or have a signed waiver on file at the school. If not, the student, in accordance with the law, shall not be permitted to attend school.

### **Medication at School**

School district policy prohibits school personnel from administering any medication (including, for example, cough drops, aspirin, and over-the-counter medications) to students without the following:

1. A South Lyon Medication Form obtained from the office. This form must be signed by the parent/guardian with the signed physician's order indicating drug name, dose, time, and method of administration, and the duration of treatment. It is also recommended that possible side effects of a medication be indicated on the form.
2. No over-the-counter drugs will be dispensed without the written order of a physician. This includes cough drops. Please obtain a South Lyon Medication Form for over-the-counter drugs.
3. Medication must remain in the school office for the duration it is used.
4. Medication should be dropped off and picked up by the parents and not transferred by the student. Medication will be disposed of at the end of the year if it has not been picked up by a parent.
5. Children are not allowed to keep medication with them during the school day.
6. Medication must be in the original containers that contains the student's name, dosage, medication name and duration.

### **Hearing and Vision Screening**

Oakland County Health Department provides hearing and vision screening at specified grade levels. If a hearing or vision problem is detected, the parent will be notified.

### **Head Lice**

Because of the close proximity of children in school we occasionally have outbreaks of head lice. It is district policy to exclude a child with head lice from school until all nits are removed and one or more treatments are given. There is information available in the office on procedures for ridding a child of lice.

### **Communicable Diseases**

Children catch a variety of illnesses and it is important to know when and when not to keep your child out of school. A child who has had a fever or is vomiting should not be in school until they are healthy for 24 hours. A child who just has cold symptoms is welcome at school but please note the medication policy, which does not allow over-the-counter medication to be used by students at any point during the day. If your child vomits during the school day, a parent/guardian will be called to pick up the child.

# **SCHOOL EMERGENCY INFORMATION**

## **Emergency and Disaster Procedures**

In the event of an emergency during the school day, a crisis plan will be put into operation. Emergency plans meeting district and national standards have been adopted to cover all foreseeable emergencies. Tornado, fire, and lock down emergency procedures are rehearsed.

Fire and tornado procedures are posted in each classroom.

## **Severe Weather and School Closings**

When the district deems necessary, school will be closed. Information will be communicated to major TV and radio stations. Please check: [www.slcs.us](http://www.slcs.us) or [www.cancellations.com](http://www.cancellations.com).

Parents must have emergency plans in the event that it is necessary to close school and send students home during the school day.

# **STUDENT PROGRAMS AND SERVICES**

A variety of services are available to support students with special needs.

## **Support Services**

Students are serviced by means of direct instruction and support through a variety of district programs. Additional support services are available and include:

- ✚ Resource Room Teachers
- ✚ Reading Recovery Teacher
- ✚ Speech Pathologist
- ✚ Social Worker
- ✚ Counselor
- ✚ School Psychologist
- ✚ Public Health Nurse
- ✚ Vision and hearing tests

## **Media Center**

While at the Media Center, students can check out materials, read, or use the library for reference and study. There are books, magazines, computers, and a reference section for students and staff.

Our Media Monitor meets with students once per week in order to assist them with checking out books. The Media Monitor will also spend some time helping students develop an appreciation for reading and the library.

Students in Kindergarten may borrow one book per visit. Students in grades 1-5 generally borrow 2 items, but additional items can be borrowed if needed for assignments. Materials are loaned for one week and are renewable. If materials are lost or damaged, students are expected to pay replacement costs. A computer mini lab is available.

# **STUDENT ACTIVITIES**

## **Field Trips**

Any student going on a field trip must have a signed parent authorization. If a teacher does not have such authorization by the day of the trip, the student will not be permitted to go.

## **Student Pictures**

Student pictures are taken in the fall and spring. The fall pictures are used in the student yearbook. Notices are sent home to notify parents when yearbooks go on sale.

## **Camp**

Fifth grade students have the opportunity to attend a week-long outdoor camp in the spring. Children are exposed to a powerful outdoor curriculum selected by the Salem teachers and taught by the professional staff of The Battle Creek Outdoor Education Camp. It is expected that all fifth graders will attend. Fifth grade parents are offered various opportunities to fundraise for camp expenses.

## **Assemblies**

Assemblies are funded and planned in collaboration with the PTO.

## **After-School Activities**

A wide variety of athletic, recreational and educational activities are offered through Community Education (248-437-8105).

## **Other Programs and Events offered to our Students:**

1. Music Concerts
2. PTO sponsored Family Fun Nights
3. Adopt-a-Reader
4. Additional Assemblies
5. Student Safety Patrol
6. 5<sup>th</sup> grade Track Meet
7. Student Council
8. Field Day
9. Talent Show
10. Spirit Days

# **STUDENT BEHAVIORAL EXPECTATIONS**

## **THROUGHOUT THE SCHOOL**

No student bullying will be tolerated. (See Board Policy 8270)

Salem students are expected to:

1. Not fight, play fight, or wrestle.
2. Show respect for others and care for property.
3. Use proper language (no swearing or vulgar gestures).
4. Follow the directions of all staff members (principal, teachers, playground supervisors, and volunteers).
5. Walk in the halls, on the bus ramp and on the sidewalks.
6. Stay behind the yellow bus line unless getting on or off the bus.
7. Not wear hats or outerwear in the classrooms.
8. Not have or chew gum.

## **IN THE CAFETERIA**

Salem students are expected to:

1. Use appropriate table manners.
2. Not throw food, papers or milk cartons.
3. Clean up their eating areas.
4. Speak in a reasonable volume (soft talking) in line and at the table.

## **ON THE PLAYGROUND**

Salem students are expected to:

1. Have only one person on a swing at a time.
2. Not jump off swings.
3. Not block entrances on play equipment.
4. Not climb up or sit on top of play equipment.
5. Not tackle or roughhouse.
6. Slide feet first and on their bottom on the slides.
7. Not pick up snow from the ground.

## **AT DISMISSAL TIME**

Salem students are expected to:

1. Use quiet voices.
2. Walk all the way to the buses.

## **IN THE HALLWAYS**

Salem students are expected to:

1. Always walk in a line led by their teacher.
2. Respect “no talking zones,” for example, by classrooms.
3. Keep hands to self and by their sides.

## **OTHER**

1. Students are expected to leave all little objects or toys (including, but not limited to electronic games, trading cards, beauty supplies, perfume, etc.) at home that could be easily misplaced or distract students from the purpose of learning.
2. Pets are not allowed on school grounds.

# **SAFETY PROCEDURES AND REGULATIONS**

PLEASE:

1. Exclusively use the sidewalk in the gym parking lot along the north side of the school for morning drop off. Do not drop off students so they cross traffic. Wait until you are against the curb before you let students leave your vehicle.
2. Minimize requests for the early release of a child.
3. Make every effort to plan vacations when school is not in session.
4. Park in parking lot while picking up students. At dismissal time, please wait for your child in the cafeteria.
5. Send a note to school if a child is to be released to another adult.
6. Refrain from parking in the front bus loop during arrival and dismissal times.

## **Rules During Indoor Recess and Noon Hours**

During inclement weather, which includes when the temperature is 0 degrees Fahrenheit including the wind-chill, or below, students will remain inside the building during recess. Noon monitors will be on duty during the lunch period. Students are expected to adhere to the following:

1. Students should remain in their designated room and area and should not be in any other part of the building unless they have permission from their teacher or lunch supervisor.
2. Appropriate indoor voices should be used at all times.
3. Appropriate games and activities for students during inside recesses and noon hours are provided in each classroom. Students are informed of these games and activities and the rules for conduct on inside days are clearly explained.
4. Students are prohibited from using the classroom computers during indoor recess.
5. Students will not run in the room.
6. Scissors should only be used with direct instruction from the classroom teacher.
7. Students may use the whiteboard if they have received permission from their classroom teacher.

8. Classroom doors will remain open at all times!

### **Accident Insurance**

The South Lyon Community School District will have student accident insurance applications available in the office.

## **TRANSPORTATION CODE OF CONDUCT**

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

### **Responsibilities of Students**

1. Students must be on time 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) in a seat. Personal belongings are to be held on the rider's lap. Only items fitting on the student's lap 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 to directions of the bus driver.
8. Students must inform the driver when an 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.

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

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

1. Warning Notice - issued by bus driver depending on the severity of the offense. (verbal or written)
2. 1st Conduct Report - the student receives a warning that further conduct reports could result in suspension of bus riding privileges; however, a student may be removed for 1st conduct report in case of serious offenses, such as fighting.
3. 2nd Conduct Report - the student is suspended from riding the bus for five (5) school days.
4. 3rd Conduct Report - the student will be suspended from riding the bus for thirty (30) school days.
5. 4th Conduct Report - the student is suspended from riding the bus for the remainder of the school year.

**NOTE:** If a student's misbehavior is serious, the bus may return to the school so that the student can be removed. If this happens, he/she will be removed from the bus for a minimum of five (5) school days.

## **GENERAL INFORMATION**

### **Dress Code**

No hats or other head coverings, flip flops, or halter tops may be worn in the school. Shorts and skirts must be the length of the middle finger when the child has his/her arm straight by his/her side. Tank tops must have straps that are two finger widths wide. All shoes must have a back on them. Inappropriate slogans or pictures are not to be worn to school on clothing. Parents should ask: Will this kind of slogan/clothing help my child create a learning attitude at school? Please make sure your child is dressed for the Michigan weather. When the temperature is 0 degrees Fahrenheit, including the wind-chill, or above, students will have outdoor recess. Make sure they have a hat, boots, mittens and snow pants every day during the winter months. Boots are required during inclement weather or the student may be confined to the blacktop area of the playground during outdoor recess. It is important to label every piece of clothing.

### **Homework Expectations**

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

When homework is assigned, it must be meaningful and reviewed or evaluated by the teacher. 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 among pupils, assignments may differ.

Students in the upper grades have assignment books that come home daily. This is an easy way to monitor student work.

Homework may be requested for students due to lengthy period of absence due to illness or vacation. Please submit your request at least 24 hours before pick up. You may pick the homework up in the office. When absences occur due to vacation, work should be requested one week before leaving to give the teacher time to gather the necessary materials. Due to teacher preparation, assignments may be given to the student on the last day of attendance before leaving. Alternative assignments may be given at the discretion of the child's teacher. In some instances, missed assignments may not be able to be completed, such as, videos, hands-on group activities, simulations, class discussions, and science experiments, which are part of

science kits.

## **Breakfast and Lunch Programs**

Breakfast and lunch are available as an important addition to our students' school day. Milk can be purchased by those bringing their own lunch. Applications for free and reduced lunch are available through the office. Lunch menus are sent home at the beginning of every month. The office will not loan lunch money to students. However, a peanut butter lunch will be available for those students without lunch money.

## **Moving**

Those students who withdraw from school should use the following procedure:

- A. Notify the office one week prior to moving - We will need the following information:
  1. The new address
  2. The date of the move
  3. The name of the new school, if possible.
- B. Each withdrawing student is required to:
  1. Return all books (library & texts) and magazines
  2. Settle outstanding debts
  3. Collect all personal items
- C. Records are forwarded upon receipt of a request signed by the parent from the new school district.

## **Personal Property**

**Clothing-** All student possessions, including coats, hats, boots, gloves, lunch boxes, book bags, etc. should be labeled using permanent marker.

**Money-** Parents are encouraged not to allow students to carry more money than what they need for lunch. Deposits can be made to your child(ren)'s lunch account by sending a check payable to "SLCS" in a labeled envelope.

**Pets-** Pets are not allowed on school grounds

**Cell Phones-** Cell phone use policy can be found under the "Use of Electronic Communication Devices" Board Policy. At the Elementary level, student possession of cell phones is discouraged. If a parent would like for their student(s) to have access to a cell phone for safety reasons before or after the school day, they should contact the building principal.

## **Assessments**

### **CoGAT**

Students in grades two and five are given standardized cognitive ability tests that test specific student aptitudes.

### **District Assessments**

Students are given district-developed assessments in math, science, language arts, and social studies to help teachers modify instruction to best meet student needs. Some of these assessments include: South Lyon Math Assessment (SLMA), Michigan Literacy Progress Profile (MLPP), and South Lyon Reading Assessment (SLRA).

### **Michigan Educational Assessment Program (MEAP)**

This program is designed to:

1. Focus on student achievement.
2. Provide valuable information on the status of essential skills in education.
3. Match skill needs with curriculum and instructional programs.
4. Help teachers plan group and individual instruction.

The MEAP is scheduled as follows:

English Language Arts—Grades 3, 4, and 5  
Mathematics—Grades 3, 4, and 5

Science—Grade 5

## **Student Supplies**

Students may bring their own supplies such as paper, pencils, crayons, paste, rulers, etc. The

school will also have these items available for all children. At different times during the school year, teachers may ask for donations for the classroom. These items are greatly appreciated.

## **Visitors**

Visitors are welcome and are encouraged to visit the school.

ALL VISITORS MUST REPORT TO THE OFFICE UPON ENTERING THE BUILDING.  
VISITORS WILL RECEIVE A VISITOR'S BADGE AFTER SIGNING THE VISITOR SIGN-IN SHEET.

## **Sibling Policy**

To ensure a quality learning environment, no siblings are allowed in the classrooms during the instructional day, or with parents who volunteer in the building.

## **SCHOOL IMPROVEMENT**

The Governor of Michigan signed into law The School Quality Bill, Public Act 25 of 1990 which is an amendment to the state school code. The Act will have a significant impact on all school districts in the state. The bill 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 must include district and building level data which includes accreditation status, school improvement plans, core curriculum, aggregate student achievement, retention reports, participation data from parent-teacher conferences and a comparison of present year's report and data to preceding years' report. This report is presented annually and is available on the district website.

School improvement plans will be required from each individual school. The plans are to include a mission statement, goals based on outcomes for all students, curriculum alignment corresponding to these goals, evaluation processes, parent and community involvement, staff development activities, and building level decision making with respect to organization. Parental involvement is encouraged regarding the school improvement planning team. The building principal will contact parents.

A core curriculum, which is outcome based, must be available to all students in the district, according to the Michigan Department of Education's timeline, and must include long-term goals and performance objectives. While the core curriculum will be modeled after a statewide mode, local school districts will determine the specific instructional program comprised of courses and programs. Other general competencies are integrated within the core curriculum.

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

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

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

1. The student's name
2. The names of the student's parents
3. The student's address
4. The student's date of birth
5. The student's class designation
6. The student's extracurricular participation
7. The student's achievement awards or honors, not scholastic grades
8. The student's height and weight-if a member of an athletic team
9. The student's photograph
10. The name of the school or school district the student attended before he or she enrolled in the South Lyon School District

While all other information concerning students of the school district remains confidential, and will be released only in accordance with the school district's Student Record Policy, the above directory information will be released to a requesting party, unless a parent or an eligible student has advised the school district 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.

### **C.H.E.E.R.S**

The C.H.E.E.R.S. program was developed in 1987, and has been in effect since that time. The program is directed by a district volunteer coordinator, and numerous building coordinators. Hundreds of volunteers log thousands of hours volunteering service to the school district. C.H.E.E.R.S. is a preschool through grade 12 program operating in each school building in the district. We believe that the success of the program can be attributed to a dedicated team of coordinators, as well as a total commitment from the Board of Education and the school district staff.

Salem Elementary has a CHEERS coordinator who will help parents get involved in the school setting.

## **PARENT/TEACHER ORGANIZATION (PTO)**

### **Purpose:**

1. To establish good communication among parents, legal guardians, teachers, and administrators.
2. To encourage family involvement in school activities.
3. To provide a forum for discussion regarding matters of mutual concern.
4. To oversee, with school administrators and personnel, activities regarding the school, and to submit recommendations that would benefit Salem students.
5. To oversee the use of money raised by, or donated to, the PTO to maximize the benefits for all students.
6. To coordinate volunteers for the delivery of services.

### **Membership**

1. All parents/legal guardians with children currently enrolled at Salem are automatically members of the PTO.
2. All current faculty and staff of Salem Elementary are also members.
3. All members shall be voting members. In the event that a person holds more than one position (i.e. multiple committees and/or board member), they will have only one vote. The President holds the tie-breaking vote when necessary.
4. PTO Members must be present at meetings to vote.

## **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 Program Expansion  
Attendance  
Bullying and Other Aggressive Behavior Toward Students  
Care of District Property  
Code of Student Conduct  
Corporal Punishment versus Appropriate Use of Reasonable Physical Force  
Curriculum Involvement Rights of Parents and Legal Guardians  
Disclosure of Student Information and Privacy  
Display and Publication of Student Work  
District Sponsored Clubs and Activities  
Dress and Grooming  
Emergency Closings  
Emergency Information  
Field Trips, Excursions, and Other District-Sponsored Trips  
Grade 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  
Physical Assault and Threats  
Public Attendance at School Events  
School Safety Reporting  
School Sponsored Events  
School Visitors  
Searches  
Sexual Harassment and Intimidation  
Student Assessment  
Student Distribution of Outside Material  
Student Hazing  
Student Publications and Productions  
Student Records  
Student Seclusion and Restraint  
Substance Abuse  
Teacher Suspension Rights  
Transportation  
Use of Electronic Communication Devices  
Use of Tobacco on School Premises  
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. Deliberately damaging any technology component.
4. Unauthorized entry into a file, whether to use, read, change or for any other purpose.
5. Unauthorized transfer, deletion or duplication of a file.
6. Unauthorized use of another individual's identification or password.
7. Unauthorized access to telecommunications files or facilities.
8. Use of computing facilities that interfere with the work of another student, faculty member or school official.
9. 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.
10. Use of computing facilities, including telecommunications facilities, to interfere with the operation of the school district's computing system.
11. Violation of copyright, trademark, trade secrets or licensing agreement.
12. Use of computing facilities for the purchase, sale and/or advertisement of goods or services.
13. Use of computing facilities to access chat rooms or student maintained e-mail accounts or any other telecommunications that are of an unsupervised nature.
14. Using technology for political lobbying that does not support the District's mission and does not benefit students and/or the District.
15. 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).

#### **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.

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 school district 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.

## **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:

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

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

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

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

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

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

### **ATTENDANCE**

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

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

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

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

1. personal illness of student or family member
2. death of a family member or close friend of the family or student
3. medical or dental care
4. religious observances
5. participation in a legal proceeding
6. suspension days
7. unusual circumstances as approved by building administrator

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

**C. Unexcused Absences** may include but are not limited to the following:

1. truancy
2. oversleeping
3. car problems
4. leaving school without permission
5. signing in late
6. errand running (shopping, driver's license, etc.)
7. pre-planned family activities

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

**E. Excused and/or unexcused absences** are cumulative for the entire semester.

**F. Work may not be made up** for unexcused absences, except for preplanned family activities.

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

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

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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 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 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 findings 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, in a District vehicle, or at a District related activity are subject to many disciplinary actions of which, these are the most severe:

### **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., 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.

## **Suspension Appeal Process**

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

### **B. 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.

### **CORPORAL PUNISHMENT VERSUS APPROPRIATE USE OF REASONABLE PHYSICAL FORCE**

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

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

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

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

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

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

### **CURRICULUM INVOLVEMENT RIGHTS OF PARENTS AND LEGAL GUARDIANS**

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 curricular materials, the parent/guardian wishes to challenge their use, the "Dealing With Challenged Materials" section of the Learning Materials Selection (2240) shall be followed.
2. Parents may observe a class in which their pupil is enrolled and present. 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 a part of the school program or the District's curriculum, without prior written consent of his/her parent, legal guardian, or the student (if an adult, or an emancipated minor) to submit to, or participate in any survey, analysis or evaluation that reveals information concerning:

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

The Administration shall ensure that procedures are established whereby parents may inspect materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

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

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

### **Release of Directory Information**

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

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

While all other information concerning students of the District remains confidential and will be released only in accordance with the District's Student Record Policy (8330), "directory information" will be released to a requesting party unless a parent or an eligible student advises the District that such information should not be released regarding that particular student, by contacting the student's building principal. High school students and their parents/guardians may prevent disclosure of a student's name, address and telephone number to military recruiting representatives (who can only use that data to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the school principal.

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

the aggregate data from such tests and assessments; and (3) vendors selected and approved by District administration. The Board directs the administration to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year.

### **DISPLAY AND PUBLICATION OF STUDENT WORK**

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

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

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

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

### **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, 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 will be required to review and sign off on this policy.

### **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 extracurricular activities.

**Eligibility Requirements**

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

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

The behavior of students during school days and non-school days and times will be considered when determining eligibility. When determining eligibility of South Lyon students, including transfer students, the administration will carefully consider the following:

- 1. Has the student's behavior brought (or will it bring) negative attention to South Lyon Community Schools or its extracurricular/co-curricular activity program?
- 2. Has the student demonstrated inappropriate behavior, which has brought notoriety to him/herself?
- 3. Has the student transferred or is the student planning to transfer to South Lyon Community Schools in order to escape the consequences of his/her actions at a previous school?
- 4. 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:

	<b>MIDDLE SCHOOL ELIGIBILITY</b>	<b>COMPONENT RATIONALE</b>
1.	Minimum semester grade point requirement of 5.0 and no more than one end of semester E 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 five 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 5.0 GPA and no more than one E.	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 5.0 GPA and no more than one E.	We believe that this will minimize incompletes being utilized to circumvent the eligibility requirements.
5.	Co-curricular activities: If a student is ineligible for public performances because s/he is not a fulltime student or due to failure to meet academic or behavioral standards as defined in this policy, alternative assessments shall be provided. This will allow students to attend class, receive a grade and still adhere to the eligibility requirements.	In an effort to support the performing arts and other co-curricular activities, students enrolled in co-curricular activities may participate in performances at the middle school or at other schools within the District during regular school hours.
6.	Special education students will be required to comply with academic and behavioral standards subject to the individual's IEPC as provided in the state and federal laws.	If a special education student is at risk of a failing grade in a class, the IEPC process may be a suitable course of action.
7.	After August 10th of each year, activities that are impacted by eligibility standards are: Tryouts, practices, and games, events and activities that occur	To comply with MHSAA rules.

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

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

	HIGH SCHOOL ELIGIBILITY COMPONENT	RATIONALE
1.	Minimum semester grade point requirement of 1.70 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.
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	To comply with MHSAA rules.

	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	
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.

**DRESS AND GROOMING**

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 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.

## **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.

## **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, finger print 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 transportations 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. 1. Yellow alert: All normally approved travel may occur.
  2. 2. Orange alert: No out-of-country travel and limited travel within the U.S. depending upon destination and means of transportation.
  3. 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.

## **GRADE 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)

- A. A. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the data processor is notified.
  - B. B. If a teacher does not concur in the grade change, the student or parent may request of the principal (or designee), in writing, and within 30 calendar days after the grade was given, that a review panel be convened.
  - C. C. Within 20 calendar days of the principal (or designee) receiving the written request, the review panel must meet. The review panel will consist of three teachers, principal (or designee), and two (2) board members. The principal will share with the student and his/her parents that the meeting is a closed meeting, open only to the panel, student and his/her parents.
  - D. D. The principal (or designee) will chair the meeting and inform participants of the meeting guidelines:
    1. The student and/or parent will present reasons for the grade change.
    2. The teacher will present reasons for the continuance of the grade.
    3. Any participant may pose questions to either party.
    4. Upon completion of the questions, all parties will leave the room except the review panel.
    5. The review panel will discuss the issue and decide on whether to uphold or deny the appeal of the parent. The sole criteria to be used in that decision is whether or not there was a rational basis for the teacher to give the grade.
4. 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 grade shall be based on the student's demonstration of achievement. Parents will be apprised of the student's progress in the following ways:

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

While students may check or critique each other's work, they may not evaluate or grade the work. Only teachers may assign grades, in accordance with the elementary and/or secondary guidelines and policies. All grades shall remain confidential. While teachers are encouraged to display student work, the student's name may be displayed but the formal grade (letter grade, percentages or any other numeric system) may not be visible. Information regarding the District's grading system shall be published in the appropriate faculty and student handbooks.

## **GRADUATION REQUIREMENTS**

### **Credits**

Twenty-two (22) credits are currently required for graduation. Beginning with the Class of 2010, 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. Beginning with the Class of 2011, 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. In order to participate in the graduation ceremony a student must meet all graduation requirements as prescribed by Board Policy.

A.	<u>English (Up through Class of 2009)</u>	<u>4 Credits</u>
	1. English 9	1 Credit
	2. American Literature	1 Credit
	3. Elective English Credit	2 Credits

	<u>English (Beginning with the Class of 2010)*</u>	<u>4 Credits</u>
	1. English 9	1 Credit
	2. English 10	1 Credit
	3. 11 <sup>th</sup> Grade (literature course)	1 Credit
	4. 12 <sup>th</sup> 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 students.

B.	<u>Science (Up through Class of 2009)</u>	<u>2 Credits</u>
	1. Biology	1 Credit
	2. Physical Science or Chemistry	1 Credit

	<u>Science (Beginning with the Class of 2010)*</u>	<u>3 Credits</u>
	1. Biology	1 Credit
	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.

C.	<u>Mathematics (Up through Class of 2010)</u>	<u>2 Credits</u>
	1. Algebra A and B, or Algebra 1 is required	1 Credit
	2. Math Elective	1 Credit

	<u>Mathematics (Beginning with the Class of 2011)*</u>	<u>4 Credits</u>
	1. Algebra 1 (Grade 7, 8 or 9) or Algebra 1B (Grade 9)	1 Credit
	2. Geometry (Grade 8 or high school)	1 Credit
	3. Algebra 2, or Algebra 2 In the Work Place (or designated alternate courses according to eligibility guidelines)	1 Credit
	4. All students must earn a mathematics credit during their last year of high school. This must be earned through a Mathematics elective or other approved mathematics related course.	1 Credit
	5. The math credit earned in middle school Algebra I and Geometry may be used to meet high school 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 unless modified according to the provisions set forth by the State and/or District administrative guidelines allow for transfer students.

D.	<u>Social Studies (Up through Class of 2009)</u>	<u>3 Credits</u>
	1. 20 <sup>th</sup> Century American History	1 Credit
	2. World History, Global Studies, or World Studies	1 Credit
	3. American Government or AP Government	1/2 Credit

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| 4.  | Economics or AP Economics                 | 1/2 Credit       |
| <u>Social Studies (Beginning with the Class of 2010)*</u> |   | <u>3 Credits</u> |
| 1.  | 20 <sup>th</sup> Century American History | 1 Credit         |
| 2.  | World Studies                             | 1 Credit         |
| 3.  | American Government or AP Government      | 1/2 Credit       |
| 4.  | Economics or AP Economics                 | 1/2 Credit       |

\* No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students.

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| E.   | <u>Health and Physical Education (Up through Class of 2009)</u> | <u>1 1/2 Credits</u> |
| 1.   | Foundations of Health and Physical Education                    | 1/2 Credit           |
| 2.   | Physical Education Elective                                     | 1/2 Credit           |
| 3.   | Health  | 1/2 Credit           |
| <u>Health and Physical Education (Up through Class of 2010)</u>          |   | <u>1 Credit</u>      |
| 1.   | Foundations of Health and Physical Education                    | 1/2 Credit           |
| 2.   | Health  | 1/2 Credit           |
| <u>Health and Physical Education (Beginning with the Class of 2011)*</u> |   | <u>1 Credit</u>      |
| 1.   | Foundations of Health and Physical Education                    | 1/2 Credit           |
| 2.   | Healthy Life Habits   | 1/2 Credit           |

\* No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students.

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| F.   | <u>Humanities (Up through Class of 2010)*</u><br>i.e., Art, Music, World Language, Drama, Family and Consumer Sciences, Business or Technology | <u>1 Credit</u> |
| <u>Applied, Visual and Performing Arts (Beginning with the Class of 2011)*</u><br>(Visual and Performing Arts include elective courses like all art classes, drama, music, etc.)<br>(Applied Arts include elective courses with a creative design component, e.g. technology design, yearbook, etc.) |  | <u>1 Credit</u> |

\* No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students.

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| G. | <u>World Language (Beginning with the Class of 2016)*</u><br>The World Language credit earned in grade 8 may be used to meet high school World Language requirements, but shall not be counted toward the twenty-three (23) credits required for graduation. | <u>2 Credits</u> |
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\* No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students.

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| H. | <u>Electives will fill the remainder of the twenty-three (23) credits required.</u> |  |
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| I. | <u>On Line Learning Experience*</u><br>Beginning with the Class of 2011 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. |  |
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\* No modifications except for State approved IEP purposes or as District administrative guidelines allow for transfer students.

### 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

### Class Placement

#### Minimum Credit Necessary for Promotion through 2009

- Tenth Grade 5 Credits
- Eleventh Grade 10 Credits
- Twelfth Grade 16 Credits

### Student Classification

Beginning with the Class of 2010 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:

Grade	Minimum Number of Credits
Sophomore	5 ½
Junior	11
Senior	17

### Recommendations

- A. All students are encouraged to earn four (4) credits in mathematics (beginning with the Class of 2011, all students are required to earn four (4) credits of mathematics).
- B. All students should earn four (4) science credits, including a three (3) year sequence of biology, chemistry and physics (beginning with the Class of 2010, all students are required to take biology, chemistry, and either geophysical science or physics).
- C. 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 World Language).

### Transfer Credits

- A. Students transferring to South Lyon High Schools from another school will:
  1. Receive credit from religion courses which shall be recorded as elective credit.
  2. Not receive credit toward graduation for driver education classes.
  3. Receive appropriate credit for other courses as indicated by sending school.
- B. Credit from correspondence courses will not be accepted toward graduation.

- C. Academic credits for transferring students should be reconfigured to equate to the credit system for South Lyon Community Schools. The maximum credits per semester shall equal three (3) credits. These requirements may be adjusted to insure that transfer students meet specific departmental requirements for graduation.
- D. Grades from accredited home schooling programs will not be averaged into the GPA, for any purpose, although credit may be accepted for courses passed as they apply to South Lyon curriculum.
- E. Testing out of class by achieving a final grade of 78% (C+) or higher on the testing out examination shall result in earned credit; however, it will not be included in the high school GPA for any purpose.

### **Dual Enrollment**

Under Public Act 160, (Postsecondary Enrollment Options Act) the District provides qualified students the opportunity to dually enroll in college courses provided they have received authorization from the building principal or his/her designee prior to registration. Students will receive one-half (1/2) credit for successful completion of each dual enrollment course. Grades will not be averaged into the GPA for any purpose.

### **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. Credit for online courses will appear on the student's transcript but the grade will not be averaged into the GPA for any purpose.
7. 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.
8. A mentor teacher will be available between 2:30 to 3:30 p.m. on school days during the school year.
9. 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.
10. Students who have been expelled may take an online class for credit when the Board has mandated that educational services be continued. The online class may be taken as a seventh hour or to replace one (1) hour of the regular schedule if the class cannot be provided by homebound services.
11. 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.
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 a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Confidentiality**

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

### **Notification**

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

### **HEALTH SERVICES**

In compliance with 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 dependent of the parent/guardian.**

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

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

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

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

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

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

#### **LATE ARRIVAL AND EARLY DISMISSAL**

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

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

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

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

#### **NON DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

The Superintendent, or his/her designee, shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

The District will endeavor to assist the student and/or his/her parents in their access to District programs. Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision. The Superintendent, or his/her designee, shall develop administrative guidelines as needed for the proper implementation of this policy.

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.

## **PHYSICAL ASSAULT AND THREATS**

### **A. Physical Assault Against a District Employee, Volunteer or Contractor**

A physical assault committed by a student in grade 6 or above against a District employee or a person engaged as a volunteer or contractor by the District on school property, on a school bus, or other school-related vehicle, or at a school-sponsored activity or event shall result in permanent expulsion from all Michigan public schools as required by MCL 380.1311 a(1).

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

### **B. PHYSICAL ASSAULT AGAINST ANOTHER STUDENT**

A physical assault which is committed against another student shall be handled by the building administrator in accordance with the Student Code of Conduct. A suspension in excess of 10 school days but not more than 30 school days may be imposed by the building administrator after consultation with the Superintendent and with notice to the Board. Consistent with MCL 380.1310(1), a student in grade 6 or above who commits a physical assault against another student shall be suspended or expelled for up to 180 school days.

If the student is expelled for the physical assault, the parent/legal guardian may enroll the student in a suitable educational program during the expulsion period. A list of such programs is available from the Michigan Department of Education Office for Safe Schools.

### **C. THREAT**

A threat to a District employee or a person engaged as a volunteer or contractor by the District on school property, on a school bus or other school related-vehicle, or at a school-sponsored activity or event shall be handled by the building administrator in accordance with the Student Code of Conduct. Consistent with MCL 380.1311a(2), a student in grade 6 or above who makes

such a threat shall be suspended or expelled from school for a period of time as determined in the discretion of the Board or its designee. A threat to another student(s) on school property, on a school bus or other school related-vehicle, or at a school-sponsored activity or event shall be handled by the building administrator in accordance with the Student Code of Conduct.

Under this policy administration may suspend up to 10 days or make a recommendation to the Superintendent for a Board Disciplinary Hearing. Definitions "Physical assault," as defined by MCL 380.1310(3)(b) and MCL 380.1311a(12)(b), means intentionally causing or attempting to cause physical harm to another through force or violence.

"A Threat" is defined as any willful spoken or written threat to inflict physical injury on another person, under circumstances which create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury. A threat includes the making of a bomb threat or any other similar threat directed at a school building, other school property or a school-related event.

### **Reporting of Student Assault**

All reports mandated by law shall be made.

### **Reinstatement**

The parent/legal guardian of a student who was permanently expelled for physical assault against a District employee, volunteer or contractor, or an emancipated student may petition the Board for reinstatement. Consistent with MCL 380.1311a(5), the petition for reinstatement may be initiated 150 school days after the expulsion and the Board may reinstate 180 school days after the expulsion.

For an expulsion involving a physical assault against another student or an incident involving a threat, the Board shall determine the timeframe in which the parent/legal guardian may submit a petition for reinstatement.

### Summary of Rules for Expelled Students

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

### **Application to Students with Disabilities**

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

### **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 welcomes and encourages visits to school by parents and other adult residents of the community who are interested in education and others who have legitimate business in the school. However, in order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

- All visitors must report to the office to register.
- The building administrator shall establish procedures to identify and authorize building access to adults. All visitors shall function in a positive manner in accordance with district and/or building guidelines.
- The Superintendent and/or a building administrator or other authorized individual has the authority to prohibit the entry of any person to a school or other district owned property or to require the exit of any person when there is reason to believe the presence of such person would be detrimental to the educational process or keeping order in the school. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.
- Failure to follow these guidelines may result in limits being placed on the individual's access to school facilities.
- The District strictly enforces the Michigan law which establishes a "Student Safety Zone" that extends school boundaries 1,000 feet from beyond school property and prohibits weapons, drugs and registered sex offenders on site and at school related events.
- 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 this policy will be considered grounds for disciplinary action.

### **Student Searches**

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

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

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**

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

#### **Confidentiality**

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

#### **Notification**

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

#### **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 reasonably forecast. Undifferentiated fear or apprehension of disturbance is not enough.
  2. Consideration must be given to the context of the distribution as well as the content of the material, including past experience in the school, current events influencing student attitudes or behavior or instances of actual or threatened disruption relating to the material at issue.
- B. Obscene to minors if the average person, applying contemporary adult community standards, would find that the material:
  1. Appeals to the prurient interest of minors of the age to whom distribution is requested;
  2. Depicts or describes sexual conduct, lewd behavior or excretory functions in a manner that is patently offensive to prevailing standards in the adult community concerning what is suitable for minors of the age to whom distribution is requested;

3. Considered as a whole, lacks serious literary, artistic, political, educational and/or scientific value for minors of the age to whom distribution is requested.
- C. Defamatory, i.e., containing an unprivileged and false statement of fact which injures an individual's or entity's reputation.
1. Certain statements of fact about a public official, a public figure or a matter of public interest may be "privileged" unless the author either knew that the statement was false or published the statement with a reckless disregard for the truth.
  2. A "public official" is a person who holds an elected or appointed public office and exercises a significant amount of governmental authority, while a "public figure" is a person who either has sought the public's attention or is well known because of personal achievements or actions.
  3. For purposes of this policy, a SLCS student or parent/guardian shall not be considered a public official or public figure.
- D. Indecent, vulgar or grossly offensive to a reasonable person.
- E. Constitutes an invasion of the rights of others.

### **Definitions**

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

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

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

### **Policy Dissemination**

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

### **STUDENT HAZING**

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

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

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

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

### **STUDENT PUBLICATIONS AND PRODUCTIONS**

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

For purposes of this policy, "publications" shall include any audio, visual, or written materials such as tapes, banners, films, pamphlets, notices, newspapers, books, web pages, internet productions, or other like materials. "Productions" shall include theatrical performances as well as impromptu dramatic presentations, radio/television productions, and any electronic media presentations which represent the School District and the student's work within the District. Advertising is permitted in school newspapers, yearbooks, programs, etc. which are published by student organizations.

Permission should be given by the building principal or designee.

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

- A. Are grossly prejudicial to an ethnic, religious, racial, or other delineated group;
- B. Libel any specific person or persons;
- C. Seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view;
- D. Advocate the use or advertise the availability of any substance or material which may reasonably be believed to:
  1. constitute a direct and substantial danger to the health of students;
  2. contain obscenity or material otherwise deemed to be harmful to students who may receive them;
  3. incite violence, advocate the use of force, or urge the violation of law or school regulations.

The Board also prohibits publications and productions which:

- A. fail to identify the student or organization responsible for distribution;
- B. solicit funds for 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 the purpose of surveys, marketing or solicitation, unless the District determines that such use is consistent with its educational mission and beneficial to the affected students.

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

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

- A. The following student data is considered to be "directory information," and it may be disclosed without prior written consent, providing the above conditions have been met:
  1. student's name
  2. names of the student's parent(s)/guardian(s)
  3. student's address
  4. student's date of birth
  5. student's class designation
  6. student's extracurricular participation
  7. student's achievement awards or honors - not scholastic grades
  8. student's weight and height, if a member of an athletic team
  9. student's photograph
- B. Parents of students, eligible students and persons representing the parents may inspect and review the student's education records upon request.
- C. Parents and students must be informed of the types of records maintained by the District as well as their location. Administrators responsible for these records should be identified.
- D. The District will only release information from, or permit access to, a student's education record with a parent or eligible student's prior written consent, with the following exceptions: records may be released by a person designated by the Superintendent as permitted by law or by court orders for student record disclosure procured by an Assistant U.S. Attorney General or higher-ranking government official.
- E. School officials will have access to student education records for legitimate educational purposes. A school

official is defined as an administrator, teacher, temporary supervisor or instructional substitute, public health nurse, secretary, auditor, youth protective worker or any individual who has a legitimate educational interest in doing so.

- F. Parents and eligible students shall be informed annually of their rights under the law as well as the locations where copies of the student records policy may be obtained.
- G. The District may charge a fee for copies of the student's education records.
- H. A parent or an eligible student who believes that information contained in the education records of the student is inaccurate or misleading or violates the privacy or other rights of the student, may request the appropriate record custodian to amend the records.
- I. The District shall protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages.
- J. The rights of parents regarding educational records are transferred to the student at age eighteen (18) in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

### **STUDENT SECLUSION AND RESTRAINT**

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 intervention 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.

### **SUBSTANCE ABUSE**

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

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

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

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

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

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

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

- A. all controlled substances as so designated and prohibited by Michigan statute and/or Federal statute;
- B. all chemicals that release toxic vapors and/or may be used as inhalants;
- C. all alcoholic beverages and any other beverages - the purchase of which is prohibited or controlled by law including non-alcoholic malt beverages, "near beer", "brew", "bru" or any other name which is capable of conveying the impression to the purchaser that the beverage has an alcoholic content;
- D. any prescription or non-prescription medication, except those for which permission to use in school has been granted pursuant to Board Policy 5330, Administration of Medications;
- E. counterfeit controlled substances or controlled substance analogues("look-alike" drugs);
- 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 sells, delivers, distributes or transfers 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 three (3) categories:

- A. Being Under the Influence - The student 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:
    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.

- 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) 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. *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**

### **A. First Offense**

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:

1. Investigate the situation.
2. If it is determined a violation has occurred, school administration shall:
  - a. Contact the parents/guardians.
  - b. Contact the law enforcement.
  - c. Conduct a parent-student conference.
  - d. 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.
  - e. 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.

- 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. 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.

A. 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 dollars (\$50.00). 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.

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

## DEFINITIONS

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

during the school day from which a middle school or high school teacher may suspend a student.

**AS SOON AS POSSIBLE AFTER A SUSPENSION:** The action must be taken not later than the next day following the suspension.

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

## TRANSPORTATION

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

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

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

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

- A. sidewalks
- B. traffic count
- C. posted speed limit
- D. visibility
- E. road shoulders

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

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

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

Private roads on which District buses currently travel have been grandfathered.

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

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

Student transportation shall be considered a privilege to be enjoyed by a student as long as s/he accepts responsibility for his/her own conduct, carefully follows all rules and regulations and positively responds to the directions and requests of the bus driver. This privilege may be suspended or revoked if the student's conduct is in violation of the Code of Conduct pertaining to student transportation.

All such rules shall be published in the student handbook and copies given to students at the beginning of the school year. The district will comply with the State law on regulating the transporting of large unsecure objects in district vehicles.

The Board authorizes the Transportation Department to install and operate video cameras on District buses to enhance student safety and well-being. Administration shall establish appropriate administrative guidelines for the proper use of the cameras.

The safety and conduct of the students at a bus stop is the responsibility of the parents.

Each student entitled to transportation will be assigned a specific bus route and bus stop, which will be the same for the entire year, unless altered by the Transportation Supervisor. No student will be permitted to use any other route or stop without permission from the Transportation Department. No request will be approved for the purpose of entertainment or for the simple convenience of the parent or student. Emergency requests will be considered.

The Transportation Department is not responsible to transport students in the Schools of Choice program. Students who have chosen the Schools of Choice program, for day care reasons, may be provided transportation only within that school boundary to and from one location (bus stop), providing space is available on the bus.

Transportation may be provided for students being day cared within his/her home address school boundary, to and from one location (bus stop) only, providing space is available on the bus.

The Board reserves the right to terminate transportation based on financial, legal, or other considerations.

#### **Transportation for Field and Other District-Sponsored Trips**

Transportation may be limited by the availability of vehicles, drivers and scheduling and will not be available when needed for general school purposes.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members, contracted employees, or adults from the sponsoring organization. Any time students are in the district's vehicle at least one (1) sponsor, chaperone or staff member is expected to ride in the vehicle to supervise students on the bus as well as upon return to the District while students are waiting for rides home.

Students being transported in school vehicles on school sponsored events will be expected to comply with the Student Code of Conduct and all verbal, written and posted bus rules.

#### **USE OF 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 prescribed 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 stolen while on school property, the District is not responsible for recovering or reimbursing the student or his/her parent/guardian for the replacement of the device.

#### **USE OF TOBACCO ON SCHOOL PREMISES**

The District supports the Tobacco-Free Schools Law, which prohibits use of tobacco products in District buildings or on school property at any time. Staff, students or any other persons may not use tobacco products at any time in any District building or on school property owned or operated by the South Lyon Community School District.

The use of tobacco products by any persons in violation of this policy will result in disciplinary action. Violation of the Tobacco-Free Schools Law is a misdemeanor punishable by a fine of not more than \$50.00.

## **WEAPONS**

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 disciplinary sanctions up to ten (10) days suspension to a student who violated school conduct standards regarding an object, which the student used to cause or threaten harm to others.

The Board reserves for itself the authorization to impose disciplinary sanctions beyond ten (10) 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".





## **Section 504 Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the South Lyon Community School District are hereby notified that this District does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. Any person having inquiries concerning the South Lyon Community School District's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact Melissa Baker, Assistant Superintendent for Administrative Services, 345 South Warren, South Lyon, Michigan 48178, 248-573-8130, who has been designated by the South Lyon Community School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504.

### **Non-Discrimination Statement**

The Board does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. (*Board Policy 3122* revised March 2, 2009).

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Melissa Baker  
Assistant Superintendent for Administrative Services  
South Lyon Community Schools  
345 South Warren

South Lyon, Michigan 48178  
(248) 573-8130 or (248) 573-8140