



KNIGHTS

LINCOLN HIGH SCHOOL

STUDENT

LINCOLN HIGH SCHOOL

**Student –Parent Handbook
2015-2016**

**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: 2nd 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,

Steve 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.

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 or Title IX Coordinator Catheryn Dwyer, Dean of Students, Owosso Middle School, 219 N. Water St., Owosso, MI 48867 (989) 723-3460, dwyerc@owosso.k12.mi.us. The Section 504 Coordinator is Edward King, Asst. Principal, Owosso Middle School, 219 N. Water St., Owosso, MI 48867 (989) 723-3460, king@owosso.k12.mi.us.

** see Appendix A & B for Non Discrimination and access to equal educational opportunity information and grievance/complaint procedures**

TABLE OF CONTENTS

- I. COMMUNICATION
 - A. REPORT CARDS AND PROGRESS REPORTS

- II. GENERAL SCHOOL POLICIES
 - A. AFTER-SCHOOL ACTIVITIES
 - B. ASSEMBLIES
 - C. ATTENDANCE
 - D. ACADEMIC PROGRESSION CONTINGENCIES
 - E. BUS TRANSPORTATION
 - F. CAFETERIA OPERATION
 - G. FINES AND FEES-COLLECTION OF
 - H. FOOD AND DRINK IN THE BUILDING
 - I. GRADES FOR INCOMPLETES AND WITHDRAWALS
 - J. GRADUATION REQUIREMENTS
 - K. HALL PASSES
 - L. HOMEBOUND
 - M. ILLNESS-STUDENT
 - N. MEDICATIONS-DISPENSING TO STUDENTS
 - O. NON-SCHOOL ORGANIZATIONS-PUBLICITY FOR
 - P. PARENT/TEACHER CONFERENCES
 - Q. STUDENT IDENTIFICATION CARDS
 - R. TESTING-COMPETENCY DEMONSTRATION
 - S. TEXTBOOKS
 - T. VISITORS
 - U. WORK PERMITS

- III. MISCELLANEOUS INFORMATION
 - A. DAILY ANNOUNCEMENTS
 - B. EMERGENCY CARDS
 - C. LOCKERS
 - D. LOST AND FOUND
 - E. SCHOOL CLOSING OR DELAY – WEATHER
 - F. TELEPHONE AND ELECTRONIC PRIVILEGES

- IV. STUDENT CODE OF CONDUCT/DISCIPLINE POLICIES
 - 1. BEHAVIOR CODE AND CONSEQUENCES
 - A. ALCOHOL, TOBACCO AND OTHER UNAPPROVED SUBSTANCES
 - B. ARSON, CRIMINAL SEXUAL CONDUCT AND WEAPONS
 - C. DISCIPLINE INFRACTIONS
 - D. CLOSED CAMPUS
 - E. DETENTIONS
 - F. ENTERING AND EXITING THE BUILDING
 - G. SEARCHES
 - H. HARASSMENT AND INTIMIDATION

- I. BULLYING
- V. LEGAL – STATE AND FEDERAL POLICIES
(INCLUDES LHS-ADOPTED POLICIES REGARDING THESE MATTERS)
 - A. VOLUNTEER SCREENING
 - B. PESTICIDE MANAGEMENT
 - C. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
 - D. CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES
 - E. PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS
 - F. INDIVIDUALS WITH DISABILITIES
 - G. LIMITED ENGLISH PROFICIENCY
- VI. SCHOOL SAFETY POLICIES
 - A. FIRE, TORNADO AND LOCKDOWN DRILLS
- VII. SCHOOL BOARD POLICIES
 - A. DUAL ENROLLMENT AND CREDIT AT POST-SECONDARY INSTITUTIONS
 - B. PARKING REGULATIONS
 - C. 18 YEAR OLD STUDENTS-RIGHTS AND RESPONSIBILITIES
- VIII. TECHNOLOGY POLICIES
 - A. AUTHORIZED USE POLICY
 - B. PROHIBITED COMPUTER USE POLICY
- IX. GLOSSARY OF DISCIPLINE TERMS
- X. ATHLETIC DEPARTMENT

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. 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 7day 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 schools' 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

Students are permitted tardy to any class with a pass from school personnel. Students arriving to class late with a pass from a teacher, social worker, or other staff member are not to be considered tardy or to be marked absent. If a student enters class with a pass from school personnel at any point during the hour, the student will be marked as present, not absent. Students arriving to class after the official start of class without authorization may be considered absent for that period. Students arriving after that time will still be required to participate in any class activities.

- Students will be permitted 2 tardies to 1st hour only without penalty.
- Students who accumulate 2 tardies in any class (other than their free 1st hour tardies) will be given an after school detention.
- The 3rd tardy will equal 2 after school detentions.
- Tardies after the 3rd 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 zeroes 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

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.

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

Textbooks 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 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 12:30pm. The use of cell phones during other times is a direct violation and may result in disciplinary action. Multiple offenses of cell phones 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.

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:** 5-day suspension.
- **Second offense:** 10-day suspension.
- **Third 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	Multiple Electronic Devices Infractions
Disrespect	Non-attendance for detention
Disruptive behavior	Profanity/vulgarity (non-person directed)
Electronic device possession	Selling items
Excessive display of affection (beyond hand-holding)	Tobacco Products, including e-cigarettes
Forgery (written/telephone)	Trespassing
Gambling	Unauthorized area
Hall pass violation	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 extra-curricular 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 afterschool 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, Mark Erickson, at 989-729-5502.

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, Mark Erickson, at 989-729-5502.

*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 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 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 Mark Erickson, the district's McKinney-Vento Liaison, at 989-729-5502.

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 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 news groups 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 Districts 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 Districts 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 Districts 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 Districts e-mail system to create, send or forward content that may take up unnecessary storage space on the Districts 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 giving 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 suggesting 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, or sale of any tobacco product

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, 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/administrations 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.

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 15th.

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.

TRUSTWORTHINESS

Be honest. Don't deceive, cheat.

RESPECT

Treat others with respect, follow

RESPONSIBILITY

Do what you are supposed to

FAIRNESS

CARING

CITIZENSHIP

Do your share to make your

ATTITUDE

Appendix A
Owosso Public Schools
Bylaws & Policies

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as

may be permitted under State regulations;

2. verify that facilities are made available, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Cathy Dwyer
Dean of Students OMS
219 N Water St.
Owosso, MI 48867

989-729-5707
dwyerc@owosso.k12.mi.us

Jeff Phillips
Principal OHS
765 E. North St.
Owosso, MI 48867

989-729-5492
phillips@owosso.k12.mi.us

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other

students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy [2260](#) investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any

person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The

complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy [2260](#) – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy [8310](#) and Policy [8330](#))

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file

a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy [2260](#) - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides

recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives 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. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an

investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
29 C.F.R. Part 1635
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
34 C.F.R. Part 110 (7/27/93)
Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
Title III of the No Child Left Behind Act of 2001

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Appendix B

Owosso Public Schools

Bylaws & Policies

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aides or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a disabled person who meets the academic and technical standards requisite to admission or participation in the vocational program or activity.

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

Ed King
Assistant Principal OMS
219 N Water St
Owosso, MI 48867

989-729-5709
king@owosso.k12.mi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer(s) are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is

demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Step 1 Investigation by the Building Compliance Officer: A student or parent may

initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) calendar days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) school days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

Step 2 Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) school days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

Step 3 If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District COs must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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