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

Robert Pouch
Principal

Kraig Enders
Assistant Principal/A.D.

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

CORE VALUES
Trust & Respect
Responsibility & Accountability
Service & Community
Safety & Self Worth
Growth & Achievement
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.

Steve Losey
Scott Maker
Shari Luck
Michael Murphy
Jason Rowden
Steve Murphy
Michelle Shayna

CENTRAL OFFICE ADMINISTRATORS

Russell Ciesielski
Superintendent

Brett Young
Assistant Superintendent, Director of Curriculum, Instruction and Assessment

Jenny Smith
Special Education Coordinator

Cynthia Marchese
Director of Human Resources

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board’s policies and the School’s rules as of June 30, 2020. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2020, the language in the most current policy or administrative guideline prevails.
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NOTICE OF NONDISCRIMINATION/EQUAL EDUCATION OPPORTUNITY

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

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

PARENT/GUARDIAN INVOLVEMENT

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 may volunteer in a variety of capacities at Linden Middle School. Interested volunteers may contact the main office at (810) 591-0710 for more information.

DISTRICT POLICIES

District Policy can be located in any school office and also on the Linden Community Schools website: www.lindenschools.org.

BELL SCHEDULE

Full Day

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>7:45-8:43</td>
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</tr>
<tr>
<td>8:47-9:41</td>
<td>2nd</td>
</tr>
<tr>
<td>9:45-10:39</td>
<td>3rd</td>
</tr>
<tr>
<td>10:43-11:37</td>
<td>4th A</td>
</tr>
<tr>
<td>11:41-12:35</td>
<td>4th B</td>
</tr>
<tr>
<td>12:39-1:33</td>
<td>5th</td>
</tr>
<tr>
<td>1:37-2:31</td>
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Delayed Start

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>9:45-10:24</td>
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</tr>
<tr>
<td>10:28-11:07</td>
<td>3rd</td>
</tr>
<tr>
<td>11:07-11:37</td>
<td>4th A Lunch</td>
</tr>
<tr>
<td>11:41-12:20</td>
<td>4th Hour A</td>
</tr>
<tr>
<td>11:11-11:50</td>
<td>4th Hour B</td>
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<tr>
<td>11:50-12:20</td>
<td>4th B Lunch</td>
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<tr>
<td>12:24-1:03</td>
<td>5th</td>
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<tr>
<td>1:07-1:46</td>
<td>6th</td>
</tr>
<tr>
<td>1:50-2:31</td>
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STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELL-BEING
Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as lock downs, fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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.”

INJURY AND ILLNESS
All injuries must be reported to a teacher or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION
The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the special education department. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a parent, student, other caregiver or physician licensed to practice in this state. A physician must certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

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

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

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. The following immunizations are required for enrollment in school:

- Diphtheria Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination hereof is the minimum acceptable.
- Tetanus Four (4) doses of any appropriate tetanus vaccine.
- Pertussis Four (4) doses of any appropriate pertussis vaccine.
- Polio Three (3) doses of any appropriate polio vaccine.
- Measles Two (2) doses of live measles virus vaccine after 1st birthday at least thirty (30) days apart, one (1) dose given after fifteen (15) months of age.
- Rubella Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart, one (1) dose given after fifteen (15) months of age.
- Mumps Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart, one (1) dose given after fifteen (15) months of age.
- Hepatitis B Three (3) doses of the vaccine at the appropriate time intervals.
- Chicken Pox All new entrants will be required to either be vaccinated against varicella (chicken pox) or present documented immunity from a reliable source. This could include a parent statement that the child had previously had varicella disease.
- One dose of meningococcal vaccine-meningitis immunization (MCV4 or MPSV4).
- One dose of Tdap at 11 years of age or older upon entry to 7th grade or higher.

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

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

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

SIGN IN/SIGN OUT PROCEDURES
Students may not leave school grounds without permission from office personnel. Before permission may be granted, a written request from the parents must be presented. Students must be signed out in the office by parents before leaving the building during the school day. Parents picking up students who normally ride a bus must sign out their child in the office. Students leaving school without permission will be considered truant. Children are expected to go home directly after school. No student will be released to a person other than a custodial parent(s) or those individuals on the Emergency Contact Form without a permission note signed by the custodial parent(s).

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

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

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

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

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 and co-curricular activities. The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

**Use of Medications:** 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 the 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-prescription 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.

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

- ✓ Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- ✓ The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.
- ✓ Non-prescribed medication or treatment may be administered during school hours with prior, written consent of the parent. The parent must also authorize in writing any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent’s guidelines.
- ✓ 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 parent shall have sole responsibility to instruct the 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.

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).

**ASTHMA INHALERS AND EPI-PENS**
Students, with the 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.

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES
In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

SPECIAL EDUCATION/INDIVIDUALS WITH DISABILITIES
Linden Middle School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

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

AMERICANS WITH DISABILITIES ACT – SECTION 504
“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 a 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

The Americans with Disabilities Act (A.D.A) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the building principal.

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

STUDENT RECORDS
The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records: directory information and confidential records. Directory information is explained in more detail in district policy 8330, located on district website, www.lindenschools.org.

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 or 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 is found at the Board of Education offices.

Other directory information, access to all other student records is protected by FERPA and Michigan law. Exception 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 post-secondary 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. Copying costs may be charged to the requester. 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 that student’s privacy. A parent or adult student must require 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 the right to file 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 to submit to or participate in any survey, analysis, or evaluation that reveals certain information as a part of the school program or the district’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor), or if an un-emancipated minor, his/her parents. This information includes

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

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

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

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

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.
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. The following general rules will apply to all fund-raisers:

- 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.
- 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. Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

**REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

**CAFETERIA/MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period.

**LUNCH ACTIVITY PERIOD**
The activity period following lunch will be held outside. During extreme cold or rain, students will spend lunch recess inside. All school rules are in force during this period and are monitored by lunchroom aides. While outside, activities such as basketball, soccer, football, or volleyball may be conducted. Students are expected to remain in the activity area designated by the aides.

SAFETY DRILLS (fire, lock down, tornado)
The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures provided by the state. Lock down drills in which the students are restricted to the interior of the school building will occur a minimum of two (2) times each school year.

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

<table>
<thead>
<tr>
<th>WNEM- TV5</th>
<th>WJRT- ABC12</th>
<th>WFUM-TV28</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFDF- CBS 910 AM</td>
<td>WWCK- CK 105.5 FM</td>
<td>WCRZ- CARS 108 FM</td>
</tr>
</tbody>
</table>

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

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

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

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

USE OF SCHOOL EQUIPMENT AND FACILITIES/LOCKER USAGE
Students must receive permission from the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

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

LOST AND FOUND
The lost and found area is in the storage room. Students who have lost items should check there and may retrieve their items if they give a proper description. At the end of each month, unclaimed items will be given to a charity.

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

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

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

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

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

Grading Periods: Students shall receive a report card at the end of each quarter/marketing period, indicating student grades for each course of study for that portion of the academic term. Contacting teachers concerning poor progress reports is strongly recommended.

HOMEWORK
The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state mandated test and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

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

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

STUDENT ASSESSMENTS
To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to pass the appropriate M-Step Tests given each year. Make-up dates are scheduled, but unnecessary absences should be avoided. Additional group tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational or interest surveys may be given to identify particular areas of student interest or talent. These surveys are often given to students by the guidance staff. Intelligence tests, speech and language evaluations, individually
administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. LMS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES
Linden Middle School provides students the opportunity to broaden their learning through curricular-related activities. Such activities may be for credit required for a course and/or contain school subject matter. LMS has student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the board of education and sponsored by a staff member. All students are permitted to participate in these activities as long as they meet the eligibility requirements. Authorized groups include:

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

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES
Non-school sponsored student groups organized for religious/political/philosophical reasons may meet during non-instructional hours. Application for permission to sponsor a club may be obtained from the principal. Application must verify the activity was initiated by the student, attendance is voluntary, school staff personnel is not involved in the event, will not interfere with school activities, and non-school persons do not play a role in the event. School rules will apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. Non-district sponsored organizations may not use the name of the school or school mascot.

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

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

- Football, Cross Country, Wrestling, Cheerleading, Volleyball, Baseball, Basketball, Track, Lacrosse, and Softball

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

SECTION IV - STUDENT CONDUCT

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

Frequent absences or tardies 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 valued 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.”

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. Students with chronic absent/truancy issues will not have absence recalculated by semester. Excused and unexcused absences are both calculated toward the total of (10). To address potential attendance issues, the following process will be followed:
   a. With the 4th Absence: Written letter home reminding of attendance policy and requesting support from home to improve attendance.
   b. With 7th and 10th Absence: Written letter home notifying family of mandatory make up that will occur and possible truancy petition being filed.
   c. Absences 8-12: Mandatory make up will be assigned.
   d. With 13th Absence: Mandatory meeting with County Attendance Liaison Officer and LMS Administration.
   e. Absence 15+: Petition of truancy will be filed with Genesee Family Courts.

3. 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.

4. **All absences must be reported to the school either in writing or by calling the attendance office (810) 591-0711 within 48 HOURS from the day the student returns to schools. Notes/calls received after the required 48 HOURS will NOT excuse the absence. Absences not calculated in the absence procedure include:**
   - suspension from school
   - absences due to a death in the immediate family
   - medical appointments
   - school-related absence
   - court appointments

5. Students and parents are encouraged to use ParentVue to monitor attendance matters. Daily attendance issues will also be monitored through our automated phone system.

6. Personal business should be scheduled outside the school day.

7. 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(ren) 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.

8. Students will not be released from school to take or transport other students to or from school without office permission.

**Unexcused Absences (Truancy)**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant, and the student as well as his/her parents shall be subject to the truancy laws of the State. Excessive absences will result in intervention from the school and/or the Court. Work missed for an unexcused absence due to skipping will not be given for make-up credit.

**Excused Absences**

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

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

It is the student’s responsibility, immediately upon return to school, to contact his/her teachers to secure assignments missed during an absence. Students must be aware that teachers are not required to provide make-up work if contact is not made. The student is required to complete all assignments missed during the period of the absence. In general,
students shall have one day to complete make-up work for each excused day missed. Students and parents must notify the teacher in emergency situations.

**Tardiness**
Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is late up to 15 minutes is tardy and will be marked tardy by the classroom teacher. Students who are more than 15 minutes late will be considered absent for that instructional period. On the fifth tardy in the semester, the student will be assigned one after school detention from 2:40-3:40 PM. Each tardy thereafter will result in additional after school detentions.

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

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

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

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

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

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

**CODE OF CONDUCT**
A major component of the educational program at Linden Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each student shall be expected to

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

**Dress and Grooming**
While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If students
have selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

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

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

1. Tank tops and spaghetti straps.
2. Bare midriffs, **bare shoulders**, open back shirts, indecently low cut shirts, and all clothing that would expose undergarments. If the midriff area shows when sitting or when raising hands, the shirt is inappropriate.
3. Any clothing displaying inappropriate subject matter (tobacco/alcohol logos, sexual innuendo, profanity, etc.).
4. Plunging necklines. Any shirts that measure less than four (4) inches form neck chest bone to top of neckline is cut too low (use a 4” X 6” index card).
5. Shorts and/or skirts that are shorter than six (6) inches from the crease in the back of the knee (use a 4” X 6” index card.)
6. Chains hanging from clothing/person, safety pin accessories, and spiked jewelry.
7. Pajamas, bedroom slippers, gloves, and other attire not specifically necessary in the classroom.
8. Head coverings (other than those used for religious purposes) are not allowed during the school day and must be kept in the student’s locker. This includes bandanas, sweat bands, and the like.
9. Clothing with holes that expose bare skin 6 inches above the crease in the back of the knee are prohibited. (use a 4” X 6” index card).
10. Bare feet.

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

**STUDENT CODE OF CONDUCT**
A major component of the educational program at Linden Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established guidelines.

**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.

**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 be suspended from regular attendance. Criminal prosecution is also possible.
2. Parents shall be notified in writing of the suspension and of the conditions under which the student may gain re-admission to school. These include
a. written verification furnished to the school of enrollment in a program of therapy with the
   family doctor, clinic, or other agency recognized as providing treatment for drug users; and
b. progress reports from the doctor/clinic indicating the student is following the program prescribed
   for therapy.

3. During the period of suspension, school personnel may be prepared to do the following:
   a. Assist parents in identifying sources of assistance for drug abusers.
   b. Assist in arranging an alternative educational setting for the student.

4. Upon satisfactory evidence that the above conditions have been met, the student may be re-admitted to
   school with the following stipulations:
   a. Parents shall meet with the building administrator for the purpose of arranging the return of the
      students to classes on a probationary status.
   b. Progress reports shall continue until the student completes the therapy program. These reports
      shall be sent directly to the building principal.

NOTE: The above policy is concerned with attempts to encourage long-term behavioral change on the part of the student
involved in drug abuse. It is not intended to be punitive in nature. It may also be recognized that drug abuse is a societal
problem and that while the school will do all within its power to assist in a rehabilitative process, the school is primarily
an educational institution and as such can offer only limited assistance in rehabilitation.

**FOOD AND BEVERAGES**

No food or beverages other than water are allowed outside of the cafeteria and commons area. Water in resealable water
bottles are allowed in the locker area. Food and beverages may be allowed in the classroom per teacher’s discretion.

**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 circumstances.

**DISCIPLINE PROCEDURE**

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

During student discipline events, Linden Middle School staff shall consider using **Restorative Justice** practices as an
alternative to or an addition to suspension or expulsion. If LMS determines that it will utilize restorative practices in
addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which
emphasize repairing the harm to the victim and school community caused by the students’ misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying,
verbal or physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

If LMS staff decides to use restorative practices as an alternative to or in addition to suspension or expulsion, the
restorative practices may include victim-offender conferences that:
A. Are initiated by the victim.
B. Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
C. Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender.
D. Would provide the opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling, pay restitution; or any combination of these.

The selected consequences and time limit for their completion will be incorporated into an agreement to be signed by all participants.

**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 which they feel are the most appropriate in each 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 a 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).

**Specific Offenses and Penalties**

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

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

**Gross Misdemeanor** is defined as a single act or set of acts which (a) substantially interrupts or interferes with the orderly education of self or other students, (b) jeopardizes the physical and mental health and safety of staff or students, (c) represents willful disregard or disrespect for the constituted authority of the school, and/or (d) willfully vandalizes and/or destroys school property. It is important to note that the school’s authority regarding student behavior extends beyond those actions that occur within the school building during the school day. Indeed, the rules that follow apply to any student who is on school property, who is in attendance at school or at a school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions and operations of the school district or the safety and/or welfare of the students or school personnel.

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

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 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. **Drugs/Alcohol**
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 that influence of alcohol or controlled substances (drugs); the act of possessing or transferring a substance which has been represented as a controlled substance (e.g., fake drugs, drug “look a likes”, non-alcoholic beverages); the intent to purchase drugs, drug look a likes, and/or paraphernalia.

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

2. **Use/Possession of tobacco**
“Linden Community Schools is a tobacco-free district, which includes all premises, vehicles and parking lots.” The use and/or possession and/or the selling or intent of selling/possessing tobacco or tobacco simulation products (e-cigarettes / Vapes) and/or paraphernalia (lighter, papers, etc.) at school, on school grounds, on school buses, or at school-sponsored activities is expressly prohibited. In accordance with Board Policies 5512 and 7434.

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

3. **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 IDEA 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.

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

4. **Arson/Explosives/Fireworks**
The willful and/or malicious burning of school property. The possession/use of explosives/fireworks. Arson is a felony. Violations of this rule will subject the student to criminal charges and expulsion.

5. **Physical Contact/Aggression/Violence**
The act of intimidating, distracting, and/or disrupting students or school personnel; threatening or provoking the well-being, health, or safety of another person. Violation may result in charges being filed and subject the student to suspension and/or expulsion.

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

7. **Extortion/Blackmail/Coercion**
The act of obtaining money, property, or favors by violence or threat of violence, or forcing another person to commit an act against his/her will by threat or force. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

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

9. Forgery/Plagiarism
Forgery of hall/bus passes and excuses as well as false I.D.’s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. 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.
  
  First Offense – Loss of Credit, RR Referral and Parent Contact
  Second Offense – Loss of Credit and Out of School Suspension

Violations of this rule could result in suspension or expulsion.

10. False alarms, false reports, and bomb threats
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. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

11. Trespassing/Loitering
The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times without specific authorization of the school’s personnel. Violations of this rule could result in suspension or expulsion.

12. Theft
The act of dishonestly acquiring the property of others or possessing stolen goods on one’s person or in one's locker. The school is not responsible for personal property. Theft may result in police contact and/or suspension/expulsion.

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

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

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

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

17. Inciting others to violence or disobedience
The act of leading or encouraging activities that disrupt the normal educational process of the school. Violation may result in suspension or expulsion.

18. Displays of affection
Students demonstrating affection between each other is personal and not meant for public display. This includes touching, hugging, hand-holding, and/or petting.

19. Technology Violation
A student may possess a cellular telephone, Ipod, MP3 player, or other electronic communication devices (ECD) in school, on school property, at after school activities, and at school-related functions, provided that during school hours, the ECD remains OFF AND OUT OF SIGHT. Also, during school activities (dances, activity nights, field trips, etc.) when directed by the administrator or sponsor, cell phones, Ipods, MP3 players, and other ECDs shall be turned off and stored away out of sight. Teachers may use discretion regarding the use of electronic devices in classrooms.

Possession of a cellular telephone, Ipod, MP3 player, or other ECD by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege. Violations of this policy will result in the following disciplinary action:

1st & 2nd offense: electronic device(s) will be confiscated and parents will be notified. Electronic device will be returned to student at the end of the day.

3rd offense: it will be mandatory for parent to pick up electronic device(s).

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

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property. In cases of repeated disobedience, the ECD may be kept until the end of the school year.

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

20. Unauthorized Video/Photographs
Students who take, share and/or possess video or photographs that have not been authorized by subject are in violation of privacy laws and the LMS School of Conduct Code. Violation may result in suspension or expulsion and/or report to law officials.

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

22. Violation of bus rules- Refer to Section V on transportation for bus rules on Page 29.

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

24. 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, 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 a student 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.

25. **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 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 Policy5517.01.

Minimum Penalty: Student/Parent Contact      Maximum Penalty: Expulsion.

26. **AUP Violation**

A violation including, but not limited to, sharing of password and sign-on, use of computer for purposes other than education, unauthorized use of computer equipment, etc. AUP violations may result in suspension and/or expulsion.

27. **Inappropriate Location/Out of Bounds**

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

28. **Disrespect**

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

29. **Distribution of Unauthorized Printed Material**

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

30. **Dress Code Violation**

The act of wearing inappropriate clothing to school or school-related functions (including, but not limited to, school dances). Students will be required to change clothing or sit in the office until such a time that the clothing is changed.

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

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

First offense: 3-5 day suspension
Second offense: 5-7 day suspension
Third offense: 7-10 day suspension
Fourth offense: expulsion.

32. **Insubordination/Defiance**

Willful failure to respond to or carry out a reasonable request by authorized personnel of Linden Community Schools, including gum chewing*, having food and beverages outside of cafeteria, etc. IR referral/ suspension/expulsion may result.

33. **Off-Campus Activities**

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

34. **Truancy/Skipping**
The act of unauthorized absences from school for one hour or more. Student(s) will make up time with detention, in-school suspension or out-of-school suspension.

35. **Offensive Language/Gesture**
The act of using obscene, derogatory, or profane language, gestures, or pictures on school property or possessing pornographic materials. Violation may result in suspension or expulsion.

36. **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, which have their own consequences. Violation may result in suspension or expulsion.

**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, 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 innuendos, 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 parents/guardians.

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.

Having sex or sexual contact with an individual under the age of 16 is a crime punishable by imprisonment, and one of the results of being convicted of this crime is to be listed on the sex offender registry on the Internet for at least 25 years. Conduct will be reported to appropriate authorities, and students will face appropriate school discipline.
**DUE PROCESS PROCEDURES**

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

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

**EXCLUSION FROM SCHOOL**

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

1. Suspension (OSS) pending investigation
2. Suspension for a period of one (1) school day but not more than ten (10) school days.
3. Suspension pending an expulsion hearing; and/or
4. 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 on or off school property.

**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) school 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.

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

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

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 long-term implications of expulsion, such actions will be considered only in the most serious or repetitious situations. Expulsions may affect academic performance so as to result in loss of credit.

The school administration shall recommend the expulsion of a student to the Linden Board of Education. Such a recommendation shall be supported by the appropriate documentation that cites the disciplinary infractions(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.

**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.

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1. The length of expulsion and timelines for re-admittance will be established by the Linden Board of Education.
2. A special education student must be evaluated by an IEPC prior to consideration for re-admittance.
3. In expulsions involving controlled substance abuse, professional counseling of the student and/or parent or legal guardian will be required prior to requesting re-admittance.
4. The request for re-admittance must be placed in writing to the superintendent by the parent or legal guardian.
5. Three letters of recommendation for re-admittance must be provided to the superintendent along with the request for re-admittance. The letters should be written by responsible persons in the community (non-relative) who can verify the character of the student during the expulsion period.
   
   **Examples:** Counselor Social Worker Probation Officer Employer
   Clergy Case Worker Law Enforcement Officer
6. A conference will be held with the Superintendent of Schools or his/her representative, the building administrator who recommended expulsion or his/her representative, the student, and the parent(s) or legal guardians.
7. The superintendent and the building administrator will make a recommendation to the Linden Board of Education regarding re-admittance before consideration by the Board.
8. A re-admittance hearing with the Linden Board of Education will be held and will include the student, parent(s) or legal guardian, and superintendent.
9. The Linden Board of Education must take official action to re-admit the student prior to the student being re-enrolled in school. Notification will be made by the superintendent as to the conditions by which the student may return to school.

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

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

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

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

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

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

**STUDENT RIGHTS OF EXPRESSION**

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

A. Material cannot be displayed if it

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Materials students wish to display/distribute must meet school guidelines. Students must present the material to the building administration twenty-four (24) hours prior to displaying the item(s).

**STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

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

**SECTION V - TRANSPORTATION**

**Bus Transportation to School**

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

**Bus Conduct**

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

**Previous to loading (on the road and at school)**

Each student shall:

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

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

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

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

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

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

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

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

SECTION VI- FORMS/POLICIES

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.

CARE OF DISTRICT PROPERTY
Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to belongings of others. District property is costly to repair and is directly related to increased school taxes. Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.
In accordance with law, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students eighteen (18) years of age and older shall also be liable for damage they cause.

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

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

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed. 8453.01 F5

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

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

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

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

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

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

Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114. Inquiries
The District has established the following information about each student as "directory information":

- those disclosures allowed by the law;
- student's rights;
- (18 years of age or older), and those authorized by Federal law and District regulations.

*Each Administration Building and can be reached by calling 591-0987.

Concerning student records:

- In advance.
- Situations incidents examination consent necessary precautions to protect both students and staff from its spread in the school environment.

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

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the building principal at 591-0710.

**NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

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

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

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

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

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

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

**(REFER TO POLICY 8330 FOR INFORMATION THE DISTRICT HAS DEFINED**

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Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

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

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

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

LINDEN COMMUNITY SCHOOL 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 regulations and procedures have following 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 http://go.boarddocs.com/mi/lind/Board.nsf/Public?open&id=policies# 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.

General Regulations

1. Every student and staff member who is connected to our network will first read and agree to the acceptable use policy. Access to the Internet is for administrative and instructional purposes.

2. Users must adhere to all Acceptable Use Policies of Linden Community Schools and GenNET, or any other online services accessed.

3. Linden Community Schools technology will not be used to plagiarize or violate copyright laws.

4. 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 not limited to, the uploading or creation of computer viruses.

5. Teachers and Administrators are responsible for determining what is unauthorized or inappropriate technology use.

6. It is the user’s responsibility to keep all food and drink out of computer rooms and away from all hardware.

7. Electronic communications between staff and students (i.e.: Facebook, Email, Twitter, etc) shall remain professional and shall not cross over into personal and private lives.

Internet and Network Use
1. Internet users shall adhere to local, state, and federal laws governing the use of the Internet and electronic data. Use shall not be for illegal or unethical activities. These activities include, but are not limited to:
   a. The transfer of objectionable materials, including offensive language, gambling, and or 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 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 from the Director of Technology before installing, removing, relocating, or modifying any hardware or software.

**E-mail**

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

**Web Pages and Social Media**

Any web pages constructed by students or staff of Linden Community Schools 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 will not be shared.
   c. Any material that is in violation of copyright laws.

2. A web page must serve an educational purpose.

3. Each web page must meet high standards of clarity, grammar, spelling, punctuation, etc.

4. Each web page must be approved by the building administrator and the Director of Technology prior to being published.

5. 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.

**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 websites relating to pornography, chat rooms, instant messaging, websites 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.

In accordance with the revised Children’s Internet Safety Act (CIPA) and Code of Federal Regulations § 54.520 (c)(1)(i), staff members shall provide instruction for their students regarding the appropriate use of technology and online safety.
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 Linden Community School District, including state and federal laws.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

<table>
<thead>
<tr>
<th>Headache</th>
<th>Balance Problems</th>
<th>Sensitive to Noise</th>
<th>Poor Concentration</th>
<th>Not “Feeling Right”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pressure in the Head</td>
<td>Double Vision</td>
<td>Sluggishness</td>
<td>Memory Problems</td>
<td>Feeling Irritable</td>
</tr>
<tr>
<td>Nausea/Vomiting</td>
<td>Blurry Vision</td>
<td>Haziness</td>
<td>Confusion</td>
<td>Slow Reaction Time</td>
</tr>
<tr>
<td>Dizziness</td>
<td>Sensitive to Light</td>
<td>Fogginess</td>
<td>“Feeling Down”</td>
<td>Sleep Problems</td>
</tr>
</tbody>
</table>

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking spinning or a sudden stopping and starting of the head. Even a “ding”, “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. SEEK MEDICAL ATTENTION RIGHT AWAY – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
   . KEEP YOUR STUDENT OUT OF PLAY - Concussions take time to heal. Don’t let the student return to play the day of the injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
   3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.
SIGNS OBSERVED BY PARENTS:

<table>
<thead>
<tr>
<th>* Appears dazed or stunned</th>
<th>* Can’t recall events prior to or after a hit or fall</th>
<th>* Becomes increasingly confused, restless or agitated</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Is confused about assignment or position</td>
<td>* Is unsure of game, score, or opponent</td>
<td>* Loses consciousness (even briefly)</td>
</tr>
<tr>
<td>* Forgets an instruction</td>
<td>* Moves clumsily</td>
<td>* Shows mood, behavior or personality changes</td>
</tr>
</tbody>
</table>

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow or jolt to the head or body s/he exhibits any of the following danger signs.

<table>
<thead>
<tr>
<th>* One pupil larger than the other</th>
<th>* Repeated vomiting or nausea</th>
<th>* Becomes increasingly confused, restless or agitated</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Is drowsy or cannot be awakened</td>
<td>* Slurred speech</td>
<td>* Has unusual behavior</td>
</tr>
<tr>
<td>* A headache that gets worse</td>
<td>* Convulsions or seizures</td>
<td>* Loses consciousness (even a brief loss of consciousness should be taken seriously)</td>
</tr>
<tr>
<td>* Weakness, numbness, or decreased coordination</td>
<td>Cannot recognize people/places</td>
<td></td>
</tr>
</tbody>
</table>

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is the key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.