

STUDENT/PARENT HANDBOOK

**South Lake High School
21900 East Nine Mile Road**



2018-2019

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

Welcome to South Lake High 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.

~Robert Beato, 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 08/15/18.

High School and Athletic Calendar
[South Lake HS Events Calendar **CLICK HERE**](#)

District Calendar
[District Events Calendar **CLICK HERE**](#)

Board of Education

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Michael Damiani, Vice President

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Lois Cardenas, Trustee

Melissa Gordon, Trustee

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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

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 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2018 the language in the most current policy or administrative guideline prevails.

VISION STATEMENT

Our vision is for students, parents, staff and community to work together to ensure students graduate from *South Lake High School* as civically minded, independent learners, with career ready skills.

MISSION STATEMENT

Together we will connect, inspire and achieve.

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

Hour	Time	Minutes
1st	8:35 AM – 9:30 AM	55
<i>Passing</i>		5
2nd	9:35 AM – 10:30 AM	55
<i>Passing</i>		5
3 rd (Advisory)	10:35 AM – 11:00 AM	55
<i>Passing</i>		5
4th	11:05 AM -12:00 PM	55
<i>Passing</i>		5
5 th – includes Lunch	12:05 PM – 1:35 PM	90
<i>Passing</i>		5
6th	1:40 PM – 2:35 PM	55
<i>Passing</i>		5
7th	2:40 PM – 3:35 PM	55

Doors will be opened for students with a 0 Hour at 7:00 a.m.

Students who do not have a 7th Hour may leave the building for the day. If a student chooses to stay during 7th hour, it must be in a supervised and designated location.

LUNCH

South Lake has a closed campus lunch policy. Students will remain in the building during their lunch period. Students have a 30 minute lunch break each day during 5th hour. Parents bringing in lunch must drop it off in the attendance office where students may get it during lunch time. Lunch will not be delivered to students, nor will students be able to get parent delivered lunches during class time.

Please be aware that there is no storage or refrigerator for student lunches.

For security reasons, students are not allowed to call for lunch delivery, nor are deliveries from 3rd parties allowed to be accepted at school. The school will not be held responsible for the cost or reimbursement of ordered and delivered lunches.

If cases of emergency, students can get a lunch voucher to redeem in the cafeteria and pay the lunch fee back by the end of the quarter.

Parents and guardians wishing to call their son or daughter out of school during 5th hour, must come into the building and sign his/her daughter out with the attendance office.

STUDENT DRIVERS

Students who drive to school are to observe the school zone speed limit of 15 mph and are not to interfere with the normal flow of traffic. Reckless driving will not be tolerated. Parents and students are reminded that the parking lots are under jurisdiction of the St. Clair Shores Police Department.

PARKING PRIVLEDGES

Students parking in the school parking lot must purchase a parking pass. Passes are available during registration or from the school office during the regular school year. All student vehicles must be properly registered in the Main Office. Students must display the parking pass on their rear view mirror. Failure to do so may result in a parking ticket and/or disciplinary action. Loitering in the parking lot is not permitted. All vehicles must be parked in designated spaces. Student parking is not allowed in the

exit lanes, fire lanes, handicap parking, visitor parking, faculty lot, shipping and receiving lot (Cavalier Drive), or at any neighboring businesses. [Click HERE for Parking registration application.](#)

Students violating any regulations are subject to city traffic penalties, towing to another location at the owner's expense, and/or disciplinary action.

DROP OFF/PICK UP

Students can be dropped off at the main entrance. There is only one entrance to the parking lot from 9 Mile. Please only enter the parking lot from this entrance.

When picking up students after school, we ask that students meet their ride in the parking lot. Parking, stopping and waiting in the exit lanes is prohibited by SCS Police and Fire Departments. Violators will be ticketed by SCS Police Dept. Please only exit the parking lot from the exit lanes. The exit lanes are designated as a left turn only, and a right turn only. Please observe these procedures.

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 counselors.

- Adult students (age eighteen (18) or older) must follow all school rules.
- Adult students (age eighteen (18) or older) are not allowed to excuse or call themselves out of school.
- If residing at home, adult students should include their parents in their educational program.

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.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return 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. Applications must be approved by the Director of Instruction and Assessment. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; 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.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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 provided to each student at South Lake High School Registration Day which is held prior to the beginning of the school year. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

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) 435-1460.

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 High 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. 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

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1 must be filed with the assistant principal before the student will be allowed to begin taking any medication during school hours. This can be found at <https://slhs.solake.org> under the Students/Parent Tab in the Forms section. [Click HERE to go to Forms Page](#)
- C. All medications must be registered with the assistant principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. 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.

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 which 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. [Click HERE to go to Forms Page](#)

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 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 Natalie Harthen, Teacher Consultant at 586-435-2430 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.

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, therefore 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 program offered by the District. Parents should contact Diane Larsen at 586-435-1501 to inquire about evaluation procedures and programs offered by the District.

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, they shall be shredded by an employee who has authorized access to such records.

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. Adult students (18 years of age and older) must request the "unlisting" of directory information on their own. 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). **For FERPA notice [CLICK HERE](#).**

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. 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 request is received by the building principal.

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 with:

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

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

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

Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

South Lake High School charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

- Non- Curricular Field Trips
- Club and Organization Fees

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate

administrator may recommend useful supplies for these purposes. The District does not provide students with the following:

- Locker Room Locks
- Gym Clothes
- Swimsuit

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

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 High School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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.

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 High 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 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. 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 be the majority of Metro Detroit media markets and also 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 please check the district website at www.solake.org 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 security 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 area is in the Main Office. 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 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.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

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. extra curricular 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.”

Also, 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 a member of a volunteer fire company/department, ambulance or rescue squad.

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. 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 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 it is retrieved by the parent/guardian. 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.

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

All students and their parents are required to sign a dance contract in order to attend a school dance. Dance Contracts are located in the main office or [CLICK HERE for the contract](#) and can be turned back into the Main Office or to the Student Council Advisor.

Students that do not attend South Lake High School may attend a school dance providing they are accompanying a current South Lake student and have completed the necessary paperwork prior to the dance. Outside Guest Dance Forms are available in the main office or [CLICK HERE for the form](#). Students must arrive to any dance within thirty minutes of the scheduled starting time of the event. Students will not be permitted to leave any dance earlier than 30 minutes before the scheduled end of the dance without prior parent permission, in writing, on file with the office.

LOCKERS

Lockers are school property, therefore, accessible to school personnel. Each student is assigned a locker and students are not to change or share lockers, use their own locks or tamper with locks on school lockers. The school will issue the locker combination for each student. It is advised that the students lock their locker after each use. Replacement cost for any lockers that are damaged will be charged to the student. Students should not share the locker combination with anyone. The school is not responsible for items placed in lockers. Materials should be marked with the owner's name so that the material may be returned. Students who write on lockers will be subject to disciplinary consequences. Students are encouraged to obtain a lock for their physical education classes. Students should not leave valuables in these lockers or leave them unattended at any time. Arrangements may be made with the student's physical education teacher to secure valuable property.

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."

PARENT-TEACHER CONFERENCES

It is the intention of South Lake High School to keep parents as fully informed about the progress of their sons/daughters as possible. Parents should feel free to call for a conference with the teacher, counselor or principal at any time students are confronted with serious problems.

Parents are expected to monitor academic progress via Powerschool Parent Portal (see p. 26 for directions how to set up Parent Portal Account), and may arrange with a counselor to receive weekly reports for a limited amount of time.

Organized parent conferences are held for all parents of the high school students. We encourage parents to participate in these general conferences for a good overall picture of their student's progress.

SECTION II - ACADEMICS

COURSE OFFERINGS

All students are eligible to elect any course offered for their achievement level without regard to race, color, nationality, sexual orientation, or gender.

For a full list of course offerings, please visit: <https://slhs.solake.org> under the Academics Section or [CLICK HERE for the Course Offering Book](#).

ADDING/DROPPING CLASSES

Students are allowed one (1) week after the beginning of the semester to drop or add a class. Changes made after one (1) week require a drop/add form and administrative approval. The student will receive a grade that is an average of the two classes.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that 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. All forms are available on South Lake Schools' website at <http://slhs.solake.org> under the Student/Parent Tab in Forms Section or [CLICK HERE for the forms](#). Whenever a doubt occurs regarding an unfamiliar activity or trip, parents should contact the organizing teacher.

South Lake High School does not endorse any picnics; skip days, Spring/Winter break trips, or the like, which are planned by the students.

GRADES

South Lake High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Official grades are averaged for transcripts using a 4.0 system. Teachers may use a 12-point system for averaging semester grades. Each marking period grade will count for 40% of the Final Grade. The Semester Final will count as 20%. A final exam, assessment, project, or average of the semester's summative assessments will be given for each class.

We believe that it is imperative for students to attend classes and complete the work, projects, and tests successfully. The final grade a student receives is a representation of her/his achievement, work, effort and participation in the class. Students must earn a passing grade for TWO out of the three grading criteria (quarter, quarter, final exam) in order to receive a passing grade for the semester *regardless* of the final point total. If a student is absent (excused) for a final, it is necessary that the student make up the exam as soon as they are able to return to school. A grade of "F" represents a failure to gain credit for a course. A grade of NC for students who have not met minimum requirements for a course is at the discretion of the school teaching and administrative staff.

Grading Criteria

The following guideline provides criteria which describe the characteristics of a student who is functioning at different levels of proficiency according to the District's grading system.

A student who receives an A grade should be one who consistently:

- demonstrates mastery of all content area standards
- evidences understanding and proper application of fundamental concepts of the subject area;
- goes beyond the goals established for the class in achievement and contribution; independently applies knowledge and skills to new situations
- frequently demonstrates originality and initiative
- evidences understanding and proper application of fundamental concepts of the subject area

A student who receives a grade of B should be one who frequently:

- demonstrates mastery of the majority of content area standards
- demonstrates some originality and initiative
- expresses himself/herself, both orally and in writing, clearly and effectively

A student who receives a C grade should be one who:

- demonstrates mastery in more than half of the content area standards
- is responsible and participates in class activities
- evidences normal growth in relation to his/her capabilities and skills
- with help, applies knowledge and skills to new situations

A student who receives a D grade should be one who:

- demonstrates mastery in approximately half of the content area standards
- seldom completes an undertaking without teacher direction and encouragement
- seldom applies knowledge and skills to new situations
- has difficulty expressing self adequately, either orally or in writing

A student who receives an F grade should be one who:

- demonstrates mastery in few content area standards
- does not or cannot apply knowledge and skills to new situations
- rejects teacher assistance and leadership; does not demonstrate originality and initiative
- generally does not take part in class activities;
- does not express himself/herself adequately

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

Honors Classes

South Lake High School offers an Honors Program that includes the following Honors Classes:

English: Honors 9, Honors 10, Honors 11, Honors 12

Math: Honors Algebra 2

Science: Biology, Physics, Anatomy

Social Studies: World History

AP Classes

South Lake High School offers the following AP Classes with the opportunity to take the AP exam for the class in the spring. AP Classes are:

English: Literature

Math: Statistics (every other year), Calculus (every other year)

Science: Chemistry

Social Studies: US Government, US History, Psychology

Advanced Placement courses are given the following additional weight 1.1

Grading Periods

Students shall receive a report card at the end of each 9-10 week period indicating their grades for each course of study for that portion of the academic term.

Students shall receive a progress report half-way through each marking period.

1 st Quarter Progress Report	September 27, 2018
1 st Quarter Ends	November 2, 2018
2 nd Quarter Progress Report	November 30, 2018
2 nd Quarter/1 st Semester Ends	January 25, 2019
3 rd Quarter Progress Report	February 21, 2019
3 rd Quarter Ends	April 10, 2019
4 th Quarter Progress Report	May 11, 2019
4 th Quarter/2 nd Semester Ends	June 14, 2019

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

POWERSCHOOL PARENT/STUDENT PORTAL

Parent Portal is a features 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.

Directions to create a Power School account for Parent Portal or **Student Portal please visit:**

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

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Counseling Office and a counselor will be pleased to answer any questions.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total minimum of 22.5 credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible either electronically at www.solake.org or in the Special Services office.

All students **must** be enrolled in seven (7) classes per semester (Advisory may count as one of those classes).

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at graduation ceremonies. The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Seniors who are not passing a class that is required for graduation are expected to attend all classes until end of regular school year even after the seniors last day. Students who do not continue to attend will be marked as unexcused unless a parent calls them in.

Specific course requirements are:

English

4.0 credits in English for English Language Arts (ELA) 9, 10, 11, 12.

Mathematics

4.0 credits which must include Algebra I; Algebra II; Geometry; and a math related credit in the final year of high school.

Science

3.0 credits which must include Biology; one full year of Physics or Chemistry; and one additional science credit.

Social Studies

3.0 credits including .5 credits in American Government; .5 credits in Economics; and 1.0 credit in U.S. History and 1.0 credit in World History.

Physical Education

.5 credit in Physical Education and .5 credit in Health.

Visual, Performing, Applied Arts

1.0 credit

Foreign Language

2.0 credits in grades 9-12, or an equivalent learning experience in grades K-12

Electives

Depending on when and how a student has fulfilled their foreign language requirement, there will be anywhere from 4.5 to 6.5 credits remaining which will be chosen by the student in collaboration with his/her counselor and parent/guardian.

Community Service Hours

Students must volunteer and document a minimum of twenty (20) Community Service Hours by the end of their senior year to qualify for graduation.

- Community Service is volunteer work that the student is not paid for
- Float Building hours count after 10 hours (non-float related) have been completed
- Students are encouraged to complete more than 20 hours of community service

GRADUATION CORDS AND STOLES

The following are the only graduation cords and sashes that are permitted at graduation and the requirements for earning one. Graduation hats are NOT allowed to be decorated for the graduation ceremony. Decorated hats will be confiscated and returned at the end of the ceremony.

Honor Cords

GPA	Cord Color
4.0	Gold
3.99-3.50	Silver and Gold
3.49-3.00	Blue and Gold

Additional Cords & Stoles

Organization	Position	Color
National Honor Society*	President	Blue
National Honor Society*	Member	White
MIPA	Member	Green, White & Gold
Quill & Scroll	Member	Gold and Blue
L.I.N.K	Leader for 2 Years	Red
Eagle Scout	Recipient	Red, White and Blue
Student Council*	Class Officer	White & Office Name

**Cords and Stoles will be given to these elected positions with the understanding that he/she participated in required meeting, events and met other requirements of the elected position. Being voted into the position does not automatically guarantee a cord/stole will be given to the student.*

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact his/her counselor to obtain the necessary information.

Historically, school districts have allowed their students to attend courses at local colleges or universities in addition to their own high school. This is in an effort to meet students' needs and interests. This is called Dual Enrollment.

The law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are successful within their current coursework at SLHS.
2. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
4. The college courses cannot be a hobby, craft, a recreation course, or in the subject areas of physical education.
5. School districts are required to pay the lesser of the actual charge for tuition, mandatory course fees, materials fees and registration fees or the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution. However, South Lake Schools will pay tuition costs and any course fees associated with the class. Textbooks and/or workbooks required for the course are the responsibility of the student.
6. Students enrolled in Dual Enrollment courses are limited to ten (10) courses throughout their high school career.
7. The district will pay tuition and fees up to 1/12 of current per pupil funding. Costs incurred beyond 1/12 of current funding formulas may result in fees for the student's family.
8. Students wishing to participate in Dual Enrollment must have paperwork and course decisions made according to the following deadlines:
 - a. For consideration for Fall Semester, all Dual Entry paperwork must be completed prior to June/End of Year
 - b. For consideration for Winter Semester, all Dual Entry paperwork must be completed prior to Winter Holiday Break
9. Students that have enrolled in Dual Enrollment coursework and choose not to complete coursework will either reimburse the district, or will be denied future Dual Enrollment options.
10. Eligibility: Students must be bona-fide high school students for the year in which participation is sought. Foreign-exchange students are not eligible. All students seeking dual enrollment must achieve a score that minimally meets the following

criteria or get approval from the High School Principal.

Grade	Test	Subject Areas	Minimum Score
10	PSAT	Evidence Based Reading and Writing	460
		Mathematics	510
11	SAT	Evidence Based Reading and Writing	480
		Mathematics	530
12	SAT	Evidence Based Reading and Writing	480
		Mathematics	530

In addition, the student must meet the eligibility requirements of the postsecondary institution of choice and be accepted by that institution.

ON-LINE/BLENDED LEARNING/VIRTUAL PROGRAM

Any credits earned via virtual courses must meet state and/or local curriculum standards for the course. South Lake High School is not responsible for accepting credit for outside courses that do not meet the curriculum standards set by the state and/or district. Prior to enrolling in a virtual class not offered through South Lake High School, a student should check with counseling to verify if a class is eligible for high school credit.

- Students taking virtual classes via South Lake Schools will only be allowed to enroll in one course at a time, unless other permission is sought and granted. Additional classes in a semester may be opened once the first class engaged in is successfully completed.
- A certified teacher must act as an on-site mentor.

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. 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.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Counseling Department.

Honor Roll

An Honor Roll will be published after each marking period. A "B" average (3.0) is the minimum requirement.

Athletic Awards

Athletic Awards are given at the Sports Awards Banquet at the end of the school year.

Each coach designates a Most Improved Player and a Most Valuable Player.

Students are awarded Scholar Athlete status by earning a 3.0 GPA for the semester.

Department Awards

Each teacher recognizes two students in each class, each semester and awards them with a certificate acknowledging their hard work and achievement in that class. Recipients are acknowledged and awarded their certificates at Honor Night.

Most Improved Awards

Each teacher recognizes one student in each class, each semester and awards them with a certificate acknowledging their dedication and hard work that has led him/her to improve in that class. Recipients are acknowledged and awarded their certificates at Honor Night.

Perfect Attendance Awards (4 Years)

Students who have perfect attendance for all 4 years of their high school career at South Lake are awarded with a certificate at Honors Night acknowledging this accomplishment.

Student of the Month Awards

Each month teachers are able to nominate one student from each grade level to receive a Student of the Month Award for demonstrating respect, responsibility, kindness to others, academic improvement etc. The SLHS staff then votes on those students who

are nominated and the four winning students (one from each grade level) are invited to have lunch with their parents/guardians and the nominating teacher at South Lake High School's Bistro and Culinary Program.

Hard Work Hero Awards

At any point during the school year, a staff member can recognize a student and his/her hard work, persistence and tenacity. Students are then entered into a raffle every two weeks, and two students are then awarded a Hard Working Hero T-Shirt and acknowledged by the Principal in Advisory.

Three To Be Awards

At any point during the school year, a staff member can recognize a student for practicing respect, responsibility or safety. Students are then entered into a raffle every two weeks, and two students are then awarded with a \$5 gift certificate to a local restaurant.

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 which 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 through their advisory classes.

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.

The **Michigan Merit Examination (MME)** assesses students in grade 11 and eligible students in grade 12 based on Michigan high school standards. It is administered each spring, and consists of three components:

- **College Board SAT**
 - The SAT is an admission test accepted by all U.S. colleges, and the College Board has programs to encourage all students to take advantage of higher education. Income-eligible SAT takers receive college application fee waivers and all students can opt in to Student Search Service® to receive free information about admission and financial aid from colleges, universities, and scholarship programs.
- **WorkKeys Job Skills Assessments in Reading, Mathematics, and "Locating Information"**
 - ACT WorkKeys tests are research-based measures of foundational work skills essential to career success across industries and occupations. The assessments help to close skill gaps and improve workforce quality.
- **Michigan-developed Science and Social Studies M-STEP**
 - The M-STEP is a 21st Century online test designed to gauge how well students are mastering state standards. These standards, developed for educators by educators, broadly outline what students should know and be able to do in order to be prepared to enter the workplace, career education training, and college. M-STEP results, when combined with classroom work, report cards, local district assessments and other tools, offer a comprehensive view of student progress and achievement.

Students in grade 9 and 10 take the **PSAT 8/9** (grade 9 only) and **PSAT 10** as part of high school state assessments.

- Each assessment PSAT/NMSQT, PSAT 10, and PSAT 8/9 — includes a Reading Test, a Writing and Language Test, and a Math Test. Questions throughout the assessments focus on skills that matter most for college readiness and success, according to the latest research.

Students who take any test in the SAT Suite of Assessments have access to video lessons and will receive personalized SAT study resources based on their test results. Their Khan Academy® practice experience is tailored to meet individual student needs.

Within the SAT, PSAT/NMSQT, PSAT 10, and PSAT 8/9, students encounter questions and tasks that closely resemble what is already happening in classrooms across the nation and the globe. This is why the best way to prepare for the assessments is to take challenging courses and to work hard in class.

Test Fest

South Lake High School offers the PSAT10/NMSQT to 11th graders, the PSAT 10 to 10th graders and the PSAT 8/9 to 9th graders in October of each year during the school day at no charge to the student. Although these scores are not official, they do provide students and teachers with consistent feedback across assessments to help students stay on course and supports teachers as they adjust their instruction for students who are either ahead or behind.

The National Merit Scholarship Program uses PSAT/NMSQT scores to identify candidates. And scholarships offered by new College Board partners use information from the PSAT/NMSQT and PSAT 10 to expand access to scholarship dollars.

SRI Testing

Scholastic Reading Inventory (SRI) Interactive is a computer-adaptive assessment designed to measure how well students read literature and expository texts of varying difficulties. This psychometrically valid assessment instrument can be used as a diagnostic tool to place students at the best level in the program so they can read with success.

The SRI is a criterion-referenced test intended to measure reading comprehension and match students to text so they can read with confidence and control. Results from SRI are reported as scale scores (Lexile measures). The scale goes from Beginning Reader (less than 100L) to 1500L. A Lexile measure is determined by the difficulty of the items to which a student responded.

South Lake High School's ELA Classes give the SRI to 9th-12th grade students 3-4 times each school year.

Classroom Common Assessments

Common Assessment will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Testing Out

Students may *test out of a class* for credit by successfully completing (receiving a "C+" grade or better) an assessment equivalent to a final exam or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means for the class.

Applications for *Testing Out* may be picked up in the Counseling Office.

There will be two opportunities to test out each year in August and February. The counseling office will notify interested and eligible applicants of the date and time for specific testing appointments.

Classwork, materials and resources are not the school's responsibility to give a student wanting to test out of a class. This includes exam review sheets. The school is only responsible for notifying the student of what benchmarks and skills will be tested and providing the test to the student.

A student cannot test out of a class they are currently enrolled in.

The Michigan Department of Education and the South Lake Schools, require that a student must score a minimum of a "C+" in order to successfully test out of a class.

Credit earned through mastery without enrollment in the course shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose. Such credit may be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement.

Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

AP Testing

Students who take AP Classes are encouraged to take the AP exam. AP Classes are meant in part to prepare student for the AP exam in that subject area.

There is a fee associated with the exams that varies year to year as well as subsidies for the exams.

AP Testing takes place at the beginning of May. Registration and fee collection will take place in Late March and Early April. Because the test is overseen by the College Board, late registration and payment might not be available or may come with an additional fee.

South Lake High School offers the following AP Exams:

- Chemistry
- US Government
- US History
- Psychology
- Statistics (every other year)
- Calculus (every other year)
- Literature

ASVAB Career Exploration Program

ASVAB CEP helps students figure out what they are good at, what is important to them, and the jobs that match their skills and interests. After students take the test, they will participate in a series of activities to help them understand their scores, themselves, and their options.

The ASVAB CEP includes:

- **ASVAB:** The aptitude test estimates your performance in academic and vocational endeavors. It assesses a student's ability to learn new skills and is a predictor of success in training and education programs regardless of post-secondary intention. The ASVAB is one of the most researched and respected aptitude assessments in the world. Subject areas include:
 - **General Science**-knowledge of life science, earth and space science, and physical science
 - **Arithmetic Reasoning**-ability to solve basic arithmetic word problems

- **Word Knowledge**-ability to understand the meaning of words through synonyms
 - **Paragraph Comprehension**
 - A 15-item test measuring ability to obtain information from written material
 - **Mathematics Knowledge**-knowledge of mathematical concepts and applications
 - **Electronics Information**-knowledge of electrical current, circuits, devices, and electronic systems
 - **Auto and Shop Information**-knowledge of wood and metal shop practices
 - **Mechanical Comprehension**-knowledge of the principles of mechanical devices, structural support, and properties of materials
- **FYI:** The interest inventory measures your work-related interests. is based on John Holland's widely accepted theory of career choice
 - **OCCU-Find:** a catalog of careers with job-related information all geared toward helping students identify satisfying occupations

ASVAB CEP participation is ALWAYS voluntary. If your teen participates they are not obligated to the military in any way. Students in grades 10-12 and college students are invited to participate. ASVAB CEP results give students a current snapshot of their skill levels so they may improve performance on high-stakes standardized tests.

ASVAB results are forwarded to the military recruiting services; however, students and parents may choose to opt-out of having their ASVAB results sent. Participants have no obligation to talk to a military recruiter or enter military service. Schools determine and coordinate score release options with parents and Education Service Specialists. If parents prefer a different score release option, they can visit www.asvabprogram.com and download the appropriate form.

In order to score tests and provide appropriate results, the required student information fields include: student name, date of birth, gender, education level, and post-secondary intention. Social Security Number is not collected.

Students gain access to exclusive career exploration tools after they receive their scores. Then, they can independently explore any careers that interest them, including those found in the Military. CAREER EXPLORATION TOOLS Armed with an understanding of their skills and interests, students then

ASVAB CEP is not all about the Military; it's about options. DoD sponsors ASVAB CEP with a two-part mission: to provide a career exploration service to U.S. youth and to provide qualified leads to military recruiters. Participants have no obligation to military service, but 11th-12th grade students who choose to can use their scores to explore enlistment. ASVAB CEP offers an equally unique opportunity to those interested in pursuing education, work, training, and/or certification because the ASVAB assesses academic ability and predicts success in a wide variety of careers in addition to military occupations.

Vocational and Interest Surveys

Surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. South Lake High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

COUNSELING OFFICE

Counselors are available to assist students with educational and personal problems. Students sign up with the counseling secretary to see their counselor, and the counselors will call the students from class at their earliest convenience. South Lake Counseling Services provide a developmental, sequential guidance and counseling program for all students. The guidance component assists students in moving successfully through the learning process to prepare for life and career roles. The counseling component assists students in dealing with present life situations more effectively by developing positive personal, interpersonal, and social skills

A student is assigned to a counselor according to the first letters of the student's last name.

Ms. Gloria Tilley	A - J ALL GRADES	(586) 435-1412
Mrs. Christine Kingsley	K - Z ALL GRADES	(586) 435-1414

For more information regarding Career Planning and College Admissions, please visit <http://slhs.solake.org> and click on the Counseling and Testing tab or [CLICK HERE](#).

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 wish 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 are:

Art Club	Choir	Spanish Club	Marching Band	Archery
Student Council	Science Olympiad	National Honor Society	Symphony/ Performance Band	
Chit Chat Club	L.I.N.K. Crew	Book Club	Dance/Step Team	Journalism
Yearbook	Robotics	Leadership	Prom Committee	Yoga
Marketing Co/op with Michigan First Credit Union	SCS Waterfront Environmental Committee	Wayne State University C ² Pipeline		

National Honor Society

Admission to NHS is based on four criteria: Academics, Service, Leadership and Character. Students must maintain a 3.5 GPA and they must show evidence of involvement in school activities and community service. Their teachers will evaluate candidates (past and present) in "Leadership" and "Good Character."

Student Council

Class Officer Requirements

- Attendance is important! Meetings are Thursdays after school for about 20 minutes. You should be able to commit yourself to 80 % of these meetings. Failure to attend meetings will result in your dismissal from your elected position and appointment of someone else to that position. It will also disqualify you from running for an office for the following year.
- You must maintain a 2.5 GPA and have no suspensions.
- Your election is based on 4 components which are all scored and worth 25% each: application and essay, interview, teacher recommendation forms, and class vote. Highest scores for a position win that position.
- Having high standards for yourself, as well as for our school and community, is very important. You must be committed to maintaining a standard of ethics and character including responsibility, respect, caring, trustworthiness, citizenship and fairness.
- Your participation is **MANDATORY** during Homecoming, Snowball, Fundraisers and Elections.

Wayne State University C² Pipeline Program

C² Pipeline is a college and career readiness program with an emphasis on STEM (Science, Technology, Engineering and Math) and medical careers as well as character development and leadership. C² Pipeline is a grant-funded program through the Michigan 21st Community Learning Centers and Wayne State University's College of Nursing. The program runs Monday through Thursday and is Free to all South Lake High School students.

The goals of C² Pipeline are to:

- Increase academic achievement & Student Learning
- Increase student awareness through enrichments classes & other non-academic learning
- Provide a safe and nurturing environment
- Prepare students to become college and/or career ready
- And have a little fun while we're at it

Attendance

Students are asked to make a commitment to specified days of the week. Students with more than two consecutive and unexcused absences may be dropped from the program.

Enrichment Activities Include

- Anatomy in Clay
- Crime Scene Investigation
- Healthy Living
- Engineering and Design
- Photography
- Green Engineering
- Improv & Story Telling
- College and Finance
- Computer Science
- Chemical Engineering
- Audio Engineering & Podcasts
- Math Games
- Robotics
- Fashion
- Engineering
- Chess
- Debate
- Drones
- Business & Entrepreneurship

Program Schedule

September – June; Mondays – Thursday

Dinner 3:35 Room 225

Enrichments Classes 4:05

Academic Center 5:05 Release 6:05

Occasionally we have special events and field trips on Fridays and half days.

Note: Students must have arrangements to get home after the program has ended daily at 5:30. Students will not be able to stay in the building to wait for a ride.

Incentives and Benefits

- Upon entering the program, students will receive a wristband.
- Attend 30 Days – Official C² Pipeline gear or wear
- Field Trips
- Special Events
- Free Summer Programs for teens on WSU campus
- A great place to make like-minded friends

If you are serious about college and your future C² Pipeline is the place to be after school.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored 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 High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. 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 Chad Ballee, the Athletic Director, at 586-435-1441.

Football	Cheer	Boys Soccer	Girls Soccer
Track	Volleyball	Boys Basketball	Girls Basketball
Color Guard	Cross Country	Boys Swim	Girls Swim
Wrestling	Hockey	Boys Tennis	Girls Tennis
Bowling	Golf	Boys Baseball	Girls Softball

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.

Athletic 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 high school Athletic Director. 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 entering the 9th grade for the first time may compete without regard for his/her record in the 8th grade.

A student's attendance must also be in good standing. Athletes on the No Activities List for attendance violations will not be allowed to practice and play in events until they have met the requirements to be removed from the No Activities List. Athletes may still be required by their coach to attend practices and games, but will not be allowed to participate.

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.

~ 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:

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

Duration of Suspension

- A first offense will result in a one (1) game suspension and notification sent to the parents.
- A second offense will result in a three (3) game suspension and notification sent to the parents.
- 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:

- 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.
- A second offense will result in a permanent dismissal from the team.

Hearing and Appeal Procedures

- The coach will inform the athlete of the violation.

- The coach will notify the athletic director.
- The athletic director will notify the parents in writing of the suspension.
- Appeals of suspension should be directed in writing to the principal within two (2) days of notification.

Athletic Entry Policy for South Lake Schools

For security reasons South Lake High School only allows students from our school and the opposing school entry. All adults (over 18 and not a student) are welcome and may be asked for ID if necessary.

All South Lake High School students may attend unless they have a suspension that day of school with Valid School ID. All students in grades 6, 7, and 8 may attend if accompanied by a parent or guardian and pay the student rate. All students K-5 get in free if accompanied by a parent or guardian.

We do require a school ID for all students to enter. If the school does not provide identification, then we will seek an alternative method of entry with that school. We also will allow entry without ID if visiting school's administrator can verify that those students do attend that school.

If a student of another school not affiliated with either school wants to attend, or a student from the opposing school forgets their ID, then they must be accompanied by a parent or guardian (up to two students under 18 students per adult).

There is no re-entry at athletic events.

Outside food and drink is prohibited at athletic events for all spectators, including parents and students. Concessions will be made available and proceeds directly benefit out student athletes and their programs.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

Work Permits

Students wishing to secure a permit must:

- Pick up an application from the main office.
- Return employer's completed application and present a birth certificate or driver's license or proof of age.
- Students are restricted to the number of hours they may work according to the United States Fair Labor Standards Act.

SECTION IV - STUDENT CONDUCT

ATTENDANCE POLICY

South Lake High 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 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.

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.

A) Students who have three (3) verified absences or less, zero (0) unverified absences and five (5) or less tardies (including both verified and unverified) for a semester will have earned the right to exempt one exam for that current semester.

I. Students MAY NOT exempt from their 1st semester AP Class(es) Exam(s).

II. Students will be given an exam exemption card from the office and must present it to the teacher whose exam they are exempting from.

B) Students who have earned an exam exemption will still receive an exam grade which will be an average of the assessments in the class as determined by the teacher and will count for 20% of their semester grade.

C) Students who have earned an exam exemption will still be expected to attend school and will be able to participate in an alternate activity during the exam time that they are exempting from.

D) Students who have perfect attendance for the semester, zero (0) verified absences, zero (0) unverified absences, zero (0) verified tardies and zero (0) unverified tardies will earn a second exam exemption that follows the same policies as stated in sections A.I, A.II, B and C.

E) Students who have three (3) unverified absences in any class and/or eight (8) verified and/or unverified tardies in any class they will be placed on the No Activities List (N.A.L) and will not be allowed to participate in extracurricular activities or events

Approximately 22 military veterans a day choose to end their lives. I'm

asking that 22 of my Facebook friends copy and post the Veterans Crisis

Phone Number: 1-800-273-8255
• Academic Team Games, Practices, Events, Tournaments or other Team Activities
• Clubs & Organizations Meetings/Events/Rehearsal/Practices-Band, STUCO, NHS, Science Olympiad, Robotics, C2 Pipeline, Class Meetings, Float Building, LINK

- Homecoming Dance

- Snowball Dance
- Prom
- Oscars Night
- Field Trips

Please note that students who incur ten 10 or more verified absences without proper documentation (doctor's note, college visit, recruiter meeting, job shadowing, Take Child to Work Day) in a class will be reviewed by the attendance committee and subject to being placed on the N.A.L.

F) First Hour WILL COUNT toward absences and tardies.

G) Attendance reports will be run weekly.

H) Students who are on the N.A.L. can be removed from the list by having ten (10) consecutive school days of perfect attendance. This can only be done once a card marking. Students will no longer be offered after school detentions to get themselves removed from N.A.L.

I) Students will be given a letter indicating that they have been placed on the N.A.L. and cannot participate. The letter will also include that the student will have to demonstrate 10 consecutive days of perfect attendance (perfect attendance means no verified or unverified absences and no verified or unverified tardies) in order to be removed from the N.A.L. STUDENTS ARE RESPONSIBLE for returning this letter to the attendance office at the end of that 10 day period and get a signature of approval from an administrator or the attendance secretary that the student has met the criteria and is once again allowed to participate. AGAIN, students will only be able to do this once per quarter.

J) Parents and guardians wishing to call their son or daughter out of school must call the attendance office or come to the attendance office and present ID. Students will only be released to those individuals listed on his/her Emergency Contact Form.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 586-435-1450 within 48 hours (2 school days) of the absence and provide an explanation. If prior contact is not possible, the parents should provide a written reason as soon as possible. When no reasoning is provided, the absence will be unverified and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school Attendance Office before proceeding to his/her first assigned location. Students who are more than 10 minutes late will be considered absent for that instructional period. They will be marked as Tardy 10 and it will count as an unverified absence.

Verified 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.

Unverified Tardy

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

Documented Tardy

A student comes late to class with a pass from an administrator, teacher, counselor, social worker, etc. This tardy does not count against their attendance record.

Verified 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 have a verified absence from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work 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 verified. 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 unverified.

You may report an absence 24 hours a day. Please call (586) 435-1450 and leave a message with the student's name, the date of the absence, and the reason for the absence, or you may bring in a note from a parent to the attendance office signed by a parent or guardian.

If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

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 unverified 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.

Unverified absences because of skipping may result in progressive disciplinary consequences that may include suspensions or other alternative consequences

Excessive unverified absences and/or tardies will be referred to the truant 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 of truancy during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

Perfect Attendance

No verified or unverified absences AND no verified or unverified tardies

Hall Sweeps

Hall Sweeps are conducted during the school day at random. Sometimes they are announced and sometimes they are not. Students caught in hall sweeps are directed to go to the cafeteria to check in with an administrator. Only hall sweep passes issued by an administrator will allow a student to class. Students will be marked tardy. The first time students are in a hall sweep, they will be issued a warning. After that, anytime a student is in a hall sweep again, he/she will have to serve a lunch detention.

Truancy

Unverified absences from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 consecutive or 15 total days of truancy during a semester, a student will be considered an "habitual truant" which can result in:

- a poor participation grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- 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 verified nor unverified.

A suspended student will be responsible for making up school work 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.

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

A verified absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unverified or unauthorized by the principal, a student may not make up the work.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action may follow.

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.

Make-up of Tests and Other School Work

Students with a verified absence 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 a verified absence must be completed within 2 days after returning to school.
- For extended verified absences, students will be given the number of days of verified absence within which to make-up work.

If a student misses a teacher's test due to verified absence, s/he may make arrangements 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 Assistant Principal to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

Students participating in after school events including athletics, must be in attendance for ½ of the school day in order to participate. Violations may result in removal from the event and/or suspension.

CODE OF CONDUCT

A major component of the educational program at South Lake High 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 High 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.

Citizenship

South Lake High 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 High 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 High 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 High 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 High 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.

Our dress code has been established on the ideas that:

- All students should be able to dress comfortably for school and engage in the educational environment.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection) or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.

- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Section 1. Basic Principle

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Section 2. Students Must Wear* *while following the basic principle of Section 1 above:*

- A Shirt that meets the pant line (with fabric in the front, back, and on the sides under the arms),

AND

- Pants/jeans or the equivalent (for example, sweatpants, leggings, or a skirt/dress or shorts that are at least mid-thigh in length),

AND

- Shoes.

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

Section 3. Students May Wear *as long as these items do not violate Section 1 above:*

- Hats, but they must allow the face to be visible to staff. Teachers have the discretion and authority to ask students to remove their hats in his/her classroom.
- Religious headwear
- Hooded shirts and sweatshirts (wearing the hood overhead is allowed, but the face must be visible to school staff). Teachers have the discretion and authority to ask students to remove their hoods in his/her classroom.
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

Section 4. Students Cannot Wear

- Slippers
- Pajamas
- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography

- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Symbols and/or colors representing gang involvement
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance)

Section 5. Dress Code Enforcement

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.
- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.

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. If the principal is in agreement with the parent's request and reasoning, the 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.

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. The Board has also adopted the list of behaviors and the terms contained in the list.

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.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE (Organized Alphabetically)

The following information provides a list of behaviors that are subject to disciplinary action. An explanation of each behavior and possible consequence(s) is included. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code, or cannot be punished.

Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Attendance Violations of compulsory attendance laws, skipping school and/or class, failure to attend school regularly, persistent tardiness:

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

1. Assignment of detention(s) and/or suspension(s)
2. Referral to Macomb Intermediate School District attendance officers
3. Adjudication by the juvenile courts

Bus Rules Violations

Please refer to Section V on transportation for bus rules.

Cheating

Plagiarism, copying work and cheating are subject to academic penalties including complete loss of credit for the assignment.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double

jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

- Up to a 10-day suspension and possible police intervention (dependent upon the nature, severity, and frequency of the offense)
- Reimbursement for damage or misappropriation of property

Disorderly Conduct/Demonstrations

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

Disrespect

Disrespectful words and actions toward students and staff are unacceptable and subject to disciplinary actions.

Disruption of the Educational Process

Any actions or speech that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Students who disrupt the educational process are subject to:

- Classroom/Office Detention(s)
- Suspension

Electronic Violations*

South Lake High School reserves the right to search electronic devices on any school property or at any school related activity. South Lake High School is not responsible for the loss or theft of any personal items brought to school; this includes electronic devices.

Cell phones, wireless communication devices, radios, tape players, and CD players, and MP3 players may only be used in school classrooms with teacher permission.

- Abuse of any privileges given may result in a device being confiscated; return is dependent on the situation
- Multiple violations will possibly result in suspension

Laser pointers electronic communicators or other electronic devices are not permitted in school without administrative approval

- These items will be confiscated and return is dependent on the situation
- Possible suspension

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10 day suspension, loss of privileges, and may be recommended for expulsion.

“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 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.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he may fail the exam and receive no credit for the exam. Loss of privileges is an accompanying penalty, and suspension is a possibility, even on the first offense.

See also “ELETRONIC DEVICES, WIRELESS COMMUNICATION DEVICES, AND CELL PHONES” earlier in this handbook.)

Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

Falsification of Identification, Forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Violations of this rule could result in suspension or expulsion.

False Alarms, False Reports, and Bomb Threats

A false emergency alarm, report or bomb threat endangers the first responders, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion. Students who make bomb threats will face a minimum suspension of ten (10) days, referral to the St. Clair Shores or Eastpointe Police Department for possible prosecution and expulsion from school up to 180 days

Fighting

A fight is considered mutual combat into which both parties enter willingly, or in which two persons, upon a sudden quarrel, and in hot blood, mutually fight upon equal terms. Regardless of who started the fight, all parties will be subject to disciplinary action.

1st Incident: Up to a 5-10 day suspension and 30 calendar day ban from school extracurricular activities.

2nd Incident: 10 day suspension from school and 90 calendar day ban from school extra-curricular activities. Possible recommendation for voluntary withdrawal or recommendation for expulsion.

3rd Incident: 10 day suspension, 180 calendar day ban from extra-curricular activities. Recommendation to the Board for expulsion.

Any fighting that results in injuries to a staff member after notifying students to stop fighting, students may be suspended up to 10 days and may be recommended for expulsion regardless of the incident number.

1. Students involved in fighting may be ticketed by the SCS Police Department
2. Return to school may be contingent upon the following:
 1. Administrative meeting with the student and family
 2. Behavioral plan and contract
 3. Mandated counseling appointments within the school setting
3. Any portion of a ban on extracurricular activities not completed in a school year may be carried forward to the subsequent school year.
4. Special education students will follow the discipline procedures and/or IEP and behavior plan recommendations, as deemed appropriate.

Promoting or Encouraging a Fight

- Up to a 3 day suspension

Failure to Disperse From the Scene of a Fight

- Up to a 3 day suspension

Gambling

Gambling includes casual betting, betting pools, organized-sports betting, any other form of wagering and/or possessing gambling paraphernalia on school premises, in a school related vehicle, or at a school sponsored activity or trip. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

Gang Related Behavior

Gang related behavior includes the showing or display of colors or wearing of clothing, jewelry, insignia or any other mark or symbol representative of a gang. It shall also include the writing of gang symbols, messages, or other graffiti, which is determined to

be gang related. Displaying gang symbols or references to coded gang language will also be considered as behavior representative of students involved in gang behavior. Possession of any materials with gang references or symbols written or electronic may be considered gang related. Recruiting of other students for membership in a gang will also be considered under these guidelines. Any behavior, which is determined to be gang related will result in the student(s) in question being referred to the police for possible ticketing and other legal action.

1st Offense: 5-10 day suspension and a 30 day ban from all extra-curricular activities.

2nd Offense: 10 day suspension and a 90 day ban from all extra-curricular activities. Possible recommendation for expulsion or voluntary withdrawal from South Lake Schools.

3rd Offense: 10 day suspension 180 day ban from extra-curricular activities and recommendation to the school board for expulsion. Any extra-curricular prohibition which is not completed by the end of one school year will be carried forward to the subsequent school year.

Gross Misconduct

Gross misconduct is a category used for incidents in which a collective of negative behaviors occur during a specific example of misconduct. For example, a student may swear, knock over furniture, and threaten a student or staff member all in the same incident. Thus, the simple classification of profanity does not apply and the behavior demonstrated is of a larger degree of misconduct than the utterance of a single vulgarity when receiving disappointing test results. The designation of gross misconduct cannot be defined in an all-inclusive manner as collective misbehaviors may be combined in an infinite number of ways. Furthermore, the designation of gross misconduct is used when a behavior or behaviors is/are of a more serious, more disruptive, and/or dangerous level than some less serious infractions. The designation of gross misconduct is at the discretion of school and district administration.

1st Offense: 5 day suspension and a 30 day ban from all extra-curricular activities.

2nd Offense: 10 day suspension and a 90 day ban from all extra-curricular activities. Possible recommendation for expulsion or voluntary withdrawal from South Lake Schools.

3rd Offense: 10 day suspension 180 day ban from extra-curricular activities and recommendation to the School Board for expulsion. Any extra-curricular prohibition which is not completed by the end of one school year will be carried forward to the subsequent school year.

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being.

This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

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

Any student who believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the Superintendent of South Lake Schools, phone 586-435-1600. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

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

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

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

Definitions of Harassment

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

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

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Complaint Procedure for Sexual Harassment

All students and all school employees are expected to conduct themselves with respect for the dignity of others. Students' sexual harassment consists of overt activity of a sexual nature when that activity has a substantial adverse effect on a student in the school or creates an intimidating, hostile, or offensive learning environment. Such overt activity may include, but is not limited to, the following:

- Making unwelcome sexual advances
- Demands for sexual favors accompanied by threats
- Demands for sexual favors accompanied by promise of preferential treatment
- Verbal, written, visual, auditory, or graphic communication of a sexual nature
- Patting, punching, or unnecessary contact with a student's body

If a student has concerns about the nature of any conduct or physical contact by an adult employed by the school system, by a fellow student, or by a member of the public, the student should immediately report this concern to the social worker, counselor, or building administrator (Principal and/or Assistant Principal).

All such reports will be investigated immediately by the administration. In determining whether the alleged conduct constitutes sexual harassment, totality of the circumstances, the nature of the harassment, and the content in which the alleged incidents occurred, will be investigated. Anyone found to have violated this policy would be subject to disciplinary action up to and including exclusion from school or termination of employment.

Hazing

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

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

Hazing is any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates.

Potential consequences will vary from temporary separation to expulsion depending on the incident.

Bullying and Other Aggressive Behavior

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

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

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

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

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

Notification

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

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

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

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

Procedure

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position

and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. having an actual and substantial detrimental effect on a student's physical or mental health;
4. and/or causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

Illegal Substances

South Lake High School has a "Drug-Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. 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.

Alcohol/Drugs

(The sale, distribution, or use of drugs (prescription and/or nonprescription), alcohol, lighters, drug paraphernalia, fake drugs,

steroids, inhalants, e-cigarettes, vaping, prescription drugs-not prescribed to user/possessor, or look-alike drugs are prohibited)

- Up to a 10-day suspension
- Exclusion from extra-curricular activities.
- Possible referral to the police department
- Possible suspension/expulsion up to 180 days
- Participation in a substance abuse and/or chemical dependency program may be an option to the above penalties

Use of Breath-Test Instruments

The principal and/or assistant principal may arrange for a breath test for blood-alcohol and/or use a portable breath analyzer. This test will be conducted on a student whenever there is reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other staff member or administrator present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed alcohol. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook the student will be disciplined in accordance with disciplinary procedures described above.

Tobacco Products (Possession and/or Smoking)

- Possible suspension
- Possible citation including fine by the SCS Police

Insubordination

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic insubordination can result in suspension and/or expulsion.

Loitering

At dismissal in the afternoon, students are to leave the building immediately unless they have detention or other authorized assignments which are supervised by a South Lake Staff Member or Coach. Habitual loitering may result in suspension.

Passes

During school hours, students are to enter/exit only through the main entrance. Students are required to have a hall pass when they are out of a class. While classes are in session, students are not allowed in the halls, main office, or attendance office without a signed pass or escort.

Personal Transportation Devices

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Physical Assault

Intentionally causing or attempting to cause physical harm to another through force or violence.

Student to school employee, volunteer, or contractor

- Minimum 10 day suspension
- Notification of assault to police liaison officer
- Adjudication by the courts (upon formal charges of assault or battery)
- Expulsion from school for 180 days

Student to student

- Minimum of 5 day suspension, up to a 10 day suspension
- Notification of assault to police liaison officer
- Adjudication by the courts (upon formal charges of assault or battery)
- Expulsion from school up to 180 days

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion.

Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste may be subject to disciplinary action.

Refusing to Accept Assigned Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Safety

The safety and well-being of students is an utmost priority in South Lake Schools. To this end, there exists a zero tolerance policy for any behavior that compromises a safe learning environment. Serious consequences will result from any threatening behavior that implies or intends or causes serious bodily harm to an individual or the general population.

- A minimum ten-day suspension will be given for violations to this policy.
- A recommendation for expulsion may be made.
- Additionally, a referral to the St. Clair Shores or Eastpointe Police Department will be made for possible prosecution.

Supervision Requirements and Expectations During the School Day

Students are required to be under the supervision of a South Lake staff member or coach at all times during the school day. This includes but is not limited to:

Halls: A student must have a written pass from a staff member to be in the halls during a class period. Abuse of hall pass privileges, or discipline resulting from skipping or off-campus violations may result in a loss of hall pass privileges.

Media Center: Students are urged to acquaint themselves with the resources of the center and should not hesitate to ask the librarian or paraprofessional for help at any time. All students are subject to center regulations and should bear in mind that failure to comply with these regulations will result in the loss of certain privileges. Students must be supervised by a staff member while in the media center.

Computer Labs: The computer equipment in these labs must be treated with utmost care and integrity. Students may not use the computer labs without staff supervision and are expected to keep food and drink out of the labs.

Weight Room: Students may only use the school weight room with school personnel supervision. Students must be engaged in strength-fitness activities to remain in the strength-fitness center. Everyone should always sign in and out with the approved supervisor. Violation of this rule may result in suspension from school. Everyone who uses the strength-fitness center must wear proper attire. Gym shorts, jogging pants, sweat pants, sweatshirts and tee shirts can be worn. Proper athletic shoes must be worn. Everyone must replace weights to the storage area after use.

Gym: Students are not to be in the gymnasium without principal approved adult supervision.

Theft

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal or assistant principal. The school is not responsible for personal property. Theft may result in

- up to a 10-day suspension and possible expulsion
- possible police intervention (dependent upon the nature, severity, and frequency of the offense)
- reimbursement for damage or misappropriation of property

Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

- First offense, warning
- Second offense, a ticket from the police
- Third offense, suspension
- Possible suspension if a student trespasses in other district buildings

Unauthorized Use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

- Up to a 10-day suspension and possible police intervention (dependent upon the nature, severity, and frequency of the offense)
- Reimbursement for damage or misappropriation of property

Verbal Assault

Verbally threatening a staff member/ student/ person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a

school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Verbal Assault is “Any willful verbal and/or written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury, including any written or verbal bomb threats.”), Extortion, Harassment (Verbal or Physical), Excessive display of affection between students, calling, threatening to call, or bringing outside person(s) to school property or school functions for the purpose of confronting, intimidating, or physically engaging South Lake students, district employees, or person(s) acting on the school’s behalf:”

- Suspension up to 10 days
- Expulsion up to 180 days

State Mandated Suspensions and Expulsions

Weapons

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone, a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Possession of Dangerous weapons or Potential Weapons

A Dangerous Weapon is defined as a "firearm, a dagger, a dirk, a stiletto, a knife with a blade more than three (3) inches in length, a pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns, tasers and explosive devices.

- Minimum of a 10-day suspension
- Referral to the police department
- In compliance with state law, the Board may permanently expel any student who possesses a dangerous weapon in a weapon-free school zone

Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline

Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

1. Minimum of a 10-day suspension
2. Possible expulsion
3. Referral to the police department
4. In compliance with state law, the Board will permanently expel any student who commits arson in a district building or on district property (including school busses and other transportation)

Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

- Minimum of 3-day suspension, up to 10-day suspension
- Possible expulsion up to 180 days

Criminal Sexual Misconduct

In compliance with state law, the Board will permanently expel any student who commits criminal sexual misconduct in a district building or on district property (including school busses and other transportation)

- Minimum of a 10-day suspension
- Referral to the police department

Violation of Law (state laws, local ordinances, safety and fire codes, laws pertaining to civil disobedience, use of profanity, degrading epithets, racial or ethnic slurs, defiance and/or disruptive behavior, repeated and willful breaking of school rules, gross misbehavior, and gambling)

- Up to a 10-day suspension and possible police intervention (dependent upon the nature, severity, and frequency of the offense)

Water Balloons, Squirt Guns, and/or Coolers

These items are not allowed on school property and will be confiscated. Return of these items is dependent on the situation

- Up to a 10-day suspension
- Possible police notification
- Possible removal from extracurricular activities and/or senior activities

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation.

In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The school is not obligated to, nor can it by law, inform or discuss the discipline of a student with another student, another student's parents, a non-guardian or an individual who is not listed on the student's emergency contact list.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- warning
- writing assignments
- change of seating or location
- loss of privileges (in school and extra-curricular)
- lunch-time detention, before and after school detentions
- in-school restrictions

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

Detentions assigned by an administrator will be served during the student's lunch period. Students are responsible for checking in with the attendance office and staying there for the duration of their lunch period.

Warning

Notice, orally or in writing, that continuation or repetition of conduct found unacceptable, within a period of time stated in the warning, may be cause for more severe disciplinary sanctions in the event of the finding of a violation of any regulation within a stated period of time.

Disciplinary Probation

Exclusion from participation in privileged or extra-curricular activities as set forth in the notice for a period of time not exceeding one school year.

Behavior Contract

A contract may be issued by the Assistant Principal or Principal that outlines an agreement between the school and student parent addressing a behavior(s) and what the consequence will be if said behaviors continue to happen, not excluding suspension or recommendation for expulsion.

Restitution

Reimbursement for damage or misappropriation of property. This may take the form of appropriate service or other compensation.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

The authority of the Board of Education to authorize suspension and to make reasonable rules and regulations regarding discipline is granted in Sections 380.1300 and 380.1311 of the School Code.

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.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-Term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request
- a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the South Lake Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

South Lake High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the superintendent at 586-435-1600

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.).

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 which 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.

Review of such information may be done by the District with or without the student's knowledge or permission. 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 admin cannot share video 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 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 as a result 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 online at _____

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 that 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; your safety is our main concern
- not yell or make loud noises
- not eat, drink nor smoke
- write on or damage the bus in anyway
- 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/skate 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, written report mailed home

2nd: written report mailed home

3rd: 1-3 day bus suspension

4th: 5 day bus suspension

5th: 10 day bus suspension, personal contact with parent, written report mailed home

6th: recommendation to Superintendent that student is suspended from the bus for the remainder of the year.

Students bringing musical instruments and sports equipment on the bus must keep it on their lap or the floor in front of their legs. It is not permitted to be on the seat or in the aisle. Misusing the equipment or allowing another student to misuse the equipment while on the bus will lose the privilege to transport the instrument/equipment on the bus.

The driver's attention should not be distracted by unnecessary student activity. Appropriate student behavior and cooperation are essential for the safety of everyone.

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.

Any of these infractions listed below will result in an automatic referral/meeting with the building principal

- fighting
- insubordination/disrespect to driver
- throwing objects that can harm or distract driver
- damage to bus
- spitting
- harassment including words and actions
- profane or vulgar language
- interference with the operation of the bus

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

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

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

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

The following rules shall apply:

- Students must have parental permission and parent signature on the Parking Registration & Application Form
- Students shall complete the Parking Registration & Application Form
- Parking lot speed limit is 10 mph.
- The student must obtain a permit from Main Office and pay a fee of \$20.00 for the entire school year.
- If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school sponsored activities unless written permission is granted by their parents and approved by the principal.

Approved student drivers may not transport other students to school-sponsored activity without written permission from the parents of passenger students and approval by the principal.

Links to Forms

[Title VI, IX, 504 Grievance Form 2260 F2](#)

[Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8](#)

[Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2](#)

[Notification to Parents Regarding Student Records Form 8330 F9](#)

[Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5](#)

[Parent/Student Acknowledgement of Student Handbook Form 5500 F1](#)

[Authorization for Prescribed Medication or Treatment Form 5330 F1](#)

[Authorization for Nonprescribed Medication or Treatment Form 5330 F1a](#)

[Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2](#)

[Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13](#)

[Parent Notification Regarding Student Records. Form 8330F9](#)

[South Lake Schools Field Trip Permission and Consent Form](#)

[South Lake Schools Athletic Trip Permission and Consent Form](#)

[South Lake High School Dance Contract](#)

[South Lake High School Outside Guest for Dance Contract](#)

[Parking Registration and Application](#)