

LINDEN HIGH SCHOOL
(810) 591-0410

2019-2020

Parent/Student Handbook



Mr. Darin Dreasky
Principal

Mr. Michael Gates
Assistant Principal

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

LINDEN COMMUNITY SCHOOLS

BOARD OF EDUCATION

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

Core Values

Trust & Respect

Responsibility & Accountability

Safety & Self-Worth

Growth & Achievement

Strategic Plan Goal Areas

Student Achievement & Engagement

Facility Improvements (Infrastructure)

Educational & Instructional Technology

Sustainability

Communication

BOARD OF EDUCATION

Steve Losey

Shari Luck

Scott Maker

Michael Murphy

Steve Murphy

Jason Rowden

Michelle Shayna

CENTRAL OFFICE ADMINISTRATORS

Russell Ciesielski

Superintendent

Michael Engelter

Assistant Superintendent

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FOREWORD

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

MISSION OF THE SCHOOL

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

NOTICE OF NONDISCRIMINATION/EQUAL EDUCATION OPPORTUNITY

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

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

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

DISTRICT POLICIES

District policies can be located in any school office and also on the Linden Community Schools website: www.lindenschools.org. All district policies and/or Linden High School Parent/Student Handbook policies may be appealed following the procedures identified on page 41.

PARENT INVOLVEMENT

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

SCHOOL DAY

Regular Day Schedule (58 minute classes)

1	7:35 a.m. – 8:33 a.m.	1	7:35 a.m. – 8:33 a.m.
2	8:38 a.m. – 9:36 a.m.	2	8:38 a.m. – 9:36 a.m.
3	9:41 a.m. – 10:39 a.m.	3	9:41 a.m. – 10:39 a.m.
A Lunch	10:39 a.m. – 11:09 a.m.	4	10:44 a.m. - 11:42 a.m.
4	11:14 a.m. – 12:12 p.m.	B Lunch	11:42 a.m. - 12:12 p.m.
5	12:17 p.m. -1:15 p.m.	5	12:17 p.m. -1:15 p.m.
6	1:20 p.m. – 2:21 p.m.	6	1:20 p.m. – 2:21 p.m.

*6th hour has 3 extra minutes for video announcements

Delayed Start Schedule (38 minutes classes)

1	9:35 a.m. - 10:13 a.m.	1	9:35 a.m. - 10:13 a.m.
2	10:18 a.m. - 10:56 a.m.	2	10:18 a.m. - 10:56 a.m.
3	11:01 a.m. - 11:39 a.m.	3	11:01 a.m. - 11:39 a.m.
A Lunch	11:39 a.m. - 12:09 p.m.	4	11:44 a.m. - 12:22 p.m.
4	12:14 p.m. - 12:52 p.m.	B Lunch	12:22 p.m. - 12:52 p.m.
5	12:57 p.m. - 1:35 p.m.	5	12:57 p.m. - 1:35 p.m.
6	1:40 p.m. - 2:21 p.m.	6	1:40 p.m. - 2:21 p.m.

Half Day Schedule 7:35 a.m. - 10:54 a.m.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELLBEING

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office.

INJURY AND ILLNESS

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

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

Chronic Illness

In the event that a student experiences a chronic illness, one that will require an extended absence, parents will need to fill out the Chronic Illness Verification Form (CIVF) This form allows parents to excuse absences due to a specific medical condition in conjunction with appropriate medical authorization.

https://docs.google.com/document/d/1inRMOo7Ap_cVAFzGrhm_BJB9XO8tuzqv0EIO01cZh94/edit

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 any educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students who are new to Linden High School are required to have a parent present when enrolling. When enrolling their child, the parents will need to bring the following to Jennifer Bentley, Central Enrollment Coordinator located inside the Central Administration Building at 7205 W. Silver Lake Rd., Linden, MI 48451:

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

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

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

SCHEDULING AND ASSIGNMENT

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

Course Changes

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

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

Course changes will only be made if seats are available in requested class, and requested within the appropriate time frame.

<http://lhscounselingcorner.weebly.com/>

TESTING OUT OPTIONS

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

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

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

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

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

TRANSFER STUDENTS

Granting or denying credit for transfer students is the option of the local school district. Students transferring from comprehensive public or private high schools accredited by Michigan Department of Education or similar agencies will receive comparable credit and letter grades. Transfer students must complete at least the final semester of attendance to qualify for a diploma.

Students transferring from non-accredited schools, specialized schools, correspondence schools or home-based schools will receive credit and/or letter grades based on the following criteria:

- If the curricula are comparable, credit and letter grades earned at the previous school will be granted.
- If the curricula are not comparable, the student may be given a comprehensive examination and/or assessment on the curriculum for which the student is seeking credit. If the performance is satisfactory, the student will be granted credit toward graduation, but will receive no letter grade. If the performance is unsatisfactory, the student will not receive credit and will be placed in the appropriate class. To receive credit for that curriculum, the student will be required to take coursework at an accredited high school.

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Each student shall have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law policy. Any questions about immunizations or waivers should be directed to the building secretaries.

IMMUNIZATION REQUIREMENTS

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

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Tetanus	Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Pertussis	Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Polio	Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
Measles	Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Rubella	Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Mumps	Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
Hepatitis B	Three (3) doses of the vaccine at the appropriate time intervals.
Meningococcal	One (1) dose for all children eleven (11) years of age or older upon entry into the seventh (7th) grade or higher.
Chicken Pox	All new entrants will be required to either be vaccinated against varicella (chickenpox) or present documented immunity from a reliable source. This could include a parent statement that his/her child had previously had varicella disease (must include month and year child contracted varicella).

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

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

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

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

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

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

- Parents should determine, with their physician's counsel, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1 (see building secretary) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.
- Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication **MAY NOT** be sent to school in a student’s lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- A log for each prescribed medication shall be maintained that will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student.

Asthma Inhalers and EPI-PENS

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

Non-prescribed (Over-the-Counter) Medications

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

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

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

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

Anaphylaxis-managing life threatening allergies

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

CONTROL OF CASUAL CONTACT

COMMUNICABLE DISEASES

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion.

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

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

WELLNESS POLICY

Our District's Wellness Policy is maintained by a coordinated school health team. The district Health Action Team, or HAT, includes parents, students, food service staff, educational staff, administration, and school health professionals. Each year, the HAT monitors compliance with and makes recommendations for the District Wellness Policy. Information on Board Policy 8510, Wellness, can be found on the district website under the Food Service Tab.

SPECIAL EDUCATION/INDIVIDUALS WITH DISABILITIES

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

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

AMERICANS WITH DISABILITIES ACT

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

-Americans with Disabilities Act

AMERICANS WITH DISABILITIES ACT - SECTION 504

Students who may not be eligible for special education service may qualify for additional educational assistance under Section 504. Students classified under this program must meet the definition of a qualified handicapped person, have a physical or mental impairment that substantially limits a major life activity, or is recognized as handicapped by others. Major life activities include walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks. The handicapping condition need only substantially limit one major life activity in order for the student to be eligible. Please contact the guidance and counseling office if you believe your child may qualify or if you desire 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.

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

Directory Information

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

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;

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

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

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

The superintendent and/or designee will provide notice directly to the parents of students enrolled in the district of the substantive content of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in this policy

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
www.ed.gov/offices/OM/fpco

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

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

ARMED FORCES RECRUITING

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

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the principal that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the school officials shall not allow that access to the student’s directory information. The board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the Armed Forces of the United States and the service academies of the Armed Forces of the United States.

STUDENT FEES, FINES, AND CHARGES

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

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies, if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

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

- Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.
- Students will be fined a minimum of \$5.00 if their assigned locker is not cleaned, or is damaged at the time it is vacated. The fine will be used to pay for the damage or cleaning of the locker, not to make a profit.
- Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

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

STUDENT FUNDRAISING/STUDENT SALES

In accordance with Board policy, each fund-raising activity must be approved by the Principal, Athletic Director (if applicable), Community Education Director, and Superintendent if occurring on District premises or off District property. (See Form 5830 F1 and possibly Form 5830 F2). In order to be approved, the group leader, coach or advisor is to submit a proposal in advance of the event so that all fundraising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community. All fundraising forms (5830f1/f2) must be submitted directly to the building principal.

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

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

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school.

CAFETERIA/MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. **Linden Community School's lunch charge policy is: students may charge up to - \$6.00. If lunch account carries a negative balance over \$6.00, students will receive an alternative lunch of cheese/crackers and fruit until the account is corrected.** No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

An application for the Free and Reduced-Priced Meal program is available to all students. If a student does not receive one and believes that he/she is eligible, he/she should contact the Food Service Department At 591-0415, or visit: <http://www.schoolnutritionandfitness.com/index.php?sid=2505121743054882>

SAFETY DRILLS (Fire, Tornado, and Lockdown)

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

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

Lockdown drills in which the students are restricted to the interior of the school building and the building is secured will occur a minimum of three (3) times each school year. Lockdown drills may be utilized in conjunction and cooperation with law enforcement agencies to conduct drug searches with K-9 units of the building and parking lots. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes.

SIGN-IN/SIGN-OUT PROCEDURES

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

EMERGENCY CLOSINGS

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

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school and obtain a visitor's badge. Any visitor who is found in the building and has not followed this procedure shall be reported to the administration. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

USE OF MEDIA CENTER (Information Center)

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

TEXTBOOK CENTER

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

Students are responsible to do the following:

- **Notify an administrator immediately if a book is damaged or the binding is loose upon receipt.**
- Write your name in all of your textbooks.
- **Write textbook barcodes in your planner as a record of the book assigned to you.** When returning textbooks match the barcode on the book to the barcode written in your planner. Simply because you turn in a book, does not mean it is the book issued to you.
- Do not remove the barcode from your books.
- All books are due at the end of each semester. Students have 5 school days to return books no longer needed or renew books required for B sections of a course. **If you don't have the class, you MUST return the book.** Students will be issued a \$5 fine for each book returned late.
- Maintain all books checked out so that they are returned in good condition. Book covers are recommended (do not use any self-adhesive covers). You are responsible to pay for any damages.
- Keep your books away from liquids.

Fines:

- Late Return \$ 5.00
- Rebind \$12.50

Damage: Half- to full-price of book depending on extent of damage

- Missing Barcode \$ 2.00
- Lost Book Full Cost of Book

Students are notified of an overdue textbook or unpaid fine by e-mail to their school issued Gmail account. All textbooks assigned to a student's account can be viewed through Destiny. Students that do not pay their textbook obligations face the possibility of being denied the opportunity of participating in

such activities as completing orientation, school dances, prom, etc. Failure to pay fines after notification will result in the information being turned over for collection.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

USE OF TELEPHONES

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

ADVERTISING OUTSIDE ACTIVITIES

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

VIDEO SURVEILLANCE

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

STUDENT DRIVING REGULATIONS

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

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

1. PARKING

All student parking will be on a first come first serve basis and there will be a \$25.00 vehicle registration fee. Students will not be assigned a specific parking space. Students will be assigned to park in either Lot A or Lot B of the south parking lot. Lot A will be located on the east side (closest to the service drive) and Lot B will be located on the west side (located closest to the bus corral). These lots will be identified by signs located in the parking lot. Students who receive a parking decal designated with Lot B will be **REQUIRED** to move their vehicle out of Lot B by 5:30 p.m. every day during band season.

Vehicles may be moved to Lot A. Failure to move a vehicle out of Lot B by 5:30 p.m. during band season will result in disciplinary action, including towing at the owner's expense.

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

2. USE OF VEHICLES

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

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

3. CO-OP STUDENTS

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

4. DISCIPLINE

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

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

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

Students who have their parking tags confiscated as a result of disciplinary action will not receive a refund of the \$25.00 registration fee. Students who lose their tags may purchase a replacement tag for \$25.00.

5. CLOSED CAMPUS

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

6. RESPONSIBILITY

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

BICYCLES

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

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

GenNET

Students at Linden High School have the opportunity to take courses from other high schools in Genesee County via GenNET. GenNET is a fiber optic system that connects all twenty-one districts in the county. Students who wish to enroll in a GenNET course must complete an application and return it to their counselor. Course offerings are flexible and subject to change.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes the accomplishments of high school students throughout the nation. Its stated purpose is to "create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in secondary school students."

The Linden Chapter initiates new members in the fall of each year. Students must be at least juniors and have attended Linden High School for at least one semester before being considered for membership. After induction, members must maintain the high academic standards, contribute service hours, and continue to be exemplary citizens.

Membership Requirements:

SCHOLASTIC	3.5 or Better Grade Point Average
CHARACTER & LEADERSHIP	Rated by the entire faculty
LEADERSHIP & SERVICE	Five service hours prior to induction

EACH CANDIDATE IS JUDGED ON ALL FOUR CHARACTERISTICS AND THE FINAL DECISION IS MADE BY A FACULTY COUNCIL.

GRADES/GRADING PERIODS

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

In general, the school uses the following grading system:

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

Students shall receive a report card at the end of the first semester, and the end of the second semester indicating their cumulative grade for each course of study. Final exams count for 20% of the semester grade. Parents and students may refer to ParentVUE /StudentVUE to monitor their progress throughout the semester.

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

- All grades should be entered/updated by staff by end of day on Wednesday of each week.
- Two semesters of approximately 90 days each (18 weeks each).
- A final report card will be sent at the conclusion of each semester.
- Parent /Teacher conferences will be held one (1) time per semester.
- Grades are based on 80% class work and 20% final exam.
- Grades are cumulative for the entire semester and that semester only. However, students taking a course without a cumulative semester exam are subject to the Linden High School attendance policy. Only final exam grades and final semester grades are posted on report card for each class.
- If a student drops out of school prior to the ninth week of the semester, their semester grades will be recorded as failures on their transcript.

ONLINE/VIRTUAL GRADES/CREDITS

Students planning to take online courses should be aware of the following:

- Courses must be approved by the student's counselor and administration. Students must see their counselor for an online course application.
- Online/virtual courses will only be scheduled if a comparable class is not offered, or does not fit into the student's regular schedule.
- The online/virtual course must be completed within the semester taken. Students that do not complete the online/virtual course by the conclusion of the semester in which the course is scheduled will be required to reimburse the district for the full amount of the course.
- The grade given by the online school, or grade earned in the online class will appear on the student's transcript.

ATTENDANCE INCENTIVE – Exam Exemption for Second Semester Seniors ONLY

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

1. The student must have a B+ average or better in an honors course or an A- or better in a regular class.
2. Advanced Placement students electing not to take the AP exam will be accountable for a final exam in that class worth 20% of the final grade.
3. The student must not have any unexcused absences in the class.
4. The student must not have more than ten (10) absences in the class. The student may not have rolled back any absences.
5. The student must not have more than four (4) tardies in the class.
6. The student must not have been issued any discipline referrals during his/her senior year.
7. The student shall be on track to graduate at the end of the second semester.
8. If a student is in the building while exams are taking place, he/she must be in a supervised area. If a student is not in a supervised area, he/she will have to take the exam, regardless of grade or attendance, or receive a “0” on his/her final exam which will be averaged into his/her semester grade.

CO-CURRICULAR ELIGIBILITY

Students are required to pass 4 of 6 classes per semester to be eligible for participation in Michigan High School Athletic Association (MHSAA) sponsored activities and extracurricular activities sponsored by LHS.

- According to MHSAA Handbook, students need to pass the equivalent of 66 % of their credit load of work the last semester during which he or she has been enrolled in grades 9-12.
- If a student fails 2 classes, s/he can make up the deficit (passing 6 of 6 classes) in the next semester to regain his/her eligibility
- Student eligibility will be monitored weekly.
- Students who are failing one class per week will be put on probation. If they continue to fail the same class in the following week, they will be ineligible for a one week period.
- Students who are failing two classes will be ineligible for a minimum of a one week period.
- Eligibility week runs from Sunday to Saturday.
- Eligibility list will be compiled by the athletic office and distributed to staff and coaches by end of day on Friday.
- Students who appear on the weekly eligibility list are required to attend the after school homework lab until they are no longer on the eligibility list.

FINAL EXAMS

- Each final exam will be a comprehensive common assessment which will test for mastery of subject material.
- The final exam schedule will be determined by building administration.
- Students unable to attend exam(s) will have to make arrangements with principal/assistant principal for make-up.
- The final exam mark will account for 20% of student’s overall grade.

- Final exams will not be given in advance of designated exam schedule. Exceptions to this may only be granted by the building principal.

PROMOTION, PLACEMENT, RETENTION

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

Placement/Promotion

The following placement/promotion policy will be in effect at Linden High School.

- Students in their first year of high school will be considered FRESHMEN.
- Students in their second year of high school will be considered SOPHOMORES.
- Students in their third year of high school will be considered JUNIORS.
- Students in their fourth year of high school will be considered SENIORS.
- Students must meet all requirements in order to graduate at the end of their fourth year.
- **The designation of level will not provide an indication of the number of credits earned.**
- These grade classifications will have an impact on class selection, driving passes, taking the MME and other standardized tests, attending prom, class meetings, and vocational education classes. Individual needs can be assessed for educational placement.

Retention of Students

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

LINDEN HIGH SCHOOL

GRADUATION REQUIREMENTS

Students shall fulfill their graduation requirements in the high school by successfully completing courses as recommended by the professional staff and approved by the building principal and district Curriculum Council. A student must complete four (4) years, or eight (8) semesters of high school attendance. In order to be granted a high school diploma, a student shall earn the following units of credit in the outlined subject areas, grades (9) through twelve (12).

2020 & Beyond:

<i>Content Area</i>	<i>Required Credits</i>	
Language Arts	4	ACL (9th grade)
		American Lit (10th grade)
		British Lit (11th grade)
		World Lit/Humanities (12th grade)
Math	4	Algebra I
		Geometry
		Algebra II
		Math Related Credit in Final Year
Science	3	Biology
		Chemistry, Physics, or Anatomy
		Additional Science Credit
Social Studies	3	World History
		US History
		Civics (.5 credits)
		Economics (.5 credits)
PE/Health	1	Health (.5 credits)
		Physical Education (.5 credits)

Fine Arts	1	Visual, Performing or Applied Arts
		Approved CTE Program
Language other than English	2	Course Content Grade Appropriate
Class of 2022 and beyond are Option 1 only.		Spanish, French, American Sign Language
		Option 1: Earn 2 Credits in a language other than English.
		Option 2: Earn 1 Credit in a language other than English and, in lieu of the 2nd credit of foreign language, complete an approved CTE program.
		Option 3: Earn 1 Credit in a language other than English and, in lieu of 2nd credit, earn one additional credit in a Fine Arts.
Online Learning		Online course or integrated learning experience

Electives	5
Total Required	23

Always communicate with your counselor regarding graduation requirements and additional course options.

Graduation Information

- Students must attempt and give best effort on all State of Michigan mandated assessments. Exceptions will be determined by building principal.
- Students must complete and give their best effort on the senior exit interview and the Education Development Plan (EDP).
- Students will be required to be in attendance (according to attendance policy) for the last semester of their graduating year.
- No student will be awarded a graduation diploma or will be permitted to participate in commencement exercises unless he/she has successfully met all graduation requirements and fulfilled all obligations.
- No student will be allowed to participate in graduation ceremonies if they have outstanding fees, fines, or other school related financial obligations.
- In making selections from the various courses of study, students will find that, while certain courses are required, there are many elective courses from which to choose. The choice of courses should be based on individual career goals, interests, abilities, aptitudes, and prior grades. See individual EDP for guidance in these areas.
- Courses must be chosen from those listed for the grade in which the student is enrolled and/or courses which student has been recommended by previous instructor.
- Each student must select 6 credits per year which equals 3 credits per semester (6 classes per day). Combinations of one and two term courses may be selected to meet this requirement.
- AP courses are yearlong courses which equals .5 credit for each semester.
- Students who wish to receive credits through outside agencies, evening schools, correspondence, etc. must have approval from the principal **prior** to enrollment in these courses.

ACADEMIC AWARDS

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

Criteria for Academic Award

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

Honor Roll

Students who earn a 1st semester G.P.A. of 3.00 with no grade lower than a C- will be included in the Honor Roll. Students who earn a 1st semester GPA of 3.80 with no grade lower than an A- qualify for the Honor Roll with Distinction.

Recognition of Student Achievement

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

Latin System

Senior Scholars – GPA + SAT FORMULA (GPA 4.0 x 250 = 1000 points + SAT score of 1600 x .625 = 1000 points for a total of 2000 points). Students who score 1700 points or more, will receive medallions, be recognized in the local paper, be recognized individually during the graduation ceremony, and will be noted in a special part of the graduation program.

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

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

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

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

DUAL ENROLLMENT POLICY

The Postsecondary Enrollment Options Act, 1996 PA 160, as amended, and the Career and Technical Preparation Act, 2000 PA 258, and PA 594 of 2004 enable qualified students to enroll in courses or programs in eligible postsecondary institutions. There are three basic requirements for postsecondary enrollment consideration.

- Local school districts must provide general information about the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act to all students enrolled in grade 8 or higher by March 1 of each school year.
- A dually enrolled student must be enrolled and attending at least one high school course at a public school district while concurrently enrolled and attending a public or private Michigan degree-granting postsecondary institution.
- A student shall not participate in intercollegiate athletics at the postsecondary institution while he or she is enrolled under this act. A student who violates this subsection forfeits his or her eligibility under this act.
- Have passed the MME or alternative (PSAT, SAT, ACT) in subject being taken, or be taking a computer science, foreign language, or fine arts course.
- Be in high school not more than four years.
- Not be a foreign exchange student.

*Eligibility for Dual Enrollment

Dual enrollment qualifying scores are released by the Michigan Department of Education (MDE). Please see your counselor for more information.

An eligible postsecondary course(s):

- Must be academic in nature or applicable to career preparation.
- Taken for credit (high school credit, college credit, or both) and applicable toward a postsecondary degree at the institution where the course is being taken. (Note: a student can opt to receive high school and/or postsecondary credit for the course.)
- May not be in the subject matter of hobby-craft, recreation, physical education, theology, divinity, or religious education.
- Must not be offered by the district. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
- Offered for credit (meaning not a remedial or non-credit bearing course) at a university, community college or independent non-profit degree granting college or university.

In the spring of 2012, the state legislature passed a series of bills (SB 622-623 and 709-710) that changed key elements of Michigan's dual enrollment law. These changes include:

- Allows students to begin dual enrolling in ninth grade.
- Expands the definition of eligible students to include non-public and homeschool students.
- Allows a student to enroll in up to 10 total classes during high school
- Caps the number of courses a student can take in any one year depending on what grade they are in when they first dual enroll:
 - o Grade 9- not more than two each year for the first three years they participate and four in their fourth year of participation.
 - o Grade 10- not more than two courses the first year, and not more than four courses during the second and third academic years.
 - o Grade 11 or 12- not more than six courses during either of those academic years (though for a maximum of 10 courses between both years).

Students will earn up to .5 credits for each dual enrolled course taken. Grades earned through dual enrollment will be entered on student transcript and calculated into their G.P.A.

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution. Eligible charges do not include transportation, parking costs or most activity fees.

- An LHS Dual Enrollment student who does not receive college credit for a course is required to repay the school district (or the Department of Treasury in the case of a nonpublic school) any funds that were expended for the course that were not already refunded by the eligible postsecondary institution. If the student does not repay the funds as described in [MCL 388.514], the student will not be allowed to enroll in another dual enrollment course and will not be allowed to attend school dances, obtain a parking permit the following school year, or participate in graduation activities. A student may take dual enrolled courses (including ones that were previously taken unsuccessfully) if the funds are repaid and if they still meet all other eligibility requirements.
- An LHS Dual Enrollment student who does not complete a course shall repay to the district any funds that are not refunded to the school district by the eligible postsecondary institution per MCL 388.514(9) and MCL 388.1904(9). If the eligible pupil does not repay this money, the student will not be allowed to enroll in another dual enrollment course and will not be allowed to attend school dances, obtain a parking permit the following school year, or participate in graduation activities. This does not apply to an eligible student who does not complete the course due to a family or medical emergency, as determined by the eligible postsecondary institution.

LHS EARLY MIDDLE COLLEGE SCHOLARS ADMINISTRATIVE GUIDELINES

Linden Community Schools participates in two early/middle college opportunities for students. Both programs allow students to earn up to 60 transferable college credit through an additional fifth year of study. One program gives students an opportunity to earn enough credits for a transferable Associate of Arts degree through Mott Community College. The second program offered is the Genesee County CTE Early Middle College. This program offers students the opportunity to earn up to an associate's degree in one of several vocational fields. Both programs involve an application process.

- In order to participate one of the early middle college opportunities offered through Linden High School, the student must be enrolled full-time at Linden High School.
- Students must be on track to graduate on time.
- Students must apply no later than the spring prior to their junior year.
- Students must also complete and earn the minimum score(s) on all postsecondary institution placement tests.
- Number of students admitted may be limited due to seats available. In this instance, admittance into the early/middle college program will be determined by a selection committee.

Once accepted into one of the early/middle college programs, parents and students are committing to the following:

- The Linden High School early/middle college (LHS EMC) programs are rigorous programs that require mature, self-motivated students. As college students, the LHS EMC students are held to a higher standard of behavioral and academic expectations than their high school peers. Therefore, these students will be referred to as LHS EMC Scholars. The academic and social responsibilities for LHS EMC Scholars include, but are not limited to, the following:
 - Excellent attendance in both high school and college courses
 - Completion of course work to the academic standards set by the college professor
 - All deadlines set by the college will be met for course work, examinations, and enrollment
 - A high level of maturity
- The high school, parent/guardian and student understand that he/she will be attending courses with students who are older. The parent/guardian and student have discussed expectations for social behavior in a post-secondary setting. Safety concerns have been discussed, as well.
- All LHS EMC Scholars are expected to adhere to the Linden High School student code of conduct outlined in the *Parent/Student Handbook* while at LHS, GCI, and/or on the college campus.
- The parent/guardian and student understand that the LHS EMC Scholars are required to commitment to a 13th year of high school. As such, the student will be able to attend Commencement, Prom, and other senior-related activities with his/her traditional graduating class, but **WILL NOT** receive a diploma until all course work is completed at the end of their 13th year. For Commencement purposes, class rank and GPA will be calculated and in effect for the student's traditional 4th year of high school.
- Withdrawing from the EMC during the 12th or 13th year is discouraged, but will be addressed on individual circumstances. Withdrawing during the 12th or 13th year may significantly impact the student's ability to earn his/her diploma.
- LHS EMC Scholars are expected to earn at least a "C" or better in all courses. Academic probation and possible elimination from the program can result from grades lower than a 2.0. In the event that a student is removed from the EMC, the student will then return to Linden High School as a full time student and be expected to graduate at the end of the 12th grade year.

- It is the LHS EMC Scholar's responsibility to notify his/her high school guidance counselor and/or principal **immediately** in the event of any academic issues that arise in regards to college courses.
- The LHS EMC Scholar is responsible for providing Linden High School with any official transcripts of college coursework. Colleges may allow students to sign a release before enrolling in classes so that the transcripts are automatically sent to the high school. It is the student's responsibility to initiate and complete this process.
- The school district will not pay for a student to retake a college course.
- The loss of high school elective classes is to be expected. The elective classes are replaced by the college courses, especially during the junior year and senior year.
- There will be times when the postsecondary institution's academic calendar does not coincide with the academic calendar at Linden High School. In these cases, it is the expectation that the LHS EMC Scholar will attend his/her college courses, even when the high school is not in session (such as Spring Break). Similarly, students are expected to attend their LHS courses when the postsecondary institution and/or GCI is not in session.
- The school district pays LHS EMC Scholars' tuition and mandatory course fees, materials fees, registration fees, and any late fees charged by the postsecondary institution up to but not exceeding the state allowed stipend. If there is funding available, the school district may be able to assist with textbook costs, depending upon which courses the student takes. Eligible charges do **NOT** include transportation, parking costs, or activity fees. Linden Community Schools is not responsible for providing transportation for students to/from the college campus. The total amount of tuition and fee support shall NOT exceed the amount of the state-wide pupil-weighted average foundation allowance adjusted for the proportion of the school year that the student attends the postsecondary institution not to exceed the total amount of tuition for the course(s)
- College courses will be included in the high school transcript and G.P.A. calculation through the students' 12th grade year. College courses completed during the 13th year will be placed on students' official transcript, but will not be factored into class rank or G.P.A.
- An LHS EMC Scholar may not audit a college course under the Postsecondary Enrollment Options Act.

- Linden High School will grant academic credit if the student successfully completes a college course, as determined by the postsecondary institution. A one semester college course can satisfy a full year academic requirement (eg. Eng 101 may replace British Literature A and B). However, while academic requirements are met, credit requirements are not. Students are still responsible for earning the required number of credits to earn their diploma. Therefore, the breakdown of credits awarded for these courses is as follows:
 - 1/2 high school credit will be awarded for a 2 or more credit hour college course
- Linden High School, in conjunction with the postsecondary institution and the Genesee Career Institute, will provide the counseling services needed to fulfill the requirements of the Linden Community Schools Administrative Guidelines and EMC Agreements, including assisting students in developing a program of study.
- After the 13th year, if the LHS EMC Scholar plans to enroll in a college or university, it is understood that the actual number of transferable college credits awarded depends on the criteria of the admitting college or university. It is the student's/parent's responsibility to contact the university the student plans to attend to make certain that credits will transfer and apply to the student's program of study.
- Student-Athletes please note: The NCAA requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the student's grade point average. This requirement only pertains to Division I and II collegiate athletes. This could affect collegiate athletic eligibility. The student may not be able to continue in the LHS EMC Scholars program if he or she is offered an athletic scholarship as colleges do not usually hold athletic scholarships. **Therefore, it is the student's/parent's responsibility to immediately inform Linden High School of any athletic scholarships that are offered to the student.** For more information on NCAA athletic eligibility and to register with the clearinghouse, parents are encouraged to visit the clearinghouse website at www.eligibilitycenter.org.
- LHS/MHSAA Athletic Eligibility Expectations:
 - LHS EMC scholars academic eligibility will be tracked weekly for courses taken at LHS.
 - LHS EMC scholars academic eligibility for GCI and postsecondary courses will be tracked using the MHSAA eligibility requirements.

ADVANCED PLACEMENT PROGRAM AND COURSES

The Advanced Placement (AP) Program is a cooperative educational endeavor of secondary schools, colleges, and the College Board. High school students taking AP exams may earn college credit, ascertain appropriate placement, or attain both for satisfactory performance on AP exams, depending on which college or university the students will attend. Currently Linden High School offers a variety of AP courses. AP courses are intended to be the equivalent of a college-level freshman course. It is expected that students taking an AP course understand that these courses are far more demanding and rigorous than a regular high school course and are taken for all three terms. The teacher and administration will have the final decision whether to allow a student to drop an AP course at any point throughout the school year.

Placement in AP courses will be determined by the AP Placement Board and be based upon the student's academic record, work ethic, and teacher recommendation.

Students who request an AP course committing to the following:

- I understand that applying for admittance into the AP program does not guarantee my placement into an AP course. If I am selected for an AP course(s), I am committed to that decision and understand that I will be expected to complete the first semester of the course(s) if I have not dropped prior to the last day of the preceding school year. The first opportunity to drop an AP course will be the beginning of the second semester.
- I will put forth my best effort to prepare for the AP Examination. If I elect not to take the AP exam, I accept that I will be held accountable for a final exam in the class worth 20% of my final grade.
- I commit to a full two semester class with the understanding that if I drop an AP course at the start of the second semester any weighted grade that has been earned in that AP course will be changed to an unweighted grade and entered on the transcript as an elective credit. In addition, the transcript will reflect "no credit" for the dropped AP course for both first and second semester.

WEIGHTED GRADES

- All "Honors"/AP classes will have weighted grades. The weight will be applied at the end of each semester.
- Online AP courses will have weighted grades. The weight will be applied at the end of each semester.
- Students may only take an AP course one time for a weighted grade.
- Students may take AP Studio Art more than one time, however, will only receive a weighted grade if they submit a portfolio utilizing a different medium or concentration.
- Students retaking AP Studio Art utilizing the same medium/concentration will not receive a weighted grade and will have the course reflected as Studio Art on their transcript.

Weighted grades are assigned the following numeric value:

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

Unweighted grades are assigned the following numeric value:

A	4.00
A-	3.80
B+	3.50
B	3.00
B-	2.80
C+	2.50
C	2.00
C-	1.80
D+	1.50
D	1.00
D-	0.80
E`	0.00

- Dropping an AP course will result in “no credit” on the student’s transcript.
- Only courses completed in the 9th - 12th grades will be reflected in the student’s G.P.A.’s.

COMMENCEMENT PARTICIPATION

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

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

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

NON-TRADITIONAL EDUCATIONAL PROGRAMS

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

1. Virtual Summer School (3.0 credits total) one (1.0) credit per year in grades 9 through 11. Counselor and administrator approval is required.
2. Online Classes contact the counselor(s) for more information.
3. Credit Recovery contact the counselor(s) for more information.

Online/Virtual Courses

Linden High School virtual courses address a number of student learning needs through expanded opportunities. Students may use the program as an alternate method of mastering curriculum standards, as a means of credit recovery, or as a path to otherwise unavailable electives and Advanced Placement courses.

If you are an independent learner, self-motivated and interested in accelerating your course of study, online learning may be appropriate for you. Since the coursework can be completed any time of the day or night, it is ideal for those who are unable to attend regularly scheduled classes. However, if you cannot set and maintain a schedule which allows you to keep up with your coursework and assignments, it is likely you will not complete your online course.

LHS Virtual Education Guidelines:

1. The student may only take a course that has been approved by Linden High School. A list of approved, TEACHER LED COURSES, can be found at <http://www.gennet.us/subjects.asp>
2. The student will complete all assignments and to stay on pace with the curriculum that is provided by the course selection.
3. Online/virtual courses will only be scheduled if a comparable class is not offered, or does not fit into the student's schedule.
4. Students are required to attend school, during their scheduled on-line hour(s), to work on virtual course(s).
5. The student will report bi weekly progress to their mentor. Biweekly progress can be done by email, phone, or face to face. Biweekly progress will be initiated by student.
6. The student will communicate with their mentor immediately if they are having any difficulties with their course.
7. The student will adhere to all school policies and regulations, and have a valid AUP on file.
8. Students wishing to enroll in virtual courses, and planning to receive a diploma from Linden High School, shall fall under the graduation requirements outlined in the LHS Student Handbook/board policy.
9. Linden High School must receive an official record of the final grade before high school credit is granted. All grades/credits received as a result of a student taking an approved virtual course are recorded on the student's official transcript.

10. Students not completing course(s) by stated deadline will receive an E for the course(s) not completed. Extensions must be approved by administration. Extensions may be cause for a student to fall behind in their expected completion of course(s) which may cause a student to not be on track for graduation.
11. The online/virtual course must be completed within the semester it is scheduled for. Students who do not complete the online/virtual course by the conclusion of the semester in which the course is scheduled will be required to reimburse the district for the full amount of the course.
12. If the student fails to meet the requirements of this contract, Linden High School can deny the student the opportunity to take virtual courses in the future.

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

ALTERNATIVE EDUCATION/ADULT HIGH SCHOOL

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

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

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

PERSONAL CURRICULUM

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

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

Personal Curriculum Parent and Educator Guide

http://www.michigan.gov/documents/mde/PC_Guide_Final_5_12_09_277958_7.pdf

HOMEWORK

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

COMPUTER TECHNOLOGY AND NETWORKS

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

STUDENT ASSESSMENT

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

All high school juniors will be required to take State of Michigan mandated assessments.

These assessments will consist of the college entrance exam, and several Michigan components developed to assess Michigan curriculum that is not assessed by the college entrance exam. These assessments will be used to comply with the No Child Left Behind law or State assessments and to provide parents with information about the quality of education in Michigan schools. Students should see their counselor for testing dates.

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

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

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

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

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

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular programs offered by the district. Parents should contact the Director of Curriculum at 591-0985 to inquire about evaluation procedures and programs offered by the district.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application can be obtained from the principal. The application must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities. School rules will still apply regarding behavior and equal opportunity to participate.

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

ATHLETICS

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

NCAA Eligibility Standards

The National Collegiate Athletic Association has set standards that prospective freshmen athletes must meet in order to be eligible to participate. Every high school must submit its courses for inspection to the NCAA Clearinghouse which will judge whether the courses meet NCAA standards of acceptance. Courses that have been approved by the NCAA Clearinghouse are marked by a “v” in the Curriculum Guide. If you are a prospective Division I or Division II athlete, see your counselor for more information about specific classes to take in high school that meet NCAA guidelines. The college freshman athlete must have passed 16 core credits in the five academic areas and have achieved a minimum score on the ACT or SAT Test. These standards change from time to time but current ones are available in the counseling and athletic offices. Students and their parents are responsible for developing a four-year plan which meets the core requirements as determined by NCAA. NOTE: Courses taken for credit via Independent Study do not satisfy NCAA requirements. For students entering Division I or Division II College or University on or after August 1, 2013, your NCAA initial eligibility will be evaluated under the 16 core-course rule.

Grade 11

- Register with the eligibility center.
- Make sure you are still on course to meet core-course requirements (verify you have the correct number of core courses and that the core courses are on your high school's 48-H with the eligibility center).
- After your junior year, use Parchment.com to request that your transcript is sent to NCAA. If you have attended any other high schools, make sure a transcript is sent to the eligibility center from each high school.
- When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
- Begin your amateurism questionnaire.

Grade 12

- When taking the ACT or SAT, request test scores to be sent to the eligibility center (the code is "9999").
- Complete amateurism questionnaire and sign the final authorization signature online on or after April 1 if you are expecting to enroll in college in the fall semester. (If you are expecting to enroll for spring semester, sign the final authorization signature on or after October 1 of the year prior to enrollment.)
- After you graduate, use Parchment.com to request that your final transcript is sent to the NCAA.

For more information, to find eligibility rules or to register go to;

<https://web1.ncaa.org/eligibilitycenter/common/>

STUDENT EMPLOYMENT

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE GUIDELINES

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

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

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

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

1. Students are expected to attend all of their scheduled classes. Students are expected to attend school regularly and to be on-time for class in order to receive the maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Students/parents are responsible for being familiar with all attendance procedures.

2. Students will be allowed **ten (10) absences** in each class period during the semester. Beginning with the **eleventh (11th)** absence, it will be **MANDATORY** for the student to make-up the missed time in After School Detention to receive credit. Parents will be notified of daily absences/tardies through the use of an automated phone calling system. It is recommended that parents have a valid phone number on file, and notify the main office if any number changes occur.

3. Parent will also receive written notification when their student accumulates 4, 7, and 10 absences in a course. Students that continue to accumulate absences beyond the allotment of ten, without attending after school detention to roll them back, will be considered truant and subject to truancy procedures.

Medical excuses must be turned in within one (1) week of the date(s) of the absence(s). This documentation must contain a diagnosis of the illness and the specific dates that the student could not attend school. **If a student does not roll his/her absences back to ten (10) prior to the end of a semester he/she will be REQUIRED to achieve at least a 78% on the final exam to have his/her grade calculated for the semester. If the student does not attain a 78% grade on the final exam, the student will receive no credit for the course.**

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

- | | |
|---|--------------------------|
| A. suspensions by school administrator; | D. medical appointments; |
| B. school-related absences; | E. court appointments. |
| C. absences due to a death in the immediate family; | |

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

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

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

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

A student must be in attendance in a minimum of four (4) classes/school sponsored activities on the day of any co-curricular or extracurricular activity. The exception to this rule will be made if a student has a pre-excused absence (funeral, doctor appointment etc...) It is the student's responsibility to verify this absence with a school administrator.

TARDY POLICY

Students are allowed 4 tardies per class, and are subject to after school detention on their 5th tardy. Any student late up to 10 minutes will be considered tardy for the class. Any student more than 10 minutes late for the class will be considered absent.

SCHOOL- RELATED ABSENCES

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

ADVANCED EXCUSES

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

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

If the student/parent makes a decision to leave after the request has been denied, all classes missed will be considered as unexcused and will follow the attendance policy. Advanced excuses will not be approved for scheduled semester exams.

Advanced excuses are factored into a student's total number of absences for the semester.

GUIDELINES FOR AFTER SCHOOL DETENTION

1. After School Detention shall meet on designated WEEKDAYS AFTER SCHOOL from 2:30-3:30 P.M.
2. Staff members have the authority to assign After School Detention for minor behavioral infractions, tardies, and absences.
3. No student will be admitted past the 2:30 P.M. starting time.
4. Students are responsible for bringing meaningful work for the entire session. They will not be permitted to leave the room. Pencils and paper will not be provided.
5. Students will be expected to work the entire After School Detention session. Sleeping and eating will not be allowed.
6. Transportation is a parental responsibility.
7. Failure to follow guidelines shall result in immediate dismissal from After School Detention and referral to administration for disciplinary action. Partially completed hours will NOT be counted.
8. LHS Handbook rules will be followed during After School Detention. Any violations will be dealt with accordingly.
9. If a student does not make up required time in After School Detention, the student may lose credit in the class or classes they have over ten (10) absences.
10. Students cannot build up time in After School Detention against future absences.

MAKE-UP WORK

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

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

In the case of an absence due to suspension, it is the student's responsibility to contact his/her teachers to discuss assignments missed. Students are asked to make homework arrangements prior to school related absences or vacations.

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

DANCE REGULATIONS

1. Only Linden High School students will be admitted to high school dances, unless a guest pass is obtained as noted in #2.
2. Students at Linden High School wishing to bring a guest to a dance must secure a guest pass from the office during school hours prior to the dance. The guest pass must be approved and signed by an administrator prior to purchasing tickets. Authorized guests are required to provide photo identification to gain entry (i.e. school ID or driver's license).
3. At no time are elementary or middle school students permitted to attend a high school dance. This includes JR/SR Prom and Homecoming.
4. Students who are in the 9th and 10th grades may attend the JR/SR Prom as a guest if their date is a JR/SR enrolled as a full-time student in good standing at Linden High School.
5. Students may be denied access to school dances, including Homecoming and Prom for excessive absenteeism, excessive tardiness, excessive behavioral incidents, and/or lack of academic progress.
6. Adult High School students may attend the JR/SR Prom if their date is a JR/SR enrolled as a full-time student at Linden High School.
7. School regulations apply to all students attending dances.
8. Any violation of school policy and/or regulation will be dealt with in accordance with the *LHS Handbook* and may result in suspension from all dances for the remainder of the school year, including JR/SR Prom.
9. Once a student leaves the dance s/he may not return.
10. Seniors who attend the Prom may be denied participation in Commencement exercises for violations of conduct including possession/use of alcohol, tobacco and controlled substances.
11. No one 21 years or older may attend a Linden High School dance.
12. Students that are observed dancing and/or behaving in an inappropriate manner may be asked to leave without refund.

USE OF BREATH TEST INSTRUMENTS

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever s/he has reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook and can also be prosecuted criminally. Parents will be notified.

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

AGE OF MAJORITY

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

CLOSED CAMPUS AND CHECKOUT PROCEDURE

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

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

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

STUDENT CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive; and
- act at all times in a manner that reflects pride in self, family, and the school.

Sexual Contact

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

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

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

Dress and Grooming

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion of dress, accessory, and/or grooming practice that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to him/her or others, he/she may be removed from the educational setting.

The Linden High School dress and grooming code is intended to conform to the world of work. As a student at Linden High School, it is the student's and staff's "job" to prepare them for life after high school. Any provocative, inappropriate, and/or distracting clothing or grooming deemed to disrupt the educational environment is prohibited at the discretion of the staff and administration. Students may be asked to change their clothing, be provided with appropriate clothing, have appropriate clothing brought to school, or return home to change their clothing. Linden High School, in carrying out its' responsibility for creating a positive learning environment, encourages good taste in dress and grooming appropriate to the learning activity. The administration reserves the right to determine what is provocative, inappropriate, or distracting.

Students representing Linden High School at an official function or public event may be required to follow specific dress requirements. Usually this applies to, but is not limited to athletic teams, cheerleaders, band, and other student groups. Shoes and/or sandals must be worn at all times. For safety reasons, footwear requirements may differ for specific classes. Backpacks, purses, hats, and bags must be kept in student lockers; any deviations must receive administrative approval.

When dressing for school, students should consider the following:

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

Care of Personal and School Property

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

In addition, students are responsible for protecting the contents of their lockers. This includes closing the locker door, turning the combination dial, keeping the locker combination confidential, and reporting damage to the locker. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student

or his/her parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Food and Beverages

No food or beverages are allowed into classrooms at any time unless approved by administration.

EXCEPTION: Students are allowed to bring water into classrooms with the permission of the teacher, but it must not be a distraction to class proceedings.

STUDENT DISCIPLINE CODE

Discipline policies should be viewed positively rather than negatively. The school is not desirous of punishing students. The school does not wish to deprive students of an education. Indeed, the purpose of education is to assist every student in acquiring the skills, knowledge, and habits necessary to become a self-sufficient individual who needs to think not only about himself/herself, but also about the other members of the community. Discipline, fairly administered, helps maintain the balance between the rights of the individual and the school community so that the rights of all students are protected.

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

DISCIPLINARY ACTION

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

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

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

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

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

Behavioral Probation - The principal or his/her designee may place a student on behavioral probation for a specific period of time during which critical examination and evaluation of the student's progress will take place. Behavioral probation will be initiated through the use of a Behavioral Probation Instrument. The instrument will be an agreement between the student and the administrator concerning the specific changes expected, the terms of the probation and the length of the probation period. Failure to fulfill the behavioral requirements outlined on the instrument or a further infraction of school rules during the period of probation will result in the imposing of further disciplinary action as set forth in the terms of the instrument.

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

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

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

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

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

DUE PROCESS PROCEDURES

In compliance with a student's due process rights, a suspension will only be invoked after an 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 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/or by telephone.
 - 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. The administrator processing the suspension will determine whether a parent conference will be required as a condition of readmission.
 - d. 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.
 - e. The suspension shall terminate immediately before the start of the first school day following the expiration of the suspension.
 - f. Days when school is not officially scheduled are not to be counted as a part of the suspension time.

EXCLUSION FROM SCHOOL

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

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

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

Suspension Pending Further Investigation

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

Extended Suspensions

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

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

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

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

Suspension Pending an Expulsion Hearing

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

Expulsion

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

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

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

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

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

APPEALS PROCEDURE

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

1. Suspensions of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of suspension notice.
2. The written appeal must contain the reason(s) that the suspension is being appealed.
3. The student shall be reinstated for curricular activities only during the appeal process unless the principal determines the student's attendance would jeopardize the safety of the student or of others.
4. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to a meeting with the parents if, in the principal's opinion, this is appropriate.
5. The principal will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
6. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents' receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
7. The Superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parent's 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	Caseworker
Law Enforcement Officer	

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

CONFIDENTIALITY IN MATTERS OF DISCIPLINARY ACTION

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

SPECIFIC OFFENSES AND PENALTIES

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

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

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

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

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

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

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

1. **ACADEMIC DISHONESTY**

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

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

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

Maximum penalty: Expulsion

2. **ARSON**

The willful and malicious burning of school property.

Minimum penalty: 7 - 10 day suspension

Maximum penalty: Expulsion

3. **BULLYING**

Any gesture, written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus that substantially interferes with the educational opportunities, benefits, or programs of one or more student(s). Bullying can be physical, verbal,

psychological, a combination of all three; or repeated inappropriate conduct. Consequences for a student who commits an act of bullying shall vary in method and severity according to the nature of the behavior, the developmental age of the student, the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Bullying is further defined in accordance with Board Policy 5517.01.

Minimum Penalty: Student/Parent Contact

Maximum Penalty: Expulsion

4. **HARASSMENT**

The act of intimidating, distracting, and/or disrupting students or school personnel; threatening or provoking, verbally or otherwise, the well-being, health, or safety of another person. In accordance with Board Policy 5517.

Minimum penalty: Student/Parent Contact

Maximum penalty: Expulsion

5. **THREAT**

The threat of violence towards another student or school personnel; the threat, or attempt to strike need not be successful. A threat can be verbally, gestural, and/or technological.

Minimum Penalty: Student/Parent Contact

Maximum Penalty: Expulsion

6. **BATTERY**

The act of physically harming any person who does not wish to engage in the conflict and who has not provoked the attack. Words alone do not constitute provocation.

Minimum penalty: 5 day suspension

Maximum penalty: Expulsion

7. **VIOLATION OF THE A.U.P.**

Minor violations include, but not limited to, sharing of password and sign-on, use of computer for purposes other than education or unauthorized use of computer equipment etc.

Minimum penalty: loss of computer privileges up to 14 days

Maximum penalty: suspension/expulsion

8. **CLOSED CAMPUS**

Leaving the school premises without authorization during the student's scheduled class hours and/or lunch hour.

Minimum penalty: Suspended driving privileges for 1 week and/or After School Detention

Maximum penalty: Driving privileges revoked for the remainder of the year/suspension.

9. **DISPLAY OF AFFECTION**

The act of engaging in inappropriate displays of affection between two students. This is more than a quick kiss or the holding of hands. Indelicate implies a lack of modesty or tact.

Minimum penalty: After School Detention

Maximum penalty: Suspension/parent meeting

10. **DISRESPECT**

Insulting, calling derogatory names, dishonoring, using profanity or in any other manner abusing verbally any member of the staff or another student.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

11. **DISTRIBUTION OF UNAUTHORIZED PRINTED MATERIALS**

The act of distributing unauthorized materials on school property.

Minimum penalty: After School Detention

Maximum penalty: Suspension/parent meeting

12. **DRESS CODE VIOLATION**

The act of wearing inappropriate clothing to school or school related functions (including, but not limited to, school dances).

Minimum penalty: Requirement to change clothing

Maximum penalty: Parent meeting/suspension

13. **DRUGS**

The act of selling, transferring, using, or possessing “pep pills” or any similar behavior-altering substances whether or not a prescription substance (except in accordance with the district’s medication ordinance). The act of possessing drug paraphernalia, transferring, using, intent to distribute, selling, or being under the influence of alcohol or controlled substances (drugs); the act of possessing or transferring a substance which has been represented as a controlled substance (e.g., fake drugs, drug “look alikes”); the intent to purchase drugs, drug look a likes, and/or paraphernalia.

Minimum penalty: 10-day suspension/referral and testing

Second Violation: Recommendation for Expulsion

14. **EXTORTION/BLACKMAIL/COERCION**

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

Minimum penalty: 7 - 10 day suspension

Maximum penalty: Recommendation for Expulsion

15. **FALSE ALARMS**

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

Minimum penalty: 10 day suspension

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

16. **FALSE REPORTS**

The act of falsely reporting incidents making false accusations, or giving false testimony to school personnel which would affect the welfare of others.

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

17. **FIGHTING**

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

Minimum penalty: 5 day suspension

Maximum penalty: Expulsion

18. **FIREWORKS/EXPLOSIVES**

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

Minimum penalty: 5 day suspension
Maximum penalty: Expulsion

19. **FORGERY**

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

Minimum penalty: 3 day suspension
Maximum penalty: Expulsion

20. **GAMBLING**

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

Minimum penalty: After School Detention/parent meeting
Maximum penalty: Expulsion

21. **HAZING**

The act of any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of initiation, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team. The Linden Community School District will not condone or tolerate the hazing of students at school related activities. Any reported incident of hazing will be investigated and dealt with on an individual basis. Any student who is found to have participated in the hazing of another student will be disciplined. The disciplinary action will include a meeting with the student and his/her parents, and it may be as severe as expulsion from school and a permanent loss of privileges in the Linden Community School District.

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

The act of leading or encouraging activities that disrupt the normal educational process of the school. This includes, but is not limited to, filming or taking pictures.

Minimum penalty: 3 day suspension
Maximum penalty: Expulsion

23. **INSUBORDINATION**

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

Minimum penalty: After School Detention
Maximum penalty: suspension/parent meeting

24. **LITTERING**

The act of littering school property.

Minimum penalty: Community service assigned by administration
Maximum penalty: Suspension/parent meeting required

25. **LOITERING/TRESPASSING**

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

Minimum penalty: Upon refusal to leave, police will be contacted
Maximum penalty: Expulsion

26. **SKIPPING**

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

Minimum penalty: One hour of After School Detention for each hour skipped

Maximum penalty: Suspension/parent meeting required

27. **OBSCENITY**

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

Minimum penalty: After School Detention

Maximum penalty: Suspension/parent meeting required

28. **THEFT**

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

Minimum penalty: 3 day suspension and restitution

Maximum penalty: Expulsion and restitution

29. **TOBACCO**

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

Minimum penalty: 5 day suspension

Maximum penalty: Expulsion

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

30. **TRUANCY**

The act of unauthorized absence from school for a lengthy period of time. If a student is 15 years of age or younger (*beginning with the class of 2016 students must attend school until the age of 18), the county will be notified once the student is truant for 5 days. All trancies must be made up in After School Detention hour for hour.

Minimum penalty: Suspension/parent meeting

Maximum penalty: Expulsion

31. **TARDY**

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

Minimum penalty: After School Detention

Maximum penalty: Suspension/parent meeting

32. **UNAUTHORIZED SALE OR DISTRIBUTION**

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

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

33. **VANDALISM**

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

Minimum penalty: 5 day suspension and restitution

Maximum penalty: Expulsion/restitution

34. **WEAPONS**

In compliance with state law, the Linden Board of Education shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a district building or on district property, including school buses and other school transportation. A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. Weapons of any kind will be considered for expulsion by Linden Schools. Disabled students under IDEIA or Section 504 shall be expelled only in accordance with Board Policy 2461 and federal due process rights in relation to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal’s office.

35. **OFF-CAMPUS ACTIVITIES**

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

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

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

Minimum penalty: 3 day suspension

Maximum penalty: Expulsion

37. **CELL PHONES AND PERSONAL ELECTRONIC DEVICES**

Linden High School recognizes the potential value of electronic devices in the educational setting. Responsible use of PEDs is permitted in common areas of the building during passing time and during a student’s lunch period. Student use during school hours is considered a privilege, not a right. Linden High School will strictly enforce the adherence to the guidelines listed below:

1. There are certain behaviors related to cellphone and PED use that are unacceptable at all times, not only during the school day, but in general society as well. Threats, unauthorized photos, “sexting”, plagiarism, cheating, copyright violation etc. can all result in disciplinary consequences as well as potential legal charges.
2. Students that utilize their electronic device(s) to record and/or transmit audio/video on school campus, or school sponsored events are subject to disciplinary action including suspension/expulsion.
3. During emergency drills, emergency situations, or when an adult is speaking to students they must immediately remove ear buds to acknowledge the conversation, or situation. PED use during drills or actual emergencies is never acceptable.

4. Students are considered “in-class” once the bell rings. At that time, students will follow the PED policy of the classroom as designated by the teacher using the classroom color code. **Note: placing and or receiving phone calls or messages is never permitted in the classroom regardless of the color code.**

Green Light: PEDs are allowed by the classroom teacher based upon the lesson for the day and/or curriculum for that course. Students will be responsible in their use, understanding that the lesson or curriculum demands interaction with community or outside resources using the technology.

Yellow Light: PEDs are regulated by the classroom teacher based upon the curriculum for the day’s lesson. The teacher will communicate classroom expectations clearly to students at the beginning of the class period.

Red Light: PEDs are NOT permitted by the classroom teacher, based upon the lesson for the day or curriculum for the course.

1. Students who fail to adhere to the policy will relinquish their PED without incident or conflict with any staff member. Failure to do so will result in progressive disciplinary action up to, and including suspension.
2. PEDs are the responsibility of the student. It is always in the student’s best interest to treat his or her belongings with respect and protect them to prevent theft or damage.
3. PEDs turned into the administration will only be released with parent authorization.
4. Continued disregard for the cellphone/PED policy may result progressive discipline up to suspension.

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

38. USE/POSSESSION OF SKATEBOARDS, HOVER BOARDS, ROLLERBLADES, SKATES, AND THE LIKE

These items are not allowed on campus.

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

SEXUAL HARASSMENT POLICY

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

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

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

Sexual harassment includes

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

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

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

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

5 day suspension
Maximum Penalty: Expulsion

DRUG ABUSE POLICY

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

Administrative Regulations:

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

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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

STUDENT RIGHTS OF EXPRESSION

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

Material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing; or
4. intends to incite violence or presents a likelihood of disrupting school or a school event.

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

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

SECTION V - Transportation

Bus Transportation to School

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

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

Bus Conduct

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

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

Each student shall

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

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

During the trip

Each student shall

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

Leaving the bus

Each student shall

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

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

Penalties for Infractions

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

Self-Transportation to School

Students are provided the opportunity to ride school transportation and are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

SECTION VI

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

NONDISCRIMINATION

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

Complaint Procedure

Section I

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

Section II

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

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Assistant Superintendent within five (5) business days of receipt of answers to the informal complaint. The assistant superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the assistant superintendent, s/he may submit a signed statement of appeal to the superintendent within five (5) business days after receipt of the assistant's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Linden Board of Education within five (5) business days of his/her receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

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

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

The assistant superintendent, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the acts and the regulations, on which this notice is based, may be found in the district coordinator's office.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

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

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

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

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

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

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

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

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

CARE OF DISTRICT PROPERTY

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

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

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

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

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

LINDEN COMMUNITY SCHOOLS ACCEPTABLE USE POLICY

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

General Regulations

1. Every student and staff member who is granted access will first read and agree to the acceptable use policy. The signed agreements will be kept on file for two years.
2. Access to the Internet is for administrative and instructional purposes. Use by students shall have an instructional focus with specific learner outcomes.
3. Users must adhere to all Acceptable Use Policies of Linden Community Schools, GenNET, or any other networks or online services accessed.
4. Access to the Internet shall require permission from the supervisor/teacher of the Internet access point.
5. All technology hardware, software, and the Internet will be used in an appropriate manner and only for educational purposes.
6. Linden Community Schools technology will not be used to plagiarize or violate copyright laws.
7. Users will be polite and respectful and use acceptable language when using computers and the Internet.
8. 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.
9. Teachers and Administrators are responsible for determining what is unauthorized or inappropriate technology use.
10. It is the user's responsibility to keep all food and drink out of computer rooms and away from all hardware.
11. Users are not allowed to connect their personal laptops to the district's network.
12. Social networking or electronic communications between staff and students 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 is issued email 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 another's account.
3. Student users cannot change the password the district has provided for e-mail.
4. Use of email accounts for students are for class purposes only.
5. Student email accounts are temporary and will be terminated upon departure from Linden Schools.
6. Student users will not reveal personal information on-line, including, 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.

MLA Source Template

** Note when a period or a comma follows the element.

1. Author (Last, First.). (or editor if no author)
2. Title of source. (Capitalize all main words) (articles in “quotes”, books in <i>italics</i>)
<i>Container 1 Information</i>
3. Title of container (italics), (website, journal, newspaper, etc.)
4. Other contributors, (editors, translators, etc.)
5. Version, (ex: vol. 3)
6. Number, (ex: no. 4)
7. Publisher, (Who produced source?)
8. Publication date, (ex: 15 Aug. 2016)
9. Location. (URL, DOI, or physical)
<i>Container 2 Information (databases)</i> (For databases, 3 and 9 are mandatory; the others are optional.)
3. Title of container (italics), (name of database)
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location. (URL or DOI)
Additional?

If one or more of the elements is missing, skip that element when creating your Works Cited page.