<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT POLICIES</td>
<td>4</td>
</tr>
<tr>
<td>EQUAL EDUCATION OPPORTUNITY</td>
<td>4</td>
</tr>
<tr>
<td>SCHOOL DAY</td>
<td>4</td>
</tr>
<tr>
<td>STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>4</td>
</tr>
<tr>
<td>STUDENT WELL-BEING</td>
<td>4</td>
</tr>
<tr>
<td>INJURY AND ILLNESS</td>
<td>5</td>
</tr>
<tr>
<td>HOMEBOUND INSTRUCTION</td>
<td>5</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL PLAN</td>
<td>5</td>
</tr>
<tr>
<td>USE OF MEDICATIONS</td>
<td>6</td>
</tr>
<tr>
<td>CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES &amp; PESTS</td>
<td>7</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>7</td>
</tr>
<tr>
<td>INDIVIDUALS WITH DISABILITIES</td>
<td>7</td>
</tr>
<tr>
<td>STUDENT RECORDS</td>
<td>8</td>
</tr>
<tr>
<td>CAFETERIA/MEAL SERVICE</td>
<td>9</td>
</tr>
<tr>
<td>LUNCHROOM PROCEDURES</td>
<td>9</td>
</tr>
<tr>
<td>STUDENT FUNDRAISING</td>
<td>9</td>
</tr>
<tr>
<td>REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES</td>
<td>10</td>
</tr>
<tr>
<td>VISITORS &amp; VOLUNTEERS</td>
<td>10</td>
</tr>
<tr>
<td>USE OF THE MEDIA CENTER</td>
<td>11</td>
</tr>
<tr>
<td>STUDENT SALES</td>
<td>11</td>
</tr>
<tr>
<td>CELL PHONE &amp; TABLETS</td>
<td>11</td>
</tr>
<tr>
<td>RECESS</td>
<td>11</td>
</tr>
<tr>
<td>SECTION II – ACADEMICS</td>
<td>11</td>
</tr>
<tr>
<td>FIELD TRIPS</td>
<td>11</td>
</tr>
<tr>
<td>GRADING PERIODS</td>
<td>12</td>
</tr>
<tr>
<td>PROMOTION, PLACEMENT, AND RETENTION</td>
<td>12</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>12</td>
</tr>
<tr>
<td>SECTION III – STUDENT CONDUCT</td>
<td>12</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>12</td>
</tr>
<tr>
<td>Elementary Attendance Process</td>
<td>13</td>
</tr>
<tr>
<td>STUDENT DISCIPLINE CODE</td>
<td>15</td>
</tr>
<tr>
<td>DISCIPLINE</td>
<td>16</td>
</tr>
<tr>
<td>DRESS AND GROOMING</td>
<td>18</td>
</tr>
<tr>
<td>CARE OF PROPERTY</td>
<td>18</td>
</tr>
<tr>
<td>EXPLANATION OF TERMS APPLYING TO THE STUDENT</td>
<td>19</td>
</tr>
<tr>
<td>DISCIPLINE CODE</td>
<td>19</td>
</tr>
<tr>
<td>DUE PROCESS RIGHTS</td>
<td>21</td>
</tr>
<tr>
<td>SECTION IV – TRANSPORTATION</td>
<td>23</td>
</tr>
<tr>
<td>BUS CONDUCT</td>
<td>23</td>
</tr>
<tr>
<td>VIDEOTAPES ON SCHOOL BUSES</td>
<td>24</td>
</tr>
<tr>
<td>SECTION V – DIRECTORY INFORMATION</td>
<td>24</td>
</tr>
<tr>
<td>STUDENT DIRECTORY INFORMATION</td>
<td>24</td>
</tr>
<tr>
<td>NOTIFICATION TO PARENTS/GUARDIANS OF DIRECTORY INFORMATION</td>
<td>26</td>
</tr>
<tr>
<td>Student/Parent Acknowledgement Form</td>
<td>28</td>
</tr>
<tr>
<td>Student &amp; Staff Technology Acceptable Use &amp; Safety Policy</td>
<td>29</td>
</tr>
</tbody>
</table>
After reviewing the Handbook with your student, please remove the last page of this handbook (AUP and Student Handbook-Student/Parent Acknowledgement form) and return to the office with the required information, including signature and date.
DISTRICT POLICIES

District policies can be located in any school office and also on the Linden Community Schools website: www.lindenschools.org. This handbook follows district policy. Disputes with district policies may be appealed to the board after following the administrative chain of command.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, gender identity or national origin, while at school or a school activity, should immediately contact the school district's compliance officer listed below:

Mike Engelter, Assistant Superintendent – mengelte@lindenschools.org (810)591-0987.

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

SCHOOL DAY

The school day at Linden Central Elementary is 8:19 a.m. to 3:27 p.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 teachers' 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/Guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents/Guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

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

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as lock down, fire and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify a staff person immediately.
State law requires that all students must have an emergency medical form completed, signed by a parent/guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office. In the case of an anaphylactic food allergy, those students may have an “allergy free” table available for eating breakfast and/or lunch.

Due to a variety of medical conditions throughout the school population, it is requested that all students, staff, and visitors refrain from excessive fragrant perfumes/colognes.

**INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

Students returning to school after an illness should be symptom and fever free (without medication to keep the fever at normal range) for 24 hours. Students need to take their antibiotics (if applicable) for 24 hours before returning to school.

**HOMEBOUND INSTRUCTION**

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the 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/guardian, student, other caregiver or physician licensed to practice in this state. A physician must certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

**EMERGENCY MEDICAL PLAN**

In the event of unusual medical needs, the parent/guardian must contact the building principal. Appropriate medical forms must be completed and signed by a physician.
USE OF MEDICATIONS

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

A. Parents/Guardians should, with their physician’s counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The medication request and authorization forms must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. Medication forms expire on the last day of school of the current school year. New forms must be provided annually prior to the administering of medication.

C. All medications must be registered with the principal’s office.

D. Medication that is brought to the office will be properly secured.
   - Medication should be brought to school directly by the parent/guardian.
   - Medication MAY NOT be sent to school in a student’s backpack, lunch box, pocket, or other means on or about his/her person.
   - Over-the-counter medication must be brought to school in the original, unopened container/box from the store.
   - Prescription medication must be brought to school in the original, prescription bottle from the pharmacy.

E. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents/guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician’s written instructions and the parent/guardian’s written permission release.

Asthma Inhalers and Epi-Pens

Students, with appropriate written permission from the physician and parent/guardian, 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

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.
Parents/Guardians may authorize the school to administer a non-prescribed medication using a form which is available at the school office. The student may be authorized on the request form by his/her parent/guardian to self-administer the medication in the presence of a school staff member.

If a student is found using or possessing a non-prescribed medication (including cough drops) without parent/guardian authorization, he/she will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

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

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

**CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

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

Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, pink eye, rashes, 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. Students may return to school with a doctor’s note indicating they are no longer contagious.

**HEAD LICE**

**LINDEN SCHOOLS HAS A NO NIT POLICY.**

Any child found to have head lice will be temporarily excluded from school until all nits and/or live lice are removed from the child’s head. The child who has been excluded with head lice will be rechecked by the school prior to being allowed to ride the bus or return to class. As a precaution, the child will be rechecked within ten (10) days for possible re-infection.

**INDIVIDUALS WITH DISABILITIES**

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

Access to special education services occur through the proper evaluation procedures. Parent/Guardian involvement in this procedure is important and required by federal Individual with Disabilities Educational Improvement Act (IDEIA) and state law. Contact the Special Education Department at (810) 591-0405 to inquire about evaluation procedures and programs.
STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information.

Neither the board nor its employees shall permit the release of the social security number of a student or other individual except as authorized by law (see AG8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by the employee who has authorized access to such records.

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this district. The board hereby authorizes collection of the following student records in addition to the membership record required by law:

A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
B. samples of student work;
C. information obtained from professionally acceptable standard instruments of measurements such as
   1. interest inventories and aptitude tests;
   2. achievement tests;
   3. standardized intelligence tests;
   4. M STEP
D. authenticated information provided by a parent/guardian or eligible student concerning achievements and other school activities which the parent/guardian or student want to make apart of the record;
E. verified reports of serious or recurrent behavior patterns;
F. psychological tests;
G. attendance records;
H. health records;
I. custodial arrangements.

In all cases, permitted narrative information in student records shall be objectively based on the personal observation or knowledge of the originator. Student records shall be available for viewing only to students and their parents/guardians, designated school officials, and designated school personnel. The term “parents/guardians” includes legal guardians or other persons (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child and acts as a parent/guardian in the absence of a parent/guardian). In situations in which a student has both a custodial and a noncustodial parent/guardian, both shall have access to the student’s educational records unless stipulated otherwise by court order.
“Legitimate educational interest” shall be defined as a “direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District” including, but not limited to, those officials with legitimate educational interests as defined in district administrative guidelines.

The board authorizes the administration to:

A. forward student records, including any suspension and expulsion action against the student, on request, to a school in which a student of this District seeks or intends to enroll;

B. provide “personally identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the students or other individuals; and

C. request each person or party requesting access to a student’s record to abide by the federal regulations concerning the disclosure of information to a third party.

The district will comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction.

The board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student or person viewing the record, information disclosed and date of disclosure, and date parent/guardian and/or eligible student consent was obtained.

**CAFETERIA/MEAL SERVICE**

The school cafeteria is available to all students whether lunch is purchased at the cafeteria or brought from home. In the cafeteria/multipurpose room, the quality of student citizenship is clearly observed. Due to the number of students involved, basic rules of etiquette and courtesy are necessary. Students are expected to conduct themselves properly at all times. Failure to do so may result in revoking cafeteria privileges.

**LUNCHROOM PROCEDURES**

- Students may not charge lunches (per district policy).
- Students are expected to stay seated while eating lunch.
- Students are expected to talk in quiet voices to their friends.
- Students are not allowed to eat from other students’ lunches.
- Students may raise their hand to get help from supervisors.
- Students are expected to leave the table and benches clean after eating.
- Students are expected to exhibit proper lunchroom manners.

**STUDENT FUNDRAISING** In accordance with Board policy, each fundraising 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 fundraisers:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fundraising activity for a group in which they are not members without the approval of the principal.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fundraisers that require them 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.
- Students may not participate in a fundraising activity conducted by a parent/guardian group, booster club, or community organization on school property without the approval of the principal.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents/Guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education (4th and 5th grade). Any parent/guardian who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents'/Guardians’ rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

VISITORS

Visitors, particularly parents/guardians, are always welcome at the school. When planning a visit to our school, it is important to consider and respect our student's instruction time. Please refrain from “dropping in” unexpectedly. It is advised and recommended that all visitors set up a “scheduled” time for their visit with the classroom teacher.

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor who is found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior permission from the principal.

VOLUNTEERS

Parent/guardian volunteers are encouraged and welcome. All parent/guardian volunteers are scheduled and coordinated through the classroom teacher. A district “I-Chat Background Check” must be completed and on file in the office prior to becoming a classroom volunteer.
USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes may be obtained from a student’s teacher or from the media aide. Books on the shelves may be checked out for a period of one week. To check out any other materials, the student should contact the media aide.

In order to avoid late fees, all materials checked out of the media center must be returned within one week.

STUDENT SALES

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

CELL PHONE & TABLETS

Student use of cell phones and tablets is prohibited during the school day (8:19 a.m. to 3:27 p.m.)

RECESS

All students will go out for recess; therefore, students need to wear appropriate clothing and need to dress for the weather. On days when the weather is extremely cold (determined by wind chill factor) or rainy, recess will be held inside. STUDENTS WILL HAVE INDOOR RECESS IF THE AIR TEMPERATURE AND/OR WIND CHILL IS ZERO DEGREES.

If a student is well enough to come to school, he/she is expected to go out for recess. A physician’s note is required if the student must stay inside at recess time due to health reasons. After an extended illness, if requested in writing by the parent/guardian, the student may be allowed to stay in for one day at the principal’s discretion. A doctor’s note is required if a student is to stay in from recess for two or more days. The doctor note must be approved by the principal.

Students are expected to stay in their assigned play area. Students may not bring items such as baseballs, Frisbees, skateboards, roller blades, scooters, footballs, basketballs, jump ropes, and/or any other toy. Students are expected to listen and follow all instructions given by the playground aides.

SIGN IN/SIGN OUT PROCEDURES

Students may not leave the school grounds without permission from office personnel. Before permission may be granted, a written request from the parent/guardian must be presented. No student will be released to a person other than a custodial parent/guardian without written permission. STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY PARENT/GUARDIAN BEFORE LEAVING THE BUILDING DURING THE SCHOOL DAY. PARENTS/GUARDIANS PICKING UP STUDENTS WHO NORMALLY RIDE A BUS MUST SIGN OUT THEIR CHILD IN THE OFFICE. Students leaving school without permission will be considered truant.

SECTION II – ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. Students may walk or be transported by school bus to and from the field trip. STUDENTS ARE NOT PERMITTED TO BE TRANSPORTED
BY PARENTS/GUARDIANS ON SCHOOL FIELD TRIPS. There are also other trips that are part of the school’s extra-curricular programs. **No student may participate in any school-sponsored trip without written parent/guardian consent.**

Field trips are designed to extend curricular areas for our students. Parents/Guardians may be asked to be a chaperone on a field trip. The role of a chaperone is to supervise students; therefore **siblings are not allowed to accompany parent/guardians on any field trip.** All chaperones must be approved by the principal prior to attending any field trip. A district “I-Chat Background Check” must be completed and on file in the office prior to attending any field trip.

**GRADING PERIODS**

Report cards will be issued at the end of each nine-week period. The final, end-of-the-year report card will be given to your student on the last day of school.

Parent/Guardian/Teacher conferences will be scheduled periodically. The school calendar will list the exact dates. Conferences will be scheduled by the classroom teacher. Parents/Guardians may arrange a conference with their child’s teacher any time during the school year by contacting the teacher to arrange an appointment.

**PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria:
1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

**HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments.

**SECTION III – STUDENT CONDUCT**

**ATTENDANCE**

**School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning occurs daily including active participation in classroom and other school activities which cannot be replaced by individual study. Students need to arrive at school on time and remain the entire school day. Students leaving school before the end of the day will be marked “tardy/left early.”

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

**Truancy**
Unexcused absence from school (truancy) is not acceptable. Excessive absences creating a harmful impact to the educational process will be monitored. Students who are considered a “habitual truant” may be reported to local authorities regarding the lack of parent/guardian responsibility in providing proper care and supervision of a child.

**Elementary Attendance Process**

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 and parents are responsible for being familiar with all attendance procedures.

The classroom teacher will notify the Principal when attendance creates a harmful impact to the educational process. To address potential attendance issues, these guidelines will be followed:

**Step 1 – 4th Absence**
Principal contacts parents/guardians. A letter is sent expressing concern that absences are creating a harmful impact to the educational process. The contact is recorded.

**Step 2 – 7 Absence**
Principal contacts parents/guardians. A letter is sent to the student’s home via certified mail, sharing information regarding the compulsory school attendance act. The contact is recorded.

**Step 3 10 Absence**
Principal contact parents/guardians by phone call. A letter is sent home to schedule a meeting with school officials. Other supports, resources and referrals to outside agencies are offered. The contact is recorded.

**Step 4 – 15 Absence**
Principal contacts parents/guardians by phone call and letter to schedule a meeting to emphasize the State attendance law and the court petition process. Referral made to Social Worker for home contact regarding assistance and outside resources.

**Step 5 – Additional Absences**
Contact is made with Genesee Intermediate School District Attendance Liaison Officer to arrange a school based mediation. After mediation, a petition may be filed upon the next absence.

**Variables:**
- A student’s age may influence the process.
- The Court establishes the petition deadline.
- Student transfers from the district.
- Previous attendance patterns.

**Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student’s grade.

- Personal illness, not illness in the family unless the circumstances are approved by the principal.
• Death in the immediate family.
• Bona-fide religious holiday.
• Professional appointments that cannot be scheduled during no-school times.
• Absences approved by the principal for good cause.

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

Parents/Guardians must provide an explanation for their child’s absence by no later than 9:00 a.m. on the day of the absence. The parent/guardian is to call the school to explain the reason for the absence. If excusing the absence when the student returns, the parent/guardian must write a note to excuse the absence within one week of the absence.

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

If there is a pattern of frequent absenteeism for “illness,” the parents/guardians will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

A “frequently-absent” student may be placed on “attendance watch” to monitor whether or not the pattern continues.

**Suspension from School**

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

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

**Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant, and the student and his/her parents/guardians shall be subject to the truancy laws of the state.

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

**Notification of Absence**

If a student is going to be absent, the parents/guardians must contact the school office by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents/guardians should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents/guardians improve their child’s attendance. Please let the main office know if you would like to pick up school work, please allow 24 hours for the staff to collect the work. Linden Community Schools’ School Messenger system will contact parents/guardians of their student’s unexcused absences the day of the occurrence.

**Tardiness**
A student who is not in his/her assigned location by the start of the school session shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

**STUDENT DISCIPLINE CODE**

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

A major component of the educational program at Linden Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. We “Promote Positive School Climate (PPSC). Students follow our S.O.A.R. (Stay Safe, Offer Kindness, Act Responsibly, Remember Respect) school matrix in all areas throughout each day.

Disciplinary action for violation of school rules and regulations (in a school setting or at school-sponsored activities including school transportation to and from school) is discretionary and may include council, parent contact, restriction, suspension and/or expulsion. The following list is only a guide and is not intended to cover all behavior which may be disciplined.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Academic Dishonesty</td>
</tr>
<tr>
<td>2.</td>
<td>Arson</td>
</tr>
<tr>
<td>3.</td>
<td>Attendance Issues</td>
</tr>
<tr>
<td>4.</td>
<td>AUP Violations</td>
</tr>
<tr>
<td>5.</td>
<td>Bullying</td>
</tr>
<tr>
<td>6.</td>
<td>Bus Violations</td>
</tr>
<tr>
<td>7.</td>
<td>Cell Phone Violations</td>
</tr>
<tr>
<td>8.</td>
<td>Criminal Sexual Conduct</td>
</tr>
<tr>
<td>9.</td>
<td>Displays of Affection</td>
</tr>
<tr>
<td>10.</td>
<td>Disrespect</td>
</tr>
<tr>
<td>11.</td>
<td>Disruptive Behavior</td>
</tr>
<tr>
<td>12.</td>
<td>Distribution of Unauthorized Materials</td>
</tr>
<tr>
<td>13.</td>
<td>Dress Code Violation</td>
</tr>
<tr>
<td>14.</td>
<td>Explosion</td>
</tr>
<tr>
<td>15.</td>
<td>False Alarm</td>
</tr>
<tr>
<td>16.</td>
<td>False Report</td>
</tr>
<tr>
<td>17.</td>
<td>Fight</td>
</tr>
<tr>
<td>18.</td>
<td>Forgery/Plagiarism</td>
</tr>
<tr>
<td>19.</td>
<td>Gambling</td>
</tr>
<tr>
<td>20.</td>
<td>Gang Related Activity</td>
</tr>
<tr>
<td>22.</td>
<td>Harassment</td>
</tr>
<tr>
<td>23.</td>
<td>Hazing</td>
</tr>
<tr>
<td>24.</td>
<td>Horseplay/Rough Play</td>
</tr>
<tr>
<td>25.</td>
<td>Illegal Drug Use</td>
</tr>
<tr>
<td>26.</td>
<td>Illegal Possession</td>
</tr>
<tr>
<td>27.</td>
<td>Inappropriate Touch</td>
</tr>
<tr>
<td>28.</td>
<td>Inciting Others to Violence or Disobedience</td>
</tr>
<tr>
<td>29.</td>
<td>Indecent Exposure</td>
</tr>
<tr>
<td>30.</td>
<td>Insubordination</td>
</tr>
<tr>
<td>31.</td>
<td>Knowledge of Dangerous Weapon</td>
</tr>
<tr>
<td>32.</td>
<td>Larceny/Theft</td>
</tr>
<tr>
<td>33.</td>
<td>Littering</td>
</tr>
<tr>
<td>34.</td>
<td>Loitering/Trespassing</td>
</tr>
<tr>
<td>35.</td>
<td>Minor in Possession of Alcoholic Liquor</td>
</tr>
<tr>
<td>36.</td>
<td>Missed Detention</td>
</tr>
<tr>
<td>37.</td>
<td>Offensive Gesture</td>
</tr>
<tr>
<td>38.</td>
<td>Offensive Language</td>
</tr>
<tr>
<td>39.</td>
<td>Physical Threat</td>
</tr>
<tr>
<td>40.</td>
<td>Physical Violence/Assaults</td>
</tr>
<tr>
<td>41.</td>
<td>Robbery/Extortion</td>
</tr>
<tr>
<td>42.</td>
<td>Safety</td>
</tr>
<tr>
<td>43.</td>
<td>Skipping</td>
</tr>
<tr>
<td>44.</td>
<td>Spitting</td>
</tr>
<tr>
<td>45.</td>
<td>Tardiness</td>
</tr>
<tr>
<td>46.</td>
<td>Theft</td>
</tr>
<tr>
<td>47.</td>
<td>Truancy</td>
</tr>
<tr>
<td>48.</td>
<td>Unauthorized Sale or Distribution</td>
</tr>
<tr>
<td>49.</td>
<td>Vandalism</td>
</tr>
<tr>
<td>50.</td>
<td>Weapons on School Property</td>
</tr>
</tbody>
</table>

**DRUG ABUSE POLICY**

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

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events, and/or on school transportation. A student may be suspended from school and/or school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep the school orderly. In all cases, the school shall attempt to make discipline prompt and equitable and/or to have the punishment match the severity of the incident. See the student discipline code section for additional details on discipline.

Definitions

- **Verbal Reprimand/Warning**
- **Detentions** – Up to an hour before or after school, on a day school is in session, under the supervision of school personnel. Parent/Guardian notification and acknowledgment will be made prior to detention.
- **In-School Restriction** – Isolation from peers (one hour to all day). Daily class work will be made available. Credit will be given for all completed work. Removal from co-curricular activities may occur.
- **Out-of-School Suspension** – Removal from school up to ten (10) days or removal from co-curricular activities. Suspension is considered an unauthorized absence.
- **Expulsion** – Recommendation to the Linden Board of Education to exclude student from school for a period longer than ten (10) days up to permanent removal from Linden Community Schools.

Informal Discipline

Informal discipline takes place within the school. Discipline may include:

- counsel with student;
- removal of certain privileges;
- arrangement of student and/or parent/guardian conference;
- writing an assignment;
- change of seating and/or location;
- recess, lunch-time, before and/or after-school detention; and/or
- in-school restriction.

Detentions

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

In-School Restriction

The following rules will apply to any students missing his/her assigned time in class.

- Student must have class assignments with them.
- Student is not to communicate with each other unless given special permission to do so.
- Student is to remain seated at all times unless given permission to do otherwise.
- Student is not allowed to put his/her head down or sleep.

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

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

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

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

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

**Appeals Procedure**

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

1. Suspensions of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents’ receipt of suspension notice.

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

3. The student shall be reinstated for curricular activities only during the appeal process unless the principal determines the student’s attendance would jeopardize the safety of the student or of others.

4. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to a meeting with the parents if, in the principal’s opinion, this is appropriate.

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

6. The decision of the principal may be appealed in writing to the Superintendent within two (2) school days of the parents’ receipt of the decision. The Superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.

7. The Superintendent’s decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (Policy 5611) by the Superintendent. In such cases, the appeal shall be made in writing to the Board President within two (2) school days after the parents’ receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

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

**DRESS AND GROOMING**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

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 himself/herself others, he/she may be removed from the educational setting.

The following styles or manner of dress are NOT PERMITTED:

- Clothing that is disruptive to the educational process. This includes clothing that shows undergarments.
- Cut-off tops, half shirts, mesh shirts, tank tops, short shorts, and/or short skirts (hem of shorts/skirts should be at or below student’s finger tips).
- Items of clothing that contain profanity, suggestive comments or obscenities.
- Clothing which advertises or advocates drug or alcohol use.
- Bare feet. Shoes must be worn at all times. Students should have inside and outside shoes, particularly in the winter and when the playground is muddy.
- Hats worn in the building with the exception of special hat days.
- No flip-flop-type sandals are permitted on the playground.

**CARE OF PROPERTY**

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

Damage to or loss of school facilities and/or equipment wastes taxpayers’ money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents/guardians 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.
EXPLANATION OF TERMS APPLYING TO THE STUDENT

DISCIPLINE CODE
(Organized by Rule Number)

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

1. Use of Drugs

A student’s use or sale of a performance-enhancing substance is a violation that will affect the student’s athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the district the list of banned drugs based on bylaw 31.2.3 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student’s athletic and extracurricular participation.

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Possession of a Weapon

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

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

A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;

B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

3. Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry and so on. Additionally, students are not allowed to pretend that every day items are weapons (pretending pencils are guns, etc). Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

4. Knowledge of Dangerous Weapons or Threats of Violence

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

5. Harassment

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

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

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

Any student who believes he/she has been/or is the victim of harassment should immediately report the situation to the teacher or the principal.

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

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

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.
The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

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

A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the school district;

B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the hassled student in the terms, conditions or privileges of the school district;

C. The unwanted conduct or communication interferes with the student's education, creates an intimidation, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior or other demeaning comments.

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

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.; and/or

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

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

6. **Bullying**

Any gesture, written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, e-mail, telephone or cell phone, smart watch, tablet, iPad, iPod, Chrome Book, or any personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus substantially interferes with the educational opportunities, benefits, or programs of one or more student(s). Bullying can be physical, verbal, psychological, or a combination of all three; and defined as 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, and 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. Discipline action is discretionary and may include council, parent contact, restriction, suspension and/or expulsion.

**DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, specific procedures must be followed.
Suspension from School

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

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

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

Long-Term Suspension or Expulsion from School

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

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

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

Within two (2) days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed in writing to the superintendent. The appeal will be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student’s parent/guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Linden Community Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. A student or parent/guardian who has questions regarding the propriety of an in-school disciplinary action should contact the superintendent.

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 Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student’s consent.
Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock’s combination or key to the principal.

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

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

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

**Student Seclusion and Restraint**

The District is committed to investing in prevention efforts and to teach, practice, and reinforce behaviors that result in positive academic and social outcomes for students. There are organizational supports provided that result in effective interventions based on team-based leadership, data-based decision making, continuous monitoring of student behavior, regular universal screening, and effective on-going professional development.

Positive Behavioral Interventions and supports (PBIS) to enhance academic and social behavioral outcomes for all students. PBIS implemented by the District will include socially valued and measurable outcomes, empirically validated and practical practices, systems that efficiently and effectively support implementation of these practices, and continuous collection and use of data for decision-making.

**SECTION IV – TRANSPORTATION**

All students will be put on the bus unless they have established a regular, daily parent pick up routine. If your student normally rides the bus, we request a note sent in from home to the student’s teacher stating he/she will be a parent pick up that day. We strongly recommend students maintain the same consistent transportation daily. In the event of an emergency arises that requires you changing your child’s end of the day transportation, please contact the office no later than 3:00 p.m.

**BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. The driver may assign seating or direct students in any reasonable manner to maintain safe transportation.

Students must comply with the following basic safety rules:

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

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

**During the trip**

Each student shall

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

**Leaving the bus**

Each student shall

• remain seated until the vehicle has stopped;
• cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; and
• 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 he/she has proper authorization from school officials.

**VIDEOTAPEs ON SCHOOL BUSES**

The Board of Education may install video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

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

**Penalties for infractions**

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

**Student directory information**

Student directory information may be provided upon request in certain situations 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 office or district website www.lindenschools.org.

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

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

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

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

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- 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. In addition, the
superintendent and/or designee is directed to notify parents of students in the district, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

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

NOTIFICATION TO PARENTS/GUARDIANS OF DIRECTORY INFORMATION

In compliance with federal regulations, the Linden Community School District has established the following guidelines concerning student records:
The building principal is responsible for the supervision of all student records. After age 18 the student's records will be located at Linden High School. The high school office may be reached by calling (810) 591-0410.

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

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

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

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

(REFER TO POLICY 8330 FOR THE INFORMATION THE DISTRICT HAS DEFINED AS DIRECTORY INFORMATION.)

The Linden Community Schools supports the use of technology to enhance student learning and improve efficiency of district operations. We recognize the importance of expanding the curriculum to include the training of staff and students in the use of data networks, the Internet, and all kinds of 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. These policies can be found at www.neola.com/linden-mi/ please refer to district policy numbers 7540.03- Student Acceptable Use Policy, 7540.04-Staff Acceptable Use Policy, 7540.05-District Issued Staff Email and 7540.06-District Issued Student Email.
We, __________________________ and __________________________

Print Parent/Guardian Name(s) and Print Student Name

understand the rights and responsibilities pertaining to students and parents and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subject.

☐ I will reference the Handbook on the district’s website www.lindenschools.org

☐ I wish to receive a hard copy of the handbook.

____________________________________________________  __________________________

Parent/Guardian Signature  Date

____________________________________________________  __________________________

Student Signature  Date

____________________________________________________  __________________________

School Attending 2019-2020 School Year  Grade
Linden Community Schools
Student & Staff Technology Acceptable Use & Safety Policy

circle one of the following):

Student  Staff  Other (specify: ______)

Full Name (First, Middle, Last): ________________________________________

Street Address: ______________________________________________________

City: _____________________  State: ___________  Zip:_______________

School Building: ___________________________  Home Phone: _____________

Students only:

Date of Birth:___________________  Current Grade of Student: __________

User Responsibility Declaration

1. I agree to abide by the Student & Staff Technology Acceptable Use & Safety Policy of Linden Community Schools. These policies can be found at www.neola.com/linden-mi/ please refer to district policy numbers 7540.03, 7540.04, 7540.05 and 7540.06. I understand that should I commit any violation, my privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken.

2. I understand that my child will be issued an email account for school purposes.

3. I give permission for the Linden Community Schools to broadcast or print images of my child via electronic or print media.

Student/User Signature: ______________________  Date: _________________

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

Parent/Guardian: _________________________________  Date: _________________