



**LINDEN MIDDLE SCHOOL**  
*Where Eagles Grow*  
**15425 Lobdell Road**  
**Linden, MI 48451**  
**Main Office Phone: (810) 591-0710**  
**Attendance Phone: (810) 591-0711**  
**Fax: (810) 591-0155**

**STUDENT IDENTIFICATION**

**Name:** \_\_\_\_\_

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

**City/Town:** \_\_\_\_\_ **Zip/P. Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Student ID #:** \_\_\_\_\_ **Team:** \_\_\_\_\_

**In Case of Emergency, Contact:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Telephone (Home):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Name of Physician:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**LINDEN MIDDLE SCHOOL**  
**Student Handbook**  
**2011-2012**

Welcome to Linden Middle School. The staff at LMS looks forward to a partnership with our parents to help provide for a successful and productive learning experience for each of our students. This handbook has been designed to help answer common questions that may arise during the school year. You may also call either school staff or administrators for specific information and questions. We look forward to a great year and are pleased that you will be part of our LMS family.

**JULIE BROWN**  
Principal

**MICHAEL GAGNE**  
Assistant Principal/A.D.

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**MISSION STATEMENT**

Linden Middle School, in partnership with families and the community, is committed to student success by developing lifelong learners and responsible citizens in today's ever changing world.

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**BELIEF STATEMENTS**

- ✓ 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.

## **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 school, parents, and community.

**Steve Losey**  
**Rob Rossow**

**Michael Murphy**  
**Pam Snyder**  
**Scott Maker**

**Steve Murphy**  
**Laura Starrs**

## **CENTRAL OFFICE ADMINISTRATORS**

**Ed Koledo**  
Superintendent

**Mike Engelter**  
Assistant Superintendent of Business/Personnel Services

**Jenny Smith**  
Special Education Coordinator

**Cheryl Thomas**  
Director of Curriculum and Instructional Service

## **FOREWORD**

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

To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2011. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2011, the language in the most current policy or administrative guideline prevails.

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### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer, Assistant Superintendent of Schools, 7205 West Silver Lake Road, Linden, MI 48451.

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **PARENT/GUARDIAN INVOLVEMENT**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s).

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority but are still supported by the parents. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

#### **SCHOOL DAY – Full Day –**

	<i><b>6th Grade</b></i>	<i><b>7th Grade</b></i>	<i><b>8th Grade</b></i>
<i><b>Advisory</b></i>	7:45-8:06	7:45-8:06	7:45-8:06
<i><b>1st Hour</b></i>	8:10-8:58	8:10-9:05	8:10-9:05
<i><b>2nd Hour</b></i>	9:02-9:50	9:09-10:04	9:09-10:04
<i><b>3rd Hour</b></i>	9:54-10:42	10:08-11:03	10:08-11:03
<i><b>4th Hour</b></i>	10:46-11:34 12:09-12:33	11:38-12:33	11:07-12:02
<i><b>Lunch</b></i>	<b>11:34-12:04</b>	<b>11:03-11:33</b>	<b>12:02-12:32</b>
<i><b>5th Hour</b></i>	12:37-1:32	12:37-1:32	12:37-1:32
<i><b>6th Hour</b></i>	1:36-2:31	1:36-2:31	1:36-2:31

#### **SCHOOL DAY- Half Day –**

	<i><b>6th Grade</b></i>	<i><b>7th Grade</b></i>	<i><b>8th Grade</b></i>
<i><b>1st Hour</b></i>	7:45 - 8:16	7:45 - 8:16	7:45 - 8:16
<i><b>2nd Hour</b></i>	8:20 - 8:51	8:20 - 8:51	8:20 - 8:51
<i><b>3rd Hour</b></i>	8:55-9:26	8:55-9:26	8:55-9:26
<i><b>4th Hour</b></i>	9:30-9:44 10:19-10:32	10:01-10:32	9:30-10:01
<i><b>Lunch</b></i>	<b>9:44-10:14</b>	<b>9:26-9:56</b>	<b>10:01-10:31</b>
<i><b>5th Hour</b></i>	10:36-11:06	10:36-11:06	10:36-11:06
<i><b>6th Hour</b></i>	11:10-11:40	11:10-11:40	11:10-11:40

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as lock downs, 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 person immediately.

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school 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 to go to the office. An appropriate adult in 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 permission.

### **HOMEBOUND INSTRUCTION**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the 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 caregiver 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 an educational program.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students who are new to Linden Middle School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring

Birth certificate or similar document	Proof of residency
Custody papers from a court (if appropriate)	Proof of immunizations

Each student should 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. The following immunizations are required for enrollment in school:

- Diphtheria Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination hereof is the minimum acceptable.
- Tetanus Four (4) doses of any appropriate tetanus vaccine.
- Pertussis Four (4) doses of any appropriate pertussis vaccine.
- Polio Three (3) doses of any appropriate polio vaccine.
- Measles Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart, one (1) dose given after fifteen (15) months of age.
- Rubella Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart, one (1) dose given after fifteen (15) months of age.
- Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart, one (1) dosed given after fifteen (15) months of age.
- Hepatitis B Three (3) doses of the vaccine at the appropriate time intervals.
- Chicken Pox All new entrants will be required to either be vaccinated against varicella (chicken pox) or present documented immunity from a reliable source. This could include a parent statement that the child had previously had varicella disease.
- One dose of meningococcal vaccine-meningitis immunization (MCV4 or MPSV4).
- One dose of DPT, Td or DT (tetanus/diphtheria vaccine) if 5 years have passed since last dose.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit for courses completed from that school. If not presented at the time of enrollment, the counselor will assist in obtaining the transcript. Students who are forced to withdraw from a school for a reason subject to mandatory expulsion may be denied enrollment at Linden Middle School. Students who enroll and fail to acknowledge this information shall be subject to immediate removal from school pending an expulsion hearing. In no case will a temporary enrollment be permitted.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any questions regarding a student's schedule should be directed to the guidance counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

### **BICYCLES**

Students Linden Middle School may ride bikes to school upon a signed parent/guardian note given to the building principal. The school is not responsible for any damage 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 must know and obey bicycle safety rules. Bikes are not to be ridden in loading zones, on sidewalks, and/or in the school parking lot.

*THE PRINCIPAL SHALL ESTABLISH WHICH MONTHS BICYCLES WILL BE RIDDEN TO SCHOOL.  
FAILURE TO FOLLOW BICYCLE PROCEDURES WILL RESULT IN LOSS OF BICYCLE PRIVILEGES.*

### **SIGN IN/SIGN OUT PROCEDURES**

Students may not leave school grounds without permission from office personnel. Before permission may be granted, a written request from the parents must be presented. Students must be signed out in the office by parents before leaving the building during the school day. Parents picking up students who normally ride a bus must sign out their child in the office. Students leaving school without permission will be considered

truant. Children are expected to go home directly after school. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s).

#### **TRANSFER OUT OF THE DISTRICT**

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

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

#### **WITHDRAWAL FROM SCHOOL**

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

#### **IMMUNIZATIONS**

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

#### **MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular and co-curricular activities. The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

***Use of Medications:*** In those circumstances where a student must take prescribed medication during the school day, in accordance with District policy, the following procedures are to be observed:

- ✓ 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 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.
- ✓ For prescribed medication or treatment to be administered to any student during school hours, the written prescription from the child's physician, accompanied by the written authorization of the parent, is required. Both must also authorize any self-medication by the student.
- ✓ Non-prescribed medication or treatment may be administered during school hours with prior, written consent of the parent. The parent must also authorize in writing any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.
- ✓ Only medication in its original container labeled with the date of a prescription, the student's name and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment. Parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for presenting himself/herself on time and for taking the prescribed medication. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, date, and time. It will be maintained along with the physician's written request and parent's written

release. No staff member is permitted to dispense non-prescribed, over-the-counter medication to students.

- ✓ 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.

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/PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's Administrative Guidelines.

#### **CONTROL OF 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 State Board of Health

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

#### **INDIVIDUALS WITH DISABILITIES**

The 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 Special Education Office at 591-0405.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Parents should contact the special education office at (810) 591-0405 with any questions you may have.

#### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the building counselor for further information.

#### **STUDENT RECORDS**

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records: directory information and confidential records. Unless parents of the student restrict the sharing of directory information in writing to the principal, when requested, this information can be given to any person or organization for non-profit making purposes. Directory information is explained in more detail in district policy 8330, located on district Web site.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent. Confidential records may include test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the principal in writing stating the records desired. The records will be collected, and an appointment will be made with the appropriate person(s) to answer any questions.

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

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The superintendent will provide notice directly to parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the superintendent is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

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

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

#### **SECURITY AND VIDEO SURVEILLANCE**

The board of education provides notice to all students, the public, and employees of the use of video surveillance/electronic monitoring to protect district property, promote security, and protect the health, welfare, and safety of students, staff, and visitors.

#### **STUDENT FEES, FINES, AND SUPPLIES**

Linden Middle School charges specific fees for all athletic and 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 to make a profit. A fee is charged for all extra-curricular activities. 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 based upon the replacement cost of the item. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Others may need their use.

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

#### **STUDENT FUND-RAISING (Student Sales)**

Student fund-raising is only permitted by principal and/or superintendent approval and only when the profit is used for school purposes or for an activity connected with schools. No student is permitted to independently or personally sell any item or service in school that does not follow the fundraising policy. Violation of this may lead to disciplinary action. The following general rules will apply to all fund-raisers:

- Fund-raisers will not interfere with each other.

- Only group members will be allowed to participate in the fund-raiser.
- No student may participate in fund-raising 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 fund-raising activity.
- Any fund-raisers that require students to exert themselves physically, such as "runs for ...", will be monitored by a staff member.
- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
- All fund-raising activities must be approved by the principal.

#### STUDENT VALUABLES

Students should **not** bring items of value to school. Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. **The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.** Skateboards are not allowed at school, and the school cannot be responsible for loss or injury. Laser pointers, rubber bands, rubber band toys, weapon-like replica toys, wallet chains, spiked jewelry, and open drink containers are not allowed.

Students are responsible for protecting the contents of their own and/or shared lockers. This includes closing the locker door, turning the combination dial, keeping the locker combination confidential, and reporting damage to the locker.

Students are urged to exercise respect in regard to belongings of others including district property. Each student should realize that vandalism to district property is costly to repair and is directly related to school taxes. 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.

#### REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

#### 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. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, s/he should contact the food service department at (810) 591-0447 or visit [www.lindenschools.org](http://www.lindenschools.org).

*Lunch Fees:* (subject to change)

Student Breakfast	\$1.25	Student Lunch -	\$2.00-\$2.75
Reduced Student Breakfast	\$0.30	Reduced Student Lunch	\$0.40

#### FOOD AND BEVERAGES/GUM

No food or beverages are allowed outside of the cafeteria and commons area. On rare occasions, a teacher may include food/beverages as part of a classroom activity. Prior approval by an administrator must be granted. Gum is prohibited in the middle school. Refer to *Code of Conduct* for consequences.

#### LUNCH ACTIVITY PERIOD

The activity period following lunch will be held outside. During extreme cold or rain, students will spend lunch recess inside. All school rules are in force during this period and are monitored by lunchroom aides.

While outside, activities such as basketball, soccer, football, or volleyball may be conducted. Students are expected to remain in the activity area designated by the aides.

#### **EVACUATION DRILLS (fire, lock down, tornado)**

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. Lock down drills in which the students are restricted to the interior of the school building will occur a minimum of two (2) times each school year.

#### **EMERGENCY CLOSINGS**

If the school must be closed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WNEM- TV5

WJRT- ABC12

WFUM-TV28

WFDF- CBS 910 AM

WWCK- CK 105.5 FM

WCRZ- CARS 108 FM

Parent will also be notified of school closing through Synervoice. Parents and students are responsible for obtaining information about emergency closings and delays.

#### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The school is concerned for the safety of students and attempts to comply with all federal and state laws and regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the school district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the board offices upon request.

#### **VISITORS**

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

#### **USE OF THE MEDIA CENTER**

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher. Books may be checked out for a period of two weeks. Approval of the media specialist is needed to check out other materials.

#### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive permission from 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.

**Locker Usage:** Lockers are the property of Linden Community Schools. Students are responsible to maintain the lockers throughout the year. Students are NOT allowed to decorate their lockers with stickers or use tape or other sticky material on their lockers. Damage to lockers, including dents and paint damage, will be paid for by the student.

#### **LOST AND FOUND**

The lost and found area is in the storage room. 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 the end of each month.

#### **USE OF TELEPHONES AND ELECTRONIC COMMUNICATION DEVICES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office

personnel will initiate all calls on behalf of a student seeking permission to leave school. *STUDENT USE OF CELL PHONES IS PROHIBITED DURING THE SCHOOL DAY (7:15 AM – 2:31 PM).*

### **ADVERTISING OUTSIDE ACTIVITIES**

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

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

All students will receive a specific core offering of classes which includes one full year of science, social studies, mathematics, and language arts. Each student will receive one semester of physical education. Exploratory offerings include band, vocal music, computers, art, Spanish, health/ physical education, exploratory enrichment, and technical preparation.

### **FIELD TRIPS**

Field trips are academic and team-building 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**

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

100-90% = A (excellent achievement)	P = Acceptable Achievement
89-80% = B (good achievement)	I = Incomplete
79-70% = C (satisfactory achievement)	
69-60% = D (minimum, acceptable achievement)	
50-0 % = E (failure)	

**Grading Periods** Students shall receive a report card at the end of each thirteen-week period indicating their grades for each course of study for that portion of the academic term. At six weeks, progress reports indicating the grade students are earning at that point in the marking period will be sent home. Two weeks after progress reports are sent home, Linden Middle School will hold parent/teacher conferences. This will provide parents the opportunity to discuss student progress and map out a plan of action to complete the marking period. Contacting teachers concerning poor progress reports is **strongly** recommended.

**StandardScore (WebGrader)** Each family is encouraged to use this tool to track student progress in classes. August mailings will provide each family with a username and password to access teacher grade books. Through this, you may view your child's progress, note missing work, and contact teachers. Parents are encouraged to take time to use this valuable tool and communication piece between home and school.

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

### **HEALTH EDUCATION**

NOTE: "Sex education includes all educational opportunities which help individuals understand and prepare for those experiences in sex education shall include abstinence from sex as a responsible method of preventing unwanted pregnancy and sexually transmitted disease and as a positive lifestyle for unmarried young people and should prepare individuals to be responsible regarding their sexual behavior." This definition was developed through a review of material from *A Handbook for Establishing Sex Education Programs in Michigan*, 1988 and from the School Code of 1995, Section 1507, (1).

### **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, and/or media production class, as well as possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. The Linden Community Schools Acceptable Use Policy is found on page 33 of the *Student Handbook*. The AUP form found on page 36 MUST be signed and returned to Linden Middle School before students may use district computers.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to pass the appropriate MEAP Tests given each year. Make-up dates are scheduled, but unnecessary absences should be avoided. 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 assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational or interest surveys may be given to identify particular areas of student interest or talent. These surveys are often given to students by the guidance staff. 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. LMS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III - STUDENT ACTIVITIES**

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

Linden Middle School provides students the opportunity to broaden their learning through curricular-related activities. Such activities may be for credit required for a course and/or contain school subject matter. LMS has 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 sponsored by a staff member. All students are permitted to participate in these activities as long as they meet *the eligibility requirements*. Authorized groups include:

*Band, Book Bowl, Student Council, Choir, Quiz Bowl, and National Junior Honor Society*

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups organized for religious/political/philosophical reasons may meet during non-instructional hours. Application for permission to sponsor a club may be obtained from the principal. Application must verify the activity was initiated by the student, attendance is voluntary, school staff personnel is not involved in the event, will not interfere with school activities, and non-school persons do not play a role in the event. School rules will 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 equal opportunity to participate. Non-district sponsored organizations may not use the name of the school or school mascot.

Students with unexcused absences or absences not approved by an administrator cannot attend after school activities such as dances, athletic events as a spectator, and school-sponsored clubs.

### **ATHLETICS**

Linden Middle School provides a variety of athletic activities in which students may participate, providing they meet any eligibility requirements that may apply. For further information, contact the athletic director, at 591-0417. A current physical, showing no restrictions and dated no earlier than April 15<sup>th</sup> of the previous school year (spring), is required prior to participation or tryouts in any sport. The following is a current list of middle school offerings:

*Football, Cross Country, Wrestling, Cheerleading, Volleyball, Baseball, Basketball, Track, and Softball.*

### **STUDENT EMPLOYMENT**

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

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The school chooses, however, not to provide perfect attendance awards because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

#### **Notification of Absence**

Parents should contact the school by 9:00 AM at (810) 591-0711 and provide an explanation for the student's absence. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant. A phone call home notifying the parent/guardian of the unexcused absence will be made. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. Skipping classes is considered an unexcused absence, and no make-up of class work will be permitted. Disciplinary action will follow.

*8<sup>th</sup> Grade:* During a trimester, it is expected that, in accordance with the high school attendance policy, eighth grade students' absences will not exceed six (6) absences per class, per trimester. Beginning with the seventh (7) absence, it will be **MANDATORY** for students to make up the missed time in **Saturday School**

to receive credit for the class and be promoted to the ninth grade. Absences NOT counted against the attendance requirement include

1. School related absences
2. Absences related to suspension
3. Extended absences due to long-term illness, accident and/or hospitalization (doctor's written excuse is necessary)
4. Religious holidays (parent written verification is required)

Pre-arranged absences such as vacations and hunting **ARE** counted against the attendance requirement. The absence reporting procedure will be as follows:

- a. 4<sup>th</sup> Absence Letter sent home
- b. 7<sup>th</sup> Absence Letter sent home with Saturday School make-up

Truancy papers may be filed if absences are unexcused and/or excessive.

#### **Unexcused Absences (Truancy)**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant, and the student as well as his/her parents shall be subject to the truancy laws of the State. Credit shall be given for any schoolwork completed and turned in on the first day back from an unexcused absence (truancy). No work will be given credit after this time period. No more than four (4) unexcused absences in a month or ten (10) unexcused absences in a trimester are allowed. Excessive absences will result in intervention from the school and/or the Court. Work missed for an unexcused absence due to skipping will no be given for make-up credit.

#### **Excused Absences**

Students with excused absences will be provided an opportunity to make-up missed school work and/or tests

Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician. Parents should provide an explanation for their child's absence by no later than 9:00 AM on the day of the absence or by the following day. They are to call the attendance secretary at (810) 591-0711 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than ten (10) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absences for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues.

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed. It is the student's responsibility, immediately upon return to school, to contact his/her teachers to secure assignments missed during an absence. Students must be aware that teachers are not required to provide 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 excused day missed. Students and parents must notify the teacher in emergency situations.

#### **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 15 minutes shall be disciplined by the teacher. Students who are more than 15 minutes late will be considered absent for that instructional period. Students who are tardy more than 4 times during a trimester shall be disciplined as follows:

*8<sup>th</sup> Grade:* On the fifth tardy in the trimester, the student will be assigned one hour of Saturday school at Linden High School. Each tardy thereafter results in additional Saturday school hours.

*6<sup>th</sup>/7<sup>th</sup> Grade:* On the fifth tardy in the trimester, the student will be assigned one after school detention from 2:40-3:40 PM. Each tardy thereafter will result in additional after school detentions.

#### **Vacations During the School Year**

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

#### **Make-up of Tests and Other School Work**

Students excusably absent or suspended from school shall be given the opportunity to make-up work that has been missed. Parents should contact the attendance secretary at (810) 591-0711 to obtain assignments. Make-up work due to suspension must be completed by the time the student returns to school. Students will be given the number of days of excused absence within which to make-up work. If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the classroom teacher to arrange for taking the test.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as non-participants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events regardless of the location.

*Dances: Dress Code is enforced. Students are expected to remain at the dance, inside of the building until the end of the dance. If students leave early, they will be escorted from the building and only allowed to leave with parent/guardian. A minimum of six (6) parent chaperones will be required for each dance.*

### **CODE OF CONDUCT**

A major component of the educational program at Linden Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. 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, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

#### **Dress and Grooming**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students *should consider the following questions when dressing for school:*

- Does my clothing expose too much? (no is acceptable answer)
- Does my clothing advertise something that is prohibited to minors? (no is expected)
- Are there obscene, profane, drug-related, inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes is the acceptable answer)
- Am I dressed appropriately for the weather? (yes is expected)
- Do I feel comfortable with my appearance? (yes)

If students have selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. The following styles or manners of dress are prohibited:

1. Tank tops and spaghetti straps.
2. Bare midriffs, **bare shoulders**, open back shirts, indecently low cut shirts, and all clothing that would expose undergarments. If the **midriff area shows when sitting or when raising hands, the shirt is inappropriate.**
3. Any clothing displaying inappropriate subject matter (tobacco/alcohol logos, sexual innuendo, profanity, etc.).
4. Shorts with less than a four inch inseam (hem above the finger tips) and skirt hems above the finger tips (Physical Education dress must meet these requirements).  
**\*Knee-length is appropriate\*\***
5. Chains hanging from clothing/person, safety pin accessories, and spiked jewelry.
6. Pajamas, bedroom slippers, gloves, and other attire not specifically necessary in the classroom.
7. Head coverings are not allowed during the school day and must be kept in the student's locker. This includes bandanas, sweat bands, and the like.
8. Clothing with holes that expose bare skin above the knee.
9. Bare feet.

Students who are representing Linden Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a safe and orderly environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **Discipline Concept**

Linden Middle School discipline philosophy is based on *equality*. The "concept of equality" is defined in terms of equality of worth as a person, equality of dignity, and more importantly, equality in terms of the right to respect. That is not to say that children are the same as adults, or that they think of themselves at the same level, but rather they do not consider themselves as any less of a human than adults. The point is that in

a society of equals at Linden Middle School, we should all abide by three major considerations in order to maintain self-worth:

1) SAFETY is conscious conduct that provides for a safe and orderly school environment, 2) following school RULES and district POLICIES protects everyone's right to a sound education, and 3) RESPECT for everybody and everything in the learning environment ensures a positive school culture and well-kept facility to learn and work in.

The concept of EQUALITY is based on the idea of mutual respect. It provides for the adult to accept the role as "guide" and "facilitator" of a child's growing and learning. It shows respect for children by allowing them to make decisions for themselves in keeping with their age and development. In other words, if adults provide opportunities for children to begin making and living with decisions at a young age, they will be better prepared to make important decisions later.

For this reason, the Linden Middle School discipline process provides opportunities to practice making decisions so that children can learn to think and decide what is best for each situation. Parents and staff must be willing to use their experience and wisdom to restrain children from making decisions for which they are not sufficiently mature. From this they will learn to consider better choices more carefully the next time, so parents and staff must be willing to assist and accept their decisions. Children will learn that there are natural and logical consequences for their decisions

### **Discipline Procedure**

Students are responsible for their own actions and will be held accountable for respecting the rights of others and maintaining order in school activities. Students do not have the right to negatively impact school activities, interrupt teaching and learning, or endanger the safety and security of the school. Students are given cues, verbal or written, as a warning to follow school rules or to attend the interim classroom to write a self-improvement plan to make better decisions in the future about how to handle issues they created that jeopardized teaching and learning. Referring staff will contact parents and/or may be contacted by parents for the details of a discipline referral. Students are timed-out only during the period in which the problem occurred. Issues occurring before or after school, passing periods, lunch hour, or during in-common activities (i.e. assemblies, field trips, etc.) require improvement plans that are written during lunch period. This student plan should be approved in a reentry conference with the referring staff person within two (2) days of his/her referral date. If a conference has not been completed, students may be subject to suspension, unless otherwise approved by an administrator.

### **Drug Abuse Policy**

It shall be 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 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. These include
  - a. written verification 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; and
  - b. progress reports from the doctor or clinic indicating that the student is following the program prescribed for therapy.
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.
  - 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:
  - a. Parents shall meet with the building administrator for the purpose of arranging the return of the students to classes on a probationary status.

- b. Progress reports shall continue until the student completes the therapy program. These reports shall be sent directly to the building principal.

NOTE: 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. 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.

### **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.

**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 vandalizes and/or 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 and operations of the school district or the safety and/or welfare of the students or school personnel.

## **STUDENT DISCIPLINE CODE OF CONDUCT RULES AND CONSEQUENCES**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### ***I. Use/Possession of drugs and/or Paraphernalia***

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as at any school activity and during transportation to and from an activity. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student will be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

*First Offense:* 10 Day Suspension    *Second Offense:* Expulsion

**2. 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 individualized 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 (1) 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. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

*First Offense:* 10 Day Suspension    *Second Offense:* Expulsion

**3. Use/Possession of tobacco**

**“Linden Community Schools is a tobacco-free district, which includes all premises, vehicles and parking lots.”**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. Use of tobacco shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. This includes electronic cigarettes, vapor emitting, clove or other lighted smoking devices for burning or any other substance. The display of unlighted cigars, cigarettes, pipes, lighters/matches, and other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

*First Offense:* Three (3) day suspension    *Second Offense:* Four (4)+ day suspension  
*Third Offense:* Ten (10) day suspension.

**4. Student disorder/demonstration**

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

**5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. This may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be **permanently expelled** from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle; and/or
- C. any similar object intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.).

**6. *Use of an object as a weapon***

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

**7. *Knowledge of dangerous weapons or threats of violence***

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

**8. *Purposely setting a fire (arson)***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to criminal charges and expulsion.

**9. *Physical assault of staff member/student/person associated with District***

Physical assault at school against a District employee, volunteer, student or contractor which may or may not cause injury may result in charges being filed and subject the student to **suspension and/or expulsion**. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

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

Verbal assault at school against a District employee, student, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in **suspension and expulsion**. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. *Extortion/Blackmail/Coercion***

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

**12. *Gambling***

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in **suspension or expulsion**.

**13. *Falsification of school work, identification, forgery***

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in **suspension or expulsion**.

**14. *False alarms, false reports, and bomb threats***

A false emergency alarm report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in **suspension or expulsion**.

**15. Explosives**

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

**16. Trespassing**

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

**17. Theft**

When a student is caught stealing either school or personal property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is **not** responsible for personal property. Theft may result in **suspension or expulsion**.

**18. Disobedience (horseplay, roughhousing, unsafe behavior)**

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

**19. Damaging property (Graffiti/Littering)**

Vandalism is the act of willfully defacing or destroying property belonging to others. Vandalism and disregard for school property will not be tolerated. Violations include restitution and could result in **suspension or expulsion**.

**20. Persistent absenteeism or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits order to succeed in school and in work. Excessive absences could lead to **suspension** from school and/or truancy notification truancy to Genesee County Family Court.

**21. Unauthorized use of school or private property**

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

**22. Refusing to accept discipline**

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

**23. Aiding or abetting violation of school rules**

This includes the act of leading or encouraging activities that disrupt the normal educational process of the school. If a student assists another student in violating any school rule, he/she will be disciplined and may be subject to **suspension or expulsion**. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**24. *Displays of affection***

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

**25. *Cell Phones and Electrical Communication Devices***

A student may possess a cellular telephone, Ipod, MP3 player, 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 (**7:15 AM – 2:31 PM**) the cell phone, Ipod, MP3 player, or other ECD remains OFF AND STORED IN STUDENT'S LOCKER. Also, during school activities (dances, activity nights, field trips, etc.) when directed by the administrator or sponsor, cell phones, Ipods, MP3 players, and other ECDs shall be turned off and stored away out of sight.

Possession of a cellular telephone, Ipod, MP3 player, 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:

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

*Repeated offenses may result in additional disciplinary action up to and including suspension.*

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 disobedience, the ECD may be kept until the end of the school year.

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

**26. *Violation of individual school/classroom rules***

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in **suspension or expulsion.**

**27. *Violation of bus rules-*** Refer to Section V on transportation for bus rules on Page 32.

**28. *Disruption of the educational process***

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

**29. *Harassment***

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means may be subject to District disciplinary procedures. Such behavior is considered harassment if it is considered to have a negative impact on the school environment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517. Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student.

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

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

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

**Definition of Harassment is:**

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

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting/demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

*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. Conduct will be reported to appropriate authorities, and students will face appropriate school discipline.*

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

**29a. Hazing**

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of

causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping; and/or
- G. undressing or otherwise exposing initiates.

**29b. Bullying**

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control or where an employee is engaged in school business.

**Bullying Is** – intimidation of others by acts, such as but not limited to

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement; and/or
- G. electronically transmitted acts (Internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites/online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal, assistant principal, or the Superintendent.

**Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.

**Notification**

Notice of this policy will be **annually** circulated to all school buildings and departments within the district and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks.

**30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with state law, the board shall **permanently expel** any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct 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.

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

**31. Academic Dishonesty**

The act of willingly or knowingly copying, using the work of others, or allowing others to use your work.

*First Offense – Loss of Credit, IR Referral and Parent Contact*

*Second Offense – Loss of Credit and Out of School Suspension*

**32. AUP Violation**

A violation including but not limited to sharing of password and sign-on, use of computer for purposes other than education, unauthorized use of computer equipment, etc.

*First Offense:* temporary loss of computer privileges (5 school days)

*Second Offense:* temporary loss of computer privileges (30 school days)

*Third Offense:* loss of computer privileges for remainder of school year

**33. Closed Campus Violation**

A violation means leaving the school building without authorization during the scheduled school day. An IR referral and/or suspension may be given.

**34. Disrespect**

This includes insulting, calling derogatory names, dishonoring, using profanity or in any other manner verbally abusing any member of the staff or another student. Consequences may include an IR referral, parent meeting, and/or suspension.

**35. Distribution of Unauthorized Printed Material**

This includes the act of distributing unauthorized materials on school property. Student will be subject to IR referral and/or parent meeting.

**36. Dress Code Violation**

The act of wearing inappropriate clothing to school or school-related functions (including, but not limited to, school dances). Students will be required to change clothing.

**37. Fighting/Mutual Combat/Hostile Confrontation**

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

*First offense: 3-5 day suspension*

*Second offense: 5-7 day suspension*

*Third offense: 7-10 day suspension*

*Fourth offense: expulsion.*

**38. Insubordination**

Willful failure to respond to or carry out a reasonable request from ANY adult staff member of Linden Community Schools, including gum chewing\*, having food and beverages outside of cafetorium, etc. IR referral/suspension/Expulsion may result.

*Gum;	First Offense-	Warning
	Second Offense-	Community Service
	Third Offense-	IR Referral/Automatic Detention
	Fourth Offense-	Saturday Suspension/Community Service

**39. 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. Student(s) will be required to leave the premises. Failure to comply will result in police contact and may lead to expulsion.

**40. Off-Campus Activities**

Students are subject to the rules and regulation 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.

**41. Truancy/Skipping**

The act of unauthorized absences from school for one hour or more. Student(s) will make up time in either Saturday School (8<sup>th</sup> graders) or detention (6<sup>th</sup> and 7<sup>th</sup> graders).

**42. Skateboards, Rollerblades, Skates, “Heelys”**

These items are not allowed on campus. Violators will have the property confiscated, and a parent will be required to collect the item from the main office.

**Safety Concerns**

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

**Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as be disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated. Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes. This includes but not limited to theft and vandalism occurring in the school as well as in the community.

**Profanity**

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

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- \* change of seating or location;
- \* in-school restriction;
- \* lunch-time and/or after-school detention
- \* Saturday school.

### Detentions

A student may be detained after school, asked to come to school early or work during lunch periods. The student or his/her parents are responsible for transportation.

### In-School/Saturday School Discipline (8<sup>th</sup> grade attendance only)

The Saturday school will be in session from 8:00 AM to 12:00 PM. Assigned students will attend a continuous period of time. Each student shall arrive with sufficient educational materials to remain busy during the assigned time period. A student missing any portion of his/her assigned time in in-school restriction/Saturday school may be given an additional amount of time to serve. Failure to timely serve in-school restriction/ Saturday school assignment(s) may lead to a suspension from school for a period not to exceed the assigned hours. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

### **Formal Discipline**

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

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension in writing to the building principal, and a formal appeal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with a committee from the Board of Education, and the parents will be given written notice of the hearing and will be expected to attend. Testimony is taken and a determination is made if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. The student is not permitted on school property or in attendance at any school event, whether on or off campus. Work missed during an expulsion cannot be made up and results in a loss of credit.

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

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

### **Discipline of Students with Disabilities**

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

#### **DUE PROCESS 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.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side, and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, parents will be contacted by phone. Written notification stating the reason for and length of the suspension will be provided within one (1) day. The suspension may be appealed within two (2) school days after receipt of the suspension notice to the building principal. The request for an appeal must be in writing. The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting, and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the

Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

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

#### **Long-term suspension or expulsion from school**

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

- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

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

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

Linden Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, s/he should contact the building principal.

#### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

#### **APPEALS PROCEDURE**

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. The written appeal must contain the reason(s) that the suspension is being appealed.

- a. The student shall be reinstated for curricular activities only during the appeal process unless the principal determines the student's attendance could jeopardize the safety of the student or of others.
- b. 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.
- c. The principal, will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

d. 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 from the principal. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

e. 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 of Schools 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.

#### **SEARCH AND SEIZURE**

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

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

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

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

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

#### **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:

- A. Material cannot be displayed if it
  1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  2. advertises any product or service not permitted to minors by law,
  3. intends to be insulting or harassing,
  4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Materials students wish to display/distribute must meet school guidelines. Students must present the material to the building administration twenty-four (24) hours prior to displaying the item(s).

#### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Concerns and grievances may be directed to the principal or to the student council. A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school.

## SECTION V - TRANSPORTATION

### **Bus Transportation to School**

The school provides transportation for all students who live farther than 1.5 miles from school. The transportation schedule and routes are available by contacting the transportation department at (810) 591-0996. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules.

Previous to loading (on the road and at school) Each student shall:

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

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

During the trip Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus Each student shall:

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

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

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **Penalties for Infractions**

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

### **Self-Transportation to School**

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

## Section VI - Forms/Policies

### CARE OF DISTRICT PROPERTY

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to belongings of others. 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 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 eighteen (18) years of age and older shall also be liable for damage they cause.

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

### MEMORANDUM TO PARENTS REGARDING

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

In accordance with Federal Law, the 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, 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. 8453.01 F5

### 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, ancestry, 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.

##### **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 District's Civil Rights Coordinator.

###### **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 District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

*Step 1:* A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

*Step 2:* If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

*Step 3:* If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board 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 of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

*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 District's Coordinator, 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.

5530 F2

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

Dear Parent:

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.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements 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 591-0710.

### **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

In compliance with Federal regulations, the Linden Community School District has established the following guidelines concerning student records:

\*The District Records Officer is responsible for the supervision of all student records. The office is located at the District Administration Building and can be reached by calling 591-0987.

\*Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student's education records;
2. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
3. Consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
4. Challenge District noncompliance with a parent's request to amend the records through a hearing;
5. File a complaint with the Department of Education;
6. Obtain a copy of the District's policy and administrative guidelines on student records.

The District has established the following information about each student as "directory information":

*(REFER TO POLICY 8330 FOR INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)  
name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.*

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within 14 days (refer to policy 8330) from the date of this notification that s/he will not permit distribution of any or all of such information.

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.

### **Acceptable Use Policy**

#### **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**

\*Form must be signed and returned to advisory teacher\*

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

\*\*\*\*\*

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

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

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

**PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK**

2011-2012

*\*\*Forms must be signed and returned to Advisory Teachers\*\**

We, \_\_\_\_\_ and \_\_\_\_\_  
(Parent/Guardian) (Student)

Having received the Student Planner/Handbook, we understand the rights and responsibilities pertaining to students and parents outlined in this document and realize we can request explanation and clarification of any and all policies listed. We agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subject.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)



**\*RETURN TO SCHOOL IF YOU DO NOT WANT YOUR CHILD INCLUDED\***

*May affect courses students are allowed to take, 2011-2012*

**PHOTO/VIDEO RELEASE FORM**

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

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

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

\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

*NOTE: Student may be in group situations such as graduation, parades, plays, class room settings, etc. where he/she could be photographed and/or video taped.*