Dear Parents and Guardians,

A warm welcome to all families who are new to the Lincoln District and welcome back to old friends.

We are looking forward to a productive, exciting and rewarding learning year. The maintenance staff has worked very hard to make the school “clean and ready” for the students.

If we can be of any assistance to you during the school year, please feel free to call or make an appointment to see the teachers or the principal. We are committed to the best education possible for your child. Working together, we can ensure a successful year.

Please return the form below, the Emergency Card and all forms included in your first day packet tomorrow. We hope the Handbook will be useful throughout the year!

David Northrop
Principal

The Brick Staff

We have read and discussed the Brick Elementary School Student Handbook and the Internet Acceptable Use Policies with our student. During the course of the year, photographs and/or videotapes of classes may be taken for use in public relations and school-related publications. I hereby consent to the possible photographing or videotaping of my child related to classes and school activities at Brick Elementary school. Reproductions of videotaping or photographs may be used by Lincoln Schools for the purpose of school publicity.

_________________________  ____________________________  ________________
Student  Parent/Guardian  Date
Dear Parents, Guardians, and Students,

Welcome to Brick Elementary School! Everyone is dedicated to promoting each child’s academic, physical, emotional, and social development. We encourage your participation and input as our educational program unfolds this year. Together, we will create a safe learning environment where all students will learn.

This handbook has been prepared to describe our school, its programs, and school procedures. Please take some time to review and discuss the handbook at home.

The Brick Elementary School staff is ready and willing to help you in any way possible. We want your years here to be the best in your school experience. We look forward to sharing this memorable time with you.

Sincerely,

The Brick Elementary School Staff

District Mission: Lincoln Consolidated Schools provides an exemplary educational experience where students develop the foundation for lifelong learning.

District & Brick Elementary Vision: Lincoln Consolidated School will be a premier learning community whose students are consistently high achieving, compassionate, and inspired to make a difference.

The mission of Brick Elementary School is to guide all students in learning the skills needed to become responsible, contributing members of society.

We believe that …

- Student learning is our highest priority.
- Students, parents, staff, and the community share responsibility for student learning and must work together on behalf of students.
- Students learn in different ways, at different rates, and at different times.
- A caring, safe, orderly school environment enhances learning.
- Students must accept responsibility for their actions.
- Every individual must be treated with respect.
- A positive attitude is essential for success, and success builds self-esteem.
- A multi-culturally enriched environment is necessary to foster acceptance of all individuals.
- Learning is a lifelong process.
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FREQUENTLY USED TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>484-7001</td>
<td>Brick Elementary Office</td>
<td>484-7031</td>
</tr>
<tr>
<td>Asst. Superintendent</td>
<td>484-7002</td>
<td>Childs Elementary</td>
<td>484-7035</td>
</tr>
<tr>
<td>Food Service</td>
<td>484-7072</td>
<td>Bishop Elementary</td>
<td>484-7074</td>
</tr>
<tr>
<td>Community Education</td>
<td>484-7007</td>
<td>Model Elementary</td>
<td>484-7045</td>
</tr>
<tr>
<td>Transportation</td>
<td>484-7044</td>
<td>Early Childhood</td>
<td>484-7000 ext.7070</td>
</tr>
<tr>
<td>Special Education</td>
<td>484-7054</td>
<td>Middle School</td>
<td>484-7033</td>
</tr>
<tr>
<td>Central Enrollment</td>
<td>484-7099</td>
<td>High School</td>
<td>484-7004</td>
</tr>
</tbody>
</table>
Photos
The return of the Brick Handbook signed cover sheet enables the school to release photos for publication.

Registration

New students shall register at the Central Business office. Proof of residency and record of immunization are required at the time of registration as well as a variety of forms to be completed that are needed for appropriate placement. If the parent has any questions, the Brick Elementary School office personnel will offer assistance at the time of registration. Students are placed within 5 days after all registration forms are complete.

Emergency Information
Each school year families will receive a card that must be on file in the office noting phone numbers and contacts in the event of an emergency. The card also contains a place to note special medical needs or restrictions. A place to list individuals who are not allowed to sign out students is provided. Should custodial parent issues arise, court papers are also to be filed in the school office. The school should be notified immediately if home address, telephone number, parent place of employment, marital status, or student health concerns change.

Record of Immunization for Communicable Diseases
All children enrolling in school in Michigan must have current and complete immunizations. These would include: 4-DTP, 3-Polio, 2-MMR, 3-HBV (HepB), and the Varicella (chickenpox) Vaccine. A child will not be able to attend school without these basic requirements.

Enrollment for Special Programs
On the registration form please note the area that asks if your child was recently tested or participated in a special program. In some cases testing is not necessary again and your child will receive services immediately. A copy of a recent IEPC must be presented if your child has been part of a special education program.

Safety

Fire Drills/Tornado Drills
Drills are held regularly throughout the year to instruct the children in the most effective and safest ways to leave the building.

Other Emergency Drills
Specific plans are in place for potential emergencies (ie: bomb or intruder).

Emergency Closing of School/Delayed Start
Weather conditions sometimes cause a delayed start, an early school dismissal or a closing of the school entirely. In the event of an unscheduled school closing, it is the responsibility of the parent to make arrangements for their child. Your child should always know where to go in the event that you are not home when he/she arrives. Listen to radio stations (WAAM-1600 AM or WJR –760 AM) or your local TV stations for more information.

Early Release
In order to protect students, children will be released ONLY to those persons listed on the emergency cards. Identification must be presented to the office staff. All students who depart school early or are picked up after school must be signed out.

Student Drop Off
Students can be dropped off in the morning at 8:46 in the Brick turn around loop located off Willis Rd.

Schedule Information

<table>
<thead>
<tr>
<th>School Hours: Full Day</th>
<th>School Hours: Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:46 AM Students Arrive</td>
<td>AM: 8:50 – 11:41</td>
</tr>
<tr>
<td>8:50 AM School Begins</td>
<td>PM: 12:50*- 3:51</td>
</tr>
<tr>
<td>3:41 PM Dismissal</td>
<td>*Building opens at 12:45</td>
</tr>
</tbody>
</table>
School-Home Communications

Good teacher/student and teacher/parent relationships are a very important factor for a productive school environment.

Calls to teachers can be made directly to teachers’ voice mail during regular school hours from 8:50 to 3:51. Calls will be returned as soon as possible. However, classroom instruction is not interrupted for telephone calls. Emergency calls are referred to a principal for responses/class interruptions. Regular newsletters are sent home with our students. News about upcoming events, student accomplishments and parent/child relationships are included. Calendar information can also be found on our website http://Lincolnk12~brick/index.htm.

Report Cards
Report cards are distributed four times a year by the classroom teacher. Parents receive the first quarter report card at fall conferences. Second and Third quarter report cards will be sent home with students. Parents are asked to sign the envelope that contains the report card and return only the envelope to the classroom teacher. Fourth quarter report cards are sent home with students.

School Visitations
We encourage school visits and participation in school programs and activities. Please make arrangements ahead of time with the teacher to schedule a visit. All visitors must first check in at the office to obtain a visitor’s pass.

Volunteer Programs
Brick School provides the opportunity for family members to become involved in a variety of ways. Volunteers can become tutors, share a hobby, help supervise a field trip, or help in any number of classrooms. Please complete and return the volunteer form.

Parent Teacher Organization (PTO)
This group sponsors numerous special events, educational events, and fundraisers for all elementary students. Regular newsletters keep the community aware of current happenings.

Student Programs and Activities
Following is a sample of the many programs at Brick School:

Principal Awards (5th grade)  |  PTO
Drastic Performances     |  Field Day
STEM – Afterschool programs |  Big Brothers / Big Sisters
Greenfield Village Educational Trip (5th grade) |  Safety Patrol
Henry Ford Educational Trip (4th grade)  | STEM Fair
Maturation Program (4th & 5th grades)  |  Partnership with EMU
Washtenaw County Farm Council (3rd grade)  | Educational Assemblies
Student Council  |  Girls on the Run (3rd-5th)
Think Green Club

Specials

Art
All students receive art instruction. The program is designed to give children the opportunity to explore a wide range of art materials, to increase their understanding of art, and to enhance their aesthetic awareness.

Music
Music is taught to all students every week. The major goal of the program is to increase the sensitivity of all children to the power of music as an art through various musical experiences.

Physical Education
All students attend gym class weekly. The program provides a variety of activities in movement education, gymnastics, games, physical fitness training and testing. Sportsmanship is stressed in all activities. Tennis/athletic shoes are required for safety. A Doctor’s note must be provided if a student can not participate.

Technology Education
The activities for building technologically literate students are those that involve hands-on experiments to solve problems through design and discovery. Participation in these activities will allow the students to come up with solutions for real and imaginary problems. At the elementary level emphasis is on problem solving. Students participate in technology classes weekly.
Special Services

Student Study Team
This team uses a problem solving model designed to assist students, teachers, and parents when it becomes evident that a student has behavioral, academic or social difficulties. This process is not necessarily designed to generate special education referrals. When referrals are made the information obtained from the team may become part of the evaluation process used to determine if a special education placement is appropriate. Parents are an important member of this team.

Instructional Specialist
The instructional specialist provides leadership to staff and students on the latest strategies and programs. Other responsibilities include diagnostic assessments of students and the further development of our community literacy plans/programs.

Resource Room Teacher
The resource room teacher often works as part of the diagnostic and child study teams. The resource teacher may do testing, observations and provide instruction. Working with small groups of children who have specifically identified behavior or learning problems and consulting with parents or teachers on a regular basis are also part of a resource room teacher’s responsibilities.

School Psychologist
The school psychologist is part of the child study team. The school psychologist administers initial psychological testing and conducts observations. The information is shared with parents, teachers, and administrators.

Social Worker (SSW)
Children may be referred to the social worker for issues of divorce, death, behavior, and family concerns. The social worker meets with children in groups and/or individually. However, the SSW is not a full-time position at Brick School Speech and Language Therapist
The therapist works with students that have difficulties in receptive or expressive language, articulation, or voice disorders.

Teacher Consultant
A teacher consultant (TC) can perform a variety of functions within the school. Primarily, a TC works with parents, teachers and administrators to help devise educational plans to meet the wide range of student learning styles. A TC is part of the child study and school diagnostic teams. A TC can deliver direct service to students in team-teaching situations and/or in small groups.

Student Attendance/Absences
Good school attendance is a prerequisite for good education. All children are expected to attend school on a regular basis. There is a district goal for 90% of the students to attend 95% of the time. Good attendance also means being present for the entire school day. Late arrival or early departure results in loss of learning instruction time.

**It is necessary to call the school office or send a note if your child is going to be absent**

Teachers are required to keep accurate attendance records and absence notes must be on file. You will be notified if your child misses 10% or more of school each report period. Students who are tardy or are signed out early 10% or more of each report period will also receive letters. Daily attendance is of great importance in your child’s learning.

Absences: More Than Three Days
If the absence is due to illness and is for a duration of three days or longer, the makeup work can be picked up at school on the third day and on every two days thereafter. The teacher must be given at least 24 hours notice. If the illness is of a severe nature or one requiring hospitalization, other arrangements are to be made with the classroom teacher. Assignments should be completed in a timely manner.

Absences: Unexcused
Students with unexcused absences will receive no credit for class activities missed and no provisions for make-up. However, the student is responsible for all materials covered during the unexcused absences.

Absences: Excessive
We are required to report the names of all students that have a high number of absences to the Wayne/ Washtenaw County Truancy Officer.

Absences: Suspension
Students on suspension will be allowed to make up work upon their return. This work must be made up within five days.

Absences: Vacation
If the absence is due to vacation, make-up work may not be given out in advance. Student journals or logs describing the vacation are suggested. When the student returns to school the missed assignments will be given to the students.

Early and Late Arrival
There is no adult supervision of students prior to the start of school at 8:50. Students should not be brought to school prior to the arrival of the buses at 8:46 a.m. Students arriving after the start of the instructional day, 8:50 a.m., must report to the office to receive a late pass. Before school childcare is available at Model Elementary School.

Early Release from School
Parents wishing to excuse a child from school during regular school hours must do so by signing their child out in the office. This also applies to a student being picked up at regular dismissal time. If you plan to pick up your student from school, you must send a note to the office with your student. A student will be released only to adults listed on the emergency card and identification must be presented to the office staff. If it is ever necessary for someone else to pick up your child, there must be a signed written request. Unless an emergency necessitates your signing out your child prior to 3:51, Brick secretaries will not be calling the classrooms before 3:45. This will cut down on lost instructional time for your student and will lessen interruptions into the classroom.
School Health

Vision and Hearing Screening
Technicians from Washtenaw County Division of Public Health screen the vision and hearing acuity of our students. Hearing is screened in the fourth grade and vision is screened in the third and fifth grades. All new students and teacher referrals from any grade will be included in the screenings.

Notification of Classroom Illness
Parents must notify the school when their child has a communicable disease (measles, chickenpox, strep throat, lice, etc.). In turn parents will be notified when exposure occurs in the classroom.

Student Illness or Injury
The school will attempt to contact parents depending on the severity of the injury or illness. Emergency Medical Service (EMS) will be called in case of a life threatening situation. Students with a fever of 100 degrees or more will have to be picked up by parents and will not be able to return to school until they are fever free for 24 hours without medication.

Dispensing of Medication
All prescription medication must be brought into the school office by a parent/guardian. Parents are required to complete a Permission to Administer Medication Form before any medication can be dispensed. Medication must be in its original container with the proper label attached, and must be prescribed by a physician. Please note that both prescriptions and over the counter medications must also be accompanied by a physician’s prescription or note. Students MAY NOT have medication in their possession unless medically necessary as ordered by a physician and approved by the principal.

Lice
Lincoln Board of Education policy number 8480R states that no students with head lice or nits will be permitted to attend school. If lice or nits are found on a student at school, parents will be called to take the child home. Literature advising the proper procedures for treatment of lice is provided at that time. Students may return after one treatment and the removal of all nits.

Parents must accompany the student back to school where the child will be checked before returning to class.

Pesticides
When necessary, pesticides are utilized at Brick School. However, they are used only when students are not present, and prior to weekends.

Student Policies

Dress and Grooming
Studies have shown that the student who comes to school appropriately dressed and well-groomed is more motivated to learn. Student behavior is also influenced by dress and grooming. Brick Elementary students are expected to come to school in clean and comfortable clothing appropriate for the classroom. Good health habits and neat appearance dictate a healthy classroom environment. If students are inappropriately dressed, parents will be called to bring other clothing to school. Spaghetti straps or revealing tops, short shorts, cutoffs, slogans on shirts are examples of inappropriate dress. Hats (indoors) are not allowed. Makeup, temporary tattoo’s and perfume sprays belong at home as well, they are not to be worn at school. Open toed shoes, sandals without straps, flipflops & wheeled shoes are not allowed. Any clothing, signals or behavior related to gangs will not be tolerated at Brick Elementary School. Altered hats, hair nets and bandanas of any color, oversized apparel, baggy pants worn low on the waist, overalls with unfastened straps, or pants worn cut off at the knee, and worn with knee socks are not acceptable dress.

Gum
Gum is not allowed in school or on the playground.

Recess
Students must wear proper attire for inclement weather. A doctor’s note is required for students to stay in from recess for health reasons. Generally, when the wind chill factor falls below 5 degrees, students are kept inside.

Student Solicitation
Students participating in a fund raising sale may not solicit in the school. School related sales may be conducted with specific rules given at the time of the sale.

Electronics, Toys etc., at School
The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so. Students will assume responsibility for any items brought to school. Items specifically not to be brought to school include footballs, hard balls, baseball bats, electronic games, radios, cameras, yoyos, tape recorders, laser pointers, lighters, matches, tobacco, collectible cards, cell phones, pagers/beepers, IPods, MP3 players or other distracting equipment. If your child brings a soccer or basketball to school it must be in a bag.

Threats
If a threat of suicide or homicide is made be a student I any building the procedures documented in the District Crisis Manual will be followed. A threat of this nature may require a higher level of care prior to the student returning to school. If a significant threat occurs and services are refused the school is legally obligated to inform the proper authorities.

**Bringing guns (even play ones) or weapons to school, damaging school property, insubordination to staff, and fighting are considered major infractions with consequences of ISS or OSS.
Homework

Homework has three important purposes:

- It improves students with reinforcement and expansion of academic skills and concepts taught in the classroom.
- It provides an opportunity for parent/child communication while reinforcing home/school communication.
- It helps to develop study skills for students.

Homework is a systematic part of each student’s instructional program. Homework assignments are designed to meet the needs and capabilities of each individual child. Assignments will increase in scope and frequency, so that it is expected that a student complete all assignments. Parent cooperation is essential. To develop better organizational skills, students will be required to utilize a binder/folder. Student assignment sheets or planners will be placed in a binder/folder and brought home. Teachers ask for a parent signature on the student assignment sheets/planners to serve as a means of communication and acknowledgement of completed assigned work.

Incomplete homework assignments will be evaluated by the teacher, and some form of feedback will be given to the students. Incomplete homework assignments will affect students’ grades.

Student Services

Student Records
Every student has a student file. School personnel and parents may review these records as needed throughout the school year. The Family Educational Rights and Privacy Act (FERPA), passed in 1974, is the basis for record review and challenge.

School Supplies
At the beginning of the school year each student will be issued books/materials. A fee will be charged for any books/materials that are damaged or lost during the year. This includes library books, curriculum materials, and agendas. Non payment will result in holding of report cards and not releasing school records.

Lost and Found
A lost and found area is maintained at school in the cafeteria. Please have your child check the lost and found if an item has been misplaced.

Telephone Use
A student will only be permitted to use the telephone in case of an emergency. Permission and plans for after school activities are to be made at home.

Cafeteria
The lunch program provides breakfast and a hot lunch which can be purchased. Students may purchase milk separately. Money may be brought to the cafeteria before school and put into the child’s account. Please send money in an envelope with amount, teacher name, grade, and student name. Each child has a “charge card” that can be used to access that money. Separate accounts can be set up for snacks. Students are expected to eat their lunches before buying snacks. A sandwich and drink will be provided if lunch money is lost or forgotten. Some students may qualify for free or reduced lunches. Forms are available in the office. Applications for free or reduced lunch must be submitted yearly.

Transportation

Bus Procedures
Every student enrolled at Lincoln is transported by bus. The student is expected to maintain proper behavior at all times waiting for and riding the bus.

Rules and Regulations
Rules and regulations are mailed to all families in the fall or a copy can be obtained from the transportation department.

Permission to Ride Another Bus
Our transportation department is dedicated to maintaining order and safety on the buses. This includes knowing the students on their bus and keeping the number of students riding at state mandated capacity. Therefore, we do not grant permission for students to ride a different bus to or from school.

General Bus Rules
For your convenience, we have included student expectations or general bus rules. They will be reviewed by your child’s teacher. Please review them together for safe bus rides.

Obey the Bus Driver.
Keep hands feet, and objects to yourself.
Stay seated and face the front of the bus.

Use quiet words.
Be respectful of others.
# Abbreviated Board of Education Student Policies & Code of Conduct:

## 8300  Student Discipline

Disciplinary procedures will vary in the district depending on the age of the student and his/her special needs. The board recognizes, however that learning occurs best in a disciplined environment.

### 8300  Positive Behavioral Intervention and Supports:
The Board recognizes that research and data-based Positive Behavioral Intervention Supports (PBIS) systems support student efforts to self manage behavior, ensure academic success, and promote respectful learning environments. PBIS shall be implemented by all staff and coordinated by collaborative school-based teams that clearly state, widely promote and frequently reference district-wide expectations for behavior.

### 8300  Discipline for students with disabilities and 504 plans:
Discipline policies shall be applied in a manner consistent with the rights secured under federal and state law to students with disabilities and Section 504 of the Rehabilitation Act. The School District will not discriminate against students with disabilities and will provide the appropriate procedural protections under federal and state law.

### 8320  Assault:
The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B).

### 8350  Suspension:
The Superintendent, building Principals, committee of certified employee or Board appointed hearing officer or individual teachers (for up to one school day only - see “Suspensions by Teachers,” “Class, Subject or Activity Suspensions) may suspend either for a short term or long-term, or make a recommendation to the Board regarding the permanent expulsion of a student.

### Expulsion:
No student may be permanently expelled from the District until an opportunity for a formal hearing before the Board has been afforded the student.

### 8260  Bullying:
The repeated intimidation or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened as transmitted verbally, in writing, or electronically. It is not acceptable behavior in this District, and is prohibited.

### 8280  Electronic Communication:
Students may be in possession of electronic communication devices. Use of the device shall be limited to the period before classes begin in the morning and after the last class in the afternoon.

### 8240  Student Appearance:
Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the student handbooks.

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## Positive Behavioral Interventions and Supports (PBIS)

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies.

School-wide Positive Behavioral Interventions and Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to education all students utilizing research-based school-wide and individualized interventions.

### Consequence Continuum
- Count 1-Active Teaching/Prompting to expectation
- Count 2-Problem Solving/Classroom Management
- Count 3-Problem Solving with Student/Staff & Parent contact (phone call, email etc.)
- Count 4-Office discipline referral

### Consequence Definitions

When other procedures fail to attain satisfactory behavioral changes, or where specifically required by the nature of the incident, a student may be excluded from school/classroom. Such exclusions may include any of the following:

- **In School Suspension (ISS):** An in school suspension room/or location will be used as a consequence for students who violate some sections of the Student Expectations.

- **Out of School Suspension (OSS):** Suspension out of school may be for a short term not exceeding ten school days.

- **Progressive Discipline:** Consequences will escalate if a student continues to violate the code of conduct. Students and parents are hereby notified that the consequence set down for an individual event may seem out of proportion to the event. The intent of the Progressive Discipline Policy is to clarify for all that the school will implement disciplinary measures as necessary and appropriate to maintain a safe and orderly environment. Students will be subject to suspension for up to ten school days by the authority of the principal.

During suspension, the student is not allowed on all school premises except before or after school to pick up assignments. He/she is not allowed to attend any school related functions. He/she is not allowed to attend any school related functions.

**Behavior Incident, Definition and Consequence Chart**

<table>
<thead>
<tr>
<th>Incident</th>
<th>Definition</th>
<th>Consequence Minimum</th>
<th>Consequence Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arson (MDE #55)</td>
<td>To unlawfully and intentionally damage, any real or personal property by fire or incendiary device as defined in sections 750.71 to 750.80 of the Michigan Compiled Laws</td>
<td>5-10 days OSS, contact police authorities; Expulsion mandated by state law if conducts meets the definition of Section 1311-code 55 of State Code</td>
<td>10 day OSS; Contact police authorities, Expulsion mandated by state law if conducts meets the definition of Section 1311-code 55 of State Code</td>
</tr>
<tr>
<td>Bomb or similar threat/False Alarm (MDE #44)</td>
<td>Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff</td>
<td>5-10 days OSS, contact police authorities; possible expulsion mandated by state law</td>
<td>Tampering: Administrative Discretion</td>
</tr>
<tr>
<td></td>
<td>False Alarm: Unless an emergency exits, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that an emergency will/ or is occurring building or on school property, or at a school related event, These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school system in a school building.</td>
<td></td>
<td>10 day OSS; Contact police authorities, Expulsion mandated by state law</td>
</tr>
<tr>
<td>Confrontation</td>
<td>Behavior that incites, disrupts, or has potential to create violence</td>
<td>Warning, 0-5 ISS/OSS, Counselor referral</td>
<td>10 day OSS; Contact police authorities, possible disciplinary hearing</td>
</tr>
<tr>
<td>Defiance/Disrespect/Insubordination/non-compliance</td>
<td>Having or demonstrating a lack of respect, for staff, students, or PBIS expectations. Disregard for the suggestions or the corrective effort of the staff member</td>
<td>Warning, 0-5 ISS/OSS</td>
<td>10 day OSS; Possible disciplinary hearing</td>
</tr>
<tr>
<td><strong>Disruptive Behavior</strong></td>
<td>The act of being involved in behavior that disrupts the educational process of other students in the classroom or disregarding the suggestions and corrective effort of the staff.</td>
<td>Warning, 0-5 ISS/OSS</td>
<td>10 day OSS; Possible disciplinary hearing</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Dress Code Violation</strong></td>
<td>Per board policy (8240-see appendix) Students’ dress grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Administration reserves the right to ban clothing or attire they deem disruptive or threatening to the orderly function of the school.</td>
<td>Administrative warning, removal/correction of attire, possible parent contact, possible counselor referral, 1-3 ISS</td>
<td>1-3 OSS, possible parent conference, excessive violations may be termed Disrespect or Insubordination</td>
</tr>
<tr>
<td><strong>Fighting</strong></td>
<td>The act of involving hostile, bodily contact in or on school property, or going to or from school, including an activity under school sponsorship (i.e. dances, athletic events or other extra-curricular activities) Zero tolerance for violence. Fighting will result in disciplinary action and/or citation.</td>
<td>5-10 days OSS, possible contact to Police Authorities, Counselor referral, Possible Parent Conference</td>
<td>10 days OSS, Contact Police Authorities, Disciplinary Hearing for expulsion</td>
</tr>
<tr>
<td><strong>Forgery/Theft</strong></td>
<td>The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms or records The act of taking, possessing, or acquiring the property of others without their consent</td>
<td>Warning and/or 1-3 days ISS/OSS parent conference,</td>
<td>Restitution, 5-10 day OSS and parent conference, Possible contact of Police Authorities or request for Disciplinary Hearing</td>
</tr>
<tr>
<td><strong>Harassment, Bullying, Teasing</strong></td>
<td>Sexual Harassment/Harassment: Per Board Policy (5030) An unwelcome advance, request of sexual favor, or other physical or verbal conduct or communication (verbal or electronic) of an intimidating, hostile, or offensive nature. Bullying: Per board policy (8260) Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, while en route using District Transportation to or from school.</td>
<td>Warning, 1-3 ISS/OSS, possible Counselor referral and/or parent contact.</td>
<td>5-10 days OSS, Contact Police Authorities, Disciplinary Hearing for expulsion</td>
</tr>
<tr>
<td><strong>Inappropriate location/Out of Bounds Area</strong></td>
<td>Entering the school building or grounds when forbidden to do so by rule or administration, any presence on school grounds without permission</td>
<td>Contact authorities and/or 1-3 days ISS/OSS</td>
<td>Contact authorities and 1-10 days ISS/OSS, Possible disciplinary hearing</td>
</tr>
<tr>
<td><strong>Lying/Cheating</strong></td>
<td>Student delivers message that is untrue, and/or deliberately violates rules. Cheating is (but not limited to) possession of another student’s work: the use of any unauthorized assistance in taking quizzes, test, examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.</td>
<td>Warning, 1-3 ISS/OSS, possible Counselor referral and/or parent contact, possible loss of credit for assignment.</td>
<td>10 day OSS; Possible disciplinary hearing, possible loss of credit for the course.</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td>Any Action major or Minor that lies outside of current definitions, Such as: Gambling: The act of engaging in any game of chance for money or valuables</td>
<td>1-3 day ISS or OSS</td>
<td>5-10 days OSS, Contact Police Authorities, Disciplinary Hearing</td>
</tr>
<tr>
<td><strong>Physical Agression - Minor</strong></td>
<td>Non violent inappropriate physical interaction</td>
<td>Warning, 1-3 ISS/OSS, possible Counselor referral and/or parent</td>
<td>5-10 OSS, parent conference, Contact Police authorities</td>
</tr>
<tr>
<td><strong>Physical Aggression - Major</strong></td>
<td>Intentionally engaging in conduct which places another in reasonable danger of bodily harm/injury; the forceful or violent touching of another person. Michigan Law requires school officials to invoke suspension pending board disciplinary hearing to a student for physically assaulting any staff member. With Injury: Incidents with injury include those in which one or more students, school personnel, or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches. Without injury: Confrontation, tussle or physical aggression that does result in injury.</td>
<td>Warning, 0-5 ISS/OSS, Counselor referral</td>
<td>5-10 days OSS, Contact Police Authorities, Disciplinary Hearing</td>
</tr>
<tr>
<td><strong>Property Damage/ Vandalism</strong></td>
<td>The willful or malicious destruction or defacing of school property or the property of others</td>
<td>Warning, Restitution, and/or 1-3 ISS-OSS</td>
<td>Restitution, contact authorities and 5-10 days; OSS, Possible disciplinary hearing</td>
</tr>
<tr>
<td><strong>Skipping Class</strong></td>
<td>Any student that is not in their scheduled class without a written pass by a staff member</td>
<td>Warning, 0-5 ISS/OSS, Counselor referral</td>
<td>5-10 days OSS, May then be defined as truancy/disrespect</td>
</tr>
<tr>
<td><strong>Tardy</strong></td>
<td>Student arrives at class after the bell (or signal that class has started)</td>
<td>Warning, 1-3 ISS/OSS, possible Counselor referral and/or parent contact.</td>
<td>Falls under truancy definition</td>
</tr>
<tr>
<td><strong>Technology Violation Acceptable Use Policy</strong></td>
<td>Per Board Policy (8280) - Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted. LINCOLN CONSOLIDATED SCHOOLS ARE NOT RESPONSIBLE FOR ITEMS THAT ARE LOST OR STOLEN BEFORE OR AFTER CONFISCATION. Any violation of the Acceptable Use policy</td>
<td>Confiscation of device, possible parent/guardian pick-up and/or Warning</td>
<td>Confiscation of device, parent/guardian pick-up, Possible ISS/OSS 1-3 days. 5-10 OSS, Contact authorities, possible disciplinary hearing</td>
</tr>
<tr>
<td><strong>Truancy</strong></td>
<td>The act of unauthorized absence or being late to school or classes for a period of time See Student Handbook: Attendance Policy, Attendance Responsibilities</td>
<td>Parent conference; May assign alternative program; may contact authorities</td>
<td>1-10 day OSS and parent conference, Contacting of Authorities/ Counselors, notification to legal authorities.</td>
</tr>
<tr>
<td><strong>Use/Possession of Alcohol</strong></td>
<td>State Definition/Code 31 Alcohol-related incidents are incidents where students: -Possess, Distribute, or use alcohol on school grounds (per board policy) -Were under the influence of alcohol on school grounds (per board policy)</td>
<td>Minimum: 5 days OSS, Parent conference, Counseling referral for substance abuse, notify police authorities</td>
<td>10 days OSS: Counseling referral for substance abuse, notify police authorities, possible Disciplinary Hearing</td>
</tr>
<tr>
<td><strong>Use/Possession of Combustibles (fireworks and explosives)</strong></td>
<td>Substance or prepared chemicals that explode or cause explosion and are capable of inflicting bodily injury or damage to school facilities</td>
<td>3-5 ISS/OSS</td>
<td>10 day OSS; Contact police authorities, Possible disciplinary hearing</td>
</tr>
<tr>
<td><strong>Use/Possession of Drugs and Narcotics</strong></td>
<td>Drug/Narcotics related incidents are incidents where students: -Possess, Distribute, or use Drugs on school grounds (per board policy) -Were under the influence of Drugs on school grounds (per board policy)</td>
<td>Minimum: 5 days OSS, Parent conference, Counseling referral for substance abuse, notify police authorities</td>
<td>10 days OSS: Counseling referral for substance abuse, notify police authorities, possible Disciplinary Hearing</td>
</tr>
</tbody>
</table>
Use/Possession of Tobacco
The act of violating the Michigan Anti-Cigarette law as much as amended by the age of majority ruling “…no minor (under age 18) may purchase, possess or use cigarettes…” (Public Act 1948, 772, Sec. 2) and is a health risk. MDE #62
Tobacco products: Use or possession of any tobacco product on school property or at any activity under school sponsorship.

Use/Possession of Weapons
Weapon-Free Schools: In order to provide a safe learning environment for all children, our school must be weapon free.

<table>
<thead>
<tr>
<th><strong>Use/Possession of Tobacco</strong></th>
<th>Warning, 1-3 day ISS or OSS, Contact Police authorities</th>
<th>3-10 days OSS, may be ticketed and fine assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use/Possession of Weapons</strong></td>
<td>Warning, 1-3 day ISS or OSS, Contact Police authorities</td>
<td>5-10 days OSS, Contact Police Authorities, Disciplinary Hearing</td>
</tr>
</tbody>
</table>

**Discipline Appeal Process**

**Disciplinary Action may be appealed for an Out of School Suspension (OSS) that exceeds five days.**

- The Appeal must be submitted in written format and submitted to the Building Principal within 2 school days of the initial suspension.
- Appeal should include summary of offense, rationale for consideration, request for alternative disciplinary action, and any supporting documentation.
- Based on review of the appeal, the building principal will adjust, revoke, or sustain the action within 3 school days.

In cases where dissatisfaction exits with the results of the review hearing, an appeal may be made within three days in writing to the Superintendent or designee. The student or parents/guardians will be notified of the results of the appeal within 24 hours. The ruling of the second hearing officer is final. Short term suspensions may not be appealed to the Board of Education.

Disciplinary action will be upheld during the appeal process, per Board Policy 8350.

**Important**

Further infractions may result in long-term suspension or recommendation to the Board of Education for Expulsion. Students who accumulate an unreasonable amount of school rule violations may be subject to expulsion. Students who are subject to long-term suspensions or expulsions may be subject to random searches.

Parents will be notified about the Office Discipline Referral form issued to the student. Additionally, student conferences, and law enforcement contact may be required.

All student referrals will be reviewed on an individual basis by administration. Discretion is used when extenuation circumstances exist.