

**LAKE LINDEN – HUBBELL  
MIDDLE / HIGH SCHOOL  
STUDENT HANDBOOK**

**2023 – 2024**

***Our Mission:  
Working together to ensure that all students  
achieve their maximum potential and contribute  
to society.***

**Student and Parent Handbook/Code of Conduct  
For  
Lake Linden-Hubbell Jr./Sr. High School**

Principal's Welcome

Welcome to Lake Linden-Hubbell Jr./Sr. High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish. We want you to take full advantage of your educational opportunities here at LL-H, but at the same time we expect you to remember the rights of all students, teachers and other school employees.

Board of Education

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Administration

Brad Codere - Superintendent/Principal  
Jack Johnson - Discipline Officer/Assistant Principal

Mission Statement

Working together to ensure that all students achieve their maximum potential and contribute to society.

## **FOREWORD**

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

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the students, but only reflects the current status of the Board's policies and the School's rules as of August 14, 2023. If any of the policies or administrative guidelines referenced herein are revised after August 14, 2023, the language in the most current policy or administrative guideline prevails.

### **Equal Education Opportunity**

The Lake Linden-Hubbell School District, as an Equal Opportunity/Affirmative Action employer, complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. It is the policy of the Lake Linden-Hubbell Public School District that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, or handicap, shall be discriminated against employment, educational program and activities or admissions.

No district employee or student, on the basis of sex, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financed assistance. Any person who believes that they have been discriminated on the basis of race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact Brad Codere in the Superintendent's Office at 296-6211.

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in an investigation will be protected from any threat or retaliation.

## **Parent Involvement**

The District Parent Involvement Policy is included as an attachment to this Handbook.

## **Student Rights and Responsibilities**

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

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

## **Student Well-Being**

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

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office. This information will be forwarded to the student's teachers.

## **Injury and Illness**

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

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

## Section I - General Information

### Bell Schedule

1st	8:04-8:56
2nd	9:00-9:52
3rd	9:56-10:48
4th	10:52-11:48
Lunch	(Rotates Weekly)
1st	11:44-12:25
2nd	11:48-12:25
5th	12:29-1:20
6th	1:24-2:15
7th	2:19-3:10

### Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides:

- unless enrolling under the District's open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled in the school by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have their credits transferred. The counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

### **Transfer Out of the District**

If a student plans to transfer from Lake Linden-Hubbell Jr./Sr. High School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

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

### **Withdrawal from School**

No student under the age 18 will be allowed to withdraw from school without the written consent of his/her parents.

## **Immunizations**

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

## **Emergency Medical Authorization**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

## **Use of Medications**

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

- A. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- B. All medications must be turned into the principal's office.
- C. Medication that is brought to the office will be properly secured.
- D. Any unused medication not claimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered at the end of the school year.
- E. The parent shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- F. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- G. Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered

only in accordance with a written medication administration plan developed by the school principal and updated annually.

### **Non-prescribed Medications**

Parents may authorize the school to administer a non-prescribed medication using a form that is available in the office.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

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

### **Control of Casual-Contact Communicable Diseases and Pests**

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

Specific diseases include: COVID-19, diphtheria, scarlet fever, strep' infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **Control of Non-casual Contact Communicable Diseases**

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.



### **Individuals with Disabilities**

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

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 Leon Sutherland in the counselor's office at (906) 296-6211 to inquire about evaluation procedures and programs offered by the District.

### **Homebound Instruction**

The District shall arrange for individual instruction for students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the principal regarding procedures for such instruction. The District will provide homebound instruction only for those confinements expected to last beyond five (5) days. A physician licensed to practice in Michigan must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

### **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 programs offered by the District. Parents should contact the Superintendent at (906) 296-6211 to inquire about evaluation procedures and programs offered by the District.

### **Student Records**

The School District maintains many student records including both directory information and confidential information.

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

Directory information includes: student's name; major field of study; participation in officially recognized activities and sports; if a member of an athletic team; date of graduation; awards received; honor rolls; and scholarships.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal's Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;

- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW 20202-5920  
 Washington, D.C.

### **Armed Forces Recruiting**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

All male students who have reached the age of eighteen (18) are required to register for the selective service.

## **Student Fees, Fines, and Supplies**

Lake Linden-Hubbell High School charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

- Locks \$8.00 (Deposit fee which will be returned when the lock is turned in.)
- Headphones for Virtual University Classes \$5.00 (Deposit fee which will be returned when the headphones are turned in.)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **Backpacks/Book Bags**

Do not leave backpacks or book bags in the hallways while attending lunch or in between classes. They should be stored in lockers when not carried. This practice has become a safety issue and those bags left unattended will be removed. Also, teachers may request that all book bags and backpacks be transferred to your locker during class if they are blocking the aisle of the room and obstructing students from moving up and down the aisle in a safe manner.

## **Student Fund-Raising**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students, who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **Review of Instructional Materials and Activities**

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

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

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Also, three lockdowns will be conducted each year in accordance with State regulations. Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires. 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 three (3) times each school year.

### **Emergency Closings and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the local radio stations and post the information on its web site. Parents and students are responsible for knowing about emergency closings and delays.

In the event of a 2 hour late start, the following schedule will be used...

10:00 – 10:04	Warning Bell
10:04 – 10:36	1 <sup>st</sup> Hour
10:40 – 11:12	2 <sup>nd</sup> Hour
11:16 – 11:48	3 <sup>rd</sup> Hour

	<u>Lunch</u>
11:48 – 12:30	1 <sup>st</sup> Group
11:52 – 12:30	2 <sup>nd</sup> Group
11:56 – 12:30	3 <sup>rd</sup> Group
12:34 – 1:12	4 <sup>th</sup> Hour
1:16 – 1:54	5 <sup>th</sup> Hour
1:58 – 2:36	6 <sup>th</sup> Hour
2:40 – 3:20	7 <sup>th</sup> Hour

### **Preparedness for Toxic and Asbestos Hazards**

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the Superintendent's Office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient time.

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

### **Student Parking**

Students with vehicles are expected to park in the designated student parking lot, which is behind the district's bus garage and next to the elementary playground. Students are not to park in the parking lot between the High School and church during the school day as it is for staff and visitors. If students are found doing so, they will be directed to move their vehicle. Students are also discouraged from parking on the street, especially on the corners on Calumet Street as it obscures the view of drivers when they depart, after dropping off students, and increases the chance of an accident.

### **Student Sales**

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

## **Use of Telephone/Cell Phone**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Cell Phones: A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours (excluding before school and lunch) the cell phone or other ECD remains off and out of sight. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD for any other purpose. Students are not permitted to wear their cell phones or ECD clipped to a belt or otherwise display them in plain sight during the school day. Students may carry cell phones or ECDs in a backpack, purse, pocket, jacket etc., as long as they are turned off.

Also, during school activities when directed by an administrator or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of the cell phones and other ECDs in the locker rooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD. Violations include but are not restricted to use during restricted times and/or the phone ringing during classroom time.

The student who possesses a cellular phone ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

## **Water in the Classroom**

Students are allowed to have drinking water in the classroom. Water must be brought in ahead of time, before the tardy bell rings. Students are not to leave the classroom to get it. This rule may be disallowed at the teacher's discretion if the possession of water interferes with a lesson or activity that is taking place. No other beverages are to be brought into a class.

## **Advertising Outside Activities**

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

## **School Resource Officer**

Lake Linden-Hubbell Schools have a defined School Resource Officer. This individual is a sworn officer assigned to the school on a long-term basis, trained to perform three major roles: law enforcement officer, law-related counselor, and law-related educator. In addition, the officer works in collaboration with the school and the community as a resource for safety and security issues. As a law enforcement officer, the school becomes the officer's patrol. The SRO assists the school administration in maintaining a safe and secure environment through the utilization of his, or her training, knowledge, and experience in handling situations. SROs will have contact with a majority of students in a school and will assist in conflict mediation efforts. SROs can serve as a resource for educators in the sharing of their experience and expertise as law-related educator when they are invited into the classroom as guest speakers.

## **Upper Great Lakes Health Clinic**

The School Based Health Center at Lake Linden-Hubbell Schools is a community based clinic that is staffed by a full-time nurse and clinical therapist. Services will include but are not limited to screening/nursing assessments, case findings, immunization assessment, first-aid for minor injuries, chronic care interventions, hearing and vision screening, blood pressure monitoring, case management, behavioral health services, and administration of over-the-counter medications.

The School Based Health Center is also staffed by a part-time physician's assistant that can provide primary health care, physical exams for school, sports, and camps, well-child exams, treatment for acute and chronic illness and injuries, immunizations, basic laboratory services and tests, and referrals for specialty services.

A signed consent form is needed prior to any student being seen, or receiving treatment, by any staff in the School Based Health Center. All school nursing services will be provided **FREE** of charge, and a parent or guardian will be contacted to give consent prior to any billable service that is performed.

## **Section II-Academics**

### **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

The transportation of all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. District sponsored trips shall be supervised by either staff members or adults from the sponsoring activity. A



special request must be made to the staff member of sponsor by the parent, in writing or in person, to allow an exception. No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

### **Grades**

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

The school uses the following grading system:

<u>Letter Grade</u>	<u>Percent Range</u>
A	94 - 100%
A-	90 - 93%
B+	87 - 89%
B	84 - 86%
B-	80 - 83%
C+	77 - 79%
C	74 - 76%
C-	70 - 73%
D+	67 - 69%
D	64 - 66%
D-	60 - 63%
E	59 and below

F = Failure

I = Incomplete

S = Acceptable (Satisfactory) Achievement

U = Unacceptable (Unsatisfactory) Achievement

### **Semester Grade Determination**

Each semester grade is based on grades from the two marking period grades and a semester examination. Each term grade carries a weight of two and the semester examination is given a weight of one; forty percent for each marking period and twenty percent for the semester exam. Grades are automatically calculated by the Power School student management system and will be graded on a percentage basis. A combination of

two out of three passing grades (each marking period and the exam) will result in a passing grade for the semester, a combination of two out of three failing grades (each marking period and the exam) will result in a failing grade for the semester.

### **Grading Periods**

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

Progress reports will be sent out half way through each marking period. If a student appears to be at risk of failure, it is important that the parent contact the teacher about what actions can be taken to improve poor grades.

### **Class Withdrawal**

A student may withdraw from a class without penalty during the first three weeks of the semester. If the course is a 9 week class, this would apply to the marking period. If a student drops the course after this period, they will receive a failing grade for the semester.

### **Academic Grade Point**

Student academic grade point calculations are used to determine:

- Valedictorian and Salutatorian
- National Honor Society Membership
- Senior Honor Students for Commencement

### **Overall Grade Point**

Student cumulative grade point calculations in all classes are used to determine:

- Sports eligibility
- Marking Period and Honor Roll Students
- Scholarship Eligibility (Unless the individual scholarship requirements dictate eligibility.)

### **Promotion, Placement, and Retention**

Middle School- Promotion to the next grade level is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

High School- A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing SAT/M-Step tests. A student is only promoted when the necessary requirements are met

or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P). It is the student’s responsibility to keep in contact with his/her counselor to ensure that all requirements are being met.

Grade Classification- The following number of earned credits designate the grade in which the student will be registered:

9 <sup>th</sup> Grade	Students who have earned six (6) or fewer credits.
10 <sup>th</sup> Grade	Students who have earned more than six (6), but no more than eighteen (18) semester credits.
11 <sup>th</sup> Grade	Students who have earned more than eighteen (18), but no more than twenty-eight (28) semester credits.
12 <sup>th</sup> Grade	No student shall be placed at this level who has not acquired at least twenty-eight (28) semester credits.

### **Graduation Requirements**

Diploma- Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. Also, all students must diligently plan, prepare for, and complete either the M-Step or MI-ACCESS tests when scheduled by the District during the 11<sup>th</sup> grade year. A student enrolled in Special Education may be exempted from the State mandated Test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.

The following requirements will apply....

English	4 years-8 credits
Mathematics	4 years-8 credits (Algebra, Geometry, Algebra II, Math Elective)*
Science	3 years-6 credits (Physical Science, Biology, Chemistry or Physics)
Social Studies	3 years-6 Credits (World History, American History, Economics, Government)
Foreign Language	2 years-4 credits**
Physical Education	1 year-2 credits***
Fine Arts	1 year-2 credits
Electives	8 credits

Every student must complete a Senior Project either as a part of Eng. 12, in consultation with an English instructor if Eng. 12 was taken as part of Early College/Dual Enrollment, or as part of the 5<sup>th</sup> year Capstone class if the student is still enrolled in the Early College program during the second semester of their fourth year. Students in Early College may be allowed to substitute college classes for some core classes at the discretion of the administration. Early College students need to complete the Senior Capstone class as part of their 5<sup>th</sup> year.

\*This includes a math class during the senior year.

\*\*A student may fulfill this requirement by completing 1 year (2 credits) of a foreign language and an additional year of a formal career or technical education program or a year of visual/performing arts that is in addition to the already established requirements.

\*\*\*2 Years of ROTC will meet the Physical Education requirement.

A total of forty-four credits are required for graduation. The commencement exercises will include only those students who have successfully completed all requirements, including having taken the Michigan Merit Exam or will be returning for their fifth year through the Early College program. Students may take a maximum of 14 credits per year.

**Dual Enrollment-** Dual enrollment will be given for academic college courses not currently offered by Lake Linden-Hubbell High School. Questions of acceptable Dual Enrollment classes will be settled by the principal/superintendent, working in conjunction with the appropriate department heads.

- A. College courses of at least (3) credits, taken for at least 18 weeks or one college semester will count as one Lake Linden-Hubbell course.
- B. At the time an eligible student enrolls in a post-secondary course, he or she will designate whether the course is for high school or post-secondary credit, or both, and shall notify the high school and post-secondary institution of his or her decision.
- C. If the student has chosen LL-H credit, grade points will include courses taken for Dual Enrollment. Only courses completed prior to the end of our seventh (7<sup>th</sup>) semester will be included in computation of our senior grade point done for the purposes of class rank. Only courses completed prior to the end of the school year will be included in computation of our final grade points.
- D. Withdrawals will be treated in the same manner as dropped classes normally are treated at LLH.

Any students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades may be dually enrolled at Lake Linden-Hubbell and a Michigan degree granting post-secondary institution if the following criteria are met:

- 1. The student is enrolled in both the district and the post-secondary institution during the district's regular academic year.
- 2. The student has met all of the grade level course requirements.

3. The post-secondary courses are academic courses not offered by the district, not activity courses.
4. The student meets the cut scores from the appropriate standardized tests established by the State of Michigan.

Our district will pay the lesser of:

1. The actual charge of tuition and fees for the course; or
2. The student's foundation allowance, adjusted for the proportion of the school year they attend the school district.

**Early College** - Lake Linden-Hubbell High School, in partnership with Gogebic Community College, will be providing students at LLHS with an opportunity to earn college credits while completing their high school diploma and the ability to return for a fifth year of education. Students should consult with their counselor and enroll before their junior year. The student must demonstrate college level academic proficiency through the completion of a State approved test including: EXPLORE, PLAN, ACT, COMPASS, MME, PSAT, or SAT and the appropriate qualifying score. After receiving your test results, a determination will be made for Early College eligibility.

A high school student may not enroll in any course offered by the college that is normally available through the high school curriculum unless mutually agreed upon by the college and local school district.

**Testing Out of Required Classes**-The Board shall grant high school credit in any course to a pupil enrolled in high school who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course. For the purpose of earning credit under this section, any high school pupil may take the final examination in the course. Credit earned under this section shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. A student may attempt to "test out" of a class one time only.

Check with the Guidance Counselor for the established testing deadlines.

**Virtual/Blended Courses**- It shall be the policy of the Board of Education to grant credit toward graduation with the successful completion of virtual or blended courses, providing the student meets the required criteria and these classes are approved by the principal. All traditional seated classes are eligible as virtual classes. The grades earned from classes that are taken for credit recovery are graded as a Pass/Fail class. (Credit recovery is defined as repeating a class that was already taken.) Approved classes that are electives or taken for the first time will be graded. Those grades will be included in the student's transcripts and G.P.A.

## **Section III-Student Activities**

### **School-sponsored Clubs and Activities**

Lake Linden-Hubbell High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama etc.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **Non-school-sponsored Clubs and Activities**

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by the law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school, the school nickname (Lakes) and/or school logo.

### **Eligibility Policy**

Any student who participates in any extra-curricular event including, but not limited to, athletics, student work staff, cheerleading, annual staff, student council, quiz bowl, and managers must comply with the following eligibility criteria: A student carrying the standard of six (6) elective and required classes must pass five (5) of the six (6) classes. A student carrying seven (7) elective and required classes must pass six (6) of the seven (7) classes. A student carrying five (5) or less classes must pass all of them to remain eligible. The academic/eligibility status of a student having a schedule that is customized to address an individual need will be subject to review by the team to consist of the Principal and Athletic Director and at least one of the following people: Coach(s), Advisor, Counselor and Teacher. A decision made to determine extra-curricular participation for the assessment week will remain in effect until the course grade is raised

to eligibility status or until the following Monday of the event season. A minimum of a “D-” is required for passing status.

### **Student Employment/Work Permits**

The school does not encourage students to take jobs outside of school that could interfere with their success at school. Any minor who is eleven (11) up to eighteen (18) years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978) and who works in a paid or unpaid position, must have a work permit. The minimum age for employment is fourteen (14) years, except that a minor eleven (11) years of age or older may be employed as a golf or bridge caddy. A minor thirteen (13) years of age or older may be employed in certain farm operations or setting traps for trap skeet or sporting clays. Additionally, a minor, at least eleven (11) years of age, may be employed as a youth athletic performance referee.

Work permits may be obtained in the Superintendent’s Office. The following hours and times are allowable for working.

*Under 16 years: May work no more than:*

1. 6 days in 1 week.
2. 8 hours maximum per day. (Non-school days)
3. 3 hours maximum. (Monday-Friday)
4. 18 hours total per week. (School in session)
5. 48 hours combined school and work hours in 1 week.
6. 40 hours in 1 week. (Non-school weeks)

*Under 16 years: Allowable times:*

1. 7:00 a.m. to 7:00 p.m. (School in session)
2. 7:00 a.m. to 9:00 p.m. (Summer vacation)

*Ages 16-17: May work no more than:*

1. 6 days in 1 week.
2. A weekly average of 8 hours per day.
3. 10 hours in 1 day (Non-school days)
4. 48 hours combined school and work hours in 1 week.

*Ages 16-17: Allowable times:*

1. 6:00 a.m. to 10:30 p.m. (School in session)
2. 6:00 a.m. to 11:30 p.m. (Summer vacation)
3. 6:00 a.m. to 11:30 p.m. (Friday and Saturday)

- Summer vacation is the time period between June 1 to Labor Day.
- Ages 15 and under may not be employed during school hours.
- Employers, who are not covered by Federal Labor Laws, may employ age's 14-15 minors until 9:00 p.m. when school is in session, and 10 hours maximum per day (non-school days).

This section is a summary of the rules required for obtaining and keeping a Work Permit. This is not an official document or statement of position. FOR MORE INFORMATION CONTACT:

Office of Career and Technical Preparation/DLEG  
 P.O. Box 30712  
 Lansing, MI  
 48909  
[www.michigan.gov/octp](http://www.michigan.gov/octp)

### **Open Campus During Study Hall Policy and Conditions**

- Student must have senior standing and have earned enough credits to qualify for graduation, pending successful completion of current class load.
- Student must not have accumulated any full or partial day unexcused absences during his/her senior year. This includes absences due to suspension.
- Student must not have accumulated more than a total of three unexcused tardies in a particular class since September 3, 2019.
- Student must maintain a passing grade at all times in all classes to stay eligible for open campus study hall.
- Student must earn a one (1) or two (2) score on three (3) out of the four (4) core areas on the High School MEAP test. The cumulative score for the English/Language Arts test will be the score considered.
- The principal reserves the right to deny this privilege if in his judgment granting such privileges is not in the best educational interest of the student.
- Eligible seniors may apply their open campus to a study hall.
- A student is not allowed more than one (1) open campus study hall per day, which must be the same hour each and every day.
- A signed and notarized parental permission slip must be turned into the office before this privilege will be granted.
- The time that open campus will begin is determined by the principal but is usually consistent to the 2<sup>nd</sup> week of the 4<sup>th</sup> marking period.

### **Rules Governing the Lake Linden-Hubbell Computer Network and Internet Usage**

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or



criminal liability. Prior to accessing the Internet at school, students must sign and date the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

1. Students are responsible for their behavior and communication on the Internet.
2. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their password.
3. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
4. Students may not use the Internet to engage in "hacking" or other unlawful activities.
5. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
6. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
7. Students are expected to abide by the following generally accepted rules of network etiquette:
  - Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  - Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - Never agree to get together with someone you "meet" on-line without prior parent approval.
  - Do not send mass emails. (Emails to a large number of recipients such as all of the email users listed on the system.)
8. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.
9. Malicious use of the computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not

- use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
10. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
  11. Downloading of information onto the Board's hard drives is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
  12. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
  13. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
  14. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computer/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
  15. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage or user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
  16. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
  17. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

## Section IV-Student Conduct

### Attendance

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning experiences result from active participation in classroom and other school activities that cannot be replaced by individual study. Absences for reasons not expressly identified as “excused absence” are considered to be “unexcused absences.” Any absences that the parents do not know of will be considered truancy and will not be excused.

The following absences are considered to be excused for the purpose of this attendance policy:

1. Appointments that can be confirmed by a professional.
2. Illness or hospitalization verified by a written parental excuse. The school district reserves the right to require corroborative evidence when deemed necessary.
3. Serious illness or emergency in the immediate family verified by a written parental excuse.
4. Attendance at a funeral verified by a written parental excuse.
5. Prearranged absences, provided the teachers are contacted for prior approval, arrangements made for necessary assignments and materials, and make-up work is completed and arranged. This shall include any family vacations, home obligations, religious instructions or obligation, and college visitations verified by written parental excuse. One pre-approved college visit per year will be considered a school related absence.

Every student is required to meet attendance responsibilities as indicated below:

1. Attend all classes, arrive on time, and do not leave without the teacher’s permission.
2. Remain in school for the full session. No student is to leave the building without the approval of the principal or superintendent, their secretaries, or a teacher designated by either. *Be sure to sign out at the principal’s office. If you do not sign out in the office it will be treated as an unexcused absence.*
3. Students who are ill and wish to go home are to contact the principal’s office first. If at all possible we want to contact the parents before we send a student home. If no one can be contacted we will request that you sit down and wait until we can. If you are too sick to stay in class then we can generally assume that you are also too sick to walk a long distance if you are a bus student.
4. Absences may be excused either by a telephone call from the parent on the day of the absences or by a note on the day the student returns. *Students may not excuse themselves under any circumstances.* Every absence, whether for a portion of the day or longer must be covered by authorization from home. It should be understood that the school determines the validity of an excuse. If a

parent is going to change an unexcused absence, it must be within three school days of the issuance of an unexcused absence.

5. If a student is absent from school, it is his/her responsibility to contact their teachers for assignment. Students should be allowed to make up days for each day of school missed.

The following limitations have been set regarding student attendance:

*Each marking period, students will be allowed up to six (6) excused absences in any class without a grade penalty, provided they complete any make up work as prescribed by their teachers. Upon each excused absence after six, a student's grade in that class will be lowered by one (1) point on the (11) eleven point scale for marking period. A student's grade may be reduced to as low as a D- due to attendance.*

*When you have more than six (6) excused absences in any class, you can avoid the grade penalty by attending lunch time or after school study sessions to equal the amount of time for each class period missed beyond six (6). Failure to attend the required number of study sessions will result in a grade penalty of no lower than a D-.*

**Chronic absenteeism:** attendance is 90 percent or less of scheduled days to date.

This definition includes all counted absences even if excused by a parent/guardian. Chronic absenteeism can be measured at any point in the school year, such as fall count day, semester end, or when an attendance problem is identified. (This category of absenteeism, if all interventions are unsuccessful, may result in charges for the parent/guardian or the juvenile, depending on age and history.)

**Truancy:** ten unexcused absences in a school year

This definition focuses on absences not excused by a parent/guardian. This is generally a student "skipping school," and most often may result in charges for the juvenile if other interventions prove unsuccessful.

### **Compulsory School Attendance Law**

The Michigan School Code, 180.1561 Compulsory School Attendance Law requires children under the age of 16 to attend school. A child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. Those who habitually violate this rule will be referred to the CCISD Truancy Officer.

## **Absences Due to Suspension**

Absence from school due to suspension shall be considered an unexcused absence. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them back in to the teacher upon his/her return from school. Make up of missed tests may be scheduled when the student returns to school. No student may receive lower than a D- if the grade is based on absences received during a suspension.

## **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. Any student who is late for class up to nine minutes after the bell rings will be considered tardy. Any student who is ten minutes or more late will be considered absent and will have to report to the office for an admit slip.

An excused tardy is when a parent/guardian contacts the office to excuse the tardy. Three excused tardies in one class period for the marking period will be considered an excused absence. An unexcused tardy occurs when a student is late for class without an excuse. Three unexcused tardies in one class period per marking period will be equivalent to an unexcused absence.

## **Unexcused Absences**

Each unexcused absence received in a class for the marking period will lower the grade in that class by 1/3.

## **Library Rules**

1. Students are not to leave the library without permission. If you are on a pass you are to remain in the library unless you have permission to leave from the librarian or other person in charge. Students on a pass must remain in the library until the bell rings. Also, students must sign in when they enter the library and sign out when they leave.
2. Encyclopedias, dictionaries, atlases, or other reference materials are to be used in the library only.
3. Unnecessary noise and disturbances will suspend one's library privileges for a period of time to be determined by the school librarian and/or principal. These suspensions will be called to the attention of the principal.
4. The library is not to be used for general study purposes.
5. No periodicals are to be taken from the library without the permission of the librarian.
6. When you remove a book from the shelves, do not re-shelve it. Leave it on the nearest table so that the library staff may re-shelve it in the proper place.
7. Students who have library fines and/or books out may not check out library materials until the fines are paid and/or books returned.

8. Students who lose or damage a book or other library materials, will be required to pay a sufficient amount to cover the damage or loss which is decided by the librarian. Failure to do so will result in a suspension of library privileges.

### **Lunch Time Regulations**

All students who eat breakfast or lunch in the buildings are to do it in the lunchroom. Breakfast or lunches are not to be eaten in the halls.

If you bring a lunch to school and don't finish it, please do not leave it in your locker over night. Additionally you are to eat your lunch during lunch time, not between classes.

### **Lunch Time Open Campus**

Students in grades 9-12 may leave school grounds during their lunch period. Students in grades 6-8 may not leave school grounds, but may go outside on school grounds during their lunch period. All students who are eating a lunch served in the school cafeteria should eat first before leaving the building.

### **Code of Conduct**

A major component of the educational program at Lake Linden-Hubbell Jr./Sr. High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors- Each student shall be expected to:

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

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

Students should consider the following questions when dressing for school:

1. Does my clothing expose too much? No

2. Does my clothing advertise something that is prohibited to minors? No
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages in my clothing? No
4. Would I interview for a job in this outfit? Yes
5. Am I dressed appropriately for the weather? Yes
6. Do I feel comfortable with my appearance? Yes

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

1. Articles of apparel that violate Federal, State, or local laws.
2. Hats, bandannas, and other head apparel worn in the building.
3. Garments designed to be worn as undergarments that are worn as outer garments.
4. Sayings which are obscene, vulgar, or in any way immoral.
5. Excessive use of cosmetics, makeup, jewelry, or trinkets.
6. Metal heel and toe cleats worn on shoes.
7. Apparel that does not support the message that Lake Linden-Hubbell Jr./Sr. High School is a drug free zone.
8. Coats and jackets in the classroom without the teacher's permission.
9. Mini skirt lengths and unacceptably short, shorts.
10. Clothing which exposes the midriff.
11. Shirts and blouses not properly buttoned. Tank tops and spaghetti straps alone are not considered appropriate attire.
12. Visible chains hanging from student pockets or pants.
13. Heelies or shoes with wheels.
14. Low baggy pants exposing boxer shorts.
15. Shorts not worn at an appropriate (at least mid-thigh) length.

Students who are representing Lake Linden-Hubbell Jr./Sr. High School at an official function or public event may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands, and other such groups. Additional information regarding guidelines for Prom attire will be given to those attending.

Students in violation will be given the opportunity to correct the violation if possible. If not, they will be required to call a parent/guardian to bring permissible clothing.

Gangs- Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations, or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property- Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **Student Discipline Code**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and terms contained in the list.

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

### **Explanation of Terms Applying to the Student Discipline Code**

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

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

If a teacher suspects that a student may be under the influence of a controlled substance and immediate attention is required, the teacher is to:

- Send another student to the office to request someone to escort the suspected student to the office or get another teacher to cover the class while the teacher escorts the student to the office.



- Be careful not to make any accusations.

If a teacher notices a developing or continuing problem with a student which may be related to substance abuse, the teacher is to notify the principal and give a brief written resume of the problem.

If a student is determined to be under the influence of, or in the possession of a controlled substance, the administrator will:

- Contact the parent(s) to have them come to school to get the student and or contact the local law enforcement agency.
- Conduct a thorough investigation to determine whether or not a suspension from school is necessary and to inform both the student and parent(s).
- Determine what type of referral(s), (school counselor, substance abuse counselor, medical), should be made and assist the parent(s) in making an appointment.

Students suspended from school, under this policy, may be required to keep an appointment with a substance abuse counselor before returning.

2. Use of Tobacco and Nicotine - Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to paper used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The no smoking area extends 600 feet in all compass directions from school buildings and property. Smoking within this zone will result in a three (3) day suspension for the first offense.

The use of all electronic nicotine delivery systems, including but not limited to electronic cigarettes, vape pens, and vaporizers, on District premises, on District busses or vehicles, and in all school buildings owned or operated by the District is prohibited. The Board prohibits student use of possession of all electronic nicotine delivery systems, including, but not limited to, electronic cigarettes, vape pens, and vaporizes, in District Buildings, on District property, on district busses or vehicles, and at any District related event.

3. Student Disorder/Demonstration- Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student(s) feels there is need to organize some form of demonstration, s/he is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

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

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

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

5. Use of an Object as a Weapon- Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion.
6. Knowledge of Dangerous Weapon or Threats of Violence- Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.
7. Purposely Setting a Fire- Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.
8. Physically Assaulting a Staff Member/Student/Person Associated with the District- Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and disciplinary action within the school. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

9. Verbally Threatening a Staff Member/Student/Person Associated with the District- Verbal Assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
10. Extortion- Extortion is the use of a threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
11. Gambling- Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
12. Falsification of School Work, Identification, Forgery- Forgery of hall/bus passes and excuses as well as false I.D.s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject to student academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
13. False Alarms, False Reports, and Bomb Threats- A false emergency alarm, report, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
14. Explosives-Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
15. Trespassing- Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.
16. Theft- When a student is caught stealing the school's or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

17. Disobedience- School staff act “in loco parentis” which means they are allowed by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. If not, this is considered insubordination and may result in a suspension.
18. Damaging Property- Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.
19. Persistent Absence or Tardiness- Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absences could lead to suspension from school.
20. Unauthorized Use of School or Private Property- Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.
21. Refusing to Accept Discipline- The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
22. Aiding or Abetting Violation of School Rules- If a student assists another student in violating any school rule; they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
23. Displays of Affection- Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or other contact which may considered sexual in nature. Continued inappropriate behavior may result in suspension.
24. Possession of Electronic Equipment/Using Camera Cell Phones- Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, “boom-boxes”, portable TV’s, electronic toys, pagers, cellular telephones, laser pens, etc. without the permission of a teacher for a specific time and purpose. Also, no IPODS or similar devices are to be brought into the classroom. The property will be confiscated and disciplinary action will be taken.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of

privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a ten (10) day suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the device.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and face possible a suspension. S/He could also face automatic withdrawal from the class depending on the severity of the incident.

25. Violation of Individual School/Classroom Rules- Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in detentions, removal from class, suspension or expulsion.

Teacher Initiated Class Subject and Activity Suspension:

A teacher is authorized to immediately remove and suspend a student from a class activity when:

“The student’s behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher’s ability to effectively teach the class, subject, or activity, or the student’s behavior interferes with the ability of other students to learn.

The student engages in conduct prohibited by law, Board of Education Policy, or the school’s Student Code of Conduct.”

Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student’s infraction unless otherwise permitted by the teacher who ordered the suspension. The student shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student’s conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school’s Student Code of Conduct.

Once a student is removed from a classroom by a teacher, the teacher will contact the parent/guardian and schedule a conference with the student(s), parent, teacher, and guidance counselor.

Suspensions of students who have an Individualized Education Plan (IEP) must continue to comply with all mandates with IDEA and companion, federal regulations. If a teacher issues a suspension removing a student on an IEP day, officials must make arrangements for requirements of the IEP to be met, even if the student is not in the classroom.

26. Disruption of the Educational Process- Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.
27. Harassment- Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. The policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the principal. Complaints will be investigated in accordance with policy AG 5517.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

28. Hazing- The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act of coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an

individual subjected to hazing shall not lessen the prohibitions contained in this policy. Violation of this rule could result in suspension or expulsion.

29. Bullying- The Lake Linden-Hubbell Board of Education has adopted the following Bullying Policy...

#### 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/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.

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.

#### Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student

confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at the person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the



student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within ten school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

#### Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be

tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as 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 or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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

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

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct- In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as a “firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or other devices designed to or likely to inflict bodily harm, including but not limited to, air guns and explosive devices.”

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

31. Use of Skateboards, Scooters, and Motorized Scooters on District Property-  
Due to the inherently unsafe nature of skateboards, scooters, motorized scooters and the potential for serious injury resulting from the use of such devices, the District cannot and will not condone the use of these devices, or the like, by any person on District property. Students who are observed or reported using such devices on school property will be warned, followed by a letter sent to the student's parent(s)/guardian(s) informing them of the violation. District disciplinary procedures will be followed and applied to repeat offenders. Students and non-students violating these rules may be reported, immediately, to the appropriate law enforcement officials for possible prosecution for criminal trespass.
32. Profanity- Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

### **Discipline**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions on school bus rides.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline- Informal discipline takes place within the school. It includes:

- writing assignments
- change of seat or location
- lunch time or after school detentions
- referral to the office.
- in-school restrictions (By Principal or Discipline Officer)

Detentions- A student may be detained after school or asked to come to school early or to the teacher's room at lunch time. Students and parents will be given a one (1) day notice of a detention that is mandatory to serve before or after school.

Formal Discipline- Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. After the informal hearing, the principal will make a decision whether or not to suspend.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal hearing will be held. Suspension from co-curricular and extra-curricular activities may not be appealed.

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

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

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act.

## **Positive Behavioral Interventions and Support**

What is PBIS?

Positive Behavioral Interventions & Supports is a research-based, school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments.

Why PBIS at Lake Linden-Hubbell Public Schools?

A positive behavior support system is a proactive, skill-building approach for the teaching and learning of successful student behavior. The purpose of PBIS is to establish a climate in which students can effectively manage their own behavior, and as a result, academic achievement is increased.

Many students at Lake Linden-Hubbell Public Schools come from outlying communities. A positive behavior support system will help build a sense of community by using a common language and consistency among staff, students & parents.

Key Ideas

- Identify and define expectations
- Teach expectations
- Monitor expected behavior
- Acknowledge/Encourage expected behavior (verbally, GRIT cards, assemblies, etc.)
- Use data for decision making

# LLH Middle/High School Response Rubric

Our goal is to follow GOLD Expectations

	Warning/Reteach Staff Managed Level 1 Teacher handled, no documentation required, teacher discretion for consequences and personal documentation.	Minor Problem Behavior Staff Managed-form Level 2 Teacher handled, teacher assigns own or building consequence.	Major Problem Behavior Office Managed-form Level 3 Referral form completed. Administrator assigns consequence (with teacher input). Administrator communicates to the teacher about the situation.
<b>Inappropriate Language</b>	Offensive remarks or gestures in a casual manner, inappropriate putdowns.	A repeated pattern of inappropriate language.	Offensive remarks are used to harass, intimidate, and create an unsafe climate.
<b>Fighting/Physical Aggression</b>	Roughhousing, inappropriate physical contact, non-serious or accidental but inappropriate.	Minor physical aggression or Repeated roughhousing, non-serious, but inappropriate.	Serious physical aggression/fighting.
<b>Defiance / Non-compliance</b>	Refusal to follow expectations, then responds to redirection and re-engages	Moderate or repeated refusal to follow expectations, then responds to redirection and re-engages	Serious or repeated refusal to follow expectations, does not respond to redirection and is unable to re-engage.
<b>Disrespect</b>	Low-intensity, socially rude, or dismissive messages to adults or students	Moderate disrespect or repeated socially-rude, or dismissive messages to adults or students, then responds to redirection and re-engages	Serious or repeated socially-rude, or dismissive messages to adults or students, then does not respond to redirection and is unable to re-engage
<b>Disruption</b>	Low intensity Intentional or unintentional distractions	Moderate or repeated intentional distractions, responds to redirection and re-engages	Serious or continuous intentional distractions, does not respond to redirection or re-engage
<b>Dress Code</b>	Not complying with the school dress code as listed in the school handbook. Is willing to change clothing upon request	Repeatedly not complying with the dress code as listed in the school handbook. Is willing to change clothing upon request	Repeated and active refusal to change inappropriate clothing.

<b>Technology Violation</b>	Non-serious, inappropriate use, or appropriate use but at inappropriate time	Moderate and/or repeated inappropriate use of technology	Serious or continuous inappropriate use of technology, and/or viewing inappropriate content on technology
<b>Property Misuse</b>	Using school property inappropriately or not as intended	Moderate and/or repeated inappropriate use of school property	Serious or continuous inappropriate use of school property
<b>Theft/Forgery</b>	Non-malicious use of others' property without permission	Moderate and/or repeated malicious use of others' property/name without permission	Serious or continuous malicious use of others' property/name without permission
<b>Lying/Cheating</b>	Student is dishonest	Moderate and/or repeated dishonesty	Serious or continuous dishonesty
<b>Harassment/Bullying-</b>	Non-serious or inappropriate messages towards others. Is willing to apologize and correct actions with a redirection	Moderate and/or repeated inappropriate messages towards others	Serious or continuous inappropriate messages towards others
<b>Use/Possession</b>			Student is in possession of substances or objects readily capable of causing bodily harm or property damage

<b>Potential Consequences</b>			
	<b>Warning/Reteach Staff Managed Level 1</b>	<b>Minor Problem Behavior Staff Managed Level 2</b>	<b>Major Problem Behavior Office Managed Level 3</b>
	<b>Mandatory Steps:</b> <ul style="list-style-type: none"> <li>• Redirect/Reteach expectations</li> <li>• Choose appropriate consequence</li> </ul>	<b>Mandatory Steps:</b> <ul style="list-style-type: none"> <li>• Reteach expectations</li> <li>• Choose appropriate consequence</li> </ul>	<b>Mandatory Steps:</b> <ul style="list-style-type: none"> <li>• Submit Major discipline referral</li> <li>• Staff communicate with administration</li> <li>• Administration chooses appropriate consequence</li> <li>• Administration contacts parent</li> <li>• Reteach Expectations</li> </ul>



<p><b>Possible Staff Actions:</b></p> <ul style="list-style-type: none"> <li>• Proximity</li> <li>• Non-verbal cue</li> <li>• Re-teach/re-direct</li> <li>• Warning</li> <li>• Apology</li> <li>• Restorative Action</li> <li>• Teacher/Student conference</li> <li>• Loss of Privilege</li> <li>• Time Owed</li> <li>• Redo/complete task</li> <li>• Reflection</li> </ul>	<p><b>Possible Staff Actions:</b></p> <ul style="list-style-type: none"> <li>• Loss of Privilege</li> <li>• Apology</li> <li>• Parent Contact</li> <li>• Time Owed</li> <li>• Lunch Detention</li> <li>• Redo/complete task</li> <li>• Re-teach/re-direct</li> <li>• Reflection</li> <li>• Teacher/Student Conference</li> <li>• Restorative Action</li> </ul>	<p><b>Possible Administration Actions:</b></p> <ul style="list-style-type: none"> <li>• Loss of Privilege</li> <li>• Apology</li> <li>• Reflection Sheet/conference with student</li> <li>• Time in office</li> <li>• Lunch Detention</li> <li>• Restorative Action</li> <li>• Parent Contact</li> <li>• Redo Assignment</li> <li>• Fail Assignment</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>
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### How to write up a Discipline Referral

All major discipline referrals are entered on a [LLHS High School Major Behavior Incident Report](#)

- Referrals should be specific and only the facts should be reported.
- It is important to be accurate with the when and where the incident took place
- Referrals should only be sent to the Principal. Do not send referrals home as the office will handle that
- If a parent contact is made fill out the parent contact in PowerSchool.
  - This will help the office know what has already been discussed.
  - This will also help with future referrals

## **Search and Seizure**

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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

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

## **Student Right of Expression**

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

1. Material cannot be displayed if it:
  - is obscene to minors, libelous, indecent and pervasively or vulgar,
  - advertises any product or service not permitted to minors by law,
  - intends to be insulting and harassing,
  - intends to incite fighting or presents a likelihood of disrupting school or a school event.

- presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school and school activities, a violation of school regulations, or the commission of an unlawful act.
2. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **Student Concerns, Suggestions, and Grievances**

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **Section V-Transportation**

Bus Transportation to School- The school provides transportation for all students who live 1.5 miles or farther from the school. Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

Bus Conduct- Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

Remember that the driver is in complete charge. He/she may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

PREVIOUS TO LOADING (on the road and at school)

Each student shall:

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

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

## **DURING THE TRIP**

Each student shall:

- remain seated while the school transportation is in motion;
- remember that tampering with emergency door or any other part of the bus is prohibited;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- report any marking or damage to the bus driver;
- be courteous to the driver and to other riders;
- remember that the use of tobacco is absolutely prohibited;
- not tamper with the school vehicle or any of its equipment.

## **LEAVING THE BUS**

Each student shall:

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

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

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

Self-Transportation to School- Parking on school property is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school

transportation are encouraged to do so. We as a school district feel that our students should be energy conscious and utilize school bussing or carpooling whenever possible. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

When the school provides transportation, students shall not drive to school-sponsored events.

### **Crossing Guard**

Students are to cross Calumet St. only at the corner that the crossing guard is present. Continual failure to do this may result in disciplinary action.

**Lake Linden-Hubbell Schools  
601 Calumet St.  
Lake Linden, MI 49945**

**Health Education Letter**

Brad Codere  
Superintendent/Principal

August 14, 2023

Dear Parent(s)/Guardian:

The Lake Linden-Hubbell School Board has recognized and supports an educational program that meets guidelines for education in HIV/AIDS, and Sexuality Education. Topics to be discussed will be factual information, statistical information-local and nation wide, how HIV is contracted, and prevention-abstinence based.

According to the State School Aid Act, you have the right to review the curriculum and materials which may be used in any course involving lessons or discussions on the aforementioned curriculum areas.

The Lake Linden-Hubbell Board of Education, in compliance with this statute, has made the above materials and curriculum guides available for your review. If you wish to review the materials or curriculum content, or observe related classes, please contact the high school office at 296-6681 to arrange a time for your review.

This statute allows you to excuse your child from participation in classes which include health education, sex education, and/or HIV/AIDS and other serious communicable disease instruction, if you choose. If you wish to excuse your child from instruction without penalty, please send written notice to:

Brad Codere  
601 Calumet St.  
Lake Linden, MI 49945

Sincerely Yours,

Brad Codere

**Lake Linden-Hubbell Public Schools**  
**Bylaws & Policies**

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**2112 - PARENT AND FAMILY ENGAGEMENT**

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. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

**A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;<sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;<sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.<sup>2</sup>

**B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;

2. providing information to families about school policies, procedures, programs, and activities;<sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;<sup>1,2</sup>
5. providing information and involving families in monitoring student progress;<sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;<sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff.<sup>1,2</sup>

#### **C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;<sup>2</sup>
2. supporting other needs, such as transportation and childcare, to enable families to participate in school-sponsored family involvement events.<sup>2</sup>

#### **D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;<sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.<sup>1</sup>

#### **E. Engaging Families in Decision Making and Advocacy**

1. engaging families as partners in the process of school review and continuous improvement planning;<sup>2</sup>
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.<sup>1,2</sup>

#### **F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;<sup>1,2</sup>
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.<sup>1,2</sup>

### **Implementation**



The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan, will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

<sup>1</sup>Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

<sup>2</sup>Indicates Title I Section 1118 parent involvement requirements

Revised 07/08/19

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## Signature Confirmation Page

August 14, 2023

Dear Parents/Guardians:

It is the intent of this Student Handbook to familiarize you with policy and procedures that govern the environment of your child at Lake Linden-Hubbell Jr./Sr. High School, grades 6-12. You should read and discuss the handbook with your child and have an understanding of the intent of the rules and regulations (policy) and the possible ramifications of violation of policy.

The student handbook contains information that all should be aware of. Although we ask that you take the time to review this document in its entirety, please make special note of the rules, regulations, and conduct section.

After reviewing this document with your son/daughter, please sign your name below verifying that these items have been reviewed, and that you and your child are familiar with them.

This signature page should be returned along with the Network and Internet Access Agreement for Students as soon as possible.

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Date \_\_\_\_\_

I \_\_\_\_\_ the parent guardian of student(s) attending Lake Linden-Hubbell Jr./Sr. High School have read, understand and reviewed the Student Handbook information with my child/children.

Name of Students Attending Lake Linden-Hubbell Jr./Sr. High School (Please Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely Yours,

Brad Codere  
Principal/Superintendent