



**KNIGHTS**  
LINCOLN HIGH SCHOOL

# LINCOLN HIGH SCHOOL

**Student –Parent Handbook  
2017-2018**

**Lincoln High School  
645 Alger Street  
Owosso, MI 48867  
Main Office-989-725-2839  
Fax Number-989-729-6706**

**Principal: Steven J. Irelan**

**Main Office:**

**Hours: 7:00am-3:30pm daily**

**Location: 2<sup>nd</sup> floor of Washington Campus Building**

**Personnel: Mrs. Amy Parsons**

**School Hours: The school day begins at 7:45 a.m. and ends at 2:40 p.m.**

## **WELCOME TO LINCOLN HIGH SCHOOL!**

Our mission at Lincoln High School is “**to create a friendly and safe learning environment for students to achieve their academic goals.**” We are committed to engaging students who genuinely care about their education. Our goal is to help each individual student maintain or become academically and socially motivated to make a difference in his or her personal life and community. We want you to have many options when you graduate from Lincoln High School. We invite you to share our in our vision and become involved in the activities and opportunities that are available to you. Take full advantage of our programs and perform to the best of your ability every day.

On behalf of the staff of Lincoln High School, have a great year!

Sincerely,

*Steven J. Irelan*  
Principal

# **LHS**

## **STUDENT –HANDBOOK**

The Lincoln Student- Handbook is the official manual of regulations and requirements covering the students at Lincoln High School. It outlines expectations of students and their rights and responsibilities.

The handbook is not intended to address all issues, concerns or conduct of students, but to detail general matters. If you have particular concerns or questions, please feel free to discuss with an appropriate staff member or principal.

As the need arises for the administration and staff to develop new or change existing policies, students will be informed of the new policies and will be expected to follow these policies even though they are not included in this edition of the Student- Handbook.

Students must sign an acknowledgement of receipt when they are issued a handbook at the start of the school year or upon enrollment.

### **Notification of Nondiscrimination Statement and Compliance Officers**

#### Nondiscrimination and Equal Employment Opportunity

The Owosso Public School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. The following compliance officers have been designated to handle inquiries regarding the nondiscrimination policies and grievance procedures: Jeff Phillips, Principal, Owosso High School, 765 E. North St., Owosso, MI 48867, (989) 723-8231, [phillips@owosso.k12.mi.us](mailto:phillips@owosso.k12.mi.us) or Title IX Coordinator Catheryn Dwyer, Assistant Principal, Owosso Middle School, 219 N. Water St., Owosso, MI 48867 (989) 723-3460, [dwyerc@owosso.k12.mi.us](mailto:dwyerc@owosso.k12.mi.us). The Section 504 Coordinator is Bridgit Spielman, Principal, Central Elementary, 600 W. Oliver St., Owosso, MI 48867 (989) 723-2790, [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us) .

\*\* see Appendix B for Non Discrimination and access to equal educational opportunity information.

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## **I. COMMUNICATION**

Communication between home and school regarding a student's education is essential. School communication includes, but is not limited to:

- Lincoln Student Handbook
- Report cards and progress reports
- Parent-Teacher Conferences
- School Open Houses

### **A. REPORT CARDS AND PROGRESS REPORTS**

There are three 12-week trimesters per school year. Parents are welcome to check their student's grades at any time by using the Parent Portal with the school-provided login and password numbers. Report cards are only printed and mailed at trimester time.

## **II. GENERAL SCHOOL POLICIES**

### **A. AFTER-SCHOOL ACTIVITIES**

A teacher-sponsor will be present at all after-school activities including practices, club/class meetings, dances, athletic contests, etc. The teacher-sponsor may leave when all students under his/her supervision have left the school building or grounds.

### **B. ASSEMBLIES**

Throughout the school year, assemblies for enrichment activities or sporting events are held during the school day. Students are expected to be courteous and attentive.

### **C. ATTENDANCE**

This policy is intended to create positive classroom attendance habits by all students. It is aligned with our mission statement, educational beliefs, and student exit outcomes. This policy is based on current best practices regarding principles within the instructional process, grounded in the belief that learning is interrupted when students are absent from school.

#### **Attendance Guidelines**

Students who accumulate more than seven absences per trimester in two or more classes may lose credit for the trimester. Both excused and unexcused absences are included in the seven-day policy, total suspensions are not.

There may be make-up hours available for students who have gone over in absences. There may also be opportunities to request a waiver of the attendance policy due to illnesses or other unforeseen emergencies that may occur.

Class work missed during verified absences can be made up for credit. Classroom assignments are made available through each teacher's Google Classroom. Work made up following an unverified absence may receive credit at the discretion of the teacher and/or administrator.

School-related absences do not count towards the 7 day rule.

Students who are absent for a portion of the day must check into the main office prior to or attending class.

Students who must leave school early for any reason are required to sign out through the Main Office before leaving the school building. Phone calls may be made to the homes of students who are less than 18 years of age.

Students who are under the age of 18 who leave school without permission may be given an after school detention after leaving on 2 occasions.

### **Waiver of Attendance policy**

Students who have exceeded the 7 day policy may apply to have their absences waived by submitting a Waiver of Attendance policy form. Waivers may or may not be offered during the trimesters. An independent committee reviews the waiver applications to determine whether extenuating circumstances contributed to a student's excessive absences. The committee may consist of the following school personnel: an administrator, members of the faculty, a support staff member and the school's social worker. There may be the assignment of community service or other activities as a result of the waiver decision. These activities will count as make up time and must be completed before the awarding of the waiver of attendance is granted. In cases of illness or hospitalization, appropriate documentation from a physician may be requested. Students who receive Homebound or In-Hospital Educational Services are not subject to the 7 day absence policy and need not apply for a Waiver.

### **Tardy Policy**

If a student is late to class, they are considered tardy. If a student arrives to class with a pass from school personnel, they are not to be considered tardy or absent. Students who arrive to class more than 30 minutes late will be considered absent, but will still be required to participate in the remainder of the class period. Consequences for tardiness issues:

- Students will be permitted 2 tardies to 1<sup>st</sup> hour only without penalty. Students who accumulate 2 tardies in any class (other than their free 1<sup>st</sup> hour tardies) will be given an after school detention.
- The 3<sup>rd</sup> tardy will equal 2 after school detentions.
- Tardies after the 3<sup>rd</sup> will be counted as absences and may result in Saturday detentions.

### **Attendance Terms**

Each student will be allowed to miss seven periods per class per term. Upon the eighth absence the student may be dropped from the class. Students may be allowed to make up missed class periods. If a student exceeds seven absences in two or more classes he or she may be dropped from LHS until the next trimester. Students who start late into the trimester at LHS will have their allotted absences prorated.

If a student under the age of 16 reaches their allowed absences they may receive No Credit for their classes but are still expected to attend school. Those students will also be referred to the Shiawassee County Family Court for truancy.

If a student fails to complete the first and second trimesters due to excessive absences the student may be ineligible to enroll for the third trimester but will be able to attend the fall semester the following year.

### **Verified Absence**

An approved absence by a student's parent/guardian; this includes absences due to illness, funeral, religious observance, or medical appointments. Parent/guardian must notify the school the day prior to or immediately following the absence to be considered verified.

### **Unverified Absence**

An absence unconfirmed or unapproved by a parent/guardian within the 24 hour time frame.



## **D. ACADEMIC PROGRESSION CONTINGENCIES**

The administration of LHS reserves the right to un-enroll students due to unsatisfactory academic progress. Students who are failing 5 of their 6 classes four to six weeks into the each trimester could be placed on academic progression.

After progress reports have been given, a student will have a week to bring their grades up to passing in 3 of their 6 classes.

The student will continue to take weekly progress reports to teachers and return them to the administrator. The administrator, the student and his or her parents may meet to discuss academic progress should the student not improve their grades.

## **E. BUS TRANSPORTATION**

Students are eligible for bus transportation to and from school and school-related activities. Students are expected to follow transportation guidelines; failure to do so may result in disciplinary action and denial of bus privileges or in school discipline. The following improper behavior can result in suspension of bus riding privileges, and/or suspension of school.

- Students must follow bus drivers directions at all times.
- Use classroom conduct (no fighting, swearing).
- Vandalism to the bus will be charged to the student/parent.
- Possession of tobacco or flammable products will result in loss of bus privileges.
- Eligible city route students will be issued a bus pass to show the driver every day.
- Non-busing students will be permitted to ride the bus in **emergency** situations only- with a signed permission note from their parent.
- Please contact the transportation department with any questions at **989-725-7665**.

## **F. CAFETERIA OPERATIONS**

LHS serves breakfast daily. Lunch is served daily during one, thirty-minute lunch period, 12:00 PM - 12:30 PM. All students have free breakfast and lunch at Lincoln High School.

**Students may be able to order outside food to be consumed at LHS on Fridays only.**

## **G. FINES AND FEES-COLLECTION OF**

A cumulative record is kept for all students grade 9-12 who owe money for such items as textbooks, equipment, supplies, etc. Fees that may have accumulated from the Owosso High School will follow the student to Lincoln High School and must be paid prior to graduation.

## **H. FOOD AND DRINK IN THE BUILDING**

Beverage and water machines are located throughout the building and are available throughout the day. Beverages and food in the classroom are at the teacher's discretion.

## **I. GRADES – PROCEDURES FOR INCOMPLETES (“I”)**

Students who do not complete all class work by the end of the trimester may receive an "I" (Incomplete) grade on their report card. Students have a maximum of two weeks to make up the work required to convert the “I” to a letter grade. Students must contact the teacher to obtain the necessary class work. Students who do not complete the class work by the deadline will receive a permanent letter grade for the class based upon

the average score of the class work completed with zeros for incomplete work. This grade will be calculated into the GPA. Teachers may allot additional time for extenuating circumstances.

## **J. GRADUATION REQUIREMENTS.**

LHS students must complete the following requirements before the date of graduation to participate in graduation ceremonies:

- Fulfill the graduation requirements, completing the Michigan Merit Curriculum.
- Fulfill the graduation requirements as outlined in Board Policy (Policy 5460)
- Juniors and seniors who qualify to take the Michigan Merit Exam are required to take all parts of the MME and may not be permitted to participate in commencement if they do not put forward best effort.
- Students who transfer to LHS in the middle of a trimester will have a clean slate. He or she may need to complete Character Counts hours in order to receive credit for that trimester.
- Fulfill all financial obligations to the school; return issued textbooks, library books, equipment, uniforms and/or other school property. Failure to do so may result in the withholding of a student's cap and gown.
- Lincoln High School administrator has the authority to interpret credits transferred from other school districts that are needed for graduation from LHS. The school district is not responsible for cost of such course work.

In Accordance with state law, Lincoln High School offers the option of a Personal Curriculum (PC) in order to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a department-approved formal career and technical education program.
- Modify the Algebra II content.
- Modify, if necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

The MMC defines consistent learning standards that are intended to remain constant from district to district. Districts choose instructional approaches and design learning environments so that all students, including alternative and at-risk students, can meet the requirements of the MMC. The research is clear—struggling learners do better when given the opportunity to learn in a challenging curriculum. PC modifications must align Michigan state standards as practicable and must not create barriers that limit a student's opportunity to be engaged in a challenging curriculum. The legislative intent of the PC is to individualize the rigor and relevance of the educational experience. In this context, "practicable" is an inclusive term meaning as much of the subject area content expectations as possible during high school instruction. Students with an IEP operate under this same context. The PC is an option any student or family can explore as a way to modify certain graduation requirements and earn a diploma. The purpose of secondary education is to prepare students for life after high school. Any modification to a student's graduation requirements needs to be consistent with this purpose. The high school diploma is documentation that the student has met the expectations and possesses the knowledge and skills necessary for postsecondary success. Students who are not pursuing a diploma or students who are unable to meet modified MMC requirements do not need a PC.

A guide was developed to help educators, students, and parents understand when it may be appropriate to use a personal curriculum (PC) option to modify the Michigan Merit Curriculum (MMC) requirements. For more information, please contact your child's counselor or reference the site below.

[http://www.michigan.gov/documents/mde/PC\\_Guide\\_1\\_2015\\_482101\\_7.pdf](http://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf)

Commencement exercises are serious traditional ceremonies at which participation is a privilege.

## **K. HALL PASSES**

Students are permitted to be in the hallway during class time with a pass from their teacher. During instructional time, students may use the multi-purpose room and/or computer lab, but they must possess a pass from their instructor. Permission is granted at the teacher's discretion.

## **L. HOMEBOUND AND IN-HOSPITAL EDUCATIONAL SERVICES**

Students who must be absent from school for more than five consecutive school days due to a medical condition or have a doctor's note indicating they are not physically capable of attending school may be provided homebound or in-hospital educational services.

Whenever the administrator or their designee is notified by a parent of a student's absence due to illness, injury, or accident, the administrator must inquire if the student is expected to be absent more than five consecutive school days. When this is confirmed, the administrator must obtain from the parent any necessary documentation from the attending physician to determine the student's eligibility for homebound or in-hospital educational services. Eligibility is determined by the attending physician's statement certifying that the student has a medical condition that requires hospitalization or home confinement during regular school hours for a period longer than five consecutive school days.

Upon parent notification of an upcoming hospitalization of more than five consecutive days, the administrator will arrange for in-hospital or homebound educational services within three days.

## **M. ILLNESS-STUDENT**

Students who become ill during the school day must report to the Main Office. **Students under 18 years of age are not permitted to go home unless contact is first made with the parents or legal guardian. Parents must make certain that the school has emergency numbers should a student become ill and needs to be sent home. Students who are 18 years of age are able to sign themselves out.**

According to Board Policy 5310 in compliance with law, the Board of Education may require students to submit to periodic health examinations to:

- Protect the school community from the spread of communicable disease.
- Determine that each student's participation in health, safety, and physical education courses meet his/her individual needs.
- Determine that the learning potential of each child is not lessened by a remediable, physical disability.

## **N. MEDICATION-DISPENSING TO STUDENTS**

The following guidelines apply to the dispensing of student medication:

- There needs to be a physician or parent statement in writing prior to the dispensation of any medication.

- Students may take medication at school when a permission slip indicating the parent or guardian’s approval is on file in the main office. The permission slip must include the student's name, name of medication, time to be administered, reason for medication, dosage, and length of time medication is to be taken and physician's name. The medication must be taken in the office and observed.
- School personnel are not allowed to administer any medication (including aspirin, vitamins and other over-the-counter medications) to a student unless written permission from the parent or guardian is on file in the Main Office, and the parent has brought the medicine to school in its original container.
- Students must bring medication to the Main Office before school.
- All medication must be kept in the Main Office.
- All medications must be in the original container.
- Medication is administered by school personnel in the Main Office and logged, with a second adult witness present when the medication is administered. This is not required if administered by a Registered Nurse or Licensed Practical Nurse.
- Students may not possess medications except under extenuating circumstances i.e. inhalers, epi pens, etc., and a permission slip should be on file in the main office to do so.
- Students may possess asthma inhalers per Public Act 1179. A permission slip should be on file in the main office.

## **O. NON-SCHOOL ORGANIZATIONS – PUBLICITY FOR**

Materials from organizations outside school will not be allowed. Any school materials placed in the building without administrative approval will be removed. Posters relating to Lincoln High School events are not to be hung without the permission of an LHS staff person. The administration reserves the right to prohibit any poster, brochure, or other material in the building or on the property.

## **P. PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be scheduled twice during the school year. Parents are encouraged to meet their son or daughter’s teachers and discuss his or her academic and social progress. The Administrator and social worker are available to discuss any aspect of student life. Parents are encouraged to contact their student's teachers any time they are concerned about his or her progress.

## **Q. STUDENT IDENTIFICATION CARDS**

Students receive a pictured Student ID card that must be carried with them at all times, including school-sponsored events. Students must show their Student ID cards at the request of school personnel.

## **R. TESTING-COMPETENCY DEMONSTRATION**

The State of Michigan mandates competency testing or “testing out”; it allows any high school student to test out of a course offered by his or her high school. Testing out does not include Government or Physical Education class.

### **Competency testing procedures are as follows:**

- Students must demonstrate mastery of course content by earning an 80% or better on each component of a comprehensive final exam.
- Successfully passing a given test results in credit being earned for that class; a grade of “pass” being recorded on the student’s official transcript; and credit towards graduation. The grade will not be calculated in the GPA..
- Passing a test is equal to fulfilling a requirement in a course sequence.

- Once credit is granted by “testing out”, a student may not receive credit for a prerequisite course in that sequence.
- Students considering “testing out” should see the administrator.
- Students must follow testing out timelines.

## **S. TEXTBOOKS/CHROMEBOOK DEVICES**

Textbooks/Chromebook Devices are furnished by the Board of Education and may be distributed to students throughout the school year. Students will be fined for lost textbooks or devices or those showing more than normal use and wear.

## **T. VISITORS**

Students are not permitted to bring visitors to school. Non-students are permitted on school grounds or in the building when conducting business with a faculty member or administrator once they have registered in the Main Office. Parents and other adults are always welcomed and are urged to call the school and make arrangements to see the school day in operation. A City of Owosso ordinance prohibits non-students from loitering on school property.

## **U. WORK PERMITS**

Work permits can be obtained from the main office before or after school or during lunch. Work permits are available to students who are 18 years old and younger and who have a summer job or part-time job outside of school hours. Students need documentation of age when applying for a working permit.

## **III. MISCELLANEOUS INFORMATION**

### **A. DAILY ANNOUNCEMENTS**

To the best of our ability daily announcements are posted and read to students each day. Emergency-type announcements will be made over the P.A. system whenever it is necessary to do so. All other last minute announcements will be made just prior to the end of the school day.

### **B. EMERGENCY CARDS**

Emergency cards should have three contact phone numbers listed. Any illnesses or chronic conditions that would affect the student at school need to be recorded on the card.

### **C. LOCKERS**

It is possible that each student will be assigned a locker and a lock if they desire one. Personal padlocks are not permitted. Locks that are lost or damaged must be replaced at the expense of the student. Students are not to share lockers with any other student.

Lockers shall only be used for books, apparel, shoes, boots, and lunches. Stale food, alcoholic beverages, cigarettes, drugs or weapons of any kind are not to be stored in school lockers.

Lockers are property of the school district. An administrator may inspect student lockers when there is reasonable suspicion to believe that prohibited articles are stored within. The locker may be searched to ensure school safety and student welfare. Periodic locker checks will be announced and conducted.

## **D. LOST AND FOUND**

Lincoln High School cannot be responsible for articles and or personal possessions that are lost or stolen. We ask that you take special care of your clothing and textbooks. We suggest that items of great value be left at home and not brought to school. Students who lose articles should check in the Main office. At the end of the school year, unclaimed articles will be donated to a charitable organization.

## **E. SCHOOL CLOSING OR DELAY – WEATHER**

Students and parents can contact 855-955-8500 to find out if school is canceled or delayed due to inclement weather. Information about closings is also posted on the OPS website as well as local television and radio stations.

## **F. TELEPHONE AND ELECTRONIC DEVICE PRIVILEGES**

Students may use the Main Office telephone in cases of illness or emergency and with permission. Students are not allowed to leave class to use the telephone without permission

Cell phones use is permitted between the hours of 12 noon and 12:30 pm. Cell phone or the use of other devices during instructional times are at the discretion of the teacher. Classroom use policy is to use the RED CARD/GREEN CARD system. If the RED CARD is displayed, NO USE is permitted. If the GREEN CARD is displayed, use is permitted within the context of instruction. The use of cellphones during other times is a direct violation and may result in disciplinary action. Multiple offenses of cellphones or electronic device use may result in the confiscation of the device and the loss of electronic device privileges. Open display of any electronic device or cell phone without staff consent may result in disciplinary action, up to and including suspension from school for non-compliance with the policy.

## **IV. STUDENT CODE OF CONDUCT**

### **BEHAVIOR CODE AND CONSEQUENCES**

The Behavior Code and Consequences serves to maintain a safe and orderly learning environment at Lincoln High School. **Administrative staff reserves the right to amend the handbook as necessary.**

The school place includes: school building or property; school-owned vehicle or school-approved vehicle needed to transport students to and from school or school activities; off-school property during any school-approved or school-related activity, event or function such as field trip or athletic event where students are under the jurisdiction of the school district or its personnel.

### **Behavior Code**

LHS students are responsible for the following:

- Understanding and complying with the school's rules and regulations.
- Respecting the authority of teachers and other school personnel; fellow students and their personal belongings; and the school's facilities, equipment and property.
- Demonstrating proper behavior in class, at school functions and activities, on school property and in route to and from school.
- Contributing to class in an active and attentive manner while excelling in each course of study.

- Wearing appropriate attire in school and during school activities and functions, while practicing the standards of good health and cleanliness.

### **Behavior Consequences**

Inappropriate student behavior will be subject to the following:

- Consistent with board policy regarding student due process, an administrator will conduct an investigation and review all facts to consider the circumstances when applying consequences to a student's overall behavior.
- Appropriate consequences will be administered as a result of inappropriate student behavior.
- Students will be counseled to elicit a behavior change.
- When appropriate, a larger community of support services may be used to aid the student.
- Teachers may be consulted in cases involving extenuating circumstances.
- All violations may be cumulative over a student's high school career.
- A student's accumulated behavior record may result in a referral to the Owosso Board of Education for expulsion.
- When a student's infraction results in an out of school suspension the parents will be notified if the student is less than 18 years of age.

### **A. ALCOHOL, TOBACCO AND OTHER UNAPPROVED SUBSTANCES– STUDENTS**

The use or possession of alcohol, tobacco, electronic cigarette or other unapproved substances are prohibited in or on school property; in any school vehicle being used to transport students; at school events; and, ***attending school events after having consumed alcohol or other unapproved substances is prohibited.***

Smoking is prohibited by law on public school property. Students found smoking on school property will be suspended. No smoking within 1000 feet of any Owosso Public School building is a direct violation of the Safe & Drug Free School Zone Act of 1994. Any open display of tobacco products will result in automatic disciplinary action.

Any person in violation of the provisions of the above paragraph shall be subject to removal from school property; subject to disciplinary action within the provisions of school regulations; and shall be subject to prosecution in accordance with the provisions of the law.

**Consequences for tobacco infractions may include, but are not limited to:**

**Use and possession of tobacco or electronic cigarette**

- **First offense:** Detention/Trash Duty.
- **Second offense:** 3-day Detention/Trash Duty.
- **Third offense:** Up to 5-day suspension.
- **Fourth offense:** Up to 10 day suspension
- **Fifth offense:** May result in long-term suspension, expulsion and/or referral to the appropriate law enforcement authority.

### **UNAPPROVED SUBSTANCES – ALCOHOL**

**Use, possession, or being under the influence of alcohol in school, on school grounds or at school related events.**

- **First offense: 25 day suspension.** Notify parent/guardian via telephone of the violation and request a parent and administrative conference. If less than five weeks remains in a trimester the suspension will carry over into the next trimester.

- **Second offense: 45 day suspension.** If less than nine weeks remain in the trimester, the suspension shall carry over into the next trimester.

## **UNAPPROVED SUBSTANCES – DRUGS**

### **Distribution/sale of an unapproved or look-alike drug or other substances which produce abnormal behavior.**

- **First offense:** Administrative referral for expulsion. Distribution/sale (exchanging, selling, trading, or passing on) will result in a referral to the Superintendent and the Board of Education for a discipline hearing and may result in expulsion from Owosso Public Schools.

### **Use or possession of an unapproved substance or a look-alike drug or other substances which produce abnormal behavior.**

The use or possession (under the influence) of drugs including prescription drugs, when not taken pursuant to a doctor's direction, unapproved substances and mind /behavior-altering drugs are prohibited in or on school property; in any school vehicle being used to transport students; or at any school events.

- **First offense: 45 day suspension.** Notify parent/guardian via telephone of the violation and request a parent and administrative conference. If less than nine weeks remain in the trimester, the suspension shall carry over into the next trimester.
- **Second offense:** Administrative referral for expulsion

\*LHS administration may reduce the length of an out-of-school suspension by 10 days if the student and his/her parent or guardian agree to and satisfactorily participate in an approved substance abuse prevention and treatment program. The program may be public or private and is at the discretion of the parent or guardian. Evidence of participation must be supplied to the school within 10 days from the first day of the suspension. Failure to satisfactorily participate in a program will result in the reinstatement of the suspension.

## **B. ARSON, CRIMINAL SEXUAL CONDUCT AND WEAPONS**

The Board of Education of Owosso Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons or by individuals who commit arson or criminal sexual conduct.

Students who commit arson or criminal sexual conduct at a school place (see definition under Behavior Code) shall be permanently expelled from school and referred to the appropriate criminal justice and social services system.

Possessing, using or threatening to use any weapon, any instrument representing an actual weapon or any instrument capable of inflicting bodily injury, which is being used in the manner of a weapon, is prohibited. Any student guilty of a violation shall be permanently expelled from school regardless of grade level or age unless otherwise required by state or federal law. Weapons involved in the violation will be confiscated and turned over to local law enforcement authorities.

Public Act 211, Section 1313, requires school officials to immediately report to local law enforcement officials and a student's parent or guardian when a student possesses dangerous weapons while the student is attending school or school-related activities or while en route to or from school.



A dangerous weapon, for reporting purposes, is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, any other device intended for use as a weapon (bat, wrench, etc.), look-alikes or bullets. Section 1313 requires a written record.

School officials are not limited to legal definition of a dangerous weapon or firearm in their treatment of school related incidents, and they may go beyond the requirements of Public Act 211 in confiscation, disciplinary action and reporting to parents.

There is ZERO TOLERANCE at Lincoln High School for Weapons, Violence, Threats or Drugs. Violation of this policy may result in dismissal from Lincoln High School.

### **C. DISCIPLINE INFRACTIONS**

**The following behaviors are serious in nature and are cause for immediate removal from school for corrective action and can result in a recommendation to the Owosso Board of Education for immediate expulsion:**

**Consequences for the following infractions include, but are not limited to:**

**First offense: Notify parent/guardian via telephone of the violation and request a parent and administrative conference which could result in a 9-week suspension (45 school days).**

#### **Infraction**

Alcohol	Inciting a Riot
Arson – Mandatory expulsion	Profanity/Vulgarity (person-directed)
Assault on another Student	Sexual Harassment
Assault on a Staff Member	Theft
Bomb Threat	Unauthorized Demonstration
Criminal Sexual Conduct – Mandatory expulsion	Vandalism (over \$100)
Drugs	Violations of Acceptable Use Policy
Explosives/Fireworks	Violence
False Alarm	Weapons
Gross Misbehavior	Possession of Drug Paraphernalia

**The following behavior infractions can result in disciplinary action which could include immediate suspensions:**

**Consequences for the following infractions include, but are not limited to:**

- **First offense: Up to 5 days of out-of-school suspension**
- **Second offense: Up to 10 days of out-of-school suspension**
- **Third offense: Possible school board for expulsion**

#### **Infraction:**

Bullying	Improper identification
Cafeteria misconduct	Inappropriate hall behavior
Calling Staff Members by their first names	Insubordination
Cheating or plagiarism (possible loss of credit for test or assignment)	Intimidation

Closed campus  
Disrespect  
Disruptive behavior  
Electronic device possession  
Excessive display of affection (beyond hand-holding)  
Forgery (written/telephone)  
Gambling  
Hall pass violation

Electronic Devices/Cell Phone Infractions  
Non-attendance for detention  
Profanity/vulgarity (non-person directed)  
Selling items  
Tobacco Products, including e-cigarettes  
Trespassing  
Unauthorized area  
Vandalism (under \$100)

Students may also be placed on a Behavior Contract that is signed by the student, their parent or guardian and the LHS administrator.

## **SUSPENSION AND EXPULSION PROCEDURES**

### **Due Process**

In the event of a short-term suspension from school (10 days or less) the following procedures shall be followed:

- The student will be informed of the charges against him/her and supporting evidence. The student will be given the opportunity to present his/her side of the case. When a suspension is given, the student will be informed of the duration of the suspension; parents or guardian will be notified of the suspension by telephone when possible. When a parent or guardian cannot be notified, the student will remain on school property until the end of the school day. Parents or guardians will be notified of the suspension and, the cause for the suspension. The parents, guardians or student have five school days to request a review of the suspension.
- Expulsion - When an administrator recommends the expulsion of a student from the school, the recommendations shall be submitted to the Board of Education for their consideration and determination. The student and parents or guardian shall have the right to a hearing before the Board of Education. Any student may be considered for expulsion by action of the Board of Education for gross misbehavior or persistent disobedience of the rules and regulations.

The grades of any student who is suspended will not be automatically lowered during the period of suspension. However, the grades received will depend on the quality and amount of “make up” work turned in by the student. Any makeup work is expected to be turned in upon the student’s return to school.

It is the student’s responsibility to make up any and all work missed during the period of time of he/she is suspended. Quizzes, tests and laboratory work will be made up on the student’s time and at a time convenient for the teacher.

Any student who is suspended is ineligible to participate in any co- or extracurricular activity until the day of the return to school, and may face additional penalties outlined in the athletic handbook.

### **D. CLOSED CAMPUS**

Lincoln High School operates a closed campus unless the student has an approved reason for leaving that has been authorized by a teacher or administration. The other exception may be for off campus lunch that may have been earned by the student and approved by his or her parent or guardian. Off campus lunch is an earned privilege that may be revoked at the discretion of the administration.

Students cannot leave the building in the morning once they have entered the building.

If a student leaves without authorization during the day they are NOT permitted back on the grounds of LHS during the day, they will not return to classes that day.

## **E. DETENTION**

After-school detentions are held from 2:45 PM – 3:30 PM after school as a consequence for student behavior that does not warrant a suspension. Lunch detentions are served from 12:00pm-12:30pm. Students assigned to detention receive verbal notification. Students assigned to detentions are expected to adhere to the following:

- Be on time – Students who arrive late may not be permitted to serve or may be assigned an additional after school detention.
- Bring class work or other material to keep occupied for the entire period of detention.
- Talking and sleeping are not permitted.
- One student at a time may use the restroom, with the supervisor's permission; no other breaks are given.
- Inappropriate behavior may result in a more severe penalty, including suspension.
- When a student is unable to attend detention due to an illness or family commitment, the student must submit reasonable documentation.
- A student has two days to serve their after school detention, the day it is assigned or the next day. Failure to serve that detention will result in suspension until such time as the student returns to LHS at 2:45 pm to serve the detention. The suspension may be for up to 10 days.
- If a student leaves school during the day without authorization they are unable to return at 2:45 pm that day to serve their detention.

## **F. ENTERING AND EXITING THE BUILDING**

Students may enter the building beginning at 7:15 AM through the doors located east side of the building by the gymnasium. During school hours, entrance can be made only through the main office doors. All other doors are locked after normal school hours. Students entering or exiting through other doors during the school day are subject to disciplinary action. Students need to be under the supervision of an administrator or staff member if they leave the building to get something out of their vehicle.

## **G. SEARCHES**

The right of inspection of students' school lockers or articles carried upon their persons is inherent in the authority granted school boards and administrators. Nevertheless, the exercise of that authority is the judgment of school officials. Therefore, that authority is to be exercised sparingly and only when such inspection or search is to promote the safety and security of persons and their property within the area of educational responsibility. Maximum effort will be made to protect each student's constitutional rights, his/her rights to personal privacy, and to provide protection from coercion by others.

Searches of students belongings must be reasonable in scope and inception and may only be conducted by the administrator or their designee.

The administration reserves the right and retains the authority to search lockers. The search needs to be reasonable in scope and inception and may only be conducted by the administrator or their designee.

Canine Searches: LHS participates in canine searches throughout the school year. The searches are random and will be unannounced to the staff and students. The administration reserves the right and retains the authority to search student vehicles (Safe and Drug Free School Zone). The search needs to be reasonable in scope and inception.

## **H. HARASSMENT AND INTIMIDATION**

Policy of this district maintains a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation. Definitions and grievance procedures are outlined in Board policy 5050.

### **SEXUAL HARASSMENT – STUDENT**

Sexual harassment of students by other students or OPS employees is unlawful under both Michigan and federal law. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical conduct, and making improper sexual comments, which create an intimidating, hostile, offensive, or uncomfortable school environment.

If a student has concerns about the nature of any conduct or physical contact by an adult district employee, a fellow student, or member of the public, the student should immediately report their concern to the building principal or any district administrator.

All such reports will be recorded and investigated by the district. If a satisfactory conclusion is not reached within 10 days of the initial report, the concern should be reported in written form to the office of the Superintendent, 645 Alger Street., Owosso, MI 48867 for review and determination.

Persons who violate this policy will be subject to disciplinary action up to and including expulsion (if a student) and termination of employment (if an employee).

District officials will, as required by law, report suspected abuse to the Michigan Department of Social Services and/or Prosecuting Attorney.

### **BULLYING**

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

"Bullying" is defined as any written, verbal or physical act, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts on the internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

#### **IV. LEGAL-STATE AND FEDERAL POLICIES**

(Including OHS-adopted policies regarding these matters)

##### **A. VOLUNTEER SCREENING**

Effective immediately and in compliance with the Pupil Protection Act, all individuals who volunteer regularly in the Owosso Public Schools (5 or more times per year) or chaperone on a field trip must be approved by the school district office after completion of a criminal background check. While this law may seem intrusive to families and a hassle for everyone, it is intended to provide another level of security and safety for everyone. Please note that LHS appreciates each person who has partnered with us as a volunteer in any capacity.

##### **B. PESTICIDE MANAGEMENT PROGRAM**

As part of the Owosso Public Schools' District pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice and notification will follow. If you need prior notification, please call the main office to request a Pesticide Prior Notification Form. Contact the Owosso Public Schools Director of Operations for more information.

##### **C. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (60 Fed. Reg. 59291, 59297)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the Owosso Public School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decided not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or students serving on an official committee, such as disciplinary or grievance committee or assisting another school official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the students of the records request, until it states in annual notification that it intends to forward records on request).
- If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.
- The right to file a complaint with the U.S. Department of Education concerning allegedly failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

#### **D. CONTROL OF NONCASUAL-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 persons 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 (condition), HIV (Human-immunodeficiency), HAV, HBC, NCV (Hepatitis A, B, C); 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.

#### **E. 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.

#### **F. INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. To obtain a copy of the district's Section 504 policies and procedures, please contact any building Principal or the district's Section 504 Coordinator, Bridgit Spielman, at 989-723-2790

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. Contact the building Principal through the school's main office to inquire about evaluation procedures and programs.

If you suspect that your child may be a student with a disability who needs either special education or general education with related aids and services, please contact either your building Principal or the district's Section 504 Coordinator, Bridgit Spielman, at 989-723-2790

\*See Appendix A attached for information and notification requirements.

## **G. LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Building Principal at 989-729-2839 to inquire about evaluation procedures and programs offered by the District.

## **H. STUDENTS LIVING IN TRANSITIONAL HOUSING**

A student may qualify for certain rights and protections under the federal McKinney-Vento Act if that student or his/her family is living in any of the following situations:

- In a shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a vehicle, park, abandoned building, or bus or train station
- Doubled up with other people due to loss of housing or economic hardship

If any of these living situations or similar circumstances applies to you or your family, please contact your school office or Janet Stevens, the district's McKinney-Vento Liaison, at 989-729-5783.

## **V. SCHOOL SAFETY POLICY**

### **A. FIRE DRILLS, TORNADO DRILLS, AND LOCKDOWN DRILLS**

Fire, tornado, and lockdown drills are held periodically throughout the year. The route for leaving in case of fire or tornado is posted in each room. Students must walk quickly and quietly in a single file to the designated area. An all-clear bell will be used to return students to class.

## **VI. SCHOOL BOARD POLICIES**

### **A. DUAL ENROLLMENT AND DUAL CREDIT**

Dual enrollment shall apply to students who are classified as juniors or seniors and who have fully qualified for a state endorsement in all subject areas tested under the MME or qualifying scores on college entrance exams (Board Policy 9855).

Students successfully completing the requirements of a course offered by a Michigan post-secondary institution shall receive high school credit providing all guidelines have been met (Board Policy 9855).

Additional information about Dual Enrollment and Dual Credit may be obtained from the main office.

### **B. PARKING REGULATIONS**

All students shall park on the street to the east side of the Washington campus, on Glenwood Avenue.

Students are not permitted to park in the lot on the north side of the building or on Alger Street. The parking areas next to the curbing on the west side and the parking areas on the north side of the building are reserved



for teachers, maintenance, and visitor parking only. A violation of the parking code may result in consequences for the student which may include detention or other appropriate consequences.

Students are not permitted to sit in vehicles or loiter in the parking lot at any time, including before and after school. Smoking in parked vehicles is prohibited and is a violation of the Safe and Drug Free School Zone.

Reckless or careless driving in or around school premises is prohibited. A speed limit of 15 miles per hour in the driveways and parking areas should be observed at all times. Vehicles yield the right-of-way to pedestrians.

Students not complying with any of the above procedures will be subject to the Lincoln High School Discipline Policy.

### **C. 18 YEAR OLD STUDENTS – RIGHTS AND RESPONSIBILITIES**

The Owosso Public Schools Board of Education Policy Statement 8940 states, “For the purpose of these rules, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent of and the rights accorded to the parents or guardians of the student shall only be required of and accorded to the student.”

In an effort to be certain the parents/guardian of a student has knowledge of this position, the school will consider the parent the recipient of all records and reports unless the school has on file a statement completed by the student indicating that the student has total responsibility for himself/herself. This would include items relating to attendance, discipline, and other relevant factors. This form may be picked up and returned to the main office.

A student who is 18 years of age may not leave LHS for lunch and return unless they have earned off campus lunch or are taken to lunch by their parent or guardian.

### **D. STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required 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 unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents.
- Mental or psychological problems of the student or his/her family.
- Sex behavior or attitudes.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- Religious practices, affiliations or beliefs of the student or his/her parents.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

## **VII. OWOSSO PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

### **Electronic Information Access and Use for Educational Purposes Policy**

Owosso Public Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

Students will sign a Separate Technology Use form prior to using the computers at LHS.

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in, or accessed by District information technologies.

Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District's system is not a public forum and access to technology is a privilege and not a right.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "*as is, as available*" basis.

### **DISTRICT DEFINITIONS**

Equipment includes, but is not limited to, computers, disk drives, printers, scanners, network, servers, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.

Software includes, but is not limited to, computer software, print and non-print resources. Illegal software is defined as any software installed or downloaded on District equipment or servers without written permission from the Technology Dept.

Networks include, but are not limited to, all voice, video and data systems.

### **DISTRICT RESPONSIBILITY**

Owosso Public Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes.

These include:

- Developing and implementing an Electronic Information Access and Use Policy.
- Developing and enforcing use regulations at each network site.
- Defining the rights/responsibilities of Users.
- Providing resources that support the mission and Technology Plan of the School District.
- Assigning and removing of member accounts on the network(s).
- Providing training and information on new technologies, software and media as they are acquired and put into use in the District.
- Maintaining and repairing of equipment that comprise the network(s).
- Selecting and approving software that the network and the Technology Department shall support.
- Setting quota limits for disk usage by users of the District Internet server.

The District shall designate a system administrator who shall make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions. These violations are listed in the sections titled “**User Responsibilities**” and “**Users are prohibited from:**”

The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity. The user shall be present and cooperative during viewing.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.

The Owosso Public Schools has implemented filtering hardware and software through the Shiawassee Regional Education Service District intended to block minors’ access to visual depictions that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials shall control user’s access to such materials, or that users shall not have access to such materials while using the District’s information technologies.

The network provides access to third party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user’s own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.

The District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. This right shall apply to any person or employee of the Owosso Public Schools granted access to the District’s information technology network.

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

## **OWOSSO PUBLIC SCHOOLS USERS**

All account holders on the Owosso Public Schools network shall be granted access to appropriate services offered by the network. The following people may be users of the Owosso Public Schools network:

- Students - Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.
- Faculty and Staff - Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.
- Others - Anyone may request a special account on or use of the District network. These requests shall be granted on a case-by-case basis, depending on need and resource availability.

## **TECHNOLOGY USERS PRIVILEGES AND RESPONSIBILITIES**

Users have the privilege to:

- Use all authorized hardware (desktops/laptops/Chromebook devices) and software for which they have received training to facilitate learning and enhance educational information exchange.
- Access information from outside resources which facilitate learning and enhance educational information exchange.

- Access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

## USER RESPONSIBILITIES

Users are responsible for:

- Using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school.
- Attending appropriate training sessions in the use and care of hardware, equipment, software and networks.
- Seeking instruction for the use of any technology with which they are not familiar.
- Adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
- ***Refraining from disclosing, using or disseminating personal identification information regarding minor and pictures of minors over the Internet without parent or guardian authorization.***
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- ***Using e-mail, chat rooms, and other forms of direct electronic communications only when authorized by the District and then only under the direct supervision of an adult.***
- Having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems.
- Material received, created or distributed using information technologies.
- Making all subscriptions to list-serves or newsgroups known to the system administrator and seeking prior approval before requesting such subscriptions on the Internet.
- Maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. ***If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account.*** Files or messages shall be deleted by the system administrator if the user remains in non-compliance.
- Special care is to be taken in disseminating District confidential information over the Internet. When users are in doubt about dissemination of information, they should contact the Superintendent or his designee for written approval to release the information. Security and confidentiality needs to be of high concern for all District network users.
- Reporting the use of any non-district electronic media including floppy disks, CD's and portable storage devices on District equipment.
- All files that are downloaded must have prior approval from the District's Technology Administrator and scanned for possible infection. Any user who knowingly tries to download applications or propagate the Internet or Districts network with infected viruses shall be subject to expulsion or termination.
- Keeping material considered pornographic or inappropriate by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format.
- Awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws,

both state and federal, with respect to their use of the District's information technologies. In any cases where a user downloads copyrighted software he/she assumes full responsibility for his/her action and absolves the District from his/her unauthorized action.

- Using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. Owosso Public Schools is not liable for any personal purchases made while using District information technologies.
- Financial restitution for unauthorized costs incurred or damages and repair necessitated by inappropriate use or access.
- Any damages to, or incurred on, their personal equipment. Users accessing Owosso Public Schools information technologies on personal equipment do so *at their own risk*. The use of non-District owned equipment on the District's network without Technology Department authorization may subject the user to loss of network privileges, expulsion or termination.
- Abiding by the rules set forth in this policy, general District rules, and additional rules as may be established by the District. Board of Education policies, The District's Acceptable Use Policy, staff manuals, departmental procedures, and student handbooks may include such rules.

#### **USERS ARE PROHIBITED FROM:**

- Using the District's technology services for private use, commercial business (Other than for the District), for product advertisement or political lobbying.
- Using the District's e-mail system to create, send or forward content that may take up unnecessary storage space on the District's network such as chain letters and large attachments.
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems. These actions may also result in criminal prosecution under statute 752.795 (Alteration, damage or destruction of computer, system or network) of the Michigan Criminal Code.
- Using District information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- Participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- Vandalizing District or any other information technologies (the District's or any others). Vandalism is defined as any attempt to harm, destroy, disrupt or alter the operation of the District's information technologies or equipment. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.
- Using software to generate password combinations which may be used to access user accounts and information.
- Using non-authorized equipment, digital media and storage devices with District equipment or on the District network. These include, but are not limited to: floppy disks, CD's or portable storage devices.
- Intentionally accessing or causing access to be made to a computer program, computer, computer system, or computer network to devise or execute a scheme or artifice with the intent to defraud or to obtain money, property, or a service by a false or fraudulent pretense, representation, or promise. These actions may also result in criminal prosecution under statute 752.794 of the Michigan Criminal Code.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

The school District's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy shall lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges or expulsion.

In addition, users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the District, buildings or departments. Non-compliant student users will be subject to building disciplinary action in addition to the consequences outlined in this document.

## **CHALLENGES**

Challenges to District information technologies policies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.

## **IX. GLOSSARY OF DISCIPLINE TERMS AND/OR POLICIES**

Other acts of conduct may result in disciplinary action as this list is not all inclusive.

### **Bullying**

Any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts on the internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivation, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly, interfere with educational opportunities, affect the ability of a student to participate in programs for fear of harm or emotional distress, cause a substantial disruption in, or substantial interference with, the orderly operation of the school.

### **Cheating**

Giving, copying, or receiving information to/from another student or source, unless otherwise authorized by a staff member. (As designated in the infraction section of handbook cheating could result in loss of credit and/or suspension.)

### **Closed campus**

Students cannot leave school grounds at any time without receiving approval.

### **Disruptive behavior**

Actions, objects or words that interfere with a safe and orderly educational process including rubber bands, lighters, snowballs, cosmetics, perfumes, etc. Items may be confiscated and held in the main office.

### **Driving**

Improperly parking; parking in an area designated for staff, visitors, or handicapped; driving in an unsafe or reckless manner

### **Electronic devices**

Devices including but not limited to iPods, iPads, cell phones and MP3 players.

### **Expulsion**

Permanent removal of a student from school for gross misbehavior or persistent violation of the rules and regulations of the school.

### **Forgery**

Deceitfully writing or signing a note or pass; deceitfully making a telephone call for fraudulent purposes.

### **Gross misbehavior**

Any action or behavior that disrupts the safe and orderly management of the school or school programs.

### **Hallway behavior**

Students are expected to refrain from loud conversation, running and other behaviors that are disruptive or could result in injury. Students are permitted to be in the hallway with an official hall pass only.

### **Improper Identification**

Refusing to identify one's self properly when requested by school personnel

### **Inappropriate dress**

Student dress is a factor in establishing a positive educational atmosphere. Students will not be allowed to attend school if his or her personal hygiene or attire endangers his own health or safety; the health and safety of others or interferes in any way with another person's right to an education.

The final determination of whether a student's dress is appropriate or inappropriate rests with the administrator. These rules apply to both males and females.

Inappropriate dress includes that which:

- Advertises alcohol, drugs, or tobacco products
- Is suggestive/vulgar or has offensive pictures or slogans
- Non Prescription shaded glasses worn indoors
- Do not cover breasts, stomach, buttocks and back.
- Do not meet at the waist and cover the entire midsection, when standing and or sitting.
- Do not cover all undergarments.
- Do not reach mid thigh or longer when addressing shorts or skirts.
- There are to be no "yoga" pants or leggings worn without a shirt that covers the buttocks.

Appropriate school attire may not include any clothing items displaying working, insignia, style or ornament that is distracting, discriminating, degrading or defamatory to any individual or to any racial, religious or minority group or identifies a secret society or gang.

- Sagging pants by males or females will result in a warning to pull pants up. Multiple offenses may result in additional disciplinary action.
- There are to be no bandanas hung out of pockets.
- There are to be no hoods worn.

Students who come inappropriately dressed for school will be asked to change their clothing or parents will be notified to come and get their student.

### **In-school suspension**

Students in ISS will be in a classroom with a staff monitor doing classwork. Students are given ISS as a consequence for behavior when out of school suspension is not appropriate or warranted. Refusal to complete ISS may result in out of school suspension.

### **Insubordination**

Refusing a reasonable request by any staff member, back talking or mocking a staff member after a reasonable request.

### **Lying**

Intentionally giving false or misleading information or intentionally making false or misleading statements to school authorities.

### **Out-of-school suspension**

The temporary removal of a student from school and school-related activities for violation of the rules and regulations, which does not result in the automatic loss of academic credit. If a student's conduct or record warrants, the Board of Education may authorize a suspension longer than ten days.

### **Profanity/Vulgarity**

Obscene words or gestures, racial slurs, and ethnically slanderous language, oral or written

### **Selling items**

Any items sold that are not part of a school organization or club fundraiser; items that have not been approved by LHS administration

### **Sexual Harassment**

Sexual harassment is making unwelcome sexual advances, engaging in improper physical conduct, or making improper sexual comments, which create an intimidating, hostile, offensive, or uncomfortable school environment. These may include making unwelcome sexual advances or request for sexual favors or other verbal or physical conduct of a sexual nature or condition of employment or education.

#### **Examples:**

**Verbal:** sexual innuendo, suggestive comments, insults, threats, jokes about gender or sexual propositions.

**Non Verbal:** making suggestive or insulting noises, leering, whistling or making obscene gestures.

**Physical:** Touching, pinching, and brushing the body, coercing sexual activity or assault.



### **Smoking**

The possession, use, transfer, distribution or sale of any tobacco product or device.

### **Theft**

Taking, borrowing, or using the property of another without permission

### **Trespassing**

Being on school property while on suspension is considered trespassing as per City of Owosso Ordinance; visiting or loitering at or near other school buildings in the district. Being in school without permission during non-school hours; being in areas not generally accessible to students at any time.

### **Unauthorized area**

Being present in the parking lots or other area of the building or grounds during the school day without a valid pass.

### **Unauthorized demonstration**

Organizing students for any purpose without the consent of administration.

### **Vandalism**

Destroying or defacing personal or school property.

### **Violence**

Physical contact with the intent to do harm to another.

## **X. ATHLETIC DEPARTMENT**

Lincoln High School offers Boys Basketball, Open-Division and Women's Volleyball and Co Ed Softball. Lincoln High School is a member of the Michigan Alternative educational Athletics Association. (MAAA). As part of an athletic team there will be guidelines and academic eligibility requirements that must be met and followed. The athletic information will be given to each athlete at the beginning of the season of play.

### **Eligibility Requirements**

The handbook of MAAA sets forth the rules governing eligibility and limits of participation with respect to alternative education high school student/athletes. Lincoln High School athletic eligibility is based upon the principles of the MAAA as well as the following rules and procedures adopted by the Board of Education and Lincoln High School.

- Participants must have a sports physical on file with LHS completed by a physician after April of the previous year. The physical must be on file before any practices or games.
- Students must have this eligibility form signed by the parent of or the student before they are eligible to participate in any practices or games.
- Students will be responsible for the return of their uniforms.

- Students who were not allowed to finish the trimester due to attendance will have ten school days to show they can maintain academics, attendance and behavior to participate in LHS athletics.

Students must join the team a week before the first regular season game and or coach/administration's discretion.

A student/athlete must also be receiving credit in at least five (5) classes during the current trimester check. Student/athletes who are not currently receiving credit in at least five (5) classes will sit out a minimum of one week or until they are currently receiving credit in at least five (5) classes.

To be receiving credit, a student/athlete must be earning a D- or better.

A student/athlete may be allowed to practice while ineligible, at the discretion of the Coach, but will not be allowed to dress for contests or be dismissed from school early for an athletic contest.

At any point students may be denied the privilege of participating in Lincoln Athletics if their behavior is determined to be unacceptable. Behavioral issues during any trimester may influence eligibility in subsequent trimesters.

### **Training Rules**

It is important that all athletes understand that athletic training rules are in force from the first day of fall practice as a freshman until the last day of contest play as a senior.

An athlete shall refrain from the following:

- Drinking of/or possession of alcoholic beverages.
- Smoking and/or use of tobacco, including possession.
- Illegal use or possession of drugs and/or controlled substance.
- Hosting a party with alcohol and/or illegal drugs.

Physicals for the current school year are valid starting April 15<sup>th</sup>.

### **Behavior**

Any suspensions that occur during school hours will result in anywhere from 1-5 games suspension and or dismissal from the team. Students will not be allowed to practice and or attend games if they have been suspended from LHS. Students are expected to respect your teammates, opponents, game officials and school facilities at all times.

Players must ride to and from games on the Owosso Public Schools bus, no exceptions.

All school rules apply when athletes are at attendance at any athletic contests.

If a student drops out of school they are no longer eligible for membership on any LHS athletic team.

If a student is absent from school on the day of an athletic contest they are not eligible to participate in the contest.



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**The six pillars of Character:**

**Trustworthiness**

Be honest · Don't deceive, cheat or steal · Be reliable - do what you say you'll do · Have the courage to do the right thing · Build a good reputation · Be loyal, stand by your family, friends and country

**Respect**

Treat others with respect; follow the Golden Rule · Be tolerant of differences · Use good manners, not bad language · Be considerate of the feelings of others · Don't threaten, hit or hurt anyone · Deal peacefully with anger, insults and disagreements

**Responsibility**

Do what you are supposed to · Persevere: keep on trying! · Always do your best · Use self-control · Be self-disciplined · Think before you act - consider the consequences · Be accountable for your choices

**Fairness**

Play by the rules · Take turns and share · Be open-minded; listen to others · Don't take advantage of others · Don't blame others carelessly

**Caring**

Be kind · Be compassionate and show you care · Express gratitude · Forgive others · Help people in need

**Citizenship**

Do your share to make your school and community better · Cooperate · Get involved in community affairs · Stay informed; vote · Be a good neighbor · Obey laws and rules · Respect authority · Protect the environment

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**Always follow the three A's**

**Attitude • Attendance • Academics**

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**CHARACTER  
COUNTS**

**Everywhere! All the time!**