



*Our mission at Lincoln High School along with the International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.*

## **LINCOLN HIGH SCHOOL**

**Student –Parent Handbook**

**2025-2026**

**Lincoln High School**

**645 Alger Street**

**Owosso, MI 48867**

**Main Office-989-725-2839**

**Fax Number-989-729-6706**

**Principal: Ms. Carrie Rugenstein**

**Main Office:**

**Hours: 7:00am-3:30pm daily (Lunch 11:48am-12:18pm)**

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

**School Hours: The school day begins at 8:40 a.m. and ends at 2:26 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 their personal life and community.

We want you to have many options when you graduate from Lincoln High School. We invite you to share 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,

*Ms. Carrie Rugenstein*

Principal

# STUDENT HANDBOOK

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

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District and Lincoln High School. The handbook is not intended to address all issues, concerns or conduct of students, but to detail general matters. If you have concerns or questions, please feel free to discuss them with an appropriate staff member or principal.

The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education [Board Policies and Bylaws](#). Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the district and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

The Lincoln High School Student Handbook is available online at <https://content.myconnectsuite.com/api/documents/51d065e52f1b4cb49b256311b9926368.pdf>

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

Parents are highly encouraged to review the Student Handbook with their student.

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## LINCOLN HIGH SCHOOL PRIMARY OFFICES

### Lincoln High School Website

<https://lincoln.owosso.k12.mi.us>

### District Website

<https://www.owosso.k12.mi.us>

### Main Office

**Phone: 989-725-2839**

**Fax: 989-729-6706**

Hours: 7:00 AM – 3:30 PM daily (Lunch 11:48am-12:18pm)

Location: 645 Alger Street Owosso, Michigan  
2<sup>nd</sup> floor of Washington Campus Building

### Personnel:

Ms. Carrie Rugenstein, Principal

Lisa Hinman, Executive Secretary



# 2025-2026 DISTRICT CALENDAR



**2025**

August

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

October

M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**2026**

January

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

February

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

March

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

● No school on days circled in gold.  
● Half days circled in blue.

The school year may be extended should the number of days warrant.

View daily activities at [www.owosso.k12.mi.us](http://www.owosso.k12.mi.us).

**2025-2026 Calendar**

**August**

18-20 Professional Development & Teacher Work Days  
 21 First Full Day (All Students)  
 28 Half Day for All Students: Teacher Work Day  
 29 No School: Labor Day Recess

**September**

1 No School: Labor Day Recess  
 2 School Resumes

**October**

17 End of Marking Period  
 22 Half Day Elementary Only: Afternoon & Evening PT Conferences  
 22 LHS Evening PT Conferences  
 23 OMS & OHS Evening PT Conferences  
 23 LHS End of 1<sup>st</sup> Quarter  
 24 No School  
 31 Half Day for All Students: Teacher Work Day

**November**

4 No School: Professional Development  
 26-28 No School: Thanksgiving Recess

**December**

3 LHS Evening PT Conferences  
 19 Half Day for All Students: Teacher Work Day & End of 1<sup>st</sup> Semester  
 22-31 No School: Holiday Recess

**January**

1-2 No School: Holiday Recess  
 5 School Resumes: 2<sup>nd</sup> Semester Begins  
 16 LHS End of 2<sup>nd</sup> Quarter  
 19 No School: Martin Luther King Jr. Day & Professional Development

**February**

12 Half Day for All Students: Teacher Work Day  
 13 & 16 No School: Presidents' Day

**March**

13 End of Marking Period  
 27 Half Day for All Students: Teacher Work Day & LHS End of 3<sup>rd</sup> Quarter  
 30-31 No School: Spring Recess

**April**

1-3 No School: Spring Recess  
 6 School Resumes

**May**

20 OHS Graduation  
 21 OHS Graduation Rain Date  
 22 Half Day for All Students: Teacher Work Day  
 25 No School: Memorial Day  
 28 LHS Graduation  
 30 8<sup>th</sup> Grade Awards Ceremony

**June**

3 5<sup>th</sup> Grade Celebration  
 4 Half Day for All Students: Last Day of School

## **2025-2026 DAILY SCHEDULE**

School staff will supervise students on school grounds between 7:30am and 3pm. The school day starts at 8:40am and ends at 2:26pm.

**Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

### **Entering and Exiting the Building**

Lincoln Students and parents may only enter and exit through the Glenwood Street Entrance (East Gym Doors) beginning at 7:30 AM. All doors will remain locked during the school day and student/guests must be let in by qualified staff members. Students are not permitted to let other students or guests into the building at any time without express permission from staff. 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.

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Students and parents will be notified with the District messaging platforms that are in place. Emergency school cancellations will be communicated through the District's social media outlets and website as well as the following media outlets: (TV) WJRT, WLNS, WNEM, WEYI, WSMH, WILX, and Fox47; (Radio) WFMK, WMMQ, WITL, WJIM, and WJSZ.

You can also sign up for text alerts by texting "YES" to 67587 on your cellular device.

## **NOTICE OF NON-DISCRIMINATION**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

### **Designated Title IX Coordinator**

Rich Collins, Principal, Owosso Middle School  
765 E. North Street, Owosso, MI 48867  
989-723-3460  
collinsr@owosso.k12.mi.us

Or

Dr. Catheryn Dwyer, Assistant Superintendent of Curriculum & Instruction  
645 Alger St., Owosso, MI 48867  
989-723-8131  
dwyerc@owosso.k12.mi.us

### **Designated Section 504 Coordinator**

Bridgit Spielman, Principal, Bryant Elementary  
925 Hampton St., Owosso, MI 48867  
989-723-4355  
spielman@owosso.k.12.mi.us

### **Designated Civil Rights Coordinator/Employment Compliance Officer**

Carrie Yoho, Human Resources Director  
645 Alger St., Owosso, MI 48867  
989-723-8131  
yoho@owosso.k12.mi.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at [Board Policies and Bylaws](#).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The district will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with [Policy 5206 Student Discipline](#).

The district provides equal access to the Boy Scouts and other designated youth groups as required by law.

### Examples of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see [Policy 3115A Definitions for 3115 Series](#). Policies 3115-3115H are attached to this handbook as **Appendix A**.

## **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
- Perception Surveys
- Monthly Newsletters
- PowerSchool
- Attendance phone calls
- School Messenger
- Social Media (Facebook Lincoln Page)

## **Report Cards and Progress Reports**

Report cards will be mailed home within two weeks after the grading period ends. Parents are welcome to check their students' grades at any time by using the Parent Portal with the school-provided login and password numbers through PowerSchool.

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

Students are expected to attend school every day. School is in session. This policy is intended to create positive classroom attendance habits in 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.

Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the parent(s)/guardian or the student, if an emancipated minor or 18 years old, must report that absence to the office by 12:00 noon the day following the absence to be considered excused.

Students who accumulate more than ten absences per semester in any class may be referred to the Family Court as truant. School-related absences are not included for this purpose.

Students are expected to make up class work missed during an absence. (one day is allowed to make up work for each day of absence).

Students who are absent for a portion of the day must present a note from their parent/guardian verifying the absence, to the main office prior to leaving or attending class.

Students who must leave school early for any reason are required to check out through the Main Office before leaving the school building. Failure to do so will result in disciplinary action.

Students who are more than 15 minutes late are considered tardy.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

### **Attendance Terms**

The following marks will be used to document absences:

A = unexcused

- absent with no communication from Parents to School

V = absent but Parent Calls/Emails and makes the School Aware;

- still unexcused and may be counted toward truancy. This would include pre-arranged vacations.

D = documented

- Documented absences include a doctor or dentist appointment, mandated court appearance, funerals, and religious observances based on the

conditions outlined in the Michigan School Code. When the school determines it would be in the student's best interest to send a child home (high fever over 100.4 etc.) the school will use the absence code of "D" for document that and the following day. Any additional days would require a doctor's note to be considered "D".

Doctor's notes should be turned in upon returning to school and should include the specific day(s) your child was absent and couldn't attend school.

Dental appointments (note from dentist office), court appearances (court papers), and religious observances (note from parent) must have paperwork on file in the office.

### **Attendance Guidelines**

- Students who are absent and have not provided documentation or a parent phone call will be marked as absent and this will be unexcused and marked as "A".
- Students who are absent but have a parent or guardian call will be marked as "V" for verified absence. This will still be considered unexcused.
- To have an absence marked as a documented "D" excused absence proper medical documentation must be submitted to the main office.
- Students accumulating 5-9 unexcused absences will be issued a truancy warning letter from the school.
- Students accumulating 10-14 unexcused absences will receive a second truancy warning letter and require a parent meeting and creation of an attendance plan of action.
- Students who reach 15 days of absence will be formally petitioned for truancy through the RESD and Shiawassee Family Court.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

If a student arrives late, they must sign in at the office.

Students who disrupt class will be referred to the office and may receive disciplinary action including, but not limited to, suspension or Board of Education referral.

The following **documented** absences will be considered excused if they are confirmed by communication to the school from the student's parent or guardian. Documented absences include a doctor or dentist appointment, mandated court appearance, funerals and religious observances based on the conditions outlined in the Michigan School Code: [Policy 5301 Compulsory Attendance, Absenteeism, and Truancy](#)



- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner);
- medical appointments for the student (with a doctor's note);
- attendance at a funeral (with documentation provided);
- mandated appearance at court or for other legal matters (with documentation provided);
- observance of religious holidays of the student's own faith based on conditions outlined in the Michigan School Code; and
- College planning visits.
- When a student is absent more than 15 days per school year and at least 15 of those days are not **documented**, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. See [Policy 5301 Compulsory Attendance, Absenteeism, and Truancy](#)

### **Tardy Policy**

If a student is late to class, they are considered tardy. Students who arrive to class more than 15 minutes late will be considered absent but will still be required to participate in the remainder of the class period. Consequences for tardiness issues:

- Students who accumulate 2 tardies in any class within a two-week period will not be eligible for Fun Day Friday or other incentive-based activities. If a student accumulates 3 tardies in any class, they will be assigned a before school detention.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the 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 need to be sent home. Students who are 18 years of age are able to sign themselves out.**

According to Board [Policy 5713 Immunizations and Communicable Diseases](#) 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 diseases.
- Determine that each student's participation in health, safety, and physical education courses meet their individual needs.
- Determine that the learning potential of each student is not lessened by a remediable, physical disability.

## **Homebound and 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 information 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.

Once appropriate documentation is received and approved homebound educational services will be arranged within 5 school days.

## **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

## **Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see [Policy 5301 Compulsory Attendance, Absenteeism, and Truancy](#).

## **Books/Laptop Devices and Supplies**

The district will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may

purchase additional supplies at their own expense. The district may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books, laptop devices and other supplies provided by the district. The district may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Textbooks and Laptop Devices are furnished by the Board of Education and may be distributed to students throughout the school year. Students will be fined for lost textbooks or devices or those showing more than normal use and wear. Laptops will be kept in the classrooms of LHS for student use and should not be removed.

LHS students are required to follow school policy in signing out and signing in assigned devices. Should a student need to take their device home, they are to sign out the device with the assigned paraprofessional teacher and must return with the device the next school day.

### **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in [Policy 5503 Bulletin Boards & Other Student Postings](#).

### **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as **Appendix B**.

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 they have 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 handheld 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.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form--(As designated in the infraction section of the handbook, cheating could result

in loss of credit and/or suspension.) Unless specifically authorized by a staff member, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or potentially for the class and will be subject to discipline, up to and including expulsion.

### **Children's Protective Services Investigations**

The district will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **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.

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 cannot return to classes that day.

Students cannot leave school grounds at any time without receiving approval from their parents or guardian if they are a minor, or by properly signing out in the office if they are 18 years of age or older.

Students are not authorized to leave the school grounds between the first and last scheduled class except for such approved special activities as authorized by the building administration. Students who leave campus without authorization are subject to disciplinary action. See [Policy 5801 Closed Campus](#).

### **Communicable Diseases-Control of Noncausal Contact**

The district, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, [Policy 5101 Student Expression](#), or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with the building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the district, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

## **Dress Code**

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors such as tobacco, marijuana, alcohol, etc.;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the district at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

## **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or at excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. All students shall park on the street to the east side of the Washington campus, on Glenwood Avenue.
5. 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.

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

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

### **18-Year-Old Students – Rights and Responsibilities**

The Owosso Public Schools Board of Education Policy 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 both the student and parent 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.

If you are a **male** age 18 through 25 and living in the U.S., then you must register with Selective Service. According to law, a man must register with Selective Service within 30 days of his 18th birthday.

### **Electronic Device Policy/Cell Phone Use**

The Board of Education recognizes that personal electronic devices, including cell phones, are a part of modern student life. However, the inappropriate use of such devices during the school day may interfere with the educational environment and pose risks to student privacy and safety. Therefore, the Board establishes the following rules governing student possession and use of personal electronic devices during the school day. See [Policy 5209 Student Use of Cell Phone and Electronic Communication Devices](#).

### **Secondary Grades (9–12):**

1. Students in grades 9–12 shall place their cell phones and personal electronic devices in a designated classroom storage location (e.g., caddy) at the beginning of each class period.
2. Devices may be retrieved at the end of each class period.



3. Students are permitted to use personal electronic devices during non-instructional time, including passing periods, lunch, and before or after school.

Cell phones are not allowed to be seen or heard during instructional hours. Cell phone use is only permitted between the hours of 11:48-12:18 (lunch) and before or after instructional hours. The use of cellphones during other times is a direct violation and may result in disciplinary action.

#### **Enforcement and Discipline:**

1. Building principals are responsible for ensuring consistent enforcement of this policy.
2. Violations of this policy may result in disciplinary action in accordance with the Student Code of Conduct.
3. Confiscated devices may be held by school administration and returned to a parent or guardian as determined appropriate.

#### **Exceptions:**

This policy does not apply to:

1. A student's use of an electronic device as a documented accommodation in an Individualized Education Program (IEP) or Section 504 Plan.
2. The use of medical devices that are necessary for a student's health and well-being.

Students may use cell phones or other electronic devices only during designated times listed above, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The district is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student

engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Board Policy and the student code of conduct.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device. See [Policy 5209 Student Use of Cell Phone and Electronic Communication Devices](#).

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the district. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes. Emergency information 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 emergency card.

### **Fines and Fees-Collection of**

The district will not charge students a fee to participate in curricular activities. The district may charge students a fee to participate in extracurricular and noncurricular activities to cover the district's reasonable costs. The district may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

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.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parents before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the district will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The district may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Food Services/Cafeteria Operations**

Lincoln High School serves breakfast daily from 8-8:30. Lunch is served daily during a one, thirty-minute lunch period, 11:48AM-12:18 PM. All students have free breakfast and lunch at Lincoln High School. Food from outside vendors must be consumed prior to their arrival to class.

**At Principal's discretion, Students may be able to order outside food to be consumed at LHS on Fridays only.**

School Meals play a critical role in student health, well-being and academic success. We are proud to serve healthy and delicious meals to our students. Owosso Public Schools participates in the Community Eligibility Program (CEP) which allows all students to receive a free breakfast, lunch and participate in the free snack (for educational groups) programs. Owosso Public Schools offers smart snacks for a minimal charge if students decide to purchase throughout the school day.

School meals are provided for all students who wish to participate.

The Owosso Public Schools participate in the National School Lunch and Breakfast Program, which provides students with a free breakfast and lunch daily. Education Benefit Forms are available before school starts in the fall, may be picked up at school offices during the year, and can be filled online via district website. We encourage parents to take advantage of this service. Whether students participate in the meal program or not, schools may be eligible for other programs based on an accurate count

of students eligible for the programing. Confidentiality is maintained for students and their families.

### **Food and Drink in 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. Students wanting to purchase a beverage from the vending machine should do so upon arrival at school or during the lunch period.

### **Head Lice**

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing personal items. The district will notify the student's parents and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the district must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the district will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue. See [Policy 5709 Lice, Nits, and Bed Bugs](#).

### **Homeless Children and Youth**

The district will provide a free public education to homeless children and youth who are in the district and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

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, bus or train station
- Doubled up with other people due to loss of housing or economic hardship
- Unaccompanied Youth

A student or parent in a homeless situation who requires assistance should contact your school office of the district's homeless McKinney-Vento liaison:

Tasha Speck, McKinney-Vento Liaison  
645 Alger St., Owosso, MI 48867  
989-723-8131  
speck@owosso.k12.mi.us

For detailed information about Homeless Children and Youth, see [Policy 5307 Homeless Students](#).

### **Immunizations**

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parents must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the district an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the district for the first time or upon entering 7th grade. The district will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with [Policy 5713 Immunizations and Communicable Diseases](#) and state law.

### **Consent for Disclosure of Immunizations**

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized.

Sharing immunization and personally identifiable information including the students name, Date of Birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information from your child's education records is disclosed to the health department.

You may withdraw your consent to share this information in writing at any time.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of the school administration. Students may be questioned by law enforcement consistent with [Policy 5201 Investigations, Arrests, and Other Law Enforcement Contact](#). Students may be questioned by school officials at any time, without parent notice or consent, consistent with the district's obligation to maintain a safe and orderly learning environment.

### **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.

### **Locker Use**

Pursuant to [Policy 5102 Lockers](#), lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The district retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Every student will be assigned a locker and combination lock. Backpacks and coats must remain in the assigned locker for the entire school day. Backpacks also include purses and other items that store supplies. This is for the safety and security of students and staff. 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.

## Medication-Dispensing to Students

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- **All medication must be kept in the Main Office.** Students must bring medication to the main Office before school.
- A physician or parent statement in writing is required prior to the dispensation of any medication.
- The student's parents must annually submit a written request and consent form as required by the district.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- 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.
- 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. (Public Act 1179)

For additional information and requirements, see [Policy 5703 Medications](#).

## Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with [Policy 5703 Medications](#). A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parents. The emergency care plan will

contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **Parent Involvement in Education**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. See [Policy 5401 Parent Involvement in Education](#).

### **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

### **Protection of Pupil Rights**

The district respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the district's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as **Appendix C**.

### **Privacy – Student and Parental Access to Information**

The Board of Education respects the privacy rights of parents and their student. 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, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or their parents.
- Mental or psychological problems of the student or their 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 their 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).

### **Public Display of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided with information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and always remain under the district's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

## **Searches**

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

### **School Property**

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent believes it is in the best interest of the district. This includes opportunities for training canines, as well as the sole purpose of detecting the presence of drugs on school property.

### **Student Person and Possessions**

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators and staff under administrative direction are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. They shall attempt to obtain the freely offered consent of the student to the inspection; however, provided there is reasonable suspicion, they may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

**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.

## **Student Education Records**

The district may collect, retain, use, and disclose student education records consistent with state and federal law. See [Policy 5309 Student Records and Directory Information](#) for an overview of the district's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in [Policy 5309 Student Records and Directory Information](#).

### **Directory Information**

The district designates the following information as directory information:

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- student names, addresses, and telephone numbers;
- photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;

- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2023-2027);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as **Appendix D**. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

### **Address Confidentiality Program**

The district will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the district has received a copy of the order. The district will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the district that the student or the student's parent has obtained a participation card issued by the department of attorney general.

### **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as **Appendix E** before they may use or access

District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion. See [Policy 5309 Student Records and Directory Information](#).

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.

### **Threat Assessment and Response**

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District's Threat Assessment and Response is found in [Policy 5714 Threat Assessment](#).

### **Transportation Services**

#### **School Vehicle/Bus Rules**

Riding in school vehicles/buses is a privilege, not a right. Students are eligible for bus transportation to and from school and school-related activities. Students must comply with the following rules and all school conduct rules and directives while riding in school

vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles. Failure to do so may result in disciplinary action and suspension of bus riding privileges, and/or suspension of school.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle. Vandalism to the bus will be charged to the student/parent.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
16. Possess and present valid student ID

17. Use classroom conduct (no fighting, swearing).
18. Smoking, possession of tobacco, vapes, other school prohibited paraphernalia or flammable products is not permitted on the bus and will result in loss of bus privileges.
19. Students eligible for a city bus stop will be issued a student ID which will be used for the purposes of identification and should be shown when requested by the bus driver.
20. Non-busing students will be permitted to ride the bus in **emergency** situations only with a signed permission note from their parents. The written permission note must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. The district administration reserves the right to deny any request for non-route riders.

For additional information, please contact the Transportation Supervisor at 725-7665.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate school vehicle rules will be referred to the Transportation Director or building principal for disciplinary action. Consequences may include parent notification, suspension of vehicle or bus riding privileges, exclusion from extracurricular activities, in-school suspension, or suspension/expulsion from school. The building principal will consult with the Transportation Director to determine any disciplinary action beyond the suspension of vehicle or bus riding privileges.

These consequences are not progressive, and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

### **Video Surveillance and Photographs**

The district may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and

reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The district may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the district; or at a school-sponsored activity or athletic event unless otherwise authorized by [Policy 5210 GPS Tracking Device with Audio Surveillance Capabilities](#) or [Policy 5805 Student Audio and Video Recording](#), applicable law, or a District employee.

### **Withdrawal From School**

Students who are transferring from the district must submit written notice to the building principal at least 1 week before the withdrawal.

### **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 17 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 work permit.



## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the main office at (989)725-2839.

### **Alternative Education Program**

Lincoln High School is an alternative education program. This program offers multiple routes of credit recovery with additional instructional support and smaller class sizes. Students of Owosso High School may utilize the option of alternative education if they are deemed credit deficient or if the alternative high school path would be more successful.

### **Commencement**

The district may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence of misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

### **Credits and Graduation Requirements**

A student must successfully complete all graduation requirements to earn a high school diploma.

#### **Graduation Requirements**

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

- Fulfill the requirements set by the State of Michigan by completing the Michigan Merit Curriculum
- Fulfill the requirements as outlined by the Owosso Public Schools Board [Policy 5409 Academic Credits and Graduation](#).
- 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 their best effort.
- Students who transfer to Lincoln in the middle of a grading period may be placed in Edgenuity courses for the remainder of the grading period to earn credit. If scheduled in an in-person class, the student must complete all the work assigned from their start date to 70% or better to get credit for the course.
- 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.

- The 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 the cost of such course work.
- Students graduating in the class of 2025 and beyond must complete the prescribed 26 credit hours determined by the Owosso Public Schools Board of Education including the requirements set by the State of Michigan. Students graduating prior to the 2024-2025 school year must complete the prescribed 24 credit hours. The only deviation to this must be made with a Personal Curriculum and/or Board Approval.

In Accordance with state law, Lincoln High School offers the option of a Personal Curriculum (PC) 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) or a student in their 5th year of high school.
- 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 student's counselor or reference the site below.

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

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

### **Dropping or Adding a Class**

Students wishing to make a schedule change must do so within the first week of a grading period. This can be done by filling out the "Course Change Request" forms available in the main office.

### **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.

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.

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

### **Responsibility**

To promote academic success, responsibility must be assumed by the student, parent and staff. Retention will be considered for those students who fail two or more academic classes during the second semester. This decision will be done on an individual basis in consultation with the student, parent, counselor, teacher and administrator.

### **Grades**

Report cards will be mailed home two weeks after the grading period ends. Parents are welcome to check their students' grades at any time by using the Parent Portal with the school-provided login and password numbers through PowerSchool.

Quarter Grades are calculated using the following grading scale:

94-100 = A

90-93 = A-

87-89 = B+

84-87 = B

74-77 = C

64-67 = D

90-84 = B-

70-73 = C-

60-62 = D-

77-79 = C+

67-69 = D+

<59 = F

### **Grades – Procedures for Incompletes (“I”)**

Students who do not complete all class work by the end of the grading period may receive an “I” (Incomplete) grade on their report card. Students have a maximum of two weeks to make up the work required to convert the “I” to a letter grade. Students must contact the teacher to obtain the necessary class work. Students who do not complete the class work by the deadline will receive a permanent letter grade for the class based upon the average score of the class work completed with zeros for incomplete work. This grade will be calculated into the GPA. Teachers may allot additional time for extenuating circumstances.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student’s teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

### **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the district will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The district retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

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) or a student in their 5th year of high school.
- 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.

To request a personal curriculum, please contact your student's counselor or reference the site below.

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

Please contact the Principal of Lincoln High School to request a personal curriculum.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see [Policy 5409 Academic Credits and Graduation](#).

### **Placement**

The district has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The district may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The district's placement decision is final.

### **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The district will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

To obtain a copy of the district's Section 504 policies and procedures, please contact any building Principal or the district's Section 504 Coordinator, Bridgit Spielman, Principal Bryant Elementary, 925 Hampton Street, Owosso, MI 48867, 989-723-4355, [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us). [Policy 5601 Special Education](#) and [Policy 5603 Section 504](#).

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.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact your building Principal or the district's Section 504 Coordinator, Bridgit Spielman, Principal Bryant Elementary, 925 Hampton Street, Owosso, MI 48867, 989-723-4355, [spielman@owosso.k12.mi.us](mailto:spielman@owosso.k12.mi.us).

## **Summer School**

Lincoln High School offers summer school to those students who remain credit deficient or off track for their intended graduation year. Summer school will utilize the online learning platform, Edgenuity, and run in a hybrid fashion.

Students eligible for summer school will be notified and given the opportunity to sign up during the month of May. Summer school will commence on the Monday following our last day of school per the district calendar and run for 7 weeks.

## **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review [Policy 5409 Academic Credits and Graduation](#) and make arrangements with the principal. 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 result 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 request the “testing out” option prior to the beginning of 1<sup>st</sup> quarter.

### **SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the district.

Basketball, Flag Football, Esports, Film Club, Art Club, Sewing Club, Volleyball, Softball, Bowling, Frisbee Golf and others depending on the amount of interest and availability of teams to play within the Mid-Michigan Alternative Recreation Association.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

#### **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 their supervision have left the school building or grounds. Students must be eligible for participation in after school activities. This includes being in good standing academically and behaviorally as well as attending the full day of school on the day of the after-school activity.

#### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the district and any applicable governing body.

The district has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (**see Appendix F**) and any applicable team rules.

For more information, see [Policy 5507 Extracurricular Activities](#).

#### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see [Policy 5510 Student-Initiated, Non-Curricular Clubs](#).

### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.



## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The district may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The district will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The district will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The district reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The district will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **Detention**

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of detention so that parents may make transportation arrangements for the student the following day.

After-school detentions are held from 2:26-3:00PM after school as a consequence for student behavior that does not warrant a suspension.

Lunch detentions are served from 11:48am-12:18pm. Students assigned to detention receive verbal notification.

Students assigned to detentions are expected to adhere to the following:

- Be on time – Students who arrive late may not be permitted to serve or may be assigned an additional after school detention.
- Bring class work or other material to keep occupied for the entire period of detention.

- Talking and sleeping are not permitted.
- One student at a time may use the restroom, with the supervisor's permission; no other breaks are given.
- Inappropriate behavior may result in a more severe penalty, including suspension.
- When a student is unable to attend detention due to an illness or family commitment, the student must submit reasonable documentation.
- A student has two days to serve their after-school detention, the day it is assigned or the next day. Failure to serve that detention will result in suspension until such time as the student returns to LHS at 2:26 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 2:26 pm that day to serve their detention.

### **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **Suspension and Expulsion Procedures**

The district will provide students with due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights.

If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's Parent or

local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in [Policy 5206A Student Discipline - Due Process](#).

## **Suspension and Expulsion Glossary of terms**

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

The temporary removal of a student from school and school-related activities for violation of the rules and regulations does not result in the automatic loss of academic credit. A suspension may be for a short-term not exceeding 10 school days, or for a longer term, exceeding 10 school days, if a student's conduct or record warrants.

The Board of Education authorizes the principal or assistant principal to determine the length of penalty for various infractions. Students may be suspended for one to ten days for conduct warranting disciplinary action.

When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law may be promptly reported to the appropriate law enforcement authorities.

### **Expulsion**

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

Expulsion- When a principal or assistant principal 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.

### **Academic Status**

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 all work issued during the duration of the suspension. Quizzes, tests and laboratory work will be made up on the student's time and at a time convenient for the teacher.

Expulsion from school will automatically result in all loss of academic credit for the academic semester.

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

The student will be informed of the charges against them and supporting evidence. The student will be given the opportunity to present their side of the case. When a suspension is given, the student will be informed of the duration of the suspension; parents or guardians 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.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student with at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

## **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

## **Harassment and Intimidation**

It is the policy of this district to maintain a learning and working environment that is free from harassment. No board member, staff member or student of this district shall be subjected to any form of harassment or intimidation. Definitions and grievance procedures are outlined in Board policies 3115-3115H (**see Appendix A**).

### **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 St., Owosso, MI 48867 for review and determination.

Administration reserves the authority to enforce school-based sanctions which may include the inability to attend school sponsored events.

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.

### Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of the administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the district's ability to impose varying degrees of disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The district will also comply with [Policy 5206A Student Discipline - Due Process](#). Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the district's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

The following list identifies prohibited conduct and the potential disciplinary consequences.

Prohibited Conduct	Potential Consequence(s)
<b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs. <b>Attending school events after</b>	<ul style="list-style-type: none"><li>• Restorative Practices</li><li>• Parent Notification</li><li>• Suspension or Expulsion</li><li>• Police Referral</li></ul>

having consumed alcohol or other unapproved substances is prohibited.	
<b>Tobacco/Nicotine includes e-cigarettes and vapes</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent/admin conference</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> </ul>

	<ul style="list-style-type: none"> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Credit Loss or Grade Reduction</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public</li> </ul>



school district.	schools <ul style="list-style-type: none"> <li>• Police Referral</li> </ul>
<b>Fighting, Inciting Violence, filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Misuse of District Technology:</b> violating the district's acceptable use policies and agreement.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

## 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 a 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 investigate 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 disciplinary consequence results in an out of school suspension the parents will be notified if the student is less than 18 years of age.

## Glossary of Disciplinary Terms

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 handheld 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.

**Closed Campus:** Leaving the building or school grounds at any time without receiving approval from the office via an "out pass."

**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 for parents to pick up.

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

**Electronic devices: Communication** devices, such as iPads, cellular phones, iPods, CD players, headphone equipment, MP3 Players, etc.

**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 oneself properly when requested by school personnel.

**In-School suspension:** Students in ISS will be in a classroom with a staff monitor doing classwork. Students are given ISS as a consequence for behavior when out of school suspension is not appropriate or warranted. Refusal to complete ISS may result in an 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-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 requests 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 suggestions 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, (including e-cigarettes) and vapes.

**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 areas of the building, grounds, or off campus, 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.

**Bullying/Cyber Bullying and other Aggressive Behavior towards students:**

It is the policy of the district to provide a safe and nurturing educational environments for all its students. This policy protects all student from Bullying/cyber bullying or aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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.

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. See Board [Policy 5207 Anti-Bullying](#).

## **SECTION V: GENERAL SCHOOL POLICIES**

### **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 at all times and remain seated until dismissed.

### **Hall Passes**

Students are permitted to be in the hallway during class time with a pass from their teacher. During instructional time, students may use the multi-purpose room and/or computer lab, but they must possess a pass from their instructor. Permission is granted at the teacher's discretion. Whenever possible, passing time should be utilized to take care of non-emergent bathroom or office needs.

### **Non-School Organizations-Publicity For**

Materials from organizations outside of 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.

### **Parent/Guardian-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 their progress.

### **School Safety Policies**

#### **Fire Drills, Tornado Drills, and Lockdown Drills**

Fire, tornado, and secure mode 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 will be given by walkie to indicate students may return to class.

Lock Down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of an announcement over the P.A.

## **Student Identification Cards**

Students receive a pictured Student ID card that should be carried with them at all times, including school-sponsored events. Students may be required to show their Student ID cards at the request of school or OPS Transportation personnel.

## **Visitors**

Any non-student who needs to access the school building between the hours of 7:30am and 2:26pm must make an appointment or obtain permission from the administration. Any visitor should proceed immediately to the main office and sign in. Students are not permitted to take visitors to school. Parents and other adults are always welcome 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.

## **Miscellaneous Information**

### **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.

### **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.

## **SECTION VI: LEGAL-STATE AND FEDERAL POLICIES**

(Including LHS adopted Policies regarding these matters)

### **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 are 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 to 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 and 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).

- 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

### **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.

### **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.

### **Student Information for Public Use**

Personally Identifiable Information Public Law 93.380 provides that, "An education agency or institution may disclose personally identifiable information from the educational records of a student who is in attendance at the institution or agency if that information has been designated as directory information." According to Section 99.37(a) of P.L. 93.380, the following is designated as directory information with respect to all past and present students of the Owosso Public Schools: Name, address, telephone number, date and place of birth, major and minor fields of study and courses taken, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar personally identifiable information. In addition, representatives of area media, school staff, and students sometimes take photographs and videos of students in classrooms and extra-curricular school-related settings. These may be used in media news reports, district newsletters

and brochures, school yearbooks and school newspapers. If a parent does not want personally identifiable information, photos or videos made part of Owosso Public Schools publicity, a letter of notification should be given to the principal designating the specific categories of directory information that should not be released with respect to your student. In accordance with this law, a parent of a student currently in attendance in the Owosso Public Schools has 10 days from the date of this notice to notify the school district in writing. Please call the main office and request a copy of the Directory Information Notification Form. Complete the form and return it to the building principal.

### **Truancy**

Unauthorized absence from school not given prior approval by parents is considered truancy (unverified absence) and will be treated as such.

This includes absence from any class, or activity during the school day for which the student is scheduled. It also includes any school disciplinary session which the student has been directed to attend.

Disciplinary action shall be taken in such cases, beginning with notification of parents. Further violation may lead to suspension from school. Teachers shall not be required to provide makeup work for absences due to truancy (unverified).

### **Volunteer Screening**

Effective immediately and in compliance with the School Safety Legislation and Board Policies 3105, 4205 and 4112, all individuals who volunteer regularly in the Owosso Public Schools of five (5) or more times a year or chaperone field trips, whether one day or overnight, must be approved by the school district central office after completion of a criminal background check. A person desiring to volunteer must provide information to the district, including that person's name, address, telephone number, and a form of identification to complete the Volunteer Screening Form. See [Policy 3105 Visitors and Volunteers](#). The district may lawfully require a volunteer to complete an application and consent to a background check as described in [4205 Hiring and Background Checks](#).

Please remember that 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 your children. If you have been volunteering at school this year already or are planning to do so, your child's teacher will provide you with the required permission form(s) [Volunteer Screening Form](#) that must be signed by you to begin the approval process. Volunteer Screening Forms must be received at least ten (10) business days prior to volunteering to allow Central Office adequate time to conduct the screening. Failure to do so may result in the inability for a volunteer to chaperone a scheduled field trip. (See Appendix H for Volunteer Screening Form)

LHS appreciates each person who has partnered with us as a volunteer in any capacity this year. If you have not been able to volunteer yet this year, please consider doing so. We simply can't do without your valuable help.

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION  
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

**Policy 3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by [Policy 3118 Title IX Sexual Harassment](#).

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the district's applicable Coordinator(s), as described in [Policy 3115B Designation of Coordinators](#).

- A. Definitions: For definitions related to the district's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see [Policy 3115A Definitions for 3115 Series](#).
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see [Policy 3115B Designation of Coordinators](#).
- C. Supportive Measures: For more information about supportive measures, see [Policy 3115C Supportive Measures](#).
- D. Informal Resolution: For more information about informal resolution, see [Policy 3115D Informal Resolution](#).
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see [Policy 3115E Grievance Procedure and Remedies](#).
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see [Policy 3115F Complaint Dismissal and Appeals](#).

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the district's non-discrimination policy, see [Policy 3115H Training Requirements and Policy Notice](#).

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

### **Policy 3115A Definitions for 3115 Series**

The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:

“Appeals Officer” means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.

“Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.

“Complaint” means an oral or written request to the district that objectively can be understood as a request for the district to investigate and decide about alleged Unlawful Discrimination.

“Coordinator” means the person(s) designated by the district to coordinate the district’s compliance with state and federal non-discrimination laws. The coordinator may be the same person as the Investigator and Decisionmaker.

“Day” means a day that the district’s central office is open for business, unless otherwise indicated.

“Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.

“Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.

“Grievance Procedure” means the process outlined in Policy 3115E.

“Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.

“Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

“Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.

“Party” means a Complainant or Respondent.

“Remedies” means measures provided, as appropriate, to a Complainant or any other person the district identifies as having had their equal access to the district’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the district’s education program or activity after the district determines that Unlawful Discrimination occurred.

“Respondent” means a person who is alleged to have violated the district’s prohibition on Unlawful Discrimination.

“Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.

“Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

Restore or preserve that Party’s access to the district’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or

Provide support during the District’s Grievance Procedure or during an informal resolution process.

“Unlawful Discrimination” means to treat a person differently or less favorably due to the person’s race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, or pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person’s membership in a protected classification.

#### Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

Race, Color, or National Origin Harassment, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person’s actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

Disability Harassment, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

Sex-Based Harassment, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

### **Policy 3115B      Designation of Coordinators**

The district designates the following person(s) to serve as non-discrimination Coordinators:



Title IX Coordinator(s)

Mr. Rich Collins-Principal

765 E. North Street

Owosso, MI 48867

989-723-3460

collinsr@owosso.k12.mi.us

Dr. Cathy Dwyer-Asst Superintendent

645 Alger St

Owosso, MI 48867

989-725-8131

dwyerc@owosso.k12.mi.us

Section 504 Coordinator

Bridgit Spielman-Principal

925 Hampton St

Owosso, MI 48867

989-723-4355

spielman@owosso.k12.mi.us

Civil Rights Coordinator/Employment Compliance Officer

Carrie Yoho-Human Resources Director

645 Alger St.

Owosso, MI 48867

989-723-8131

yoho@owosso.k12.mi.us

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board

President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

### ***Policy 3115C Supportive Measures***

- . Supportive Measures

The district will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the district's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the district's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

#### B. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one of more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

### **Policy 3115D      Informal Resolution**

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et

seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

### ***Policy 3115E Grievance Procedure and Remedies***

#### **Grievance Procedure**

##### **1. Generally**

The district has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The district will treat Complainants and Respondents equitably.

The district requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The district presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

##### **2. Grievance Procedure Timeframes**

The district anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

## 0. Confidentiality

The district will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

## 0. Evidence Considerations

The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

## 0. Complaint Consolidation

The district may consolidate Complaints when the allegations arise out of the same facts or circumstances.

## 0. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- . The Grievance Procedure and any informal resolution process;
- a. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and
- b. Retaliation is prohibited.

If, during an investigation, the district decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the district will notify the Parties of the additional allegations.

## 0. Investigation

The district will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the district - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

#### 0. Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

- . Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.
- a. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
- b. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

#### 0. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- . Coordinate the provision and implementation of remedies to a Complainant and other people the district identifies as having had equal access to the district's education program or activity limited or denied by Unlawful Discrimination;
- a. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and
- b. Take other appropriate, prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the district's education program or activity.

#### 0. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

## ***Policy 3115F Complaint Dismissal and Appeals***

### **. Complaint Dismissal**

The district may dismiss a Complaint if:

1. The district is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the district's education program or activity and is not employed by the district;
3. The Complainant voluntarily withdraws any or all the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or
4. The district determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the district will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the district will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the district will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the district's education program or activity. The district will offer Supportive Measures to the Complainant as appropriate. The district will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

### **B. Determination Appeal Procedures**

Unless expressly stated in writing by the Decisionmaker, determinations are not subject to appeal.

Legal authority: ~~20~~34 CFR 106.1, et seq.

**Policy 3115-F-1      Discrimination, Harassment, and Retaliation Complaint Form**

**District Letterhead**

This form is being submitted by: \_\_\_\_\_

Complainant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**If the Complainant is a student:**

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

School Building Attending: \_\_\_\_\_

**If the Complainant is an employee:**

Job Title: \_\_\_\_\_ Building: \_\_\_\_\_

**Complaint Details**

Reporter's Name and Relationship to Complainant: \_\_\_\_\_

Reporter's Phone: \_\_\_\_\_ Reporter's Email: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_ Respondent's Relationship to Complainant: \_\_\_\_\_

1. Describe the alleged discrimination that you are requesting the district investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

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2. Describe the date/time/location(s) of the alleged incident(s).

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3. What would you like the district to do to remedy the situation?

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Signature

Date

**For more information about the district's complaint investigation process, see Policies 3115 through 3115H.**

**A person alleging discrimination may file a Complaint using the District's Grievance Procedure. A Complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a Complaint with the District is not a prerequisite to filing with OCR.**

**Use of this form is not required, but it does assist the district in gathering data related to the Complaint to ensure a prompt investigation. A Complainant's failure to use this form will not be the basis to delay an investigation.**

## **Policy 3115H      Training Requirements and Policy Notice**

### **A. Training Requirements**

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

### **B. Nondiscrimination Notice Requirement**

The district will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

## **APPENDIX B: ANTI-BULLYING**

### **Policy 5207 Anti-Bullying Policy**

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### **. Prohibited Conduct**

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the 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; or
  - d. causing substantial disruption in, or substantial interference with, the district's orderly operations.
1. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### **A. Reporting an Incident**

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the district's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the district will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The district will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

#### F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

#### G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the district's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

**Training.** The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

#### H. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the district.
2. “Telecommunications access device” means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

1. "Telecommunications service provider" means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
  - b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: ~~OBJ~~ MCL 380.1310b; MCL 750.157m, 750.219a

## **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

### ***Policy 5308 Protection of Pupil Rights***

#### **. Surveys, Analyses, and Evaluations**

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The district must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the district will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

#### **A. Invasive Physical Examinations**

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of

attendance, (2) administered and scheduled by the district, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

#### B. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and Parents’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

#### C. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

#### D. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. This Policy and its availability upon request;
2. How to opt their child out of participation in activities as provided for in this Policy.



3. The approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. The approximate date(s) when the district or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings);
5. How to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal authority: ~~20~~20 USC 1232h

## **APPENDIX D: SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

### **Policy 5601 Special Education**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education through an individualized education program. The district will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

IDEA-eligible students are protected from discrimination under state and federal law, including Section 504 of the Rehabilitation Act, as outlined in Policy 5603.

Legal authority: 20 USC 1400 et seq.; 34 CFR Part 300; MCL 380.1701 et seq.; MARSE R 340.1701 et seq.

### **Policy 5603 Section 504**

The district does not discriminate against any student with a disability, as that term is defined in Section 504 of the Rehabilitation Act (Section 504), in any District program or activity. Any claim of disability-based discrimination will be addressed pursuant to Policy 5202.

Eligible students are entitled to a free appropriate public education through a Section 504 plan. Students with disabilities who are also eligible for services under Policy 5601 will receive a free appropriate public education through an IEP.

The district will follow federal law and applicable regulations and guidance in identifying, locating, evaluating, and educating students with disabilities under Section 504. The Superintendent or designee will develop and implement procedures for identifying and serving eligible students under Section 504 that are consistent with federal law.

For purposes of this Policy, a free appropriate public education means the provision of regular or special education and related services that are designed to meet the individual educational needs of students with disabilities as adequately as the needs of students without disabilities are met, and that are provided without cost (except for District fees imposed on students without disabilities and their Parents).

### **Designated Section 504 Coordinator**

Bridgit Spielman, Principal, Bryant Elementary  
925 Hampton St., Owosso, MI 48867  
989-723-4355  
spielman@owosso.k.12.mi.us



**APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM**

**5309-F-2 Directory Information and Opt-Out**

**Student's Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Owosso Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you do not want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by [Insert Deadline Date].

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes "directory information," as adopted by the Board in [Policy 5309 Student Records and Directory Information](#).

**Please check the boxes next to the purpose(s) for which you do not grant the District permission to disclose your student's directory information, below.**

Owosso Public Schools may not disclose my student's directory information for the following purposes:

[Insert District's chosen list of uses of directory information. See examples of common uses of directory information below]

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.

- ☐ To the School PTO or District parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

### **Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

## **APPENDIX F: ACCEPTABLE USE AGREEMENT**

### **Policy 3116 District Technology and Acceptable Use**

The Board will provide students, staff, volunteers, and other authorized users access to the district's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

#### **. Children's Internet Protection Act**

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the district's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - . taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - a. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - b. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the district's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take the steps necessary to implement this Policy and to otherwise comply with CIPA.

#### B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the district's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their Parent; and
- students in grades 6 and below and their Parent.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all the following:

##### 1. A statement that:

- . use of District technology resources is a privilege that may be revoked at any time;
- a. a user has no expectation of privacy when using District technology resources;
- b. District technology resources use may be monitored by the district and that the use may be subject to FOIA or disclosure in litigation;
- c. District technology resources may not be used to bully, harass, or intimidate others;
- d. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

- e. the district does not guarantee that the district's technology resources will be error free or uninterrupted.
- 2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned username and password.
- 3. A list of what constitutes misuse of District technology resources.
- 4. A prohibition against:
  - . accessing other user accounts or files without authorization;
  - a. conducting personal business or activities;
  - b. accessing pornography;
  - c. communicating inappropriately with students;
  - d. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
  - e. accessing or downloading unauthorized software or programs.
- 2. A requirement that users report any material that is threatening, harassing, or bullying.
- 3. A release of all claims and liability against the district for use of District technology resources.

#### C. District Personnel Use

District personnel must comply with [Policy 4215 District Technology and Acceptable Use](#) and [Policy 4216 Personal Communication Devices](#).

#### D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart



watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

## 1. Students

- . Students shall leave all electronic devices outside of the testing room.
- a. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.
- b. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

## 2. Test Administrators

- . Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:
  - . Ensure that all background applications and alternative websites are disabled on testing devices.
  - i. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.
  - ii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators are prohibited from wearing or accessing a wearable electronic device (e.g., smart watch or Fitbit).
- a. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes but should exit the testing room when engaging in those communications.

## 2. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed

necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

#### E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's Parent, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the district must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a Parent do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

## **APPENDIX G: ATHLETIC DEPARTMENT – CODE OF CONDUCT**

Participation in Owosso Public School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating in any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Lincoln High School will offer coed softball, volleyball and basketball opportunities when there is interest, eligibility and a coach. To participate in any athletics students must meet the attendance, behavioral and academic requirements outlined below.

- Students are responsible for the return of their uniforms or will be charged the replacement cost.
- Students must be in attendance the entire day before a contest and on the day of the contest to participate.
- Students may not have any disciplinary referrals the week of the contest.
- A suspended student may not participate in practice or competition.
- Participants must be passing at least 4 out of 5 of their courses, which will be evaluated daily.
- Students must join the team at least one week prior to the start of the season. Special cases will be reviewed by the administration.
- A student/athlete is NOT allowed to practice or participate in contests while deemed ineligible by any of the previous requirements.

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

A student/athlete must also be receiving credit in at least five (5) classes during the current grading period or the equivalent number of classes if taking less than six (6). 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.

Academic eligibility will be determined each Friday during the season through a progress report check. Any student not passing 5 out of 6 of their classes will be ineligible to play until the next progress check.

- To receive credit, a student/athlete must be earning a D- or better.
- Students will be responsible for the return of their uniforms.

- Students who were not allowed to finish the grading period due to attendance will have ten school days to show they can maintain academics, attendance and behavior to participate in L

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

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

### **Communication Protocol**

The district has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

### **Concussion Protocol**

The district will comply with the concussion protocol in [Policy 5712 Concussion Awareness](#).

# Understanding Concussion

Educational Material for Parents and Students (Content Meets MDCH Requirements)  
Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

## UNDERSTANDING CONCUSSION

### Some Common Symptoms

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Hazy  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
"Feeling Down"

Not "Feeling Right"  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

### WHAT IS A CONCUSSION?

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

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

### IF YOU SUSPECT A CONCUSSION:

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

### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### CONCUSSION DANGER SIGNS:

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

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

### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

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

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

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

## **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

## **Behavior**

Any suspension that occurs 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 the day before or on the day of an athletic contest, they are not eligible to participate in the contest.

## NOTES

[illegible]





## LIVING THE KNIGHT LIFE

### LEARNER

- Attend class regularly and on time
- Be prepared for class with necessary supplies
- Demonstrate respectful behavior
- Honor the safety of your school when it comes to diversity, inclusion and equity

### INTEGRITY

- Leave it better than you found it
- Clean up trash even when you did not make the mess
- Demonstrate self-control and accept consequences for behavior
- Be honest

### FOCUSED


- Pay attention to what's important
- Strive to accomplish difficult things without delay
- Avoid the drama of others
- Build / maintain strong boundaries

### EXCELLENCE

- Take initiative when something needs to be done
- Be a leader
- Be proactive
- Always do your best

## APPENDIX H: VOLUNTEER SCREENING

### Volunteer Screening Form – Page 1 of 2 (Please complete both pages)

<div data-bbox="251 514 576 766"><p>OWOSSO PUBLIC SCHOOLS <i>Ready for the World</i></p></div> <div data-bbox="284 808 568 1302"><p><input type="checkbox"/> Administration <input type="checkbox"/> Athletics <input type="checkbox"/> Bentley <input type="checkbox"/> Bryant <input type="checkbox"/> Central <input type="checkbox"/> Community Ed <input type="checkbox"/> Emerson <input type="checkbox"/> High School <input type="checkbox"/> Lincoln High School <input type="checkbox"/> Middle School</p></div>	<div data-bbox="730 483 1266 535"><h2>VOLUNTEER SCREENING</h2></div> <div data-bbox="609 619 1372 661">Students Full Legal Name _____</div> <div data-bbox="609 714 1372 756">Teacher's Name _____</div> <div data-bbox="609 808 1372 1029"><p>As a prospective volunteer at Owosso Public Schools, I understand it is this agency's policy to secure conviction criminal history information as part of their screening process using the information provided below. I understand the provided information is required to conduct the criminal history background check. I authorize Owosso Public Schools to utilize the information for the sole purpose of obtaining a record of any history of criminal convictions.</p></div> <div data-bbox="609 1081 1372 1123">Signature of Volunteer: _____</div> <div data-bbox="609 1176 1372 1218">Date: _____</div> <div data-bbox="609 1270 1372 1344">Legal Name: _____ First Middle Last Suffix</div>
	<div data-bbox="243 1407 576 1848"><p>Office Use: Date: _____ Completed By: _____ <input type="checkbox"/> ICHAT <input type="checkbox"/> NSOPW <input type="checkbox"/> MSPSOR <input type="checkbox"/> Approved <input type="checkbox"/> Denied Notes: _____</p></div>

## Volunteer Screening Form – Page 2 of 2 (Please complete both pages)

As part of the School Safety Legislation that took effect January 1, 2006, Owosso Public Schools will screen any person who volunteers to work with the District through the Sex Offenders Registry list and the Internet Criminal History Access Tool criminal history records check who meets the following criteria.

- Chaperone field trips, whether one day or overnight
- Will be volunteering regularly in the school/classrooms

As part of the screening process, volunteers will be required to complete the attached Volunteer Screening form prior to participating in any activity or program. All criminal history background checks will be conducted at the Central Office. Once the volunteer has been cleared, the prospective school will be notified by the Central Office. Forms should be received at the Central Office at least ten working days prior to the start date of the volunteer participating in any activity or program.

I have offered my services as a volunteer to help the School District in the following areas:

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I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating that you have never been convicted of any of the following offenses: *aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.*

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Signature of Volunteer/Chaperone

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Date