



## Parent / Student Handbook



Principal, Mrs. Kimberly Dancer

Secretary, Mrs. Dawn Sprinkles



*The mission of the Kent Lake learning community is to provide a safe and supportive environment that fosters personal excellence, respect for others, use of Habits of Mind behaviors and an understanding of diversity.*

## **INTRODUCTION**

Welcome to Kent Lake Elementary School. All of the staff members have one goal. We want to form a close partnership with parents to provide the best education possible for the children. We will build on the strengths of each child and help each child as a unique individual.

Kent Lake 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.

Kent Lake 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.

## **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 Kent Lake 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

## **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. Certified birth certificates, immunization records, a current vision screening, and two proofs of residency are required for registration.

## Curriculum

The Michigan K-12 Academic Standards serve as the basis for South Lyon Community Schools' curriculum. To guide continuous improvement, the district's curriculum coordinators in collaboration with teachers serving on the Subject Area Committees engage in an on-going process to ensure alignment with the Michigan Standards in ELA, Mathematics, Science and Social Studies. For a copy of our curriculum or for more information, you may contact the Kent Lake office or our district department of Curriculum, Instruction, Technology, and Assessment (CITA).

Parents can access South Lyon curriculum materials on the South Lyon Community Schools website at [www.slcs.us](http://www.slcs.us). 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

## HOME SCHOOL COMMUNICATIONS

### 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. School-age children are invited to attend Curriculum Night and will be presented with an assembly while parents attend the teacher's curriculum presentations.

### Parent-Teacher Conferences

Parent-teacher conferences are conducted in November. Students are dismissed 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 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

	Begin	End
Full Day	8:15	3:18
Half Days	8:15	11:09

### Arrival at School

Children should be instructed to arrive at school no earlier than 8:05 a.m. For their safety, children are not allowed to walk unaccompanied from the parking lot into the building. When dropping off a child, you must use the loop in front of the school. This is a drop off only loop and not a loop 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.

**The doors lock automatically at 8:15 am. If your child is not in the building by 8:15 am, you must sign your child in at the office. Children cannot walk into the building unaccompanied if they arrive at or after 8:15 am. You will need your picture ID to get into the building, due to the security procedures that were put into place last May.**

### 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.

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 2:45 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 8:30 am. The "School Messenger" will start calling at 9:30 am to check on any unconfirmed absences. School Messenger" will be calling parents/guardians starting at 9:30 a.m. Parents/Guardians will be told that their child is absent and the attendance line wasn't called. They will be requested to call the attendance line at 248-573-8325 with the reason for the child's absence. If we do not receive a call, the absence will be marked as unexcused.

**ATTENDANCE LINE 248-573-8325**

## 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 9:35 am, they will be marked tardy. If a student arrives after 9:35 am, they will be marked absent for the morning. If a student leaves before 1:05 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 those being picked up by parents in the back hallway, those going to Kids Club, 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 parking lot and may come in and wait in the back lobby by the gym and cafeteria. Students who are being picked up are dismissed to the back lobby. This allows for a safe and organized dismissal for our busing 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 loop at dismissal time.

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.

Please remember to update your emergency card phone contacts periodically. It is imperative that we have someone available to pick up your child in an emergency. If your child becomes ill, or for other reasons, someone with a working phone number that can pick up your child must be on your child's emergency card. Also, at dismissal, students being picked up must be picked up promptly. We do not have personnel to watch students after school is over. If the emergency card contacts are not available, or you cannot be reached and cannot pick up your child promptly for an emergency or during dismissal, we may have to take strong measures, such as contacting the Family Independent Agency or the police, to have the child picked up. Of course, we would like to avoid that situation. So it is imperative that parents have current information on their emergency cards, and a reliable contact available.

## **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 students with head lice. It is the district practice that a child with head lice must be excluded from school until one treatment at home has occurred. A student may come back to school provided the parent/guardian documents the treatment and upon examination by the school's designee that any remaining nits are farther away than  $\frac{1}{4}$ " from the scalp. It is recommended that all nits be removed. There is information in the office on procedures for ridding a child of lice. The Michigan Department of Education, Michigan Department of Health, Oakland County Health Division, and the American Academy of Pediatrics support these practices.

## **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 required to pick up their 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:

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

## **Media Center**

Students may come to the Media Center any time during the week with the permission of their classroom teacher. While at the Media Center, they can check out materials, read, or use the library for reference and study. There are books, magazines, audio visual materials, computers, and a reference section for students and staff. The Media Specialist meets regularly with all classes to teach the students about the Media Center. A variety of planned lessons include literature appreciation, story time, research and library skills. 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. Student yearbooks are included in the price of the picture packages.

### **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 Kent Lake 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 the opportunity by the Kent Lake PTO 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).

### **Birthday Recognition**

Birthdays are a special day and we look forward to recognizing your child on his/her birthday with an all school announcement. In addition, your child will receive a birthday sticker from his/her teacher to wear at school or to take home. In accordance with the policy and procedures established by the Kent Lake Shared Involvement Process (SIP) team, children will not be allowed to hand out edible treats or give trinkets.

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

1. Music Concerts
2. PTO sponsored Family Fun Nights
3. Adopt-a-Reader
4. Running Club
5. Student Safety Patrol
6. 5<sup>th</sup> grade Track Meet
7. Student Council
8. Field Day
9. March is Reading Month
10. Spirit Days

## **STUDENT BEHAVIORAL EXPECTATIONS**

### **THROUGHOUT THE SCHOOL**

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

Kent Lake 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**

Kent Lake students are expected to:

1. Use appropriate table manners.
2. Not throw food, papers or milk cartons.
3. Clean up their eating areas.
4. Not return to their lockers until after they have eaten their lunches.
5. Speak in a reasonable volume (soft talking) in line and at the table.

### **ON THE PLAYGROUND**

Kent Lake 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**

Kent Lake students are expected to:

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

### **IN THE HALLWAYS**

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 front 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 back lobby.
5. Send a note to school if a child is to be released to another adult.
6. Refrain from parking in the circle drive.

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

During inclement weather students will remain inside the building during recess and the noon hour. 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**

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

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

## **Responsibilities of Students**

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

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

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

- 1. Warning Notice:** At the bus driver's discretion, and based upon the severity of the offense, issues may be addressed through verbal warnings. In these cases, a copy of the Transportation Code of Conduct may be provided to the student as a reminder of the transportation expectations.
- 2. 1st Conduct Report** - the student receives a warning that further conduct reports could result in suspension of bus riding privileges; however, a student may be removed for 1st conduct report in case of serious offences, such as fighting.
- 3. 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 up to thirty (30) school days.
- 5. 4th Conduct Report** - the student will be suspended from riding the bus for the remainder of the school year.

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

**Bus Suspension Appeal Process- Elementary:**

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

**Bus Suspension Appeal Process- Secondary:**

1. Parent/Guardian may appeal bus suspensions of less than ten (10) days to the administrator issuing the suspension. Often this is the assistant principal.
2. Bus suspensions of ten (10) or more days shall follow the appeal process outlined below:
  - a. If a parent/guardian disagrees with a suspension, an immediate appeal must be made to the administrator issuing the suspension. Immediate is defined as by the end of the next school day.
  - b. For bus suspensions issued by the assistant principal:  
If a parent/guardian disagrees with the assistant principal's decision, an appeal must be made to the principal within twenty-four (24) hours of the assistant principal's decision.

Within twenty-four (24) hours is defined as the next school day. The decision made by the principal is final.

If the bus suspension was issued by the assistant principal and he or she is not in the district, the parent will be directed to the principal who will be the first and final administrator in the appeal process.

For bus suspensions issued by the assistant principal, the final administrator in the appeal process will be the school principal.

- c. For bus suspensions issued by the principal:

If a parent/guardian disagrees with the principal's decision, an appeal must be made to the assistant superintendent of CITA within twenty-four (24) hours of the principal's decision. Within twenty-four (24) hours is defined as the next school day. The decision made by the assistant superintendent of CITA is final.

If the bus suspension was issued by the principal and he or she is not in the district, the parent will be directed to the assistant superintendent of CITA who will be the first and final administrator in the appeal process.

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

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

## 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. Make sure he/she has a hat, boots, mittens, and snow pants 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.

Students will have outdoor recess when the temperature is 0 degrees Fahrenheit or above, including wind chill.

### 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:

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

### **Personal Property**

**Electronic Communication Devices (ECDs)**-Students are discouraged from bringing ECDs to school. If brought to school, all ECDs must remain in the student's locker. If an ECD is damaged, lost, or stolen while on school property, Kent Lake Elementary/SLCS is not responsible for recovering or reimbursing the student or his/her parent/guardian for the replacement of the device.

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

**Money**- Students are discouraged from bringing 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

### **Assessments**

#### **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 Student Test of Educational Progress (M-Step)**

The M-Step is given in the spring in the following content areas:

English Language Arts—Grades 3, 4, and 5	Social Studies—Grade 5
Mathematics—Grades 3, 4, and 5	Science—Grade 4

#### **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**

In order for any visitors to enter the locked building, they will need to:

- 1.) Approach the front doors
- 2.) Press the call button
- 3.) State your name and purpose for your visit when the office staff responds
- 4.) Extend a photo ID toward the camera
- 5.) Report to the office to sign in immediately upon entrance to the building and obtain a visitor's badge
- 6.) Wear the visitor badge in a visible location during your visit at Kent Lake

## **How can you help?**

\*Never open the door for other visitors.

\*Report any concerns to the office immediately.

\*Whenever possible, schedule appointments with staff prior to arriving at school.

\*Whenever possible, try to avoid picking up students early from school.

\*Have your photo ID available prior to pressing the call button at the front door.

\*Remember to return your visitor badge and sign out in the office at the end of your visit

## **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.

## **Video Surveillance and Electronic Monitoring**

In order to protect Board property, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings, and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

## **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**

C.H.E.E.R.S. (Citizens Helping Educators Encourage Responsible Students) is the name of the district volunteer program for the South Lyon Community Schools. This 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. In excess of 500 volunteers log thousands of hours of volunteer service to the school district. CHEERS is a K-12 program operating in each school building in the district, as well as in several of the community education departments. 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.

Kent Lake 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 Kent Lake 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 Kent Lake are automatically members of the PTO.
2. All current faculty and staff of Kent Lake Elementary.
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.

## IMPORTANT CONTACT INFORMATION

- Kent Lake: 248-573-8350
- Board Office: 248-573-8127
- Attendance Line: 248-573-8325
- Fax: 248-486-0412
- Transportation: 248-573-8235
- District Hotline: 248-573-8251
- Early Childhood Center: 248-573-8330
- Kent Lake Kids' Club: 248-573-8363
- Recreation: 248-437-8105
- School Closings are posted on <http://www.cancellations.com> and on the district web site
- District Web Site: [www.slcs.us](http://www.slcs.us) (Kent Lake has a page on this site.)
- Follow Kent Lake on Twitter: [www.twitter.com/slcskentlake](http://www.twitter.com/slcskentlake)
- Like Kent Lake on Facebook: [www.facebook.com/pages/Kent-Lake-Elementary/473613322716424](http://www.facebook.com/pages/Kent-Lake-Elementary/473613322716424)
- Sign up for the PTO Group Vine: [www.groupvine.com/kent-lake-elementary-school/@@apply](http://www.groupvine.com/kent-lake-elementary-school/@@apply)
- E-mail address for all staff: last name, first initial, @slcs.us, all lower case. For example, the principal is [dancerk@slcs.us](mailto:dancerk@slcs.us)

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 July 19, 2010).

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

Maureen Altermatt  
Assistant Superintendent  
Administrative Services  
South Lyon Community Schools  
345 South Warren  
South Lyon, Michigan 48178  
(248) 573-8130 or (248) 573-8140

# Board of Education Policies

## DISTRICT MISSION STATEMENT

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

**South Lyon Community Schools**  
**Board of Education Policies and Procedures**

The Board of Education sets policies which are carried out by administration. The following policies may be of particular interest to parents and students. These and all Board Policies are available through the district website at [www.slcs.us](http://www.slcs.us).

**Board of Education Policies included:**

Code of Student Conduct  
Extracurricular and Co-curricular Programs  
Substance Abuse

Acceptable Use Technology  
Administration of Medication  
Athletic Program Expansion  
Attendance  
Bullying and Other Aggressive Behavior toward Students  
Care of District Property  
Concussion and Athletics Activities  
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 Volunteers  
Dress and Grooming  
Emergency Closings  
Emergency Information  
Epinephrine Auto-Injectors  
Field Trips, Excursions and Other District Sponsored Trips  
Grade Appeal  
Grading System  
Graduation Requirements  
Harassment of Students  
Hazing  
Health Services  
Homebound Instruction Program  
Homework  
Interrogation of Students by Outside Agencies  
Late Arrival and Early Dismissal  
Non-discrimination and Access to Equal Educational Opportunity  
Parent Involvement in the School Program  
Physical Assault or Threat  
Public Attendance at School Events  
Sex-Based Harassment  
School Safety Reporting  
School Sponsored Events  
School Visitors  
Searches  
Student Assessment  
Student Distribution of Outside Material  
Student Hazing  
Student Publications and Productions  
Student Records

Student Seclusion and Restraint  
Student Use of Learning Materials  
Teacher Suspension Rights  
Transportation  
Use of Electronic Communication Devices  
Use of Tobacco on School Premises  
Weapons

### **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
  - a. Short Term Suspension - Temporary removal from school, class, and/or activity. Short term suspensions may not exceed ten (10) school days.
  - b. Long Term Suspension - A suspension in excess of ten (10) school days but not more than thirty (30) school days may be imposed by the building administrator in specific situations, i.e., weapons not meeting the School Code mandatory discipline sanctions, assault, battery, serious fighting, serious or repeated sexual harassment, and/or substance abuse. The school principal, upon consultation with the Superintendent or his/her designee and with notice to the Board, may authorize or order the suspension of the student if the interest of the school is served.

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

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

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

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

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

- 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:

- a. The student may not be on school property at any time.
- b. 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.
- c. 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.
- d. If there are special circumstances, requests for written approval may be made to the Superintendent or his/her designee.

## Due Process and Appeal Procedures

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

### A. Due Process

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

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

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

### B. Suspension Appeal Process

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

- a. Parents/Guardians may appeal suspensions of less than three (3) days to the building administrator.
- b. Suspensions of three (3) or more days shall follow the appeal process outlined below:
  - i. 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.
  - ii. 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.
  - iii. Depending on the circumstances, as determined by the building administrator, the student will be suspended during the appeal process.

### C. Board Disciplinary Hearing

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

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

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

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

## **EXTRACURRICULAR AND CO-CURRICULAR PROGRAMS**

Extracurricular/Co-curricular Activity Program Participation Extracurricular activity programs are defined as programs beyond the normal school day which are not an integral part of a class for which credit is given. Examples include, but are not limited to, athletic teams, debate,

Science Olympiad, various clubs, and competitive marching band.

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

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

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

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

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

**Eligibility Requirements**

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

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

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

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

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

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

	MIDDLE SCHOOL ELIGIBILITY COMPONENT	RATIONALE
1.	Minimum semester grade point requirement of 5.0 and no more than one end of semester E or I's establishes eligibility for next semester.	SLCS utilizes pluses and minuses for grading; this minimum GPA represents a C-. We believe that this is a reasonable minimum standard for eligibility.
2.	Once eligibility is established students must pass a minimum of four classes 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	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

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

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

	HIGH SCHOOL ELIGIBILITY COMPONENT	RATIONALE
1.	Minimum semester grade point requirement of 1.70 and no end of semester Es or I's establishes eligibility for next semester.	SLCS utilizes plusses and minuses for grading; this minimum GPA represents a C-. We believe that this is a reasonable minimum standard for eligibility.
2.	Once eligibility is established students must pass a minimum of four classes 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 may be considered for eligibility.	Summer school classes are subject to approval of the building principal.
7.	Night school classes will not be considered for eligibility.	Students should not be attending classes both day and night to restore eligibility.
8.	Special education students will be required to comply with academic and behavioral standards subject to the individual's IEPC as provided in the state and federal laws.	If a special education student is at risk of a failing grade in a class, the IEPC process may be a suitable course of action.
9.	After August 10th of each year, activities that are impacted by eligibility standards are: Tryouts, practices, and games, events and activities that occur before or after regular hours on home course, field, arena, court, pool (etc.) or at away events	To comply with MHSAA rules.
10.	Activities not impacted by eligibility standards are: Summer camp and activities during regular school hours, as long as the activities are not competitions, games, events, festivals or contests.	Not a compliance issue with MHSAA.

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

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

#### Co-Curricular and Extra-Curricular

### ***STANDARDS OF CONDUCT***

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

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

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

Social Probation means the student loses all privileges to attend any and all school activities other than those pertaining to attendance in regularly scheduled classes. Examples of privilege loss include, but are not limited to, attendance or participation in any athletic, co-curricular, or extra-curricular activity. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. Social probation will begin when the student returns from suspension, with the exception of the summer months where social probation will precede the school suspension. Social probation for summer infractions begins August 1. For infractions that occur or investigations that conclude after August 1, social probation begins at that time. If the time period for social probation has not been fulfilled before the student is suspended from school, the duration of the social probation will be carried over when the student returns from the suspension. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property. The decision of the administrator may be appealed to the Assistant Superintendent of CITA within twenty-four (24) hours of the final decision provided to the parent/guardian in writing, whose decision is final

### **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
  - A. 5330, Administration of Medications;
- E. counterfeit controlled substances or controlled substance analogues ("look-alike" drugs), including but not limited to, synthetic cannabis, herbal incense, K2, K6, and Spice;
- F. Androgenic anabolic steroids and other performance enhancing drugs as determined annually by the Department of Community Health and use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.
- G. any other illegal substance so designated and prohibited by law.

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

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

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

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

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

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

#### DISCIPLINARY ACTION

When a student is under the influence of, possesses, distributes or initiates any transaction of prohibited drugs, alcohol, tobacco and/or drug paraphernalia on school property and at school-related functions, the response of the South Lyon Community Schools is governed by this policy. Disciplinary action shall be based on the offending student's cumulative record of violations of Policy 5530. Violations from previously attended school districts shall be considered.

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

Violations of this policy are separated into the following:

- A. Being Under the Influence - The student consumes, uses, and/or exhibits characteristics attributable to the use of prohibited drugs and/or alcohol.
- B. Possession - The student has prohibited drugs, alcohol, tobacco and/or drug paraphernalia on his/her person, or stored in his/her belongings, which may include a backpack, purse, locker or vehicle.

- C. Distribution - The student sells or distributes, or demonstrates the intent to sell or distribute a prohibited drug, alcohol, tobacco and/or drug paraphernalia to another person, whether or not in exchange for compensation, or has in his/her possession a quantity of drugs in excess of that normally used for personal use. Note: Any individual who brings a prohibited drug and shares it or distributes the prohibited drug in any format shall always be considered a distributor.
- D. Initiation – The student requests another student to bring a prohibited substance onto school property or to a school related event, or initiates the transaction during the school day.

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

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

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

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

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

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

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

Possession, Distribution and/or Initiation of Drug Paraphernalia

C. *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.  
 Impose social probation to be reviewed after ten (10) weeks.

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

*B. Second and Subsequent Offenses Regarding Drug Paraphernalia*

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

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

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

- A. Investigate the situation.
- B. If it is determined a violation has occurred, school administration shall:
  - 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:
    - i. Professional drug and alcohol assessment by an outside agency.
    - ii. Drug testing a minimum of twice by an outside agency.
    - iii. Out-Patient Treatment.
    - iv. In-Patient Treatment
    - v. Outside counseling by a licensed professional
    - vi. 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 or investigations that conclude after August 1, social probation begins at that time. For social probation that has not been fully served by the last day of the school year, the remaining time will begin August 1. A student whose social probation begins or continues on August 1 is also excluded from all summer activities and may not be on school property. During social probation, students are also not allowed on any school property for any community events (e.g., Panther football). ). If there are special circumstances regarding community events, requests for written approval may be made to the Superintendent or his/her designee. It is the student's responsibility to contact the school administration and request a review of their social probation status.

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

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

## Definitions

“Tobacco Product” means a product that contains tobacco and is intended for human consumption including, but not limited to, cigarettes, non-cigarette smoking tobacco, or smokeless tobacco as those terms are defined in Section 2 of the tobacco products tax act, 1993 PA 327, MCL 205.422, and cigars.

“Vapor Product” means a noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electric, chemical or mechanical means, regardless of shape or size that can be used to produce vapor from nicotine or in a solution or other form. Vapor products include an electronic cigarette (E cigarette), electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette (E cigarette), electronic cigar, electronic cigarillo, electronic pipe, or similar product or device.

“Alternative Nicotine Delivery Product” means a noncombustible product containing nicotine that is intended for human consumption whether chewed, absorbed, dissolved or ingested by any other means.

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

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

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

The use or possession of tobacco products, vapor products, alternative nicotine delivery products or paraphernalia by any persons in violation of this policy will result in disciplinary action including, as appropriate, contacting the law enforcement for violation of any/all of the following; 1) the Tobacco-Free Schools law which is a misdemeanor, punishable by a fine of not more than fifty dollars (\$50.00). 2) Lyon Township Ordinance 2-16 “Amendment to the Tobacco Products Ordinance,” which is a civil infraction which shall be punishable by a fine of not more than \$50.00 for the first violation and a fine of not more than \$100.00 for a second or subsequent violation, or 3) City of South Lyon Ordinances 11-16 and 12-16, which is a misdemeanor punishable by a fine of not more the \$50.00 for each violation.

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

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

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

## **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):
  - a. Damaged equipment
  - b. Equipment that does not work properly
  - c. Software that does not work properly
  - d. Disruption of the network by others
  - e. Disruption of the system's performance
  - f. Degrading, demeaning, obscene, indecent or inappropriate information you discover in the system
  - g. Another user accessing the system through your account and/or password
  - h. 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:
  - a. **Be Polite.** Do not send defamatory, inaccurate, abusive, obscene, indecent, profane, threatening or illegal material.
  - b. **Use Appropriate Language.** Do not swear or use vulgarities or any other inappropriate language.
  - c. **Maintain Privacy.** Do not reveal the home address or phone number of yourself or any other person.
  - d. **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 (email) 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:

- A. Using the technology for profit or commercial purposes.
- B. Maliciously using technology to harass, intimidate or discriminate against others.
- C. Deliberately damaging any technology component.
- D. Unauthorized entry into a file, whether to use, read, change or for any other purpose.

- E. Unauthorized transfer, deletion or duplication of a file.
- F. Unauthorized use of another individual's identification or password.
- G. Unauthorized access to telecommunications files or facilities.
- H. Use of computing facilities that interfere with the work of another student, faculty member or school official.
- I. 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.
- J. Use of computing facilities, including telecommunication s facilities, to interfere with the operation of the school 1 district's computing system.
- K. Violation of copyright, trademark, trade secrets or licensing agreement.
- L. Use of computing facilities for the purchase, sale and/or advertisement of goods or services.
- M. Use of computing facilities to access chat rooms or student maintained e-mail accounts or any other telecommunications that are of an  
an
- N. Unsupervised nature.
- O. Using technology for political lobbying that does not support the District's mission and does not benefit students and/or the District.
- P. Using technology for individual political campaigning.

#### **Consequences of Prohibited Use**

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. 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.

#### **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 a student or family member.
2. death of a family member or close friend of the family or student.
3. medical or dental care
4. religious observances
5. participation in a legal proceeding
6. suspension days
7. unusual circumstances as approved by 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 pre-planned family activities.

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

- A. Ensure a school session which is in conformity with the requirements of the law;
- B. Govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- C. Identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;

- D. Ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
- E. The District will participate in the Oakland County Truancy Program.

## **ANTI - BULLYING**

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

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

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

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

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

### **Notification**

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

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Reporting**

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

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

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification. Implementation The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

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

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

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

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

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

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

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

#### **Non-Retaliation/False Reports**

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

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

#### **Prevention/Training**

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

#### **Definitions**

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

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

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

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

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

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

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

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

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

**"Staff"** includes all school employees and Board members.

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

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

### **CARE OF DISTRICT PROPERTY**

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

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

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

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

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

### **CONCUSSIONS AND ATHLETIC ACTIVITIES**

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

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

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

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

### **DISCLOSURE OF STUDENT INFORMATION AND PRIVACY**

#### **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 parent s;
- 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 survey s, 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, "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.

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

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

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

#### **Confidentiality**

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

#### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment based upon disability, religion, race, color, national origin, 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 VOLUNTEERS**

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

#### **Definition**

A volunteer is a non-paid person functioning under the sponsorship of the Board and at the direction of the responsible administrator or designee. This definition would include, but not be limited to, the following: Adopt-A-Reader volunteers, Copy Parents, and other CHEERS volunteers who are in the schools on a regular basis. Chaperones on school fieldtrips, excursions, and other district-sponsored trips (see Policy 2340) would be considered volunteers as well. In addition, PTO Officers will also be considered volunteers.

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

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

#### **Screening of volunteers**

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

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

#### **Expectations of volunteers**

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

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer.
- B. will be covered under the District's liability policy, but the District cannot provide any type of health insurance to cover illness or

accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation.

- C. should be in a location visible to District staff at all times while volunteering with students in the school setting.

#### **Coordination of volunteers**

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

#### **DRESS AND GROOMING**

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.

### **EPINEPHRINE AUTO-INJECTORS**

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

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

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

#### **Individuals Qualified to Administer**

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

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

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

#### **Students to Whom Injections May Be Administered**

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

#### **Reporting of Injections**

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

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

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

### **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 Forms, and a disclaimer letter when necessary. Non athletic excursions require the approval of the Assistant Superintendent for CITA. Athletic excursions require the approval of the Athletic Director and building principal.

#### **Other District Sponsored Trips**

Academic, extra-curricular, and co-curricular trips other than field trips may be authorized by the building principal or Athletic Director as appropriate. All coaches and/or advisors shall be responsible for arranging transportation to events and/or competitions, securing permission of all parents involved if students are transported in private vehicles. Arrangements for transportations for practices outside of the instructional day shall be the responsibility of the parent.

#### **Screening of Chaperones**

Chaperones for all Fieldtrips, Excursions, and Other District Sponsored Trips shall be selected from volunteers who have been screened and

approved per Policy 9230 (District Volunteers). In addition, for overnight excursions, chaperones must be at least 25 years old and must be drug screened and fingerprinted prior to approval and selection.

#### **Transporting Students**

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

#### **Cancellations of Field Trips and/or Excursions**

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

- A. The Superintendent determines that conditions exist which compromise the safety of members of the educational community.
- B. When the United States State Department or other national department or agency cautions citizens regarding travel within the United States and/or internationally, the Superintendent or his/her designee may cancel a field trip or excursion.
- C. Field trips will be cancelled when school is closed.
- D. If weather conditions warrant, the Superintendent or his/her designee may cancel a field trip or excursion. The Board directs the administration to develop guidelines for planning and implementing field trips, excursions, and other district sponsored trips.

#### **GRADING APPEAL**

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

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

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

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

#### **GRADING SYSTEM**

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

The Board requires a grading system for use in the elementary and secondary grades that accurately reflects student achievement relative to the district's curriculum. The progress of each pupil shall be measured periodically and reports of such progress shall be communicated to the parents or guardian at regular intervals. The report shall reflect the quality of a pupil's performance, relative to the grade level or course standards. Credits earned and course grade shall be based on the student's demonstration of achievement. Parents will be apprised of the student's progress in the following ways: • At the elementary level, report cards are provided at the end of each nine week marking period but parents will be notified at the mid-marking period when a student is not making progress.

At the secondary level, progress reports are provided every six weeks and report cards at the end of each semester. Additionally, the progress of students at the middle school and high school levels will be communicated through the district's online student progress reporting system and other means as determined by the teacher.

Parents who have concerns about their student's progress are encouraged to contact the teacher directly. Grades at the middle school are calculated using a twelve (12.0) point scale. Grades at the high school are calculated using a four (4.0) point scale. Beginning with the graduating class of 2017, Advanced Placement (AP) and recognized International Baccalaureate (IB) coursework will be weighted in a student's grade point average using a five (5.0) scale. While students may check or critique each other's work, they may not evaluate or grade the work. Only teachers may assign grades, in accordance with the elementary and/or secondary guidelines and policies. All grades shall remain confidential. While teachers are encouraged to display student work, the student's name may be displayed but the formal grade (letter grade, percentages or any other numeric system) may not be visible.

## **GRADUATION REQUIREMENTS**

### **Credits**

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

- Dual Enrollment
- Testing Out
- On Line Classes
- Home Schooled Classes
- Home Based Classes
- Rare and unusual accommodation

All students are expected to receive a grade in their classes that, in keeping with the South Lyon Schools grading policy, will result in a grade point average. The Individualized Education Plan for Special Education Students (IEP) will support required courses as a priority. When a special education student has met the objectives of the class and demonstrated his/her effort to complete all required assignments and still cannot make a passing grade, the teacher may present a request to the Director of Special Education to give the student a grade of G. If the Director of Special Education supports the teacher's request, he/she may recommend to the principal whose approval must be obtained to give the student a grade of G. The grade of G is to be given on rare and unusual circumstances with consideration to the IEPC and the disability, and not to manipulate a grade point average, or to make a student eligible under the extra-curricular eligibility requirements. In order to participate in the graduation ceremony a student must meet all graduation requirements as prescribed by Board Policy.

For students with Individualized Education Plans, the IEP will support required courses as a priority.

District administrative guidelines allow for some flexibility for transfer students. Personal curriculum plans may be developed for transfer students from out of State who have earned 3 years of high school credit.

The district strongly encourages all college bound students to carefully weigh whether adjusting the graduation requirements using either a personal curriculum or permission of the counselor and administrator (as outlined below) would hinder his or her acceptance into the college or university the student wishes to attend. It is recommended that students speak with admissions counselors at their desired schools prior to considering any adjustments in the traditional graduation requirements.

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

\* No modifications allowed for personal curriculum purposes.

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

\* Students must take Biology and may select 1 or 2 credits from the following options, with counselor and administrator approval: Chemistry or Analytical Chemistry, Geophysical Science or Physics, Anatomy (online for 2015-16 and offered in SLCS beginning in 2016-17), or Agricultural Science (online only). Students must earn at least 3 total credits in science. A third credit could be earned, with counselor and administrator approval, through successful completion of an MDE-approved Computer Science program or curriculum (offered at OTC) or another MDE-approved formal Career Technical Education (CTE) program or curriculum.

- |   |                  |
|---|------------------|
| C. Mathematics  | <u>4 Credits</u> |
| 1. Algebra 1 (Grade 7, 8 or 9)  | 1 Credit         |
| 2. Geometry (Grade 8 or high school)  | 1 Credit         |
| 3. Algebra 2, or Algebra 2 in the Work Place  | 1 Credit         |
| 4. All students must earn a mathematics credit during their last year of 1 Credit high school. This must be earned through a Mathematics elective or other approved mathematics related course.   |                  |
| 5. The math credit earned in middle school Algebra I and Geometry may be used to meet high school mathematics requirements, and shall be counted toward the twenty-three (23) credits required for graduation. However, middle school grades will not be included in the high school GPA for any purpose. |                  |
| 6. Three (3) credits of math must be earned in high school.   |                  |

\* With counselor and administrator approval, students may partially or fully fulfill the Algebra II requirement by successfully completing an MDE-approved formal CTE program or curriculum and successfully completing the embedded content which addresses the same benchmarks as Algebra II.

\* A personal curriculum can be utilized to adjust the total number of credits needed to 3.5, to allow a student to take his or her final credit in Junior year, and/or to modify the Algebra II requirement. The Algebra II requirement may be modified if a student successfully completes one semester of Algebra II; enrolls in an MDE approved formal CTE program or curriculum and successfully completes the embedded content which addresses the same benchmarks as first semester Algebra II; or successfully completes one semester of one of the following courses: statistics (online), functions and data analysis (online), a technical mathematics class (online) for 15-16 only, or Consumer Math (offered by SLCS only to 12th graders beginning in 2016-17).

- D. Social Studies 3 Credits
- |   |          |
|---|----------|
| 1. 20th Century American History        | 1 Credit |
| 2. World Studies                        | 1 Credit |
| 3. American Government or AP Government | ½ Credit |
| 4. Economics or AP Economics            | ½ Credit |

\* A personal curriculum can be utilized to reduce the total number of required Social Studies credits to 2.5; however the student must still successfully complete 20th Century American History, World Studies, and American Government or AP Government.

- E. Health and Physical Education 1 Credit
- |   |          |
|---|----------|
| 1. Foundations of Health and Physical Education | ½ Credit |
| 2. Healthy Life Habits                          | ½ Credit |

\* A personal curriculum can be utilized to reduce the total number of required Health and Physical Education credits to zero; however, the student must take an additional credit in ELA, Mathematics, Science, or World Language OR must successfully complete an MDE-approved formal CTE program. The additional credit cannot be used concurrently to fulfill another required graduation credit.

- F. Applied, Visual and Performing Arts 1 Credit

(Visual and Performing Arts include elective courses like all art classes, drama, music, etc.)

(Applied Arts include elective courses with a creative design component, e.g. technology design, yearbook, etc.)

\* A personal curriculum can be utilized to reduce the total number of required Applied, Visual, and Performing Arts credits to zero; however, the student must take an additional credit in ELA, Mathematics, Science, or World Language OR must successfully complete an MDE-approved CTE program. The additional credit cannot be used concurrently to fulfill another required graduation credit.

- G. World Language (Beginning with the Class of 2016) 2 Credits

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

\* With counselor and administrator approval, students in the Classes of 2016-2020, inclusive, may fulfill either ½ credit or 1 credit through successful completion of an MDE-approved formal CTE program or curriculum OR by taking an additional half or full credit of Applied, Visual, and Performing Arts. The additional half or full credit cannot be used concurrently to fulfill another required graduation credit.

- H. Electives will fill the remainder of the twenty-three (23) credits required. I.

- I. On Line Learning Experience

All students must complete one (1) approved on-line learning experience. Credit given for all on-line courses may also serve to meet the on-line learning experience.

\* No modifications except for State approved IEP purposes. The IEP will support required courses as a priority.

### **Michigan Merit Examination**

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

### **Student Classification**

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

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

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

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

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

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

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

#### Grade/Minimum Number of Credits

Sophomore	5 ½
Junior	11
Senior	17

### **Recommendations**

- A. All students should earn four (4) science credits, which will include three (3) year sequence of biology, chemistry and physics/geo physical.
- B. All students should earn at least two (2) credits in a two (2) year sequence in World Language. It is strongly encouraged and highly recommended that students schedule two (2) consecutive years in the same World Language.

### **Transfer Credits**

- A. Students transferring to South Lyon high schools from another school will:
  - a. Receive credit from religion courses which shall be recorded as elective credit.
  - b. Not receive credit toward graduation for driver education classes.
  - c. 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:

- a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. Credit for online courses will appear on the student's transcript but the grade will not be averaged into the GPA. Grades from approved credit recovery courses will be considered for co-curricular and extracurricular eligibility.
  - f. In place of a local course, a homebound student may take an approved online course for credit as long as the student is enrolled in six (6) classes through one (1) of the South Lyon high schools.
  - g. 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, INCLUDING SEXUAL HARASSMENT**

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.

See Policy 3363/5518 for Sex-Based Harassment.

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

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

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

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

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

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include 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.

\*\*\*Specific Board Policies regarding harassment can be found at the end of this document.

### **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.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.

Child Protection Act, M.C.L.A. 722.621 et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

## **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.

### **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.

### **HOMEBOUND INSTRUCTION PROGRAM**

The Board shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend

classes because of a physical or emotional disability. Applications for homebound instruction shall be made by a parent, student, or other care giver securing a note from a certified physician which:

- A. certifies the nature and existence of a medical condition;
- B. states the probable duration of the confinement;
- C. requests such instruction;
- D. presents evidence of the student's ability to participate in an educational program.

Applications must be approved by the building administrator. The District shall recommend that the instruction begin within three (3) days from the date of notification for nonspecial-education students. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary. The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate. The District reserves the right to withhold recommendation for homebound instruction when:

- A. the confinement is expected to last under five days;
- B. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- C. a parent or other adult in authority is not at home with the student during the hours of instruction;
- D. the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent, or his/her designee, shall develop administrative guidelines for implementing the policy.

### **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 any time be punitive. Written homework must be returned to the student in a timely manner so that each student may benefit from the homework assignment.

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

### **INTERROGATION OF STUDENTS BY OUTSIDE AGENCIES**

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

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

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

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

### **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members. Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the families of each child in the District. The plan shall follow all federal and state requirements for working with parents/guardians of special populations. The plan must encompass parent participation, through meetings and other forms of communication. Therefore, the Parental Involvement Plan includes the following:

#### **A. Relationships with Families**

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

#### **B. Effective Communication**

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

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

C. Parent Involvement Opportunities

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

D. Involving Families in Decision Making and Advocacy

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

F. Collaborating with the Community

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

Implementation

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

**PHYSICAL ASSAULT OR THREAT VERBAL**

**Assaults Committed Against School Personnel**

A. **Physical Assaults**

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

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

B. **Verbal Assaults**

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

**Assaults Committed Against Other Students**

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

**Definitions**

"Physical assault," as defined by MCL 380.1310(3) (B), means intentionally causing or attempting to cause physical harm to another through force or violence.

"Verbal assault" is defined as any willful spoken or written threat to inflict physical injury on another person, under circumstances which creates a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury. "Verbal assault" also includes the making of a bomb threat and/or any other serious threat to school property and/or activities.

#### **Reporting of Student Assaults**

All reports mandated by law will be fulfilled.

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

#### **Reinstatement**

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

#### Summary of Rules for Expelled Students

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

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

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

#### **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.

#### **HARASSMENT OF STUDENTS, OTHER THAN SEX-BASED HARASSMENT**

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.

See Policy 3363/5518 for Sex-Based Harassment.

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

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

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

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

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

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include 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.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.

Child Protection Act, M.C.L.A. 722.621 et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

### **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 a 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 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. The District prohibits volunteers working with students from engaging in "open carry" at school or school-related activities.

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

### **SEARCHES**

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, or 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.

## **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 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.

### **STUDENT USE OF LEARNING MATERIALS**

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

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

### **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 DISTRICT AND PERSONAL ELECTRONIC COMMUNICATION DEVICES**

South Lyon Community Schools recognizes that electronic communication devices (ECD) serve several important functions in our society, including the enhancement of instruction. In consideration of the beneficial value and also the potential for misuse of these devices, this policy has been developed to balance the integrity and instructional quality of our classrooms with the age and maturity levels of our students.

Student/Parent Handbooks will include rules for district and personal ECD use and consequences for misuse. This shall include, but not be limited to the following:

- A. ECD may not be used during instructional time without staff permission. Violations will result in confiscation and parent/guardian notification.
- B. ECD may not be used to violate the privacy of others or to send or receive personal messages, data, images or information that would contribute to or constitute cheating on tests or examinations. Violations will be addressed as outlined in the student handbook.
- C. The use of ECD to take photographs of or otherwise record individuals without the consent of the person entitled to privacy not only is a violation of this policy, but is also a violation of State law, and thus a crime.
- D. Possessing, sharing, and/or distributing an inappropriate photograph or caricature of any student or staff member, via cell phone, digital camera, or other electronic or personal communication device, on school property or during any school function or event is a disruption to the educational process. Possession, sharing and/or distribution is disruptive irrespective as to the time or place of the origin of the photo or caricature. Students who immediately notify an adult or immediately delete an unsolicited photo, shall not be regarded as in possession.

"Inappropriate photograph or caricature" is defined as, but not limited to:

- Nude or partially nude photos;
- Sexually explicit photos;
- Photos of illegal behavior (i.e., consuming drugs, underage drinking, theft, battery, etc);
- Demeaning or degrading caricatures;
- Electronic manipulation of a photo so that it is demeaning and/or degrading to the individual.

Determination of "inappropriate" shall initially be made by the building principal, with appeal to the Assistant Superintendent of CITA whose decision shall be final. Consequences include Administration having the right to impose the following:

1. Suspension up to 10 days or, in extreme cases, refer the student to the Board for a disciplinary hearing;
  2. Confiscation of the cell phone, camera, or electronic communication device;
  3. Loss of privilege to possess a cell phone, camera, or electronic communication device on school property for remainder of school career;
  4. If incident occurs 2nd semester of senior year, elimination or reduction in an individual's participation in graduation activities; and
  5. Referral to law enforcement as appropriate.
- E. ECD may not be used to violate any other rule under the Code of Conduct or the Acceptable Use Policy. If the devices are used in this way, additional penalties prescribed in the Student Code of Conduct and/or the Acceptable Use Policy will apply.
  - F. ECD may be transported on the school bus, but may only be used with the following guidelines:
    1. All provisions in B – E above apply to students while on the school bus (including field and athletic trips) and may result in school discipline in addition to bus disciplinary consequences.

2. Cell phone calls may not be made or received while the bus is underway.
  3. If the ECD is used to produce sound (music, game, etc.), ear buds must be worn.
  4. If a bus driver directs a student to cease use of the ECD, the student will be expected to comply. Failure to comply will be considered insubordination.
  5. If circumstances warrant for student safety and well-being, a bus driver, coach, or trip sponsor may determine that use of any ECDs by all students is prohibited for the duration of a bus ride.
  6. Violation(s) of these guidelines will result in a bus referral and appropriate progression of discipline and/or loss of the privilege to use an ECD while on the school bus.
- H. 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 a suspension in excess of ten (10) school days but not more than thirty (30) school days to a student who violated school conduct standards regarding an object, which the student used to cause or threaten harm to others. The school principal, upon consultation with the Superintendent or his/her designee and with notice to the Board, may authorize or order the suspension of the student if the interest of the school is served.

The Board reserves for itself the authorization to impose disciplinary sanctions beyond thirty (30) days suspension or expulsion, and shall consider such matters upon the recommendation of a school administrator.

**Application to Handicapped Students**

This policy shall be applied in a manner consistent with the rights secured under Federal and State law to students with disabilities who are determined to be eligible for accommodation(s) under Section 504 of the Rehabilitation Act, special education programs and/or services, as well as to students with disabilities who are determined to be eligible for accommodation(s).

**Definitions**

**Dangerous Weapon** - The School Code defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device (regardless of blade length), iron bar or brass knuckles.

- a. For purposes of determining whether an object is a "firearm," the Federal law definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994 shall be used.
- b. For purposes of determining whether a knife is a dangerous weapon, the blade length shall be measured from the blade's tip to the place where the blade inserts into the handle.

Objects other than weapons as defined above (which the student used to cause or threaten harm to others), including but not limited to:

- c. BB gun, pellet gun, paintball gun, any pneumatic gun or other such weapon which does not meet the Federal law definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994;
- d. look-alike gun or a facsimile of a gun (including "toy" guns);
- e. "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;
- f. knife with a blade three (3) inches or less in length;
- g. razor blade, box cutter;
- h. Numchucks chains.

**Weapon Free School Zone** means school property and/or a vehicle used by the school to transport students to or from school property.

**School property** means a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.

**Firearm** means (a) weapon (including a starter gun) which will or is designed to (or may readily be converted to) expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a BB gun is considered to be a "firearm".

This policy will be published annually in all student handbooks. Publication is not a precondition to enforcement of this policy.

Board of  
Education  
Policy  
Appendix

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

PERSONNEL 3363/5518 page 1 of 9

## Sex-Based Harassment

### Policy Statement

It is the policy of the South Lyon Community Schools (the "District") to provide an environment free from harassment, including sex-based harassment. Consistent with this policy, the District will investigate all allegations of harassment, including sex-based harassment, and take appropriate action, including appropriate discipline, against any individual who an investigation concludes engaged in harassment.

The District will comply with all applicable state and federal laws related to harassment, including sex-based harassment.

### Student Code of Conduct

The Superintendent or designee will include and regularly update a statement explaining the District's policy against harassment, including sex-based harassment, in each student code of conduct. This statement must include an explanation of types of harassment, including sex-based harassment, examples of harassment types, reporting requirements, and consequences as explained in this policy.

### Employee Handbook

The Superintendent or designee will include and regularly update a statement explaining the District's policy against harassment, including sex-based harassment, in all employee handbooks and manuals. This statement must include an explanation of types of harassment, including sex-based harassment, examples of harassment types, reporting requirements, and consequences explained in this policy.

### Types of Harassment

Sex-based harassment is prohibited by Title IX of the Education Amendments of 1972 ("Title IX") and the Michigan Elliott-Larsen Civil Rights Act (the "ELCRA"). Title IX provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity operated by the District. Sexual harassment is a form of sex-based harassment and is prohibited by Title IX, the ELCRA and District policy. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or any act of sexual

violence. Sexual harassment of a student creates a hostile environment if the conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from

South Lyon Community Schools  
Board Policy 3363/5518 Page 1 of 9

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

PERSONNEL 3363/5518 page 2 of 9

the District's program. Examples of conduct that may constitute sex-based harassment include, but are not limited to:

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

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

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

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

Sexual conduct or relationships between District employees and students are prohibited. Consent is irrelevant with respect to criminal charges that may result and application of District policy.

#### Prohibited Conduct

All harassment, including sex-based harassment, is strictly prohibited. This policy applies to student-to-student conduct, staff-to-student conduct, staff-to-staff conduct, and student-to-staff conduct.

This policy applies to all conduct occurring on District property including in a classroom,

elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

South Lyon Community Schools  
Board Policy 3363/5518 Page 2 of 9

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

PERSONNEL 3363/5518 page 3 of 9

### Reporting Requirements

All District personnel must report incidents of alleged harassment, including incidents that school personnel witness or receive reports or information about, whether such incidents are verbal, visual, or physical, and whether the incidents constitute other forms of harassment, bullying, or hazing.

Any staff member who witnesses an act of harassment, including sex-based harassment, must intervene immediately, unless circumstances would make such intervention dangerous. If a staff member is unable to intervene, the staff member should promptly attempt to find another staff member who is able to intervene, contact District administration, or contact law enforcement, as the situation requires.

Any student who witnesses an act of harassment, including sex-based harassment, is encouraged to report the incident to District officials. No student will be retaliated against based on any report of harassment, including sex-based harassment. A student may also anonymously report an incident of harassment. The District will investigate anonymous reports pursuant to its investigation procedures below. Minor students do not need parental permission to file complaints or participate in the formal complaint resolution process, discussed below.

### How to Report Harassment

If you or someone you know has been harassed on the basis of sex, you may file a complaint with:

Maureen Altermatt, Assistant Superintendent for Administrative Services South Lyon Community Schools  
345 South Warren South Lyon, MI 48178 248-573-8130 altermattm@slcs.us

All other reports of harassment should be reported to the appropriate building administrator or immediate supervisor.

A complaint of harassment, including sex-based harassment, may be made verbally or in writing.

Those individuals named above shall document all reports of incidents of harassment, as well as any incidents they personally observe. This documentation shall be retained in accordance with the District's Title IX recordkeeping protocol. A copy of this protocol is available in the office of the Superintendent.

## Complaint Process

Any individual who has been the victim of harassment, including sex-based harassment, or any individual who has witnessed an incident of harassment, may make a complaint at any time. Any staff member who receives a complaint of harassment, including sex-based harassment, shall immediately document the reported incident and notify the appropriate staff person, as listed above.

Once a complaint is received by the appropriate staff person, as listed above, that person will begin an investigation into the alleged conduct and, if necessary, notify the appropriate authorities.

During the investigation, impartial school officials will contact witnesses to the alleged act(s) of harassment, including sex-based harassment, and obtain statements from those witnesses. If a school official's impartiality is questioned during the investigation process, that school official will be removed from the investigation and have no further involvement.

## Investigation Timelines

The District will initiate an investigation within 3 school days of receiving a complaint of harassment, including sex-based harassment. In most cases, an investigation will be completed within 10 school days. The District will comply with all law enforcement requests for cooperation. In some circumstances, compliance with law enforcement requests may require the District to suspend its factual investigation. The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process. This delay will typically be 3-10 school days. If the District's investigation is suspended, interim steps will be taken to provide for the safety of the victim(s) and the school community, and to avoid potential retaliation. Those steps may include suspension of an alleged perpetrator from work or school until the investigation is complete.

Within 2 school days of the investigation's conclusion, the District will separately notify, in writing, the victim(s) and the perpetrator(s) of the investigation's outcome. Any disciplinary action against the perpetrator(s) will be implemented immediately. If appropriate disciplinary action includes a suspension for more than 10 school days of a student, the perpetrator(s) may be suspended from school pending a hearing before the Board of Education or its designee. Any such hearing will comply with Board Policy.

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

PERSONNEL 3363/5518 page 5 of 9

If the perpetrator is a student with a disability, the District must also comply with Board Policy 5500, which provides the procedures for the discipline of students with disabilities. A perpetrator's status as a student with a disability will not affect the District's obligation to protect the victim during and after the course of the investigation.

### Investigation Procedures

The District will use the following procedures in initiating and conducting investigations:

1. Any written or verbal report of harassment, including sex-based harassment, will be addressed and investigated, including anonymous written or verbal reports.
2. The District will assure any victim(s) of harassment, including sex-based harassment, that the complaint will be fully investigated.
3. The District will provide the victim(s) of harassment, including sex-based harassment, with assurances that his/her identity will be kept confidential during the investigation, to the extent possible.
4. The District will provide the victim(s) of harassment, including sex-based harassment, with assurances that he/she will not be retaliated against by the District. The District will also take preventative measures to ensure that the alleged perpetrator does not retaliate against the alleged victim(s) at any time during or after the investigation.
5. The District will notify the alleged victim(s) of harassment, including sex-based harassment, that he/she will not be required to confront the alleged perpetrator and that steps will be taken to immediately ensure that the alleged harassment does not continue. The District will attempt to accomplish this in a manner that does not disclose the identity of the victim(s), if possible.
6. The District will interview any witnesses identified by the victim(s) and the alleged perpetrator(s). All witnesses will be assured that their identities will be kept confidential during the investigation, to the extent possible.
7. The District will take action to end the harassment, including sex-based harassment, including monitoring that the conduct does not reoccur and modifying responses if the harassment does reoccur.
8. If the victim(s) is a student under age 18, the District will notify the student's parent(s)/guardian(s) of the harassment complaint. The parent(s)/guardian(s) will be informed of the status of the investigation, as appropriate.
9. If a student victim of sex-based harassment has been targeted due to his/her sexual orientation, gender identity, or failure to comply with gender stereotypes, the District will first consult with the student to determine an

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

PERSONNEL 3363/5518 page 6 of 9

appropriate method of notifying the student's parent(s)/guardian(s) of the sex-based harassment complaint.

10. All documentation, including witness statements, must be kept with the complaint and reports.

11. The District will use the "preponderance of the evidence" as the appropriate standard for investigating allegations of harassment.

If the victim(s) requests complete confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the victim's request. If a victim insists that his/her name or other identifying information not be disclosed to the alleged perpetrator, the District will notify the victim that its ability to respond may therefore be limited. In cases involving allegations of sex-based harassment, the District will also inform the victim that Title IX specifically prohibits retaliation and that District officials will take steps to prevent retaliation and will take strong responsive action if it occurs.

#### Possible Remedies

The District will take all appropriate steps to ensure that the effects of harassment to the victim and others are promptly remedied. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the victim can safely attend classes and school activities;
2. Providing the victim with school-based counseling services;
3. Providing the victim with academic support services, such as tutoring;
4. Rearranging course schedules, to the extent practicable, to minimize contact between the victim and alleged perpetrator;
5. Moving the victim or the alleged perpetrator's locker;
6. Issuing a "no contact" directive to the alleged perpetrator.

This list is not exhaustive. The District will remedy the effects of harassment, including sex-based harassment, in a manner that is appropriate under the circumstances. The District will, whenever possible, strive to ensure that the victim's academic and extracurricular schedule remains intact, if the victim desires.

These remedies are also available to any other individual who is affected by the harassment. Individuals affected by harassment are entitled to the protections afforded

to victims of harassment, even if the individual was not the intended target of the alleged perpetrator.

Broader remedies in the District community may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under Board Policy and handbook language;
2. Additional staff training;
3. Letters to students, staff, and parents reminding them of their obligations under Board Policy and handbook language.

### Investigation Report

During the course of the investigation, the appropriate staff member, as indicated above, or his/her designee shall create an investigatory report. This report shall include the following information:

1. The name or a description or identifying information available about the victim;
2. The victim's protected class;
3. The name or a description or identifying information available about the individual making the report, if not the victim;
4. The protected class of the individual making the report, if not the victim;
5. The nature of the allegation, a description of the incident, and the date and time (if known) of the alleged incident;
6. The name(s) and protected classes of all persons alleged to have committed the alleged harassment, if known, or a description/identifying information available if the name is not known;
7. The name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident;
8. Any written statement of the reporter, the victim (if different than the reporter), the accused individual(s), and any known witnesses;
9. The investigation outcome;
10. The response by school personnel and, if applicable, school officials, including the date any incident was reported to law enforcement.

### Filing a False Report

Any individual who knowingly or maliciously files a false report of harassment, including sex-based harassment, will be subject to discipline, up to and including expulsion or discharge.

### Retaliation

Retaliation against an individual who reports harassment, including sex-based harassment, is strictly prohibited. Any individual who retaliates against a person who

reports suspected harassment will be disciplined, in accordance with the District's policies on discipline, up to and including expulsion from the District or termination of employment. This prohibition on retaliation also applies to retaliation against individuals who participate in or cooperate with any investigation related to the complaint.

## The Office for Civil Rights

Any individual who believes that he/she was the victim of harassment, including sex-based harassment, may file a complaint with the Office for Civil Rights ("OCR") at any time:

U.S. Department of Education Office for Civil Rights  
1350 Euclid Avenue, Suite 325 Cleveland, Ohio 44115 Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

This complaint may be filed before, during, or after a complaint with the District is filed, or an individual may choose to forego filing a complaint with the District and rely solely on OCR. The District recommends that individuals who have been subjected to harassment, including sex-based harassment, also file a complaint with the District, in order to ensure that the District is able to take steps to prevent any further harassment or discrimination and discipline the perpetrator, if necessary. OCR does not serve as an appellate body for District decisions. An investigation by OCR will occur separately from any District investigation.

## Appeal Process

A victim of harassment, including sex-based harassment, who believes that the District's investigation reached an incorrect result may bring any additional evidence at any time. A victim may also appeal the findings and conclusions of the investigation to the Board President. Upon receipt of an appeal from a victim, the Board President and other members of the Board will review the investigation report, contact any additional witnesses, consider all additional evidence, and may re-interview any witnesses. The Board President will then notify the parties in writing of the Board's decision. The Board is not required to give deference to the investigation report and may consider any additional evidence available in evaluating the appeal.

Any individual accused of perpetrating harassment, including sex-based harassment, may appeal the results of an investigation to the Board President. Upon receipt of an appeal from an alleged perpetrator, the Board President and other members of the

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

PERSONNEL 3363/5518 page 9 of 9

Board will review the investigation report, contact any additional witnesses, consider all additional evidence, and may re-interview any witnesses. The Board President will then notify the parties in writing of the Board's decision. The Board is not required to give deference to the investigation report and may consider any additional evidence available in evaluating the appeal.

A student found to have perpetrated harassment, including sex-based harassment, will be subject to discipline per the Student Code of Conduct, and has appeal rights as outlined in policy 5500. An employee's appeal right is based on the applicable collective bargaining agreement or individual contract rights.

#### Training

The District will provide annual training on responding to and investigating harassment, including sex-based harassment, for District officials, administrators, staff, and security personnel. This training is mandatory for all personnel responsible for implementing and enforcing anti-harassment laws and related policies and procedures. This training may be hosted by an outside entity. Employees will be provided notice of mandatory training sessions.

Adopted November 16, 2015

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

STUDENTS 5517/page 1 of 3

HARASSMENT OF STUDENTS, OTHER THAN SEX-BASED HARASSMENT

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;

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

STUDENTS 5517/page 2 of 3

- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

See Policy 3363/5518 for Sex-Based Harassment.

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

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

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

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

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

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include 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.

BOARD OF EDUCATION  
SOUTH LYON COMMUNITY SCHOOLS

STUDENTS 5517/page 3 of 3

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.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq. The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq. Child Protection Act, M.C.L.A. 722.621 et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

Adopted January 21, 2008 Revised November 16, 2015