

**LINDEN HIGH SCHOOL  
(810) 591-0410**

**2011-2012**

## **Student Handbook**

***Belief Statements of the Linden Board of Education:***

- *We believe all people have the right to be treated with dignity and respect.*
- *We believe all people have the right to learn and work in a safe and orderly environment.*
- *We believe all students can learn.*
- *We believe high expectations promote high achievement.*
- *We believe the learning process is a responsibility shared by parents, community, students, and the school.*
- *We believe self-worth and achievement are directly related.*
- *We believe the ability to communicate is vital to success.*
- *We believe learning is a lifelong process.*
- *We believe every person is unique and has the right to have his/her individual needs addressed.*
- *We believe motivation and achievement are directly related.*

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*Mr. Russell Ciesielski*  
Principal

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*Mr. Darin Dreasky*  
Assistant Principal

***The rules in this handbook are in support of our foundation for maintaining safety, order, and discipline.***

*LINDEN COMMUNITY SCHOOLS*

**BOARD OF EDUCATION**

Our Mission is to EDUCATE, nurture, and develop ALL LEARNERS to be self-directed and to strive for EXCELLENCE with CONFIDENCE and INTEGRITY by working cooperatively with students, parents, and community.

**Steve Losey**

**Scott Maker**

**Michael Murphy**

**Steve Murphy**

**Robert Rossow**

**Pamela Snyder**

**Laura Starrs**

**CENTRAL OFFICE ADMINISTRATORS**

**Ed Koledo**  
Superintendent

**Michael Engelter**  
Assistant Superintendent

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**\*\* Form needs to be completed, signed, and turned into office.\***

**FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your child’s counselor by calling 591-0410. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

**MISSION OF THE SCHOOL**

Linden High School is committed to providing a safe and orderly environment with opportunities for all students to reach their potential. Our mission, in partnership with parents and community, is to help students become self-reliant citizens, who are adaptable to change and possess the skills necessary to make positive contributions to society.

**NOTICE OF NONDISCRIMINATION/EQUAL EDUCATION OPPORTUNITY**

It is the policy of Linden Community Schools that no person, on the basis of race, color, religion, national origin, familial status, age, gender, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, activity, or employment to which it is responsible. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the board does business.

Any person who believes that the school or any staff person has been discriminated against has the right to file a complaint. A formal complaint can be made in writing to the school district’s Compliance Officer, the Assistant Superintendent of Schools, 7205 W. Silver Lake Road, Linden, MI 48451.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

**DISTRICT POLICIES**

District policies can be located in any school office and also on the Linden Community Schools website: [www.lindenschools.org](http://www.lindenschools.org)

**PARENT INVOLVEMENT**

Our mission is to provide each student with the opportunity to become responsible, knowledgeable individuals with the ability to work cooperatively to solve problems and communicate effectively throughout their lives. Parents/Guardians (“parents”) have the opportunity to assist in completing this mission. Parents can volunteer in a variety of capacities at Linden High School. Interested volunteers can contact the main office at 591-0410 for more information.

**SCHOOL DAY**

**Regular Day Schedule  
(70 minute classes)**

1	7:35 a.m. – 8:45 a.m.	1	7:35 a.m. – 8:45 a.m.
2	8:50 a.m. – 10:00 a.m.	2	8:50 a.m. – 10:00 a.m.
A Lunch	10:00 a.m. – 10:30 a.m.	3	10:05 a.m. – 11:15 a.m.
3	10:35 a.m. – 11:45 a.m.	B Lunch	11:15 a.m. 11:45 a.m.
4	11:50 a.m. – 1:00 p.m.	4	11:50 a.m. – 1:00 p.m.
5	1:05 p.m. – 2:21 p.m.	5	1:05 p.m. – 2:21 p.m.

\*5<sup>th</sup> hour has 6 extra minutes for video announcements

## Half Day Schedule (35 minutes classes)

1	7:35 a.m. – 8:10 a.m.	1	7:35 a.m. – 8:10 a.m.
2	8:15 a.m. – 8:50 a.m.	2	8:15 a.m. – 8:50 a.m.
A Lunch	8:50 a.m. – 9:20 a.m.	3	8:55 a.m. – 9:30 a.m.
3	9:25 a.m. – 10:00 a.m.	B Lunch	9:30 a.m. – 10:00 a.m.
4	10:05 a.m. – 10:40 a.m.	4	10:05 a.m. – 10:40 a.m.
5	10:45 a.m. – 11:20 a.m.	5	10:45 a.m. – 11:20 a.m.

### **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 teacher directions and 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 responsibility of the student 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.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and to be prepared to participate in the educational program.

### **STUDENT WELL-BEING**

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

State law requires that all students have an emergency medical form completed, signed by a parent, 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 office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injury is 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.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental/guardian permission. When a student is injured at school, a written excuse is not required from the parent for that day.

### **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 Director of Special Education regarding procedures for such instruction. Applications must be approved by the special education department. 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 parent, student, other care giver or physician licensed to practice in this state. A physician must certify the nature and existence of a

medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in any educational program.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students who are new to Linden High School are required to have a parent present when enrolling. When enrolling their child, the parents will need to bring the following:

- a birth certificate or similar document,
- custody papers from a court (if appropriate),
- proof of residency, and
- proof of immunizations.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit for courses completed at that school. The counselor will assist in obtaining the transcript if not presented at the time of enrollment. In no case will a temporary enrollment be permitted.

Students who are forced to withdraw from a school for a reason subject to mandatory expulsion may be denied enrollment at Linden High School. Students who enroll and fail to acknowledge this information shall be subject to immediate removal from school pending an expulsion hearing.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. The schedule is based upon the student's needs and available class space.

### **Course Changes**

It is imperative that students and parents are careful and thorough when selecting classes. Any changes in a student's schedule should be handled through the counseling department. If a course change is initiated by the student, he/she **MUST HAVE** the permission of a parent/guardian and/or guidance counselor and/or high school principal to change his/her schedule. The request to change a course must be in writing. Once the request is received, the student, counselor, and/or building principal will meet at a scheduled time to discuss the request for a course change. The recommendation of teachers involved will be used in arriving at any final decision. **Some changes (within five days) after the start of a term will be made only for one of the following reasons:**

- Inappropriate academic placement
- Improper grade level placement
- Approval for Dual Enrollment
- Vocational/Technical program adjustment
- Approval for online studies
- Incomplete schedule

Course changes will only be made if seats are available in requested class.

### **TESTING OUT OPTIONS**

Public Act 380 allows students the opportunity to "test out" of any course offered by local high schools. To "test out" of a subject students have to demonstrate mastery of the subject area content by achieving a C+ (78% for the purpose of this test), or better on a comprehensive final examination. Students may only "test out" of a course that is next in their course sequence. Linden High School's testing window will be in August of each school year. The intent of this policy is to allow a student to accelerate his/her academic studies.

If a student successfully "tests out" of a course, his/her transcript will reflect a grade of "pass" and credit will be granted to show that mastery of the course requirements have been met. The "pass" grade will not be included in computing grade point average or class rank.

It is important to note that if a student "tests out" of a course, he/she may not receive credit for a course that is lower in the department course sequence.

Students requesting to test out of a course may do so by filling out the appropriate form and returning it to the counseling office at Linden High School no later than the last school day in April.

High School Principal approval is needed. Testing out must take place prior to taking the class.

**TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Linden 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 counselor or principal for specific details.

**WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents or legal guardian.

**IMMUNIZATIONS**

Each student shall have the immunizations required by law or have an authorized waiver. 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 policy. Any questions about immunizations or waivers should be directed to the building secretaries.

**IMMUNIZATION REQUIREMENTS**

Unless given a waiver, students must meet the following requirements:

<u>Diphtheria</u>	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<u>Tetanus</u>	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<u>Pertussis</u>	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<u>Polio</u>	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
<u>Measles</u>	Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
<u>Rubella</u>	Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
<u>Mumps</u>	Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
<u>Hepatitis B</u>	Three (3) doses of the vaccine at the appropriate time intervals.
<u>Chicken Pox</u>	All new entrants will be required to either be vaccinated against varicella (chickenpox) or present documented immunity from a reliable source. This could include a parent statement that his/her child had previously had varicella disease (must include month and year child contracted varicella).

**EMERGENCY MEDICAL AUTHORIZATION**

The Linden Board of Education 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 school has made the form available to every parent at the time of enrollment and at the beginning of each school year. Failure to return the completed form to the school will make it difficult to communicate with parent(s)/guardian(s) in the event of an emergency.

## **USE OF MEDICATIONS**

The Linden Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student. For example, medications may be administered if the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

No student is allowed to provide or sell any type of prescription or over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Discipline Code of Conduct.

Before any non-prescribed medication or treatment may be administered, the Linden Board of Education requires written consent of the parent. Medications will be administered by the district in accordance with administrative guidelines.

Only medication in its original container will be administered. The label must include the date (if a prescription), the student’s name, and exact dosage. Parents or students who are authorized in writing by their physician may administer medication or treatment.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed. A student may be excluded from school until this requirement has been fulfilled.

- Parents should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1 (see building secretary) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student’s lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- 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.
- 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.
- A log for each prescribed medication shall be maintained that 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 request and the parent's written release.
- No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.

### **Asthma Inhalers 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) 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 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 parent 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.

### **ANAPHYLAXIS-MANAGING LIFE THREATENING ALLERGIES**

It is the policy of the Board of Education that every school will have an Anaphylactic Management Plan when there is a student who has been identified with an anaphylactic allergy (see policy 5332).

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

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 NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-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 in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Michigan 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.

### **SPECIAL EDUCATION/INDIVIDUALS WITH DISABILITIES**

Linden High School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Director of Special Education, at 591-0405.

### **AMERICANS WITH DISABILITIES ACT**

"If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact the superintendent at (810) 591-0980 at least one week prior to the meeting or as soon as possible."

-Americans with Disabilities Act

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans with Disabilities Act (A.D.A) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but also to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the building principal.

## **STUDENT RECORDS**

The teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records: directory information and confidential records.

Directory information is explained in detail within district policy 8330. All district policies can also be obtained at [www.lindenschools.org](http://www.lindenschools.org), or in the main office of the high school.

### **Directory Information**

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the principal. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at the Board of Education offices.

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.

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 building 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 his/her 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, to submit to or participate in any survey, analysis, or evaluation that reveals certain information without prior written consent of the student (if an adult or an emancipated minor) or, if an un-emancipated minor, his/her parents. This information includes the following:

- 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. sexual 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 and/or designee will provide notice directly to the 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

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/fpc](http://www.ed.gov/offices/OM/fpc)

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

**ARMED FORCES RECRUITING**

The school must provide to the armed forces 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 (Form 8330 F13) to the principal 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 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.

### **STUDENT FEES, FINES, AND CHARGES**

Linden High School charges specific fees for some non-curricular 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.

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. (See Policy 6152)

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.

Students who do not pay their fees, fines, and charges can be denied the opportunity to take advantage of such activities as SCHOOL DANCES, PROM, GRADUATION CEREMONIES ETC. Failure to pay fines after being notified will result in information being turned over for collection.

### **STUDENT FUNDRAISING/STUDENT SALES**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the sponsor.
- No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any fundraising activity.
- Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for..." will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- Requests for fundraising activities must originate in the Community Education office and be approved by the principal.
- Requests for a fundraising activity must have a specific stated purpose.
- No student is permitted to sell any personal item or personal service in school without permission of the building principal. Violation of this may lead to disciplinary action.

### **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Storage in the office safe is possible for emergencies.

### **REVIEW OF INSTRUCTIONAL MATERIALS**

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. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school.

### **CAFETERIA/MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

An application for the Free and Reduced-Priced Meal program are made available to all students. If a student does not receive one and believes that he/she is eligible, he/she should contact the Food Service Department at 591-0415, or visit [www.lindenschools.org](http://www.lindenschools.org). for an application.

**EVACUATION DRILLS (Fire, Tornado, and Lockdown)**

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.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of a public address announcement in conjunction with the alarm.

Lock down drills in which the students are restricted to the interior of the school building and the building is secured will occur a minimum of two (2) times each school year. Lockdown drills may be utilized in conjunction and cooperation with law enforcement agencies to conduct drug searches with K-9 units of the building and parking lots. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

**SIGN-IN/SIGN-OUT PROCEDURES**

If a student must leave school during regular school hours, the student must have prior parental permission and must check out through the main office prior to leaving. If a student must leave during school hours because of illness, he/she shall report to the main office. The parent/guardian or emergency contact person will be notified by the school before the student is sent home. No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian. Failure to follow this expectation will result in disciplinary action.

**EMERGENCY CLOSINGS**

If the school must be closed because of inclement weather or other conditions, the school will notify both radio and television stations. Parents and students should not phone the school to inquire about the status of school. Parents and students are responsible for obtaining information about emergency closings from the following sources:

SYNREVOICE	WIOG 102.5
WNEM - TV5	WFDF - CBS 910 AM
WJRT - ABC12	WWCK - CK 105.5 FM
WEYI - TV 25	WCRZ - CARS 108 FM

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

Linden High 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 Linden Community Schools Administration office 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 office upon entering the school and obtain a visitor's badge. Any visitor who is found in the building and has not followed this procedure shall be reported to the administration. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

**USE OF THE MEDIA CENTER (INFORMATION CENTER)**

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the media aide at 591-0426.

### **TEXTBOOK CENTER**

Textbooks are distributed through the textbook center (located in the Media Center) during orientation and as needed throughout the school year. If students are unable to attend orientation, the Textbook Center is open during student lunches.

Students are responsible to do the following:

- Write your name in all of your textbooks.
- Write textbook barcodes in your planner as a record of the book assigned to you.
- Take your books to class on the first day of school.
- Maintain all books checked out so that they are returned in good condition. Book covers are recommended (do not use any self adhesive covers). You are responsible for paying for any damages or book loss.
- Return the book that is assigned to you when the course is finished. Simply because you turn in a book, does not mean it is the one issued to you.
- Do not remove the barcode from your books. If you return a book without a barcode there is no way of identifying it is your book and you may be issued a fine for the replacement cost of the book.
- Pay a \$5.00 restocking fee for textbooks that are left in your locker over the summer.
- Notify an administrator immediately if your book is damaged upon receipt.

### **USE OF THE 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 safekeeping of any equipment or facility they are allowed 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 a charity at trimester change and at the close of the school year.

### **USE OF TELEPHONES**

Office telephones are available to use for emergency situations only! If a student needs to use the office phone and is given permission from a parent to leave the building, a secretary must speak to the parent before student may sign-out.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting.

### **VIDEO SURVEILLANCE**

The Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect district property promote security and protect the health, welfare, and safety of students, staff, and visitors. All such recordings shall be considered directory information.

### **STUDENT DRIVING REGULATIONS**

The Linden Board of Education 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.

Driving to school is a privilege granted by the State of Michigan, the Linden Board of Education, and parents. Student vehicles shall be subject to search by school administrators when reasonable suspicion exists that the student is in violation of school rules, or any state or federal laws. If any of the following rules are violated, driving privileges will be denied.

### **PARKING**

All student parking will be on a first come first serve basis and there will be a \$20.00 vehicle registration fee. Students will not be assigned a specific parking space. Students will be assigned

to park in either Lot A or Lot B of the south parking lot. Lot A will be located on the east side (closest to the service drive) and Lot B will be located on the west side (located closest to the bus corral). These lots will be identified by signs located in the parking lot. Students who receive a parking decal designated with Lot B will be REQUIRED to move their vehicle out of Lot B by 5:30 p.m. everyday during band season. Vehicles may be moved to Lot A. Failure to move a vehicle out of Lot B by 5:30 p.m. during band season will result in disciplinary action, including towing at the owner's expense.

Students who park in the front lots, block in other students' cars, or block driveways are subject to discipline including towing at the owner's expense. Unregistered vehicles, vehicles without tags, and vehicles found to contain items violating school rules or policies are subject to towing at the owner's expense and revocation of parking/driving privileges.

1. USE OF VEHICLES

The following are examples of unauthorized use of an automobile during school hours:

- a. Driving off school property without permission of a school administrator,
- b. Transporting students off school property,
- c. Loitering in automobiles during normal school hours,
- d. Permitting other students to use your car,
- e. Speeding or driving in a reckless manner,
- f. Using a vehicle illegally while on school property, and
- g. Driving out the wrong lane when exiting from the school.

2. CO-OP STUDENTS

After registering their cars, students who are on co-op or participate in vocational program(s) that require them to provide their own transportation will be required to have documentation of their placement on file with the main office.

3. DISCIPLINE

Students are expected to operate their motor vehicles in a safe and orderly manner. Students are expected to obey all driving regulations of the State of Michigan and the Linden Community School District. Violations will result in disciplinary action up to and including a permanent revocation of driving privileges. Unsafe driving will not be tolerated. In extreme cases, the local police may issue tickets.

NOTE: Violations of a serious nature may also result in any of the following actions:

- a. suspension from school,
- b. expulsion from school, and/or
- c. legal action.

Students who have their parking tags confiscated as a result of disciplinary action will not receive a refund of the ten-dollar registration fee. Students who lose their tags may purchase a replacement tag for \$20.00.

4. CLOSED CAMPUS

The Linden Board of Education requires that all Linden schools enforce a closed campus. It is the student's responsibility to secure his/her vehicle while on school property. All vehicles must be locked to safeguard against theft, loitering, or vandalism.

5. RESPONSIBILITY

Linden Community Schools is not responsible for damages of vehicles or vandalism while vehicle is parked on school property.

BICYCLES

Students at Linden High School may ride bikes to school upon a signed parent note given to the building principal. The school is not responsible for any damages to bikes ridden to school. The building strongly recommends protective head gear for the students riding bikes. Students are instructed to walk bikes on school grounds and obey bike safety rules. Bikes are not to be ridden in the loading zones, on sidewalks, and/or in the school parking lots. **Failure to follow bicycle procedures will result in loss of bicycle privileges.**

## **SECTION II - ACADEMICS**

### **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.

### **GRADES/GRADING PERIODS**

Linden 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, he/she should ask the teacher.

In general, the school uses the following grading system:

100.00-93.00 =	A	76.99-73.00 =	C
92.99-90.00 =	A-	72.99-70.00 =	C-
89.99-87.00 =	B+	69.99-67.00 =	D+
86.99-83.00 =	B	66.99-63.00 =	D
82.99-80.00 =	B-	62.99-60.00 =	D-
79.99-77.00 =	C+	59.99-0.00 =	E

Students shall receive a progress report at the end of six and twelve weeks indicating their cumulative grade for each course of study. Final exams count for 20% of the trimester grade.

Students will receive a final cumulative grade at the conclusion of each trimester.

- All grades should be entered/updated by staff by end of day on Wednesday of each week.
- Three trimesters of approximately 60 days each (12-13 weeks each).
- A progress report for every student will be sent out the sixth week of the trimester, and a final report card will be sent at the conclusion of each trimester.
- Parent /Teacher conferences will be held one (1) time per trimester.
- Grades are based on 80% class work and 20% final exam.
- Grades are cumulative for the entire trimester and that trimester only. However, students taking an AP course(s) will receive one cumulative grade at the end of the third trimester.
- Only final exam grades and final trimester grades are posted on report card for each class.
- If a student drops out of school after the sixth week of a trimester, the trimester grades are recorded on the transcript as failures.

### **ON-LINE/VIRTUAL GRADES/CREDITS**

Students planning to take on-line courses should be aware of the following:

- Courses must be approved by the student's counselor and administration.
- On-line/virtual courses will only be scheduled if a comparable class is not offered, or does not fit into the students' regular schedule.
- The on-line/virtual course must be completed within the trimester taken.
- The grade given by the on-line school, or grade earned in the on-line class will appear on the student's transcript.

### **ATTENDANCE INCENTIVE – Exam Exemption for Third Trimester Seniors ONLY**

Students in the third trimester of the twelfth grade are exempt from final exams if they meet the following requirements:

1. The student must have a B+ average or better in an honors course or an A- or better in a regular class.
2. Advanced Placement students electing not to take the AP exam will be accountable for a final exam in that class worth 20% of the final grade.
3. The student must not have any unexcused absences in the class.

4. The student must not have more than six (6) absences in the class. The student may not have rolled back any absences.
5. The student must not have more than four (4) tardies in the class.
6. The student must not have been issued any discipline referrals during his/her senior year.
7. The student shall be on track to graduate at the end of the twelfth trimester.
8. If a student is in the building while exams are taking place, he/she must be in a supervised area. If a student is not in a supervised area, he/she will have to take the exam, regardless of grade or attendance, or receive a "0" on his/her final exam which will be averaged into his/her trimester grade.

### **CO-CURRICULAR ELIGIBILITY**

Students are required to pass 4 of 5 classes per trimester to be eligible for participation in Michigan High School Athletic Association (MHSAA) sponsored activities and extra curricular activities sponsored by LHS.

- According to MHSAA Handbook, students need to pass the equivalent of 20 credit hours of work the last trimester during which he or she has been enrolled in grades 9-12.
- If a student fails 2 classes, s/he can make up the deficit (passing 5 of 5 classes) in the next trimester to regain his/her eligibility (MHSAA requires a minimum of 60 days of ineligibility).
- Student eligibility will be monitored weekly.
- Students who are failing one class per week will be put on probation. If they continue to fail the same class in the following week, they will be ineligible for a one week period (until next check).
- Students who are failing two classes will be ineligible for a minimum of a one week period (until next check).
- Eligibility week runs from Sunday to Saturday.
- Eligibility list will be compiled by the athletic office and distributed to staff and coaches by end of day on Friday.
- Students who appear on the weekly eligibility list will be required to attend the after school homework lab until they are no longer ineligible.

### **FINAL EXAMS**

- Each exam will be a comprehensive common assessment which will test for mastery of subject material.
- Exam schedule will be determined by building administration.
- Students unable to attend exam(s) will have to make arrangements with principal/assistant principal for make-up.
- Exam mark will account for 20% of student's overall grade.
- Exams will not be given in advance of designated exam schedule. Exceptions to this may only be granted by the building principal.

### **PROMOTION, PLACEMENT, RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and participation in 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 (I.E.P.). 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 guidance office, and a counselor will be pleased to answer any questions.

### **Placement/Promotion**

The following policy will be in effect at Linden High School for the graduating class of 2009 and beyond.

- Students in their first year of high school will be considered FRESHMEN.
- Students in their second year of high school will be considered SOPHOMORES.
- Students in their third year of high school will be considered JUNIORS.
- Students in their fourth year of high school will be considered SENIORS.
- Students must meet all requirements in order to graduate at the end of their fourth year.

- **The designation of level will not provide an indication of the number of credits earned.**
- These grade classifications will have an impact on class selection, driving passes, taking the MME and other standardized tests, attending prom, class meetings, and vocational education classes. Individual needs can be assessed for educational placement.

**Retention of Students**

- Students who fail a required class will take the same class in next trimester, if available.
- Students who fail a required class (after being retained) for the second time will bear the responsibility of passing the class on their own (i.e. summer school, credit recovery, or somewhere else in their schedule).
- Every effort will be made for those students who require retention to be removed from elective classes in the following trimester to accommodate classes that need to be retaken.

**LINDEN HIGH SCHOOL  
GRADUATION REQUIREMENTS**

Students shall fulfill their graduation requirements in the high school by successfully completing courses as recommended by the professional staff and approved by the building principal and district Curriculum Council. A student must complete four (4) years, or twelve (12) trimesters of high school attendance. In order to be granted a high school diploma, a student shall earn the following units of credit in the outlined subject areas, grades (9) through twelve (12).

**2012+:**

Language Arts	4.0
Mathematics	4.0 (Alg. I, Geometry, Alg. II, plus one additional math/math related credit in the senior year)
Science	3.0 (Biology, Chemistry or Physics, plus one additional science credit)
Social Science	3.0 (.5 credits in Civics, .5 credits in Economics, U.S. History, Geography, and World History)
Arts	1.0 (to be an elective in fine, performing, or practical arts, or vocational education)
Health	0.5
Physical Education	0.5
On-Line Learning	(on-line course or learning experience OR on-line experience is incorporated into each of the required credits)
Electives	<u>12</u>
<b>Total Required</b>	<b>28.0</b>

**Graduation Information**

- Students must attempt and give best effort on ACT/MME test (unless test is replaced or removed by the State of Michigan) in order to receive a diploma from LHS. This test is provided by the State of Michigan for all Juniors. Exceptions will be determined by building principal.
- Students must complete and give their best effort on the Senior exit interview and the Education Development Plan (EDP).
- Students will be required to be in attendance (according to attendance policy) for the last trimester of their graduating year.
- No student will be awarded a graduation diploma or will be permitted to participate in commencement exercises unless he/she has successfully met all graduation requirements and fulfilled all obligations.
- No student will be allowed to participate in graduation ceremonies if they have outstanding fees, fines, or other school related financial obligations.
- In making selections from the various courses of study, students will find that, while certain courses are required, there are many elective courses from which to choose. The choice of courses should be based on individual career goals, interests, abilities, aptitudes, and prior grades. See individual EDP for guidance in these areas.
- Courses must be chosen from those listed for the grade in which the student is enrolled and/or courses which student has been recommended by previous instructor.
- Each student must select 7.5 credits per year which equals 2.5 credits per trimester (5 classes per day). Combinations of one and two term courses may be selected to meet this requirement.

- AP courses are three term courses which equals 1.5 credits for each course.
- Students who wish to receive credits through outside agencies, evening schools, correspondence, etc. must have approval from the principal **prior** to enrollment in these courses.

### **ACADEMIC AWARDS**

Linden High School recognizes its students for their devotion to learning and the acquisition of knowledge as demonstrated by their outstanding scholarly achievements. The professional staff, in its decision to award a chenille letter to those students who qualify academically, is trying to reinforce the belief that knowledge is strength and that the effort put forth in gaining that knowledge is admirable and worthy of recognition. This is a highly prestigious award.

#### **Criteria for Academic Award**

- Student must have been enrolled in Linden High School for three consecutive trimesters to qualify.
- Student must have earned a cumulative grade point average of 3.75 and above.
- This award will be given beginning with the fourth trimester of attendance at Linden High School through the eleventh trimester.
- At the conclusion of a trimester in which a student is eligible, the student must have completed a minimum of five classes.

#### **Recognition of Student Achievement**

- Class rank maintained. Recognition of Valedictorian, Salutatorian, and Top Ten (or more in case(s) of more than ten graduates with a GPA greater than 4.0).
- Recognition of Senior Scholars (using formula)
- 3.0 and above recognized using Latin system

#### **Latin System**

**Senior Scholars** – GPA + ACT FORMULA (GPA 4.0 x 250 = 1000 points + ACT score of 36 x 27.778 = 1000 points for a total of 2000 points). Students who score 1700 points or more, will receive medallions, be recognized in the local paper, be recognized individually during the graduation ceremony, and will be noted in a special part of the graduation program.

**Summa Cum Laude** - (3.9 and above GPA's) Students will receive a silver cord to wear during the ceremony, will be recognized individually during the graduation ceremony, and will be noted in a special part of the graduation program.

**Magna Cum Laude** - (3.7 up to 3.89 GPA's) Students will receive a blue cord to wear during the ceremony, will be recognized individually during the graduation ceremony, and will be noted in a special part of the graduation program.

**Cum Laude** - (3.5 to 3.69 GPA's) Students will be recognized individually during the graduation ceremony and will be noted in a special part of the graduation program.

**Honor Roll** - (3.0 to 3.49 GPA's) Students will be noted in the program.

### **DUAL ENROLLMENT POLICY**

The Linden Board of Education will allow eligible high school students who meet the criteria established in the Administrative Guidelines (see Administrative Guidelines regarding dual enrollment) to enroll in eligible post-secondary programs while in attendance in the district. Students who are dual enrolled will have the letter grade they achieve in the post-secondary course posted on their high school transcript and computed into their GPA. The grade will not carry a weight.

### **ADVANCED PLACEMENT PROGRAM AND COURSES**

The Advanced Placement (AP) Program is a cooperative educational endeavor of secondary schools, colleges, and the College Board. High school students taking AP exams may earn college credit, ascertain appropriate placement, or attain both for satisfactory performance on AP exams, depending on which college or university the students will attend.

Currently Linden High School offers a variety of AP courses. AP courses are intended to be the equivalent of a college-level freshman course. It is expected that students taking an AP course understand that these courses are far more demanding and rigorous than a regular high school course and are taken for all three terms. The teacher and administration will have the final decision whether to allow a student to drop an AP course at any point throughout the school year.

## **WEIGHTED GRADES**

- All “Honors”/AP classes will have weighted grades. The weight will be applied at the end of the course.
- On-line AP courses will have weighted grades. The weight will be applied at the end of the course.

Weighted grades are assigned the following numeric value:

A	5.000
A-	4.750
B+	4.375
B	3.750
B-	3.500
C+	3.125
C	2.500
C-	2.250
D+	1.875
D	1.250
D-	1.000
E	0.000

- Students taking an AP course(s) will receive one cumulative weighted grade at the end of the course. Dropping an AP course will result in “no credit” on the student’s transcript.

## **COMMENCEMENT PARTICIPATION**

In order to participate in graduation ceremonies, a student must have successively completed all graduation requirements outlined in the handbook by the last Wednesday in May. Participation in the commencement exercise is voluntary. It is not a requirement for graduation.

If the decision is made to participate, the following regulations must be followed.

1. Student attendance for commencement practice at 8:00 A.M. on the Friday preceding graduation in June is mandatory. Out of fairness to all other seniors, anyone who is going to participate must be present to avoid any confusion the day of graduation.
2. Participation in Senior Honors Assembly during commencement is mandatory.
3. Student(s) must wear acceptable attire under their gowns at commencement and at the Honors Assembly, or student(s) may be excluded from participation.
  - a. Girls: A lightweight dress will be most comfortable and look the best. Jeans are not advisable.
  - b. Boys: Should wear trousers, shirt, and tie. Jeans are not advisable.
  - c. Flip flops and tennis shoes are not permitted.
4. Graduation regulations are few, but important, and must be adhered to. If a student feels that it is too much for him/her to sacrifice, he/she should choose not to participate. No student will be permitted to participate in commencement exercises who has not successfully met the entire Linden Board of Education’s graduation requirements.
5. Students involved in end of the year pranks or in incidents where discipline has been administered may be excluded from participation in all end-of-the-year activities including graduation.

## **NON-TRADITIONAL EDUCATIONAL PROGRAMS**

Students graduating from Linden High School may earn the following maximum units of credit toward graduation by enrolling in non-traditional educational programs recommended by counselors and approved by the high school administration.

1. Summer School (4.5 credits total) one and one-half (1.5) credits per year for grades 9th through 11th. Counselor and administrator approval is required.
2. Online Classes contact the counselor(s) for more information.
3. Credit Recovery contact the counselor(s) for more information.

A student may not enroll in a required class in one of these programs without first attempting the class through the traditional high school curriculum. Correspondence credit will not be accepted without approval of the principal.

### **ALTERNATIVE EDUCATION/ADULT HIGH SCHOOL**

A student who drops out of school or is recommended for Adult High School/Alternative Education programs by the high school administration will forfeit all rights to participate in the “traditional” day school programs. This does not exclude him/her from attendance at sporting events, plays, and concerts, but it does deny the individual the opportunity to participate in these programs (e.g., plays, sports, dances) without approval of principal.

All other rules and regulations governing Adult High School/Alternative Education students are provided through the school attending.

In Linden, students who transfer from an Adult High School/Alternative Education School must complete at least three trimesters of education in order to earn their diploma. Under no circumstances will a Linden High School student be permitted to graduate from an Adult/Alternative Education School prior to his/her graduating class.

### **PERSONAL CURRICULUM**

The Michigan Merit Curriculum (MME) was implemented with the intent to assure a quality education for all Michigan public high school students. An education closely linked with a student’s career path may require adjustments or accommodations to the general curriculum. The Michigan Department of Education has provided schools guidelines for implementing the Personal Curriculum legislation. If you believe your student’s circumstances match the criteria to benefit from a Personal Curriculum (PC), please contact your student’s counselor for more information.

To learn more about the Michigan Merit Curriculum and the Personal Curriculum, please visit:

#### **Personal Curriculum Parent and Educator Guide**

[http://www.michigan.gov/documents/mde/PC\\_Guide\\_Final\\_5\\_12\\_09\\_277958\\_7.pdf](http://www.michigan.gov/documents/mde/PC_Guide_Final_5_12_09_277958_7.pdf)

### **HOMEWORK**

The assignment of homework can be expected. 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.

### **COMPUTER TECHNOLOGY AND NETWORKS**

A student may enhance his/her school career through participation in the school's computer network. Students must abide by all rules and guidelines established by the teacher. Failure to abide by all of the rules and guidelines may lead to termination of the student's computer class, yearbook class, and/or video production class, as well as possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and district policy.

All high school juniors will be required to take the Michigan Merit Examination (MME).

The MME will consist of the ACT college entrance exam, Work Keys (an ACT work skills assessment), and several Michigan components developed to assess Michigan curriculum that are not assessed by the ACT college entrance exam or Work Keys assessment. These assessments will be used to comply with the No Child Left Behind law or State assessments and to provide parents with information about the quality of education in Michigan schools. Students should see their counselor for testing dates.

Additional group tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often administers these. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

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

College entrance testing information can be obtained from the guidance office.

### **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 programs offered by the district. Parents should contact the Director of Curriculum at 591-0985 to inquire about evaluation procedures and programs offered by the district.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Linden High School provides students the opportunity to broaden their learning through curricular-related activities.

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and appropriately sponsored. A comprehensive list of activities is available in the main office.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements specific to that club.

### **NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application can be obtained from the principal. The application 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. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide an equal opportunity to participate. No non district-sponsored organization may use the name of the school or school mascot.

### **ATHLETICS**

Linden High School provides a variety of athletic activities in which students may participate providing they meet all eligibility requirements that may apply. A comprehensive list of athletic offerings is available in the athletic office at the high school. For further information, contact the athletic director at 591-0417. All athletes will be responsible for reading and understanding the information in the *Athletic Policy Handbook*. Anyone being disciplined for violations of the school code of conduct will, in addition, be disciplined for violation of the athletic code of conduct outlined in the *Athletic Policy Handbook*. Any Linden High School student-athlete who becomes academically ineligible or on probation is required to attend the after school homework/tutoring lab until the student becomes eligible.

### **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 he/she must maintain a job in addition to going to school, he/she should first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE GUIDELINES**

In keeping with the mandatory attendance policy of Michigan and our beliefs about learning, it is our expectation that all Linden High School students will attend school regularly. Regular attendance helps students develop habits of punctuality, self-discipline, and responsibility.

Frequent absences or tardiness in a class, whether reported or unreported, may seriously affect a student's progress and credit in that class. In a formal opinion issued in 1978, the Attorney General of Michigan stated, "School authorities may determine that attendance, class participation, and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore my opinion that a school district may consider attendance in determining a student's grade in a course."

State of Michigan, Attorney General  
-Opinion Number 5414  
December 20, 1978

Because we believe that regular school attendance is an asset to the learning process, the following attendance guidelines and procedures have been established.

1. Students are expected to attend all of their scheduled classes. Students are expected to attend school regularly and to be on-time for class in order to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. **Students/parents are responsible for being familiar with all attendance procedures.**
2. **Students will be allowed six (6) absences in each class period during the trimester. Excused and unexcused absences are both calculated toward the total of six (6). Beginning with the seventh (7<sup>th</sup>) absence, it will be MANDATORY for the student to make-up the missed time in Saturday school to receive credit. Parents will be notified of daily absences/tardys through the use of an automated phone calling system. It is recommended that parents have a valid phone number on file, and notify the main office if any number changes occur.**

Medical excuses must be turned in within one (1) week of the date(s) of the absence(s). This documentation must contain a diagnosis of the illness and the specific dates that the student could not attend school. **If a student does not roll his/her absences back to six (6) prior to the end of a trimester he/she will be REQUIRED to achieve at least a 78% on the final exam to have his/her grade calculated for the trimester. If the student does not attain a 78% grade on the final exam, the student will receive no credit for the course.**

**All absences must be reported to the school in writing by a parent. Absences must be reported within 48 HOURS from the day the student returns to school. Notes received after the required 48 HOURS will not excuse the absence.** Absences not calculated in the absence procedure include.

- A. suspensions by school administrator;
  - B. school-related absences;
  - C. absences due to a death in the immediate family;
  - D. medical appointments; and/or
  - E. court appointments.
3. Students and parents/guardians are encouraged to visit the Linden Community Schools web site ([www.lindenschools.org](http://www.lindenschools.org)) to stay current on attendance matters. Daily attendance issues will also be monitored through our automated phone system.

4. Personal business should be scheduled outside the school day including dental and medical appointments. If such arrangements are not possible, students must obtain a slip from the dentist or doctor verifying their appointment in order to be excused.
5. Special trips or family vacations should be planned during vacation periods and weekends so that the school program can proceed without unnecessary interruption. If parents choose to take their child out of scheduled school programs, they need to realize that they are placing the student at an academic disadvantage. These absences **will count** toward absence totals.
6. Students will not be released from school to take or transport other students to or from school without office and parental permission.

### **PARTICIPATION IN AFTER SCHOOL ACTIVITIES**

Participation in activities such as band, drama, vocal music, video production, and athletics requires students to be in attendance for practices, rehearsals, performances, and games that are held beyond the normal school day schedule. When there is a conflict between two or more of these activities, the student will be allowed to choose which activity s/he would like to participate in on that day.

When making the choice, the student will be notified that s/he will have to make-up time missed. At no time will a student's grade or participation be affected by his/her decision as long as make-up has been completed.

A student must be in attendance in a minimum of three (3) classes/school sponsored activities on the day of any co-curricular or extra-curricular activity. The exception to this rule will be made if a student has a pre-excused absence (funeral, doctor appointment etc...) It is the student's responsibility to verify this absence with a school administrator.

### **TARDY POLICY**

The student is to be referred to the main office on the 4<sup>th</sup> tardy for disciplinary action. Any student late up to 10 minutes will be considered tardy for the class. Any student more than 10 minutes late for the class will be considered absent.

### **SCHOOL- RELATED ABSENCES**

School related absences are defined as field trips, student council meetings, guidance office appointments, class meetings, National Honor Society meetings, religious holidays accompanied by parent notification, college visitations (2), athletic events, and/or other school functions. If there is a class or student council meeting, the advisor will have students sign-in and a list will be sent to the teachers the next day requesting that the absences be school-related. College visits will not be granted in conjunction with scheduled school vacation breaks without prior approval from the building principal and must be accompanied with official documentation from the school visited.

### **ADVANCED EXCUSES**

Parents requesting their child to be excused for a period of time must make the request in writing using the EXTENDED ABSENCE FORM at least three (3) days in advance. The following reasons may cause the request to be denied:

1. If, in the judgment of the administration, the length of the absence will seriously jeopardize the student's grade.
2. Poor attendance record.

If the student/parent makes a decision to leave after the request has been denied, all classes missed will be considered as unexcused and will follow the unexcused policy. Advanced excuses will not be approved for scheduled trimester exams. Advanced excuses are factored into a student's total number of absences for the trimester.

### **GUIDELINES FOR SATURDAY SCHOOL**

1. School shall meet on designated Saturday mornings from 8 - 12.
2. No student will be admitted past the 8:00 a.m. starting time.

3. Students are responsible for bringing meaningful work for the entire session. They will not be permitted to leave the room. Pencils and paper will not be provided.
4. Students will be expected to work the entire Saturday session. Sleeping and eating will not be allowed.
5. Students may leave Saturday school only on the hour with permission of the supervising teacher.
6. Transportation is a parental responsibility.
7. Failure to follow guidelines shall result in immediate dismissal from Saturday school and referral to administration for disciplinary action. Partially completed hours will NOT be counted.
8. LHS Handbook rules will be followed during Saturday school. Any violations will be dealt with accordingly.
9. If a student does not make up required time in Saturday school, the student will lose credit.
10. Students cannot build up time in Saturday school against future absences.

### **MAKE-UP WORK**

It is the student's responsibility to contact his/her teachers through email at ([www.lindenschools.org](http://www.lindenschools.org)) or to make other contact with his/her teachers to secure assignments missed during an absence. Students must be aware that teachers are not required to give make-up work if contact is not made. The student is required to complete all assignments missed during the period of the absence.

In general, students shall have one day to complete make up work for each day missed due to an excused absence. Note: Long-term assignments are exempt from this provision. Students and parents must notify the teacher in emergency situations. The building principal shall resolve questions regarding the definition of daily work or long-term assignments.

In the case of an absence due to suspension, it is the student's responsibility to contact his/her teachers to discuss assignments missed.

Students are asked to make homework arrangements prior to school related absences or vacations.

Teachers will not be responsible for providing make-up work or accepting for credit any work that was missed when a student was truant or skipping. This policy pertains to daily-assigned work and long-range assignments.

### **DANCE REGULATIONS**

1. Only Linden High School students will be admitted to high school dances, unless a guest pass is obtained as noted in #2.
2. Students at Linden High School wishing to bring a guest to a dance must secure a guest pass from the office during school hours prior to the dance. The guest pass must be approved and signed by an administrator prior to purchasing tickets. The administration reserves the right to require identification to verify that the guest and the holder of the guest pass are the same person.
3. At no time will elementary or middle school students be permitted to attend a high school dance. This includes JR/SR Prom and Homecoming.
4. Students who are in the 9th and 10th grades may attend the JR/SR Prom as a guest if their date is a JR/SR enrolled as a full-time student in good standing at Linden High School.
5. Adult High School students may attend the JR/SR Prom if their date is a JR/SR enrolled as a full-time student at Linden High School.
6. School regulations apply to all students attending dances.
7. Any violation of school policy and/or regulation will be dealt with in accordance with the *LHS Handbook* and may result in suspension from all dances for the remainder of the school year, including JR/SR Prom.
8. No one will be admitted into a high school dance after 10:00 p.m.
9. Once a student leaves the dance s/he may not return.
10. Seniors who attend the Prom may be denied participation in Commencement exercises for violations of conduct including possession/use of alcohol, tobacco and controlled substances.
11. No one 21 years or older may attend a Linden High School dance.

### **Use of Breath Test Instruments**

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever s/he has 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 member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. 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 in this handbook and can also be prosecuted criminally. Parents will be notified.

Refusal to take a breathalyzer test will result in removal from event and suspension. Parents will be notified.

### **AGE OF MAJORITY**

Students who have reached the age of 18 may request an “Age of Majority” form at the high school office. Parents will be notified that the student has taken this action. The completion of this form will enable such students to review their personal school records, represent themselves during disciplinary conferences, and receive their own grade reports.

### **CLOSED CAMPUS AND CHECKOUT PROCEDURE**

Linden Board of Education Policy requires that all school buildings operate and enforce a “Closed Campus” (no student may leave the school building without the consent of a building administrator or designee). Students who find it necessary to leave school during their scheduled day must do the following.

1. Sign in and out at all times on the office “sign-out sheet.” This includes students attending Skill Center, Three District CTE classes and other off campus programs. Students failing to sign out will be subject to disciplinary action.
2. Students failing to obtain permission are subject to disciplinary action. Parents requesting permission must specify the reason via the telephone or in writing. In cases of illness and after a parent has been contacted, permission will be issued by an administrator.
3. Sign their name and time leaving on the office “sign-out sheet.”
4. If returning to school before the end of the day, they must report to the office to sign in.

Failure to follow this procedure will result in the absence being classified as unexcused and possible additional disciplinary action.

### **STUDENT CODE OF CONDUCT**

A major component of the educational program at Linden 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.

#### **Expected Behaviors**

Each student shall be expected to

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- 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, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive; and
- act at all times in a manner that reflects pride in self, family, and the school.

#### **Sexual Contact**

Because we believe that inappropriate sexual contact does not belong in school, on school grounds, or on any school sponsored trip, we adhere to the laws established by the State of Michigan.

“Having sex or sexual contact with an individual under the age of 16 is a crime punishable by imprisonment, and one of the results of being convicted of this crime is to be listed on the sex offender registry on the internet for at least 25 years.”

-Michigan Penal Code  
Section(s): 750.520b, 750.520c, 750.520d, 750.520e

### **Dress and Grooming**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion of dress, accessory, or hairstyle that disrupts the educational process or presents a safety risk will not be permitted. 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 him/her or others, he/she may be removed from the educational setting.

Students who are representing Linden 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.

The administration reserves the right to determine what is inappropriate or a distraction to the classroom atmosphere. Personal expression is permitted including, but not limited to, these general guidelines.

The following are specific examples of some, but not all, improper school attire:

1. Sleeveless shirts/top (males and females)
2. Any clothing bearing tobacco, alcohol logos, sexual innuendo, or profanity
3. Shorts and skirts that are shorter than fingertip in length
4. Chains and spiked jewelry
5. Bare midriffs, bare shoulders, open back shirts, indecently low cut shirts, and clothing that would expose undergarments.
6. Any clothing that rides up and exposes a bare midriff and/or undergarments while student is sitting or raising hands
7. Lounge wear
8. Pajamas, slippers, gloves, and other attire not specifically necessary in the classroom
9. Clothing with holes above the knee shall not be permitted, including mesh shirts and shorts
10. Hats, headbands, bandanas and sunglasses (These must be kept in the student's locker).
11. Backpacks, purses, or bags of any kind are to be kept in student lockers. Deviations must have teacher and administration approval.

Shoes and/or sandals must be worn at all times. For safety reasons footwear requirements may differ for specific classes.

### **Care of Personal and School Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

In addition, students are responsible for protecting the contents of their lockers. This includes closing the locker door, turning the combination dial, keeping the locker combination confidential, and reporting damage to the locker.

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 parent/guardian 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.

### **Food and Beverages**

No food or beverages are allowed into classrooms at anytime unless approved by administration. **EXCEPTION: Students are allowed to bring water into classrooms with the permission of the teacher, but it must not be a distraction to class proceedings.**

### **STUDENT DISCIPLINE CODE**

Discipline policies should be viewed positively rather than negatively. The school is not desirous of punishing students. The school does not wish to deprive students of an education. Indeed, the purpose of education is to assist every student in acquiring the skills, knowledge, and habits

necessary to become a self-sufficient individual who needs to think not only about himself/herself, but also about the other members of the community. Discipline, fairly administered, helps maintain the balance between the rights of the individual and the school community so that the rights of all students are protected.

The following types of disciplinary action may be taken when a student's behavior interferes with the daily educational operation of the school or the safe and orderly conduct of school activities. The method of discipline used is at the discretion of school staff, following the guidelines of this Handbook. The type of discipline administered should be the least severe and most constructive possible for the circumstance.

### **DISCIPLINARY ACTION**

The following are suggestions for dealing with behavioral problems at an early stage in an attempt to solve such problems without requiring exclusion from school. Although these strategies are listed in a manner that suggests a pattern of increasing severity, this does not mean to imply that teachers and administrators are required to proceed through these items in the order they are listed. School personnel have the authority to select those strategies - if any - which they feel are the most appropriate in each individual circumstance. This list does not preclude the use of other strategies or approaches that are reasonable and purposeful.

**Warning** - A verbal or written notice to a student that a specific behavior is unacceptable and may result in stronger action if the behavior is not corrected. Authorized school personnel may issue a warning.

**Student Conference** - A conference involving a student and staff member(s) for the purpose of discussing and solving behavioral problems.

**Parent Conference** - A conference, either in person or by telephone, involving the parent(s) and staff member(s) for the purpose of discussing and solving behavioral problems. A teacher, a parent, or the principal may initiate such conferences. The emphasis is on enlisting the assistance of the parent(s). The student may also be involved in a parent conference.

**Referral to a Resource Agency or Person** - Referral to an in-school or external agency or person may be made by a counselor or principal whenever it is felt that such action may assist in solving a behavior problem. A referral should normally be made with the cooperation of the student and/or parent(s).

**Behavioral Probation** - The principal or his/her designee may place a student on behavioral probation for a specific period of time during which critical examination and evaluation of the student's progress will take place.

Behavioral probation will be initiated through the use of a Behavioral Probation Instrument. The instrument will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation and the length of the probation period. Failure to fulfill the behavioral requirements outlined on the instrument or a further infraction of school rules during the period of probation will result in the imposing of further disciplinary action as set forth in the terms of the instrument.

The administrator will notify the parent whenever a student is placed on behavioral probation. Parents will be encouraged to assist in assuring the intent and terms of the instrument are fulfilled.

**Corporal Punishment** - The enactment of Public Act 521 of 1988, which became effective March, 1989, states:

The rights and powers of a police officer in a Michigan school zone are the same as their rights and powers on a public street for law enforcement purposes. Standard School Operations are not subject to Parental Notification requirements.

"No person employed by or engaged as a volunteer or contractor in the district shall inflict corporal punishment upon any pupil except under the following exceptions:

1. To protect himself/herself, the pupil, or others from immediate physical injury.
2. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
3. To protect property from physical damage."

### **DUE PROCESS PROCEDURES**

In compliance with a student's due process rights, a suspension will only be invoked after a full investigation of the misconduct. The procedures are as follows

1. Convene an informal hearing with the accused during which he/she is presented with the charges against him/her and with the supporting evidence.

2. Solicit information from all persons having knowledge of the situation. When an accuser, because of fear or peer pressure, prefers to remain anonymous, information shall be gathered in a private session by the principal or his/her designee. When the accuser is not confronted by the accused, the burden of proof must be especially rigorous, and the accused will be afforded the benefit of the doubt.
3. Provide the accused the opportunity to express his/her side of the case.
4. Determine the guilt or innocence based upon the findings of the investigation.
5. The student has the right to appeal the decision.
6. When the principal or his/her designee has determined that a suspension is in order, the following procedures will be used. A suspension is defined as a denial to a student of the right to attend school for an established period of time. A student who is suspended from school is not permitted to be on school property or to attend any school-related function during the period of the suspension. The student may not participate in any of his/her assigned classes. The student shall be responsible for making up missed work for full credit as outlined in the attendance policy.
  - a. Notify the parent(s) or legal guardian(s) in writing and by telephone explaining the school's action.
  - b. If the parent(s) or guardian(s) cannot be reached by telephone, the student must remain on school property for the remainder of the school day (except when the presence of that student poses a threat to staff, students, or the normal educational process).
  - c. Provide written notification to the parent(s) or legal guardian(s) specifying the offense, the length and conditions of the suspension, and the appeals procedure.
  - d. The administrator processing the suspension will determine whether a parent conference will be required as a condition of re-admission.
  - e. The day the student left school should be counted as a part of the suspension providing he/she was denied class participation before the end of the third period of that school day.
  - f. The suspension shall terminate immediately before the start of the first school day following the expiration of the suspension.
  - g. Days when school is not officially scheduled are not to be counted as a part of the suspension time.

### **EXCLUSION FROM SCHOOL**

When other procedures fail to produce satisfactory behavioral changes or where specifically required by the nature of the problem, a student may be excluded from school. Such exclusion may involve any of the following or a combination thereof:

1. Suspension (OSS) pending investigation (appeal to high school administrator);
2. Suspension for a period of five (5) school days or less (appeal to principal);
3. Suspension for a period in excess of five (5) school days (appeal to principal);
4. Suspension pending an expulsion hearing; and/or
5. Expulsion.

**In all instances of a student being excluded, suspended, or expelled from school, he/she is not permitted to be on school grounds or attend any school related functions without administrative authorization.**

### **Suspension Pending Further Investigation**

In the event an offense is committed which requires additional investigation prior to final determination of the penalty to be imposed, a suspension may be imposed during the investigation. The principal or his/her designee shall do everything feasible to assure that this temporary action is based on a clear, factual situation warranting it and shall provide the opportunity for the student to present his/her case. Such a suspension shall last no longer than necessary and will require the authorization of the superintendent in order for it to be extended beyond ten (10) days.

### **Extended Suspensions**

A principal or his/her designee may suspend a student for a period of up to ten (10) days for the following reasons: violation of school rules and regulations, gross misdemeanor, or persistent disobedience. These offenses are defined in the next section of this handbook.

One goal of disciplinary action in the school is to assist the student in learning self-discipline or the control of his/her own behavior. In moving toward this goal, the following principles are critical:

1. Discipline must be treated as an individual matter for each student. Each student must be dealt with as an individual according to his/her age and maturity, experiences, abilities, interests, and values.
2. The best discipline is preventive in nature rather than regulatory and restrictive. A student's behavior in school is directly related to many internal and external factors including the student's self-image; his/her active participation in both curricular and extra-curricular activities; and the understanding and support he/she receives from parents, teachers, peers, and other adults.
3. Since students are generally motivated to meet standard acceptable behavior, the role of parents, educators and other school employees should be one of guiding pupils in understanding, establishing, and maintaining those acceptable behavioral standards as defined in this Handbook.

Parents shall be informed in writing of the decision to suspend a student. They shall be informed verbally of the suspension prior to the student being separated from the school, and of their right to appear before the superintendent or his/her designated representative at any time during the suspension.

#### **Suspension Pending an Expulsion Hearing**

In the event an offense has been committed that following investigation results in an administrative recommendation for expulsion, the superintendent may impose a suspension pending the expulsion hearing before the Linden Board of Education.

#### **Expulsion**

Expulsion of a student by the Linden Board of Education shall require removal of the student from school attendance in the district.

An expulsion is the most serious penalty a school district can impose upon a student. Expulsion is the exclusion from a school district for a period of time equivalent to a full trimester or more and may only be imposed by action of the Linden Board of Education. Because of the potential long-term implications of expulsion, such actions will be considered only in the most serious or repetitious situations. Expulsions may affect academic performance so as to result in loss of credit.

The school administration shall recommend the expulsion of a student to the Linden Board of Education. Such a recommendation shall be supported by the appropriate documentation that cites the disciplinary infraction(s) considered to be "gross misdemeanors" or "persistent disobedience."

Parents shall be informed in writing by the superintendent or his/her representative of the recommendation of the Linden Board of Education for expulsion and shall be invited to appear before the Board, with legal counsel if desired, at the time expulsion is considered.

Authority to expel is vested in the Linden Board of Education, which is the final authority in all cases of expulsion.

#### **APPEALS PROCEDURE**

Appeals of all disciplinary actions are available to the parents of the affected student or the student himself/herself. Such reviews, however, must follow those steps listed below.

1. Suspensions of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of suspension notice.
2. The written appeal must contain the reason(s) that the suspension is being appealed.
3. The student shall be reinstated for curricular activities only during the appeal process unless the principal determines the student's attendance would jeopardize the safety of the student or of others.
4. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The

- review may include, but not be limited to a meeting with the parents if, in the principal's opinion, this is appropriate.
5. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
  6. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
  7. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

**PROCEDURES FOR  
RE-ADMITTANCE OF EXPELLED STUDENTS**

The Linden Board of Education policy does permit an expelled student to request consideration for re-admittance. Regulations governing re-admittance will be provided and administered by the superintendent. The decision to re-admit an expelled student is the sole prerogative of the Linden Board of Education which will base its decision on pertinent facts regarding the expulsion, the student's record of behavior and performance since expulsion, the recommendation of the administrative staff, and other relevant information. Unless the Board specifically acts to re-admit a student, all expulsions are considered to be permanent.

**NOTE:** In general, a student who has appealed his/her suspension may return to school during the appeals process. However, the building principal reserves the right to deny a student readmission during the appeal if, in the judgment of the building principal, the student constitutes a threat to himself/herself or other students or the student's presence would be disruptive to the educational process.

In order to be considered for re-admittance, the following guidelines must be met.

1. The length of expulsion and timelines for re-admittance will be established by the Linden Board of Education.
2. A special education student must be evaluated by an IEPC prior to consideration for re-admittance.
3. In expulsions involving controlled substance abuse, professional counseling of the student and/or parent or legal guardian will be required prior to requesting re-admittance.
4. The request for re-admittance must be placed in writing to the superintendent by the parent or legal guardian.
5. Three letters of recommendation for re-admittance must be provided to the superintendent along with the request for re-admittance. The letters should be written by responsible persons in the community (non-relative) who can verify the character of the student during the expulsion period.

Examples:

Counselor	Social Worker	Probation Officer
Employer		
Clergy	Case Worker	
Law Enforcement Officer		

6. A conference will be held with the superintendent or his/her representative, the building administrator who recommended expulsion or his/her representative, the student, and the parent (s) or legal guardians.
7. The superintendent and the building administrator will make a recommendation to the Linden Board of Education regarding re-admittance before consideration by the board.
8. A re-admittance hearing with the Linden Board of Education will be held and will include the student, parent(s) or legal guardian, and superintendent.
9. The Linden Board of Education must take official action to re-admit the student prior to the student being re-enrolled in school. Notification will be made by the superintendent as to the conditions by which the student may return to school.

**CONFIDENTIALITY IN MATTERS  
OF DISCIPLINARY ACTION**

The school considers disciplinary actions to be matters justifying confidential treatment. Therefore, the investigation and disposition of any case involving a student will not be discussed with any person other than school personnel or parent, unless written authorization by the parent is provided. This provision does not preclude the right of the school to provide information to law enforcement agencies regarding students.

**SPECIFIC OFFENSES AND PENALTIES**

A student may be excluded from school for a definite period of time by the principal, the superintendent, or the Linden Board of Education for persistent disobedience, gross misdemeanor, or actions detrimental to the school environment.

**Persistent disobedience** is defined as an unreasonable accumulation of infractions of school rules, none of which alone is serious enough to warrant exclusion.

**A gross misdemeanor** is defined as a single act or set of acts which (a) substantially interrupts or interferes with the orderly education of self or other students, (b) jeopardizes the physical and mental health and safety of staff or students, (c) represents willful disregard or disrespect for the constituted authority of the school, and/or (d) willfully destroys school property.

It is important to note that the school’s authority regarding student behavior extends beyond those actions that occur within the school building during the school day. Indeed, the rules that follow apply to any student who is on school property, who is in attendance at school or at a school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety and/or welfare of the students or school personnel.

Following are the most common violations that result in disciplinary action by the school. In some cases, it may be necessary to involve law enforcement officials as well. In addition, students who commit any offense that results in damage, theft loss, or destruction of school property may subject themselves to financial charge for recovery of loss, and/or legal action.

NOTE: It will be at the administrator’s discretion if there is a deviation from the disciplinary action listed.

The purpose of this listing and the accompanying maximum penalties is to inform the student in advance of the consequences of such actions and to provide guidelines to administrators in order to ensure more uniform and fair enforcement of school policies. Conduct which constitutes violation of school rules and regulations includes, but is not necessarily limited to, the listing below.

**1. ACADEMIC DISHONESTY**

Situations of academic dishonesty that are violations of school rules include, but are not limited to, the following guidelines.

- Using unauthorized study guides/aides during situations when students should be providing their own answers, written compositions, test information, etc.
- Plagiarism is defined as using someone else’s words or ideas as one’s own, **whether intentionally or unintentionally**, and/or using the ideas or writings of another into one’s own work, whether intentionally or unintentionally, without acknowledging the source. This includes, but is not limited to, “cutting and pasting” of materials from computerized documents, buying papers/projects, and using information that is slightly altered from the original text.
- Copying homework, class assignments of another person, test answers, lab work, etc., to receive credit as one’s own work.
- Stealing another student’s papers, work, etc., changing the name and submitting it as one’s own.
- Giving another student an unfair advantage by discussing the content of tests, quizzes, etc.

Minimum penalty: loss of points on assignment, possible failure of class, parent meeting

Maximum penalty: Expulsion

**2. ARSON**

Willful and malicious burning of school property.

Minimum penalty: 7 - 10 day suspension

Maximum penalty: Expulsion

- 3. ASSAULT/BULLYING/HARASSMENT**  
 The act of intimidating, distracting, and/or disrupting students or school personnel; threatening or provoking, verbally or otherwise, the well-being, health, or safety of another person. This includes the use of cell phones and/or computers to bully or harass.  
 Minimum penalty: 3 day suspension  
 Maximum penalty: Expulsion
- 4. BATTERY**  
 The act of physically assaulting any person who does not wish to engage in the conflict and who has not provoked the attack. Words alone do not constitute provocation.  
 Minimum penalty: 5 day suspension  
 Maximum penalty: Expulsion
- 5. VIOLATION OF THE A.U.P.**  
 Minor violations include, but not limited to, sharing of password and sign-on, use of computer for purposes other than education or unauthorized use of computer equipment etc.  
 Minimum penalty: loss of computer privileges up to 14 days  
 Maximum penalty: suspension/expulsion
- 6. CLOSED CAMPUS**  
 Leaving the school premises without authorization during the student's scheduled class hours and/or lunch hour.  
 Minimum penalty: Suspended driving privileges for 1 week and/or Saturday School  
 Maximum penalty: Driving privileges revoked for the remainder of the year/suspension.
- 7. DISPLAY OF AFFECTION**  
 The act of engaging in inappropriate displays of affection between two students. This is more than a quick kiss or the holding of hands. Indelicate implies a lack of modesty or tact.  
 Minimum penalty: Saturday School  
 Maximum penalty: Suspension/parent meeting
- 8. DISRESPECT**  
 Insulting, calling derogatory names, dishonoring, using profanity or in any other manner abusing verbally any member of the staff or another student.  
 Minimum penalty: 3 day suspension  
 Maximum penalty: Expulsion
- 9. DISTRIBUTION OF UNAUTHORIZED PRINTED MATERIALS**  
 The act of distributing unauthorized materials on school property.  
 Minimum penalty: Saturday School  
 Maximum penalty: Suspension/parent meeting
- 10. DRESS CODE VIOLATION**  
 The act of wearing inappropriate clothing to school or school related functions (including, but not limited to, school dances).  
 Minimum penalty: requirement to change clothing  
 Maximum penalty: parent meeting/suspension
- 11. DRUGS**  
 The act of selling, transferring, using, or possessing "pep pills" or any similar behavior-altering substances whether or not a prescription substance (except in accordance with the district's medication ordinance). The act of possessing drug paraphernalia, transferring, using, intent to distribute, selling, or being under the influence of alcohol or controlled substances (drugs); the act of possessing or transferring a substance which has been represented as a controlled substance (e.g., fake drugs, drug "look a likes"); the intent to purchase drugs and/or paraphernalia.  
 Minimum penalty: 10-day suspension/referral and testing  
 Second Violation: Recommendation for Expulsion

**12. EXTORTION/BLACKMAIL/COERCION**

The act of obtaining money, property, or favors by violence or threat of violence, or forcing another person to commit an act against his/her will by threat or force.

Minimum penalty: 7 - 10 day suspension

Maximum penalty: Recommendation for Expulsion

**13. FALSE ALARMS**

The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.

Minimum penalty: 10 day suspension

Maximum penalty: Expulsion; formal referral to local fire officials for action under appropriate ordinances.

**14. FALSE REPORTS**

The act of falsely reporting incidents making false accusations, or giving false testimony to school personnel.

which would affect the welfare of others.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

**15. FIGHTING**

The act of engaging in hostile, physical contact with intent to harm, regardless of who "started" the fight.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

**16. FIREWORKS/EXPLOSIVES**

The act of possessing, using, or threatening to use any explosive device or combustible material capable of inflicting bodily harm.

Minimum penalty: 5 day suspension

Maximum penalty: Expulsion

**17. FORGERY**

The act of falsely using, in writing, the name of another person or otherwise falsifying school records (i.e. falsifying attendance notes.)

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

**18. GAMBLING**

The act of gambling in any manner for money or valuables.

Minimum penalty: Saturday School/parent meeting

Maximum penalty: Expulsion

**19. HAZING**

The act of any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of initiation, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team. The Linden Community School District will not condone or tolerate the hazing of students at school related activities.

Any reported incident of hazing will be investigated and dealt with on an individual basis.

Any student who is found to have participated in the hazing of another student will be disciplined. The disciplinary action will include a meeting with the student and his/her parents, and it may be as severe as expulsion from school and a permanent loss of privileges in the Linden Community School District.

**21. INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE**

The act of leading or encouraging activities that disrupt the normal educational process of the school.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

**22. INSUBORDINATION**

The willful failure to respond or carry out a reasonable request by authorized personnel of the Linden Community Schools.

Minimum penalty: Saturday School (assigned by any staff)

Maximum penalty: suspension/parent meeting

**23. LITTERING**

The act of littering school property.

Minimum penalty: Community service assigned by administration

Maximum penalty: Suspension/parent meeting required

**24. LOITERING**

The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times without the specific authorization of the school's personnel.

Minimum penalty: upon refusal to leave, police will be contacted

Maximum penalty: Expulsion

**25. SKIPPING**

The act of an unauthorized absence from school for one hour or more.

Minimum penalty: one hour of Saturday School for each hour skipped

Maximum penalty: Suspension/parent meeting required

**26. OBSCENITY**

The act of using obscene, derogatory, or profane language, gestures, or pictures on school property or possessing pornographic materials.

Minimum penalty: Saturday School (assigned by any staff)

Maximum penalty: Suspension/parent meeting required

**27. THEFT**

The act of dishonestly acquiring the property of others or possessing stolen goods on one's person or in one's locker. Based on the severity of the offense, police may be called.

Minimum penalty: 3 day suspension and restitution

Maximum penalty: Expulsion and restitution

**28. TOBACCO**

The use and/or possession of tobacco or tobacco simulation products at school, on school grounds, on school buses, or at school-sponsored activities is expressly prohibited. In accordance with Board Policies 5512 and 7434.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

**LINDEN COMMUNITY SCHOOLS IS A TOBACCO FREE DISTRICT, WHICH INCLUDES ALL PREMISES, VEHICLES AND PARKING LOTS.**

**29. TRUANCY**

The act of unauthorized absence from school for a lengthy period of time. If a student is 15 years of age or younger, the county will be notified once the student is truant for 5 days.

All truanancies must be made up in Saturday School hour for hour.

Minimum penalty: Suspension/parent meeting

Maximum penalty: Expulsion

**30. TARDY**

Any student late, up to 10 minutes, will be considered tardy for class. Any student more than 10 minutes late to class will be considered absent.

Minimum penalty: Saturday School

Maximum penalty: Suspension/parent meeting

**30. UNAUTHORIZED SALE OR DISTRIBUTION**

The act of selling, attempting to sell, or distributing any object or substance that has not been authorized for sale or distribution by the building principal. This rule does not apply to drugs and controlled substances.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

**31. VANDALISM**

The act of willfully defacing or destroying property belonging to others.

Minimum penalty: 5 day suspension and restitution

Maximum penalty: Expulsion/restitution

**32. WEAPONS**

In compliance with state law, the Linden Board of Education shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in 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.

Weapons of any kind will be considered for expulsion by Linden Schools. Disabled students under IDEIA or Section 504 shall be expelled only in accordance with Board Policy 2461 and federal due process rights in relation to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal’s office.

**33. OFF-CAMPUS ACTIVITIES**

Students are subject to the rules and regulations of the handbook when on any school district property. Likewise, students at school-sponsored, off-campus events shall be governed by all school district rules and regulations as set forth in the handbook and are subject to the authority of school district personnel. Students failing to obey rules and regulations and/or failing to obey the lawful instructions of school district personnel shall be subject to the provisions of this handbook.

**34. POSSESSION/USE OF “NON-ALCOHOLIC” BEVERAGES**

Malt beverages labeled as “non-alcoholic” (including, but not limited to, Sharp’s, O’Douls, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages, regardless of alcoholic content, on school grounds or while a student is associated with any school activity is inappropriate conduct, and the student is subject to the following disciplinary action.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

**35. CELL PHONES AND ELECTRICAL COMMUNICATION DEVICES**

A student may possess a cellular telephone, iPod, MP3 player, hand-held game, or other electronic communication devices (ECD) in school, on school property, at after school activities, and at school-related functions, provided that during school hours and on a school vehicle the cell phone, iPod, MP3 player, hand-held game, or other ECD remain OFF AND OUT OF SIGHT. Also, during school activities when directed by the administrator or sponsor, cell phones, iPods, MP3 players, hand-held games, and other ECDs shall be turned off and stored away out of sight.

Possession of a cellular telephone, iPod, MP3 player, hand-held game, or other ECD by a student is a privilege which 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 will result in the following disciplinary action:

First Offense: Electronic device(s) will be confiscated and parents will be notified. Electronic device will be returned to student at the end of the day.

Second Offense: Electronic device(s) will be confiscated and parents will be notified. **Electronic device(s) will only be returned to the parent(s)/guardian.**

Third Offense: Electronic device(s) will be confiscated and parents will be notified. Student will receive a 3 three (3) day suspension. **The electronic device will only be returned to parent/guardian.**

Fourth Offense: Electronic device(s) will be confiscated and parents will be notified. Student will receive a five (5) day suspension. **The electronic device will only be returned to parent/guardian.**

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property. In cases of repeated violation(s) of the ECD policy, students may be subject to further suspensions.

**THE USE OF CELLPHONES AND OTHER ECD's IN LOCKER ROOMS AND RESTROOMS IS STRICTLY PROHIBITED.**

**36. USE/POSSESSION OF SKATEBOARDS, ROLLERBLADES, SKATES, AND THE LIKE**

**These items are not allowed on campus.**

Penalty: The property will be confiscated, and a parent must collect item from the main office.

**SEXUAL HARASSMENT POLICY**

The Linden Community Schools is committed to an educational environment that is free of sexual harassment of students by other students or by employees of the school district. It is unlawful under both Michigan and federal law and will not be tolerated.

Sexual harassment does not refer to behavior or compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, that fails to respect the rights of others, and that interferes with a student's education. Sexual harassment may take different forms including the following:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, etc.
- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, obscene gestures, etc.
- Physical: Unwanted physical contact including touching, pinching, brushing the body, coerced sexual intercourse, assaults, etc.

**Sexual harassment includes:**

- making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature; or
- engaging in improper physical contact; or
- making improper sexual comments; or
- making submission to, or rejections of, such conduct the basis for educational decisions affecting the student; or
- creating an intimidating, hostile, or offensive educational learning environment which would adversely affect either the educational performance or psychological well-being of a reasonable student.

Any student believing to be sexually harassed by a student, teacher, Linden School District employee or volunteer, or member of the public should promptly report any conduct or contact to his/her school principal or assistant principal as well as to the student's parent or guardian.

The district will investigate all such reports immediately. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if s/he is a student or termination from employment if s/he is an employee. Law enforcement agencies may also be contacted for assistance in an investigation.

All such reports will be handled as confidentially as possible in order to avoid embarrassment and to protect the student making the report while still allowing for an adequate and fair investigation. The student making the report must understand that the Linden Community School District is required by law to report the alleged incidents of child abuse to the Department of Social Services.

Minimum penalty: 5 day suspension

Maximum penalty: Expulsion

**DRUG ABUSE POLICY**

It is the policy of the Linden Community Schools that any student involved in the use or possession of drugs at school or school-related functions shall be suspended.

Administrative Regulations:

1. Where there is indisputable evidence of use or possession of drugs, the student shall have classes closed and shall be suspended from regular attendance. Criminal prosecution is also possible.
2. Parents shall be notified in writing of the suspension and of the conditions under which the student may gain re-admission to school. The following conditions must be met.
  - a. Written verification shall be furnished to the school of enrollment in a program of therapy with the family doctor, clinic, or other agency recognized as providing treatment for drug users.
  - b. Progress reports from the doctor or clinic indicating that the student is following the program prescribed for therapy shall be provided to the school.
3. During the period of suspension, school personnel may be prepared to do the following:
  - a. Assist parents in identifying sources of assistance for drug abusers, and
  - b. Assist in arranging an alternative educational setting for the student.
4. Upon satisfactory evidence that the above conditions have been met, the student may be re-admitted to school with the following stipulations.
  - c. Parents shall meet with the building administrator for the purpose of arranging the return of the student to classes on a probationary status.
  - c. Progress reports shall continue until the student completes the therapy program. These reports shall be sent directly to the building principal.

**SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Linden 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 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.

**No strip searches will be conducted by any employee of the District.**

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

**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, non-sponsored, 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.

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; or
4. intends to incite violence or presents a likelihood of disrupting school or a school event.

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 24 hours prior to display.

**STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the student. The staff is here to assist a 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 a building administrator 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 to fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student has 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.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

The school provides bus transportation for all students who live farther than 1.5 miles from school. The bus schedule and route is available online at [www.lindenschools.org](http://www.lindenschools.org) or by contacting the Transportation Department at 591-0996.

Each student is required and expected to use ONLY the bus to which he/she is assigned. Students will not be permitted to ride an unassigned bus for any reason except in cases of emergency. Emergencies will be handled on a case-by-case basis by the principal.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school buses, as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or may direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students previous to loading on the road and at school.

Each student shall

1. be on time at the designated loading zone;
2. stay off the road at all times while walking to and waiting for the bus;
3. line up single file off the roadway to enter;
4. wait until the bus is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the bus driver signals it is safe; and
6. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### **During the trip**

Each student shall

1. remain seated while the bus is in motion;
2. keep head, hands, arms, and legs inside the bus at all times;
3. not litter in the bus or throw anything from the bus;
4. keep books, packages, coats, and all other objects out of the aisle;
5. be courteous to the driver and to other bus riders; and
6. not tamper with the bus or any of its equipment.

### **Leaving the bus**

Each student shall

1. remain seated until the bus has stopped;
2. cross the road when necessary, at least ten feet in front of the bus only after the driver signals that is safe; and
3. 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.

### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **Self Transportation to School**

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.

## **SECTION VI**

### **NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX, SECTION 504, AGE ACT, AND ADA**

#### **NONDISCRIMINATION**

It is the policy of the Linden Community Schools that no person, on the basis of race, color, religion, national origin, familial status, age, gender, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program, activity or employment to which it is responsible. This policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Linden School Board does business.

#### Complaint Procedure

##### Section I

If any person believes that the Linden Community School District or any of the district's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the assistant superintendent.

##### Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the assistant superintendent, 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 Assistant Superintendent within five (5) business days of receipt of answers to the informal complaint. The assistant superintendent 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 assistant superintendent, s/he may submit a signed statement of appeal to the superintendent within five (5) business days after receipt of the assistant'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 Linden Board of Education 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 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.

#### Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The assistant superintendent, on request, will provide a copy of the district's grievance procedure and 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 district coordinator's office.

#### **SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with federal law, the Linden Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

It is acknowledged that the above policy is concerned with attempts to encourage long-term behavioral change on the part of the student involved in drug abuse. It is not intended to be punitive in nature. It may also be recognized that drug abuse is a societal problem and, that while the school will do all within its power to assist in a rehabilitative process, the school is primarily an educational institution and as such can offer only limited assistance in rehabilitation. Under normal circumstances, the school will not deprive an individual of his educational privilege. However, a repeated violation in the area of drug abuse will result in expulsion of the student from Linden Community Schools.

#### **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The district is subject to federal and state regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Each staff member is required to attend a Blood-Bourne pathogens seminar at the beginning of the year. This seminar outlines the Universal Precautions that are to be utilized anytime body fluids are present in the high school. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements and procedures ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact the building principal at 591-0410.

### **CARE OF DISTRICT PROPERTY**

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

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of district materials and equipment.

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

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

Linden Community Schools wishes to inform parents that they may be subject to a financial charge if a student damages, steals, loses, or destroys school property. A school district may recover damages in an amount not to exceed \$2,500.00 in a civil action in a court of competent jurisdiction against parents or parent of an un-emancipated minor, living with his or her parents or parent, who has maliciously or willfully destroyed real personal or mixed property which belongs to the school district of who has maliciously or willfully caused bodily harm or injury to a person (MCL 600.2913; MSA 27A.2913).

## **LINDEN COMMUNITY SCHOOLS ACCEPTABLE USE POLICY**

The Linden Community Schools supports the use of technology to enhance student learning and improve efficiency of district operations. We recognize the importance of expanding the curriculum to include the training of staff and students in the use of data networks, the Internet, and all kinds of multi-media technology. Therefore, the following regulations and procedures have been established to ensure the proper and ethical use of technology in order to achieve the administrative and instructional goals of the users.

### **General Regulations**

1. Every student and staff member who is granted access will first read and agree to the acceptable use policy. The signed agreements will be kept on file for two years.
2. Access to the Internet is for administrative and instructional purposes. Use by students shall have an instructional focus with specified learner outcomes.
3. Only those users with training or demonstrated competence will be authorized to use any hardware or software. The district is responsible for providing such training.
4. Users must adhere to all Acceptable Use Policies of Linden Community Schools, GenNET, or any other networks or on-line services accessed.
5. Access to the Internet shall require permission from the supervisor/teacher of the Internet access point.
6. All technology hardware, software, and the Internet will be used in an appropriate manner and only for educational purposes.
7. Linden Community Schools technology will not be used to plagiarize or violate copy right laws.
8. Users will be polite and respectful and use acceptable language when using computers and the Internet.
9. Vandalism will result in cancellation of privileges and possible additional disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy technology equipment, data of another user, agency, Internet or any network. This includes, but is limited to, the uploading or creation of computer viruses.
10. Teachers and Administrators are responsible for determining what is unauthorized or inappropriate technology use.
11. It is the user's responsibility to keep all food and drink out of computer rooms and away from all hardware.
12. Users are not allowed to connect their personal laptops to the district's network.
13. Electronic communications between staff and students (ie: Facebook, MySpace, Twitter, etc) shall remain professional and shall not cross over into personal and private lives.

### **Internet and Network Use**

1. Internet users shall adhere to local, state, and federal laws governing the use of the Internet and electronic data. Use shall **not** be for illegal or unethical activities. These activities include, but are not limited to:
  - a. The transfer of objectionable materials, including offensive language, gambling, and pornography.

- b. Gaining unauthorized access to information, data, files, or passwords of others.
  - c. Sharing accounts, sign-on's, passwords, or impersonating others.
  - d. Infiltration of data network components or hacking which results in the accidental or intentional destruction, mutilation, or theft of files on a computer system.
2. Use of district computers for personal or private gain, personal business or commercial advantage is prohibited.
  3. Use of the district computers for political purposes is in violation of federal, state, or local laws and is prohibited. This prohibition includes using district computers to assist or advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office. The use of district computers for the expression of personal political opinions to elected officials is prohibited.
  4. It is the user's responsibility to obtain the prior consent from the Director of Technology before installing, removing, relocating, or modifying any hardware or software.

### **E-mail**

Before students or staff are issued e-mail accounts, all individuals must have agreed to and signed the LCS Acceptable Use Policy. The following rules apply:

1. Use of appropriate language and etiquette is expected.
2. Users will not share passwords or use others' accounts.
3. Student users cannot change the password the district has provided for e-mail.
4. Use of e-mail accounts for students are for class purposes only.
5. Student e-mail accounts are temporary and will be terminated at the end of the class requesting e-mail accounts.
6. Users will not reveal personal information on-line, including for example, full name, address, e-mail address, telephone number, pictures or other distinctly identifiable information, etc.
7. Use of the network or e-mail to harm or harass others is not acceptable.
8. Subscriptions to news groups and lists must be work related.
9. Teachers and administrators have the right to review files and communications to maintain system integrity and insure students are using the system responsibly. E-mail and Internet files stored on District computers are not considered private.

### **Web Pages**

Any web pages constructed by students or staff of Linden Community Schools and published on a server belonging to the District must meet the following guidelines:

1. A web page cannot contain:
  - a. Abusive, obscene, or inappropriate language, messages, or pictures.
  - b. Personal information about students including full name, address, e-mail address, phone number, pictures, or other distinctly identifiable information, etc.
  - c. Any material that is in violation of copyright laws.
  - d. Links to sites that are social (for example, chat rooms), controversial, or inappropriate for schools.
2. A web page must serve an educational purpose.

3. Each web page must meet high standards of clarity, grammar, spelling, punctuation, etc.
4. All information included must be completely accurate and up-to-date.
5. Each web page must be approved by the building administrator and the Director of Technology prior to placement on the server.
6. Each web page must be maintained on a regular basis to be sure that information is current and all links are functional. This is the responsibility of the author(s) or the web class. If it is not done, the page will be removed from the server.
7. Students may not publish personal web pages on the District servers.
8. A web page may not be used for commercial purposes.

### **Internet Safety Policy**

The Children's Internet Safety Act (CIPA) was signed into law on December 21, 2000. CIPA requires a "technology protection measure" that blocks or filters Internet access to visual depictions that are obscene, child pornography, harmful to minors, or other material deemed locally to be "inappropriate for minors."

Linden Community Schools in conjunction with the Genesee Intermediate School District has a filter installed to protect our students. The filter blocks inappropriate web sites relating to pornography, hot mail, free mail, chat rooms, instant messaging, web sites that are obscene or sexually explicit, "hacking" and other unlawful online activities.

Students and staff are not allowed to disclose personal identification information of minors over the Internet without the permission of the Superintendent.

Linden Community Schools monitors the online activity of its students. This is accomplished by visual inspection at the time of use by teachers. Online history use is spot checked by the Director of Technology.

### **Consequences of Inappropriate Behavior**

Any user who does not comply with this Acceptable Use Policy **will lose access privileges**. Repeated or severe infractions may result in permanent termination of privileges.

Users violating these rules may face additional disciplinary action deemed appropriate in keeping with disciplinary policies and guidelines of the school, including state and federal laws.

**Linden Community Schools**  
**\*\*Acceptable Use Policy\*\***  
**Type of account (circle one of the following):**

Student                  Staff                  Other (specify: \_\_\_\_\_)

**Full Name (First, Middle, Last)** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Building: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**Students only:**

Date of Birth: \_\_\_\_\_ **Current Grade of Student:** \_\_\_\_\_

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**User Responsibility Declaration**

1. I have read, understand, and will abide by the **Acceptable Use Policy of Linden Community Schools**. I agree to be responsible for and abide by all rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.
2. I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
3. **I give permission for the Board to broadcast or print images of my child via electronic or print media.**

**Student/User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Students must have the signature of a parent or guardian:**

# LINDEN HIGH SCHOOL

## \*\*PARENT/STUDENT AGREEMENT\*\*

By signing below, I agree to the following statements.

I have read the student handbook, and I have had an opportunity to ask questions about the content of the student handbook. I understand the content of the student handbook, and I understand that I am responsible for any violation of the guidelines established within.

I agree to leave the student handbook attached to my student planner. I understand that if I remove the student handbook from my planner that I may be required to purchase another student planner.

I understand that if I am not in class during class time, I am to have the student planner in my possession and appropriately signed by a member of the staff. I understand that if I do not have my student planner in my possession with the *student handbook* attached, I will not be allowed to leave class except in cases of emergency.

I agree to use only my student planner and not represent someone else's student planner as my own.

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(Student Signature)

(Date)

By signing below, I agree to the following statement.

I have discussed the agreement above and the student handbook with the student listed above.

---

(Parent/Guardian Signature)

(Date)

*Please return this form signed and dated to the Main Office.*

**NOTE: PLEASE SEE REVERSE SIDE OF THIS FORM.**

LINDEN HIGH SCHOOL

**\*\*PHOTO/VIDEO RELEASE FORM\*\***

***I, the undersigned, by returning this form request that my child NOT be photographed or videotaped by the Linden Community Schools.***

***Child's Name:*** \_\_\_\_\_

***Address:*** \_\_\_\_\_  
\_\_\_\_\_

***Signature of***  
***Parent/Guardian:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***If you do not return this form, your student's picture may appear in publication.***

***Note: Your student may be in group situations such as graduation, parades, plays, class room settings, etc, where he/she could be displayed.***