



SOUTH LAKE MIDDLE SCHOOL

Student Handbook 2018 – 2019

SEPTEMBER 5, 2018
SOUTH LAKE MIDDLE SCHOOL
21621 California, St. Clair Shores, MI 48080

**Student/Parent Handbook
for
South Lake Middle School**

Welcome to South Lake Middle School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

~Michael Bruce, Principal

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The Board of Education is committed to maintaining a learning and working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, creed or ancestry, sex, marital status, genetic information, height, weight, sexual orientation, disability or age. The School District prohibits harassment and other forms of discrimination whether occurring at school, on School District property, in a School District vehicle, or at any School District related activity or event. Furthermore, the Board is committed to equal employment opportunities and the prevention of discrimination in all aspects of employment, including recruitment, selection, training, promotion and retention of staff. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. For additional information, contact the Director of Human Resources or the Director of Special Services, 23101 Stadium Blvd., St. Clair Shores, MI 48080, (586) 435-1600.

[] Adopted by the Board of Education on August 15, 2018 .

[] Discipline Code adopted by the Board on August 15, 2018 .

Board of Education

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.solake.org by clicking on "Board," "Board Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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FOREWORD

Welcome to South Lake Middle School for 2018-19.

We are indeed proud of our many fine programs, which reflect a commitment by parents, staff, and community to provide students with the tools they need to be successful learners and effective citizens.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 15, 2018. If any of the policies or administrative guidelines referenced herein are revised after August 15, 2018 the language in the most current policy or administrative guideline prevails.

OUR MISSION STATEMENT

Every student learns. Every student succeeds.

EQUAL EDUCATION OPPORTUNITY

All policies and procedures adopted by the South Lake Schools are intended to be fair, reasonable, and for the good of the school and of the students. All are intended to comply with federal law and constitutional rights of individuals. Race, religion, sex, national origin, sexual orientation, and disability will not be grounds for denying participation in classes for programs for which a student is otherwise eligible. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator.

Director of Human Resources
South Lake Schools
23101 Stadium Blvd.
St. Clair Shores, Michigan 48080
586-435-1630

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

- Step 1 - A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- Step 2 - If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- Step 3 - If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The District Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

SCHOOL DAY

<u>Hour/Class</u>	<u>Times</u>
1st Hour	7:45-8:47
2 nd Hour	8:51-9:53
3 rd Hour	9:57-10:59
Lunch A	10:59-11:29
4 th Hour	11:33-12:34
4 th Hour	11:03-12:04
Lunch B	12:04-12:34
5 th Hour	12:38-1:39
6 th Hour	1:43-2:45

Half-Day and Early Release Times

Half-day dismissal time is at 11:00 a.m. Early release dismissal time is at 1:00 p.m.

Student Arrival/Dismissal

Students are to arrive to school no earlier than 15 minutes before school begins. Students are to remain outside the building in designated areas until the bell rings. The building opens at 7:40 a.m. Students are only allowed to enter the cafeteria after 7:20 a.m. for breakfast or to avoid inclement weather. Upon entering the cafeteria, students must be seated. Students are dismissed from school at 2:45 p.m. and must leave promptly at dismissal time, unless participating in after school activities, practices or other school related obligations. Students may not linger inside the school or re-enter the building without permission. Students found lingering around the school without permission after 3:05 p.m. might be subject to ticketing.

LUNCH

Breakfast/Lunch Program

South Lake Middle School currently uses the Meal Magic Program for students to purchase breakfast or lunch. All students use the Meal Magic Program, including those participating in the free/reduced meal program. All students are issued a PIN to access their Meal Magic account. Money can be deposited in student accounts through the office or in the cafeteria prior to school starting in the morning. Breakfast will be available to students from 7:20 a.m. to 7:45 a.m. in the cafeteria. The middle school has a closed campus policy during lunchtime. All students are expected to eat lunch at school. Students may bring lunches from home or utilize their Meal Magic account. An ala-carte line is also available on a daily basis. Food or drinks are not permitted outside of the cafeteria. If a student chooses to leave the cafeteria with food, it will be confiscated by staff and thrown away. The student will not be reimbursed for the cost of the items. Students must clean up after themselves. Cafeteria work duty may be assigned for inappropriate behavior or for not following cafeteria rules.

Free/Reduced Meal Program

At the beginning of the school year, an application for free/reduced meals is provided to families in order to apply, or you may print it from the South Lake Schools website at www.solake.org. This application is to be brought back to the office for approval. You may also apply on line at www.lunchapp.com. If approved, you will receive a letter confirming eligibility for your student. Applications for the free/reduced meal program are also available in the office.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

Organized Data Binders

All South Lake Middle School students will receive a school-issued binder. The students must bring this binder to all of their classes. The binders are used as a tool to not only keep our students organized, but to track their academic progress, rewards, and behavior. Current research shows that students who track their own progress have greater gains in their achievement. More information regarding the binders may be found on the school's website, <https://slms.solake.org>, under the "Parents" tab.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock out, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Attendance Office.

Michigan Child Protection Law

Michigan law requires reporting of child abuse, neglect, or exploitation. All teachers, counselors, administrators, social workers, and others who are child care providers. All school employees are required under penalty of prosecution to report child abuse. Child protective services workers will perform the investigation. They may talk with the child in school without parental consent, if necessary. School employees are not expected to investigate child abuse, only to report it. After a report is filed, they are released from all liability for the report. They can be held liable for not reporting suspected abuse.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and returned to class. If medical attention is required, the office will follow the School's emergency procedures.

Students who become ill or injured are required to report to the Attendance Office before they can be released to go home. During the school day, students must check in at the Attendance Office when arriving late or leaving early. If the illness or injury is serious enough to warrant a doctor's attention, the secretary will contact the home to inform parents. No student will be released from school without proper parental permission. If, in a serious case, the parents are unavailable, arrangements will be made to take the students to a local hospital at the parent's expense. Failure to report to the Attendance Office will result in an unexcused absence. An Emergency Information card must be on file for all students.

Any student who is running a high fever and/or vomiting will be required to be picked up from school.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. The Director of Instruction and Assessment must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

A physician licensed to practice in this State, parent, or other caregiver shall make applications for individual instruction. A physician must certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

If documentation is not received after a two week notice has been given, the student will not be allowed to attend school and will have to re-enroll.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The counseling office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Schedules are available on the designated date prior to the first day of school. Schedules are available the first day of school as well. Schedule changes, while seldom, usually occur in the first two weeks of the quarter. All changes are subject to school approval.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a parent or emergency contact calling the attendance office. Students will only be released to a person whose name is on the student's emergency list filed in the attendance office. ID

will be requested by the attendance office before the student is released. Caller ID will be used to verify phone calls.

If a student must leave school before the end of the day, he or she must secure an early dismissal slip. This slip is issued only upon the request of a parent by phone call to (586) 435-1300.

The attendance office will contact and call down the student.

Students pick up early dismissal slips in the Attendance Office.

Students must sign out through the Attendance Office before leaving the building for any reason.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from South Lake Middle School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the Counseling Office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. Parents must go to the Macomb County Health Department for immunization waivers. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Attendance Office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

Administering Medications

If a parent would like the school to administer any medication during or after the school day, the parent must provide the medications and have on file in the office the Medication Request and Authorization Form 5330 F1. These forms are available in the school office. Medication must be in the original container and properly labeled by the physician or pharmacy. Dosage instructions must be clearly stated. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the

physician's written instructions and the parent's written permission release.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Asthma Inhalers, Insulin and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) and/or Insulin is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Nonprescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a nonprescribed medication using a form that is available at the school attendance office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- may self-administer the medication.
- may keep the medication in his/her possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in

question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Jennifer Starna, Teacher Consultant at 586-435-1309 to inquire about evaluation procedures and programs.

Section 504/ADA-Complaint and Due Process Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The Special Education Director is the District's Section 504 Compliance Officer. The Compliance Officer can be reached at:

South Lake Schools
23101 Stadium Blvd.
St. Clair Shores, MI 48080
586-435-1600

Building principals shall serve as Building Section 504/ADA Compliance Officer(s).

A student and/or parent may initiate the procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred.

Step 1 - Principal/Building 504 Officer Conference: A student or parent may initiate a grievance by making a written request for a conference with the building principal or Building 504 Officer to discuss the complaint and seek resolution. The request shall fully describe the grievance (i.e., it must set out the circumstances giving rise to the dispute and how the child is adversely affected), and be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the grievance. The principal shall conduct the conference within five (5) school days following receipt of the request. The principal will state in writing his/her decision to the individual within five (5) school days following the conference.

Step 2 - Appeal to the District's Section 504 Compliance Officer: If the grievance is not resolved satisfactorily at Step 1, the student or parent may appeal the principal's decision in writing to the District's Section 504 Compliance Officer. The appeal must be made within five (5) school days following receipt of the principal's decision. The Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

A person who has a complaint about District facilities or services may register such complaint with the site administrator or the District's Section 504 Compliance Officer. Such complaints should be filed within thirty (30) calendar days of the circumstances or event giving rise to the grievance.

- A. The complaint must contain the following information:
 1. Name(s) of person(s) filing complaint.
 2. Whether the person(s) represents an individual or group.
 3. Whether the person(s) making the complaint has discussed the problem with the site administrator and/or the District's Section 504 Compliance Officer.
 4. A written summary of the complaint and a proposed solution.

- B. The site administrator or the District's Section 504 Compliance Officer will respond to the complaint within five (5) business days.

- C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the Superintendent, who will respond within ten (10) business days.

- D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the Board of Education. The Board will consider the complaint and respond within forty (40) calendar days.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8330). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, an employee who has authorized access to such records shall shred them.

Directory information includes:

- a student's name;
- address;
- telephone number;
- date and place of birth;
- major field of study;
- participation in officially recognized activities and sports;
- height and weight, if member of an athletic team;
- weight, if member of an athletic team which requires disclosure to participate;
- dates of attendance;
- date of graduation;
- awards received;
- honor rolls;
- scholarships;
- telephone numbers for inclusion in school or PTO directories;
- school photographs or videos of students participating in school activities, events or programs.
- School assigned email account for online educational services only

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent, this includes postgraduate schools, colleges, universities and the armed forces recruiters. The information is usually given to newspapers when they print stories on student accomplishments. It may be used in school publications and provided to parent-teacher committees. School records are sent upon the request of receiving schools when a student transfers. If a parent does not want this information distributed, he or she must inform the principal in writing to take the child's name off the listing of directory information. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, (FERPA) and Michigan law protect access to all other student records. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to school principals. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student

records please provide a written notice identifying requested student records to the principal/assistant principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any 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 building principal receives the request.

The Superintendent will 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, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or

approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRa. Parents and/or eligible students who believe their rights have been violated may file a complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

Student Fines

Students are responsible for loss, excessive wear, or damage to school textbooks and equipment. Teachers or the media specialist may issue fines throughout the course of the school year. Fines must be paid promptly in the media center or the main office.

Textbooks

Students will be responsible for the condition of their textbooks. The following policy will be enforced:

1. Textbook condition will be recorded along with the book number at the time the book is issued. If there is writing in ink in a textbook, the page numbers will be recorded on the Student Textbook Report Form so that students are not charged unfairly at the end of the school year. Books will be rated new, good, or poor condition.
2. If any pages are removed or torn excessively, the book will be considered unusable and the student will be charged a replacement fee.
3. Replacement charges for textbooks will be based on the condition of the book when it is issued.
4. A lost or completely damaged textbook will be replaced when it has been paid for. The teacher issues replacement books.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. South Lake Middle School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Personal Property

Students are responsible for all personal belongings. Neither the school nor teachers will be responsible for any student's personal belongings. Students should not bring personal property to school that is not needed for educational purposes. Valuable items or large amounts of money should not be brought to school. Items that are needed should be clearly labeled with the student's name.

Lockers

Each student is assigned a locker. It is the responsibility of students to keep their lockers locked at all times. Do not leave items of value in the locker. The school is not responsible for items lost or stolen from lockers. If the locker is broken or not functioning correctly, it is the responsibility of the student to inform their 1st hour teacher so repairs may be made. Students may not change lockers or share lockers with other students and should not share locker combinations with friends. In addition, students are not to alter their locker function to allow it to open without the combination. Students will be billed for any repair costs resulting from this or other damage. Students are not permitted to put their own locks on the lockers. Any non-school locks will be cut off at the student's expense. Lockers are school property and are subject to searches, including canine searches, at any time and in accordance with Board of Education Policy.

Students are encouraged to obtain a lock for their physical education classes.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Parents wishing to visit classrooms during school hours must make arrangements at least 24 hours in advance with the Principal and teacher.

Human Reproduction Education Rights

The Board of Education has established a program of instruction entitled Human Reproductive Health and Sexuality, in which matters relating to family planning and birth control are taught. According to law (PA 226 of 1977), parents have the right to review materials to be used in class or course of instruction. This course also mandates that the Principal modes by which dangerous communicable diseases including, but not limited to AIDS, are spread and the best methods for restricting and preventing transmission of these diseases shall be taught in every public school in the state. By law, parents have the right to excuse their child from participation in these 7th and 8th grade classes. If parents wish to exclude their child from instruction in reproductive health, they must send a written request to the Principal.

FIRE, LOCK DOWN AND TORNADO DRILLS

The State of Michigan mandates all public schools to perform eight fire drills, two tornado drills, and two lockdown drills per school year. South Lake Middle School participates in these drills throughout the course of the school year.

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the

building. The alarm signal for fire drills consists of a periodic blast on the fire buzzer. At the first signal, classes are to exit immediately by the specific route posted in each room. Windows and doors are to be closed and the teacher (with the record book) is to be the last out of the classroom. Students are cautioned to walk briskly to their prescribed exit. No talking is permitted in order that verbal directions might be given and heard. Alternate routes for exits will be designated. If a particular exit is blocked, students will immediately reroute to the nearest available exit. If the alarm sounds during the lunch hour or between classes, students are to exit via the closest exit door.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a periodic blast from the fire buzzer. At the first signal, classes are to exit immediately by the specific route posted in each room. Windows and doors are to be closed and the teacher (with the record book) is to be the last out of the classroom. With coordination from the Macomb County Office of Public Safety Services and Planning, South Lake Schools have participated in tornado safety drills and planning. The St. Clair Shores Police Department and weather broadcasters will attempt to alert the schools to serious weather conditions.

During a Tornado Watch:

- Schools are alerted to watch for severe weather conditions.
- If the tornado watch continues through dismissal times, students will be dismissed at regular times.

During a Tornado Warning:

- Students and staff take shelter within each school building according to local school plans.
- If at regular dismissal times, a tornado warning is in effect, students and teachers will remain in designated areas until the "all clear" is announced.
- Students will not be released if there is imminent or potential danger

Lock Down and Lock Out drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes. Instructions for lockdown drills and instructions for the same are given via the public address system.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the St. Clair Shores Police Department who will feed the status condition of our district into a computer that is connected to a statewide radio network. This information is communicated throughout the majority of Metro Detroit media markets and can be found on a variety of local media websites. For up-to-date information regarding your school, call the South Lake News line at 586-445-4232. Calls regarding school closings will also be made through our automatic dialer system. Parents are responsible for making sure phone numbers are current. Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos

management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the main office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found is located in the cafeteria. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

USE OF BUILDING TELEPHONES

Office and school phones are available for school related business and emergencies. Office personnel will deliver messages to students when necessary. Telephones are available in the school office for students to use when they are not in class. Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

WIRELESS COMMUNICATION DEVICES

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g. extracurricular activities), and/or at school-related functions. Use of WCDs, except approved laptops and PDAs, at any other time is prohibited and they must be powered completely off and stored out of sight.

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school. “Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver,

classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.”

In addition, during after school activities when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The requirement that WCDs must be powered completely off will not apply in the following circumstances when the student obtains prior approval from the building principal:

The student is using the WCD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher’s permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District’s network. The preceding prohibitions do not apply to Board-owned and issued laptops, PDAs or authorized assistive technology devices.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but also can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The use of WCDs with or without video features in locker rooms, classrooms, bathrooms and/or swimming pool is prohibited.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed,

embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed. Any WCD confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until the parent/guardian retrieves it. WCDs in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Please refer to the 2018-2019 South Lake Middle School Cell Phone Policy provided in the back to school packet for more specific information regarding cell phones.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

SCHOOL DANCES

Dances are held during the school year. All dances will be held immediately following the school day. After students enter the building for the dance, they will remain until the dance is over. If students wish to leave early, their parents must come into the school to call for them. All school rules apply at dances. Once students leave, they cannot return to the activity. Student can be denied admittance to a dance based on their behavior. If this is the case, refunds will not be given.

INSURANCE

Accident insurance will be available to all students early in the school year. All families may take advantage of this policy at the nominal cost. Each year the question as to the liability of a school district in the case of pupil injury arises. It is not within the jurisdiction of the Board to dispense tax monies for such purposes. The State Code forbids the buying of liability insurance by Boards of Education and, should such insurance be obtained in spite of the State's position, the policy would merely protect the district against legal suit. South Lake policy statements are clear on this matter. Number 4143 states "The Board of Education shall assume no responsibility for the cost of treating injuries which occur on its property."

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. In addition, other trips are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. All trips outside of school as well as activities beyond the regular school day require a parent's signature on permission slips. Permission slips are sent home with the students and extra copies are available in the school office.

GRADES

Grading Policy for Core Academic Classes

South Lake Middle School staff believes homework is an important instructional tool and should be part of the educational experience that supports students' efforts toward reaching proficiency related to content standards. Homework is a continuation of classroom instruction that will reinforce the content and skills learned in the classroom. Students should independently be able to complete the assigned work in order to:

- Prepare for new learning
- Practice skills to increase speed and/or accuracy
- Deepen understanding of concepts learned

Our staff also believes that student performance should be assessed against the content standards and grades should directly reflect student performance in demonstrating proficiency in that curriculum. Therefore, scores from homework in all core academic classes (math, science, social studies, and English/Language Arts classes) will not exceed 20% of the student's grade per card marking. The remaining 80% of a student's grade will be based off his/her performance on assessments.

Since our goal is the academic growth of each student, a single retake per assessment is available in the core academic classes if a student is unsatisfied with their performance on an assessment. Retakes will be scheduled after school when all of the following criteria are met:

- A student must make a request for a retake on any given assessment within one week from when that assessment grade was recorded in the grade book.
- The Assessment Retake Contract form will then be filled out by the requesting teacher and must be signed by the student and their parent/guardian. The form will state the date scheduled for the retake and indicate the mandatory active study activities for the student to complete.
- ALL evidence of additional active study that was required has to be completed and submitted to the requesting teacher prior to the date of the retake. The teacher will then sign the form allowing for admittance into the retake session.
- In the case that a student cannot make the scheduled retake, the family must notify the teacher before the time of retake in order to reschedule. If the teacher is not notified of the cancellation, the retake opportunity will be void.

South Lake Middle School believes that each stakeholder has a given set of responsibilities as they relate to the achievement of the student. Defining those roles lessens the burden on each party and provides direction for helping students achieve.

Responsibilities of Staff

- Assign homework that aligns with the learning objectives.
- Provide guidance to students and ensure the understanding of directions.
- Provide timely and meaningful feedback and keep records updated.

- Recognize student efforts and growth while insisting on high quality work.
- Communicate with parents especially if difficulties arise.

Responsibilities of Parents

- Establish routines related to study times and habits in a suitable environment.
- Provide encouragement.
- Communicate with the school/teacher and talk to your child about their classes.
- Keep updated of the child's grades on PowerSchool.
- Utilize teacher's web pages and applications to stay abreast of assignments, upcoming tests and curriculum.

Responsibilities of Students

- Utilize teacher's web pages and applications to stay abreast of assignments, upcoming tests and curriculum.
- Keep track of assignments, upcoming dates, and paperwork in order to complete all required work on time.
- Try, try, and try your best!
- Ask for assistance and communicate with your teachers and family.

Grade Scale

100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

Report Cards/Progress Reports

Since there are four marking periods of approximately ten weeks each, students will receive four official report cards. Parents can monitor their students' progress during the year using the Parent Portal. Parent Portal information is available in the office (see below). Parents have to come in to the office and show identification to receive this information. Report cards will be mailed home at the conclusion of each marking period. If a student's grade in a marking period is an incomplete (I), the student may be granted a two-week extension in order to submit the required assignments.

POWERSCHOOL PARENT/STUDENT PORTAL

Parent Portal is a feature of PowerSchool, which is our district's student data management system. It gives parents the ability to check their children's grades, attendance, and other school information securely through the Internet.

Power School also provides apps for both Android and Apple devices.

The Parent Portal is a secure web site restricted to parents who have signed the PowerSchool Parent Portal Agreement and have been issued a user name and password.

The confidentiality of your data relies on the confidentiality of your logon and password.

Do not share your logon and password. If you suspect that your logon and password have been compromised, contact your school office immediately.

PROMOTION, PLACEMENT, AND RETENTION

Promotion Policy

If a student has a failing average in more than one class at the end of the year, the student:

1. May be required to take and pass a class, or classes, during summer school.
2. May be required to repeat their current grade.

If a student is failing a class, communication will be made with the parent to help the student be successful. Parents will be notified by mail and telephone if summer school is required and/or if the student has to repeat their current grade or a specific class.

REPRODUCTIVE HEALTH

The Board of Education has established a program of instruction HUMAN REPRODUCTIVE HEALTH AND SEXUALITY, Sexuality education is a lifelong process that promotes healthy responsible and respectful relationship skills and knowledge, attitudes and behaviors. School districts in Michigan are required to teach about dangerous communicable diseases including, but not limited to HIV/AIDS at least once a year in every building (P.A. 165 of 2004). The South Lake Board of Education has approved a program of instruction for high school students, which includes sexuality education, HIV/AIDS and other serious communicable disease prevention education. Lessons will be offered at various times throughout the school year. According to law (P.A. 165/166 of 2004), parents have the right to review materials in advance of instruction. If you wish to review the materials or curriculum, please contact the principal of your child's school. In addition, by law (P.A. 165), you have the right to excuse your child from participating, without penalty. If you wish to exercise your right to excuse your child from reproductive health and human sexuality, including HIV/AIDS, please complete the Parent Request to Excuse Student from Reproductive Health and/or HIV Education form and return it to the principal of your child's school.

HOMEWORK POLICY

The nature of the course of study determines the amount of daily homework assignments. Homework is not always of a written nature but may involve reading and research. Assignments are due on the date assigned by the teacher. Students may make-up work missed during an excused absence. Students will have two (2) days for each day missed to make up their work and to receive full credit. Acceptance of work missed due to unexcused absences is at the discretion of the teacher.

Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Students who are attending school related activities, field trips, or other functions deemed as school business, have the responsibilities of obtaining and completing their work prior to the scheduled event unless otherwise arranged with the teacher. Each student is encouraged to develop good study habits by setting aside a specific time and a quiet place for study. If parents have any questions, they should contact the school for a parent-teacher conference.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the Internet, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Technology and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement will be distributed at the beginning of the year in their back to school packets.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Student Technology and Internet Acceptable Use and Safety Policy

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been

authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Curriculum may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", etc.) cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Curriculum as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

STUDENT ASSESSMENTS

State and federal laws require schools to assess student learning every year in specific grade levels and subjects.

8th Grade: PSAT 8/9

M-STEP Science

M-STEP Social Studies

7th Grade: M-STEP Mathematics

M-STEP English Language Arts

6th Grade: M-STEP Mathematics

M-STEP English Language Arts

World Language Credit Prior to High School

The South Lake Schools Board of Education has adopted a proficiency assessment process where students, in order to earn credits prior to entry in high school, can elect when they feel adequately prepared to take the proficiency assessment. If they pass the assessment at the Novice-Mid level, they will earn one (1) world language credit towards high school graduation. When they pass the Novice-High level assessment, they will earn a second world language credit. In order to earn the credits, the assessments must be taken prior to entry into high school. At a student's request, they will have the opportunity to take a proficiency assessment twice per year in August and February. Students will be notified by the building principal of the exact date and time. In order to receive credit, the student must pass the course and the exam.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District. Parents should contact Diane Boehm at 586-435-1501 to inquire about evaluation procedures and programs offered by the District.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES STUDENT ORGANIZATIONS

The number and types of student organizations vary from year to year according to student interest. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. If a group of students wishes to form a new organization, the students should discuss the idea with the principal who will advise them on procedures for establishing the club. Examples of possible clubs and organizations are:

Archery	Green Team
Band	Music Club
Baseball/Softball Club	National Junior Honor Society
Book Club	Peer Mediation
Cheer	Robotics
Choir	Science Olympiad
Created with Purpose (Girls Mentoring)	Social Studies Olympiad
Dance	Student Action Team
Extraordinary Gentlemen (Boys Mentoring)	Student Council
Gaming	STAND (Students Taking New Direction)
Girls on the Run	WEB (Where Everyone Belongs)

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored and limited open forum student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

ATHLETICS

South Lake Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. All participants must have a valid physical on file to participate. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Kurt Wilson, the Athletic Director, at 586-435-1441.

Basketball (Boys)	Football
Basketball (Girls)	Track
Cross Country	Volleyball

Students attending athletic events as spectators are reminded that all school rules apply. In addition, once they leave the premises of the event, they will not be readmitted.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

ATHLETICS ELIGIBILITY

A student must maintain an adequate academic record to participate in athletics or any extracurricular activity. The decision for determining when a student becomes ineligible is the responsibility of the middle school principal. Citizenship and academic performance of students participating in school sports will be checked weekly. An “F” in any class makes a student ineligible to participate. A “poor” in citizenship also makes a student ineligible. The athletic eligibility standards of South Lake Middle School exceed that of the MHSAA. The MHSAA policy determines current eligibility, specifically Section 7 (a) of Regulation I. Students must have passed four classes in their previous full time semester of enrollment to be eligible in the subsequent semester.

A student athlete’s attendance must also be in good standing.

To The Athlete:

Being a member of any sports team places added demands on the student. As a member of a team, you have added responsibilities, not only to yourself, but also to your coaches, teachers, teammates, student body, and community. As a South Lake Schools’ athlete, you assume a leadership role in the school and in the community. Both on and off the field you will be judged by your actions. Make the school proud by your dedication to higher ideals and the community will be proud of your school. If you have any questions concerning our Athletic Code, please contact the Athletic Office at 435-1440.

~Mr. Wilson, Athletic Director

ATHLETIC CODE OF CONDUCT

Any violation of conditions contained in the South Lake Schools discipline code will take precedence over Athletic Department policies and procedures for dismissal and suspension of athletes. Athletes in the locker room, on the field, traveling to and from contests, or on school grounds are subject to the Athletic Code of Conduct. Suspension will exclude an athlete from competing in interscholastic contests for a specific length of time or until a specific set of conditions have been fulfilled.

An athlete will be suspended from an athletic team for the following reasons:

1. Use or possession of tobacco products.
2. Insubordination of the athlete toward the coach.
3. Destruction of athletic equipment or school property.
4. Unsportsmanlike conduct before, during, or after an athletic contest.
5. Conduct, which is determined by the coach, athletic director, or principal to be detrimental to the South Lake Athletic Program.

Duration of Suspension

1. A first offense will result in a one (1) game suspension and notification sent to the parents.
2. A second offense will result in a three (3) game suspension and notification sent to the parents.
3. A third offense will result in the athlete’s dismissal from the team.

The use or possession of alcohol, drugs, steroids or performance enhancing substances during the season will result in the following reprimands

1. A first offense will result in suspension of not less than 1/3 of the season. The coach, athletic director, and the principal will determine the length of the first suspension.
2. A second offense will result in a permanent dismissal from the team.

Hearing and Appeal Procedures

1. The coach will inform the athlete of the violation.
2. The coach will notify the athletic director.
3. The athletic director will notify the parents in writing of the suspension.
4. Appeals of suspension should be directed in writing to the principal within two (2) days of notification.

SECTION IV - STUDENT CONDUCT

ATTENDANCE POLICY

South Lake Middle School believes that attendance is imperative and is the foundation of a successful student. There is a direct correlation between a student regularly attending school and their academic success. In fact, research shows that attendance may be the most important factor influencing his/her academic success. Encouraging regular school attendance is one of the most powerful ways parents can prepare their child for success in school and life. It teaches students responsibility and attendance is one of the most valued traits by employers. By making your child's school attendance a priority, you are sending the message to your child that education is a priority in your household and that you expect your child to take this responsibility seriously. Students who attend class regularly are more likely to keep up with daily lessons and assignments, and take quizzes and tests on time. The State of Michigan and South Lake Schools share the opinion that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Attending school is necessary and required by state law. Students must be in their assigned classrooms or designated areas during school hours. Students who do not maintain good attendance may fail, lose certain privileges, be referred to truancy officers, and/or have their parents/legal guardians taken to court. Both excused and unexcused absences and tardies may be considered on referrals to truancy officers.

This attendance policy aims to encourage students to come to school regularly, be on time to their classes and attend school for the entire day.

Notification of Absence

1. To excuse a student's absence, a parent/ guardian must call the school's attendance hotline at 435-1350 before 7:45 a.m. the morning of the absence; or if after 7:45 a.m. call the school office at 435-1300.
2. Any student who misses assignments due to absence is responsible to contact teachers and work out a plan to make up work missed. Students with an excused absence will be granted two days for every day missed to turn in an assignment.
3. A parent/guardian may call the office by 9:00 am for a homework request when a student is absent. The absent student's work will be gathered, and can be picked up at the end of the school day.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. A student is tardy if they are not in the classroom when the end of the passing time bell rings. Distance to classes is minimal and does not contribute to tardiness. If a student is late in arriving to school, s/he is to report to the school Attendance Office before proceeding to his/her first assigned location. Students who are more than 5 minutes late will be considered absent for that instructional period. If a student is more than 5 minutes tardy to class without a pass, s/he may be referred to the office and/or assigned a detention.

Excused Tardy

A student comes late to class, after the bell sounds with a pass. Parents may only call in to excuse a tardy in 1st hour.

Unexcused Tardy

A student comes late to class, after the bell sounds, without a pass.

Excused Absences

A student who has missed the class period and has a parent call the attendance office or bring in proper documentation for the absence within two school days.

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

- illness
- recovery from accident
- required court attendance
- professional appointments
- death in the immediate family
- observation or celebration of a bona fide religious holiday
- such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Student absences must be reported to the Attendance Office within two (2) school days of the student's absence in order for the absence to be excused. If there is neither a call by a parent nor documentation is presented to the attendance office within two business days of the absence, the absence will be unexcused.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse and/or does not have a parent call in, or bring in proper documentation for the absence within two school days, shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

At the teacher's discretion, an unexcused absence in any class may result in the student not being able to make up the work that was missed during the absence. This includes any class assignments, homework, projects, tests and/or quizzes.

Unexcused absences because of skipping may result in progressive disciplinary consequences that may include suspensions or other alternative consequences. This includes unauthorized departures from class.

Excessive unexcused absences and/or tardies will be referred to the truancy officers of Macomb County.

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

Truancy

Excessive absence from school (truancy) is not acceptable. Students who are truant may receive no credit for schoolwork that is missed at the teacher's discretion. After 10 consecutive or 15 total days of truancy during a semester, a student will be considered a "habitual" truant which can result in:

- a poor participation grade which will become a part of the student's permanent record;
- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the counseling office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. If approved by the principal, the absence will not be considered as truancy.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their counselor and/or classroom teachers as soon as possible to obtain assignments.

- Make-up work due to suspension must be completed within 2 days after returning to school.
- Make-up work due to excused absence must be completed within 2 days after returning to school.
- For extended excused absences, students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, s/he may arrange with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the Principal to arrange for taking the test.

CODE OF CONDUCT

A major component of the educational program at South Lake Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

South Lake Middle School staff and students, a community of considerate individuals, honor the South Lake Code of Respect that ensures every individual the right to achieve in a safe environment.

Student Code of Conduct and Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- take pride in one's self and demonstrate achievement within the range of one's ability;
- respect the civil rights of others;

- respect real and personal property;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school;
- practice exemplary personal standards of courtesy, decency, and honesty in the schools of this District;
- refrain from behaviors outlined in this student handbook that are not conducive to a successful school environment.

Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work in all classes. The attempt of any student to dishonestly present work as his/her own will be regarded as a serious offense that may subject the offender to a grading penalty and/or disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

1. **Cheating:** Dishonesty of any kind on a test or examination, written assignment, or project; illegal possession of test or examination questions; the use of unauthorized notes during a test or examination; obtaining or giving information about a test or examination from or to another student; assisting others to cheat or altering grade records are instances of cheating.
2. **Plagiarism:** Offering the work of another as one's own work without proper acknowledgement is plagiarism; therefore any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, Internet sources, and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism.

Bullying

South Lake Schools Policy 5517.01 in compliance with State requirements protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Copies of the Policy in its entirety are available in all school offices, the District Administration Offices and on the District and school web sites.

Citizenship

South Lake Middle School believes that good conduct and citizenship lay the foundations for a solid education program. Students of the high school must assume responsibility for their actions. It is the right of administration to remove students who do not conduct themselves properly. Every effort will be made by the staff to solve disciplinary problems within the school setting without excluding a student from school. All disciplinary consequences are subject to administrative review and are assigned at the discretion of the school and/or district administration. The following consequences may be set forth for violation of the pupil conduct code.

Care of Property

South Lake Schools and South Lake Middle School are not responsible for personal property brought into school buildings or onto school property. The best way to keep valuable personal property from being lost or stolen is to leave said property at home. South Lake Schools and South Lake Middle School will not be responsible for lost or

stolen personal items. It is at the discretion of school and/or district administration as to whether any search for lost or stolen property will be conducted. The district and school are not obligated to conduct investigations into lost or stolen property and may do so only under circumstances under which administrative personnel determine such a search is warranted.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Dress Code

South Lake Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students who are representing South Lake Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Students shall dress appropriately for school. Any style of dress or personal accessory (piercings, etc.) which is conspicuous, brings undue attention, and/or disrupts the educational process of the school is inappropriate.

The following guidelines must be observed:

- Appropriate footwear must be worn at all times (no slippers).
- All shirts, blouses or dresses must have at least a three-inch (3") wide shoulder covering. The material must also meet the under arm area. Boys may not wear sleeveless shirts of any kind (including tank tops). No torn or cut off sleeves are to be worn.
- Clothing and personal items which promote or support alcohol, tobacco, drugs, gangs, profanity, violence, sexual conduct or suggestion thereof, cannot be worn on campus or at any school sponsored activity.
- Overly revealing clothing is inappropriate. Blouses or shirts, which expose bare midriffs or undergarments, are not permitted. Shirts or blouses with low necklines are not allowed. All shirts or blouses must be able to stay tucked in, if asked to do so.
- Shorts, skirts, dresses are to be no more than four-inches (4") above the top of the knee.
- Pants, skirts, and shorts must be worn at the waistline. No baggy or saggy pants are

- allowed. Undergarments showing in any form are considered inappropriate.
- Pajamas, pajama pants, or loungewear are not permitted.
- The hoods on “hoodies” or sweatshirts with hoods may not be worn in school. Students found wearing their hoods will be asked to remove it. If they do not comply or are found wearing the hood again:
 - 1st Offense: hoodie will be confiscated and can be picked up at the end of the day in the office by the student.
 - 2nd Offense: hoodie is confiscated and can be picked up at the end of the day from the office by the parent.
 - 3rd Offense: hoodie is confiscated and student loses the privilege of wearing hooded clothing for the remainder of the card marking.
- Coats, hats, sunglasses, and other clothing designed for outdoor wear may not be worn to classes.
- Hats and head coverings must be removed upon entering the building. This includes hoods, bandannas, scarves, and dew-rags.
- “Roller Shoes” or roller blades are not allowed.
- Wallet or pocket chains are not allowed.
- All backpacks, handbags, or hip pouches are to remain in lockers during school hours.
- The use of any type of body sprays is limited to the locker room areas only for those students who are enrolled in physical education at the time. They may not be used in the hallways or classrooms and may not be kept in lockers.

The building administrator or designee can require a student to change inappropriate clothing or personal attire. Students refusing to change inappropriate clothing will be sent home to change. Repeated incidents will be referred to the Student Code of Conduct.

Exemptions

South Lake Board of Education has taken action to allow parents to exempt their children from all or part of our dress code regulations. Parents who wish to have their children exempted from the guidelines must contact the school office in writing and arrange for a conference with the principal. At the conference, parent, pupil, and principal will discuss the dress code, as the parent wants it to apply to the pupil. Parent, pupil, and principal will sign a letter of understanding that states the parent’s wishes for the child’s exemption from the dress code. Some reasons for exemptions are religious convictions, physical disabilities, financial hardships, and similar circumstances.

Hall Travel and Passes

While switching classes, all students must have a hall pass. When students move from class to class, they are expected to move in an orderly, quiet fashion. Food, drinks, and gum are not allowed in the halls. Students who are in the halls during class time will be required to show a valid hall pass. Hallway passes are only for emergencies and at the discretion of staff members. A student may not be in the hallway, office, or bathroom without a pass or office request pass.

Harassment

Harassment of a student(s) by other students or any member of the staff is contrary to the Board's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal or State law.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any

speech or action that creates a hostile, intimidating, or offensive learning environment. The Superintendent is to ensure that the Student Code of Conduct contains language prohibiting any form of sexual harassment and any use of racial, ethnic, religious, or other verbal or physical harassment. It should also provide a means for a student to report any incidence of harassing behavior from a fellow student, staff member, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student. All such reports are to be promptly investigated by the Superintendent. Anyone found to have violated this policy and/or the Code of Conduct shall be subject to disciplinary action up to and including suspension or expulsion from the District.

Students who feel that they have been harassed by another student or a staff member should immediately meet with the Counselor or the Principal. The student will be asked to put in writing their complaint outlining in detail the facts of the complaint. The Principal or designee will conduct an investigation. Interviews will be kept confidential (to the degree possible) to protect the involved parties. Disciplinary action will be taken if supported by the investigation.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

A student or his/her belongings may be searched if school authorities have reasonable suspicion that the student possesses any illegal material or substances. School lockers may be searched at any time.

Teachers are the front-line authority regarding discipline and should try to handle issues with students first, by enforcing school/classroom rules. Teachers will make every reasonable attempt to intervene with students and their parents before enlisting the assistance of building administration.

The following categories of behaviors are the type prohibited during school hours, at school-sponsored events, on or adjacent to school property, and while riding busses. The categories include but are not limited to safety, citizenship, harassment, public property, attendance and persistent disobedience/misbehavior. The specific nature of each category has been placed into the following classes of offense and consequences:

Class A Offenses

Bomb threats; physical assault against a school employee, volunteer or contractor; possession or use of dangerous weapons or substances.

Consequences for all Class A offenses will include:

- referral to administration
- minimum 10-day suspension
- notification to police liaison
- appropriate building, central office and Board of Education hearings
- expulsion from school for 180 days

Class B Offenses

Possession, sale, distribution or use of drugs, alcohol, fake drugs, prescription drugs, over the counter drugs, steroids, inhalants, look alike drugs or drug paraphernalia;

physical assault against another student; verbal assault against a student or staff member; possession and/or use of fireworks (including poppers and smoke bombs).

Consequences for all Class B offenses may include:

- referral to administration (consequences will be determined by administration based upon the seriousness of the violation)
- minimum 5-day and up to a 10-day suspension
- notification to police liaison
- parent / student / administration reinstatement conference
- appropriate building, central office and Board of Education hearings
- expulsion from school up to 180 days

Class C Offenses

Larceny; false fire alarms/911 calls (plus fine); harassment- verbal, sexual or physical; disrespect and/or insubordination to a staff member; threatening violent behavior; gang related behavior (including signing and graffiti); fighting/two or more students exhibiting violent behavior toward each other; bullying or intimidating behaviors.

Consequences for all Class C offenses may include:

- referral to administration (consequences will be determined by administration based upon the seriousness of the violation)
- suspension for 3 to 10 days
- notification to police liaison
- parent/student/administration reinstatement conference
- expulsion from school up to 180 days

Class D Offenses

Possession/use of tobacco products and paraphernalia (plus fine); disruptive behavior/ disorderly conduct; gross misconduct; encouraging verbal or physical confrontations; improper use of electronics on school property; swearing; destruction of personal/school property (plus restitution); insubordination; refusing to comply with a reasonable request; gambling; repeated misbehavior in the halls, on the bus, at lunch or at school-sponsored activities; possession of pornographic material or inappropriate material; theft; trespassing; failure to attend assigned detention; skipping class(es); excessive tardies.

Consequences for all Class D Offenses may include:

- referral to administration (consequences will be determined by administration based upon the seriousness of the violation)
- detention
- suspension for 1 to 5 days
- parent/student/administration reinstatement conference
- referral to counselor for workshop/training
- notification to police liaison
- expulsion from school up to 180 days

Class E Offenses

Violation of electronic equipment; violation of dress code.

Consequences for Class E offenses may include:

- Items listed as electronic equipment will be confiscated and returned only to the parent. Any student who fails to surrender the items may be cited for insubordination under the Class C offense.
- Student will be directed to remove the inappropriate clothing, which will be replaced with appropriate clothing. Student's parent/guardian will be informed of the dress code violation. The parent/guardian may pick up confiscated clothing. Any student who fails to surrender/change their clothing may be cited for insubordination under the Class C offense.

DISCIPLINE

Restricted List

Students placed on a Restricted List will not be allowed to participate in school-wide activities including but not limited to athletic events, dances, field trips, recognition activities and assemblies. Students may be placed on the Restricted List for a specified period for any, but not limited to, the following:

- detentions
- suspensions
- unpaid/outstanding obligations (fines, fees, etc.)

Should a student earn another consequence listed above during the restricted period, he/she will remain on the Restricted List for an additional amount of time.

Detention

Teachers or administration can assign after school and/or lunch detentions (for minor infractions). The student will receive a copy of the detention notice that may require a signature by a parent/guardian and returned on the day of the detention. Duration of the detention is not to exceed one hour. It is the student/parents responsibility to provide transportation, if needed. Students who fail to attend detentions will face the following consequences:

First No Show – Rescheduled with the office

Second No Show – Detention time doubled

Third No Show – Assigned a Suspension

Suspension

Suspension is defined as exclusion of a student from school terminating at the end of a specified period or upon the fulfillment of a specific set of conditions. When a student returns to school following a suspension, it is his/her responsibility to become knowledgeable of assignments missed. A suspended student may make up all missed work upon his/her return. For all suspensions, regardless of the length of absence, missed homework and assignments are part of a student's grade and should be completed for credit. Suspended students are not allowed on school property or at school events for the length of the suspension.

Expulsion

Expulsion is defined as the permanent exclusion of a student from school by action of the Board of Education. Students may face expulsion for Class A and B offenses, as determined by administration, based upon the seriousness of the violation.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Restorative Justice

South Lake Middle School believes strongly in the philosophy of Restorative Justice. Through Restorative Practices, processes are in place to repair the harm that has been done and restore relationships that have been affected by certain student misbehaviors. This includes harm done to other students, staff members, and/or school property. Restorative Practices have proven to be very helpful in problem solving, conflict resolution, and reduction of repeat misbehaviors. At the discretion of the Principal or designee, consequences other than those outlined in the Discipline Code, may be assigned. For instance, a consequence may involve some form of community service or a reduction in the number of days out of school for a suspension if parties agree to terms set forth by the Restorative Practices Facilitator.

Organized Data Binder – Focus Cards

There is a Focus Card found within every student's binder. The Focus Card is a behavior management tool to help students monitor their own behavior. Students can receive infractions for minor misbehaviors and/or tardies. After a number of infractions have accumulated, students are subject to progressive discipline consequences within the Discipline Code. More information regarding the Organized Data Binder and the Focus Card Flow Chart is found on the school's website. Please refer back to Page 4 of the Student Handbook for access.

DUE PROCESS RIGHTS

South Lake Middle School acknowledges that students are accorded procedural and substantive due process in all disciplinary matters, as well as in all other matters involving their right to an education. The administrator in charge will notify the student of the allegations, give the student an opportunity to explain his/her side, and provide the student the evidence (facts) supporting the allegations.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Security Cameras

Throughout the parking areas and interior of the building, video cameras provide 24-hour surveillance. Person(s) on school property are subject to district installed electronic surveillance.

Due to privacy laws, the school and school administration cannot share recordings from security cameras for any reason. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law. In cases involving an investigation, video may be requested and given to law officials.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 - 1. is obscene to minors, libelous, indecent and pervasive or vulgar,
 - 2. advertises any product or service not permitted to minors by law,
 - 3. intends to be insulting or harassing,
 - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

Appeal Process

Today more demands than ever before are imposed on school employees and students alike. In their efforts to meet these expectations, employees may make decisions or

perform in a manner with which students and/or parents disagree. Parents are encouraged to use this appeal process to resolve school employee/student conflicts.

- First, discuss your complaint with the school employee involved. Most problems can be clarified and resolved at this level.
- If the problem is not solved because of this discussion, appeal should be made in writing to the building principal.
- Appeals not settled by the principal may be appealed in writing to Mr. Ted VonHiltmayer, Superintendent.
- If the Superintendent's review does not resolve the problem, final appeal may be made to the Board of Education.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live in the South Lake Schools District. The transportation schedule and routes are available by contacting The Transportation Department at 586-435-1622.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Waiting & Loading the Bus

Each student shall:

- be on time at the designated loading zone 5 minutes prior to scheduled stop
- stay off the road at all times while walking to and waiting for the bus
- line up single file off the roadway to enter
- wait until the bus is completely stopped before moving forward to enter
- refrain from crossing a highway until the driver signals it is safe to cross
- go immediately to a seat and be seated

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

On the Bus

Each student shall:

- remain seated while the school transportation is in motion
- keep all body parts inside the school vehicle at all times
- not litter in the school vehicle or throw anything on or from the vehicle
- keep books, packages, coats, and all other objects out of the aisle
- be courteous to the driver and to other riders
- not touch or tamper with the school vehicle or any of its equipment, devices, switches or emergency doors and windows
- cooperate with the driver
- not yell or make loud noises
- not eat, drink or smoke
- write on or damage the bus in any way
- not fight or push
- not put-down, swear or use vulgar language
- keep hand and feet to self

Exiting the Bus

Each student shall:

- remain seated until the vehicle has stopped
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe
- be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Prohibited Items

- live animals
- balloons
- shaving cream
- squirt guns
- coolers
- fireworks
- skateboards
- lighters
- sharp objects

Allowed Items

- sporting equipment kept inside appropriate bag
- roller blades/skates for field trips only
- cell phone (no vulgar songs or videos can be played)

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Penalties

1st: verbal warning and personal contact with parent

2nd: 1-3 day bus suspension and personal contact with parent

3rd: 5-day bus suspension and personal contact with parent

4th: recommendation to Superintendent that student is suspended from the bus for the remainder of the year

If in the judgement of the principal or a central office administrator the violation is a major infraction of the bus rules, a student may be suspended from the bus service on the very first violation.

3 to Be

	Be Safe	Be Respectful	Be Responsible
Classroom	<p>Be in your seat</p> <p>Use supplies and materials as intended</p> <p>Keep hands and feet to yourself</p>	<p>Raise your hand</p> <p>Listen when others are speaking</p> <p>Be polite to others</p>	<p>Come prepared by bringing materials</p> <p>Follow directions</p>
Hallway	<p>Walk at a safe pace and to the right</p> <p>Keep your hands and feet to yourself</p> <p>Walk up and down the stairs</p>	<p>Use indoor voices</p> <p>Keep moving</p> <p>Use polite words</p>	<p>Be on time</p> <p>Use your own locker</p>
Cafeteria	<p>Walk</p> <p>Keep your hands and feet to yourself</p> <p>Remain seated until your table is called</p>	<p>Use indoor voices</p> <p>Talk politely to staff and use kind words</p> <p>Follow directions as given</p>	<p>Clean up your own area</p> <p>Come prepared with your coat, hats, etc.</p>
Outside	<p>Be aware of traffic</p> <p>Keep your hands and feet to yourself</p> <p>Arrive to school on time and leave school in a timely manner</p>	<p>Use equipment properly</p> <p>Help keep our school beautiful</p>	<p>Stay in designated area</p> <p>Return equipment to its proper spot</p>
Bus	<p>Remain seated</p> <p>Keep hands, head, and objects inside the bus</p> <p>Use indoor voice</p>	<p>Listen to the bus driver</p> <p>Enter and exit the bus quickly</p> <p>Use appropriate language</p>	<p>Keep track of your belongings</p> <p>Report any problems to the bus driver</p>
Office	<p>Wait patiently while sitting or standing in one place</p>	<p>Report to the office counter and address staff politely</p> <p>Wait quietly</p> <p>Use please, thank you, and excuse me</p>	<p>Tell the truth</p>

SLMS STUDENT HANDBOOK
ACKNOWLEDGEMENT OF UNDERSTANDING
(Please sign and return to SLMS Office)

I have read over the contents of the South Lake Middle School Handbook with my student(s). We are aware of and understand our responsibilities.

Student #1 Signature

Date

Student #2 Signature

Date

Student #3 Signature

Date

Parent Signature

Date