

Linden City Schools



2016-2017

PARENT/STUDENT HANDBOOK
Code of Student Conduct, Discipline, and Attendance

For

Linden Elementary School
George P. Austin Jr. High School
Linden High School

Changes for 2012-2013

Revisions

Dress Code Policy Pg. 55
CNP Guidelines Update Pg. 28
& CNP Meal Price Increase Pg. 27
Bad Check Policy Pg. 29

Changes for 2015-2016

Revisions

USDA Non Discrimination Statement Pg. 28

Additions

CNP Wellness Policy Pg. 27
CEP program participation letter pg. 79
Lunch Offer vs Serve Policy pg. 80
Breakfast Offer vs. Serve Policy pg. 81

Changes for 2016-2017

Revisions

Meal price increases pg. 27

Additions

Final Exam Exemption Policy pg. 25

Table of Contents

Introduction, Free and Appropriate Education.....	6
Parents Right-to-Know Notice, Emergency School Closing, Change of Address.....	7
School Opening and Closing	8
Linden City School District – Addresses.....	9
Faculty Roster	10
Testing Schedule	11
Alabama’s Sports Officials’ Bill	12
LHS Football Schedule.....	13
G. P. Austin Football Schedule.....	14
Academic First Policy	15
Promotion and Retention Policy	18
Response to Intervention (RTI)	19
High School Graduation Requirements	20
Attendance Policy, Age Requirements	21
Discipline Slips, Health Services.....	22
Immunization Requirements, AED Use, Standing Holidays	23
Fire & Tornado Drill Evacuation, Hall Passes Calculation of Grades	24
Grading Scale.....	25
Final Examination Procedures, Exemption Policy.....	25
Participation in Extra-Curricular Activities, Drug Testing Policy	26
Suspension, Electronic Surveillance, Media Acknowledgement.....	26
Child Nutrition Program, Meal Prices, Wellness Policy.....	27
Child Nutrition Charge Guideline, Cafeteria Rules.....	28
School Visitors, Student Visitors, Bad Check Policy	29
Student Accident Insurance Programs	29
Parental Involvement, Cheerleading & Athletics.....	30
Student Checkout	30
Married Students, Pregnant Students.....	31
Homebound Services, Student Conduct, Jurisdiction of Board	32
Sexual Harassment, Bus Conduct.....	33
Student Drivers.....	34
Student Debts & Fines, School Counselors, Student Expulsion	35
Textbook Policy	36
Discipline, Disciplinary Code.....	37
Search & Seizure.....	41
Prohibited Behavior.....	43
Point System for Prohibited Behavior, Alternative School.....	46
Complaints and Grievances	47
Cell Phone Policy	48
Weapon’s Policy.....	51
Tobacco Prevention Policy.....	52
Uniform Policy, Spirit Fridays	55
Tips for Parents, Questions To Ask.....	58
Additional Tips for Parents.....	59
Gifted Students	60
Acceptable Use and Internet Safety Policy.....	61
Child Find.....	67
Family Education Rights & Privacy Act	68
Meningococcal Disease and Vaccine.....	70
Communicable Diseases.....	71
Privacy and Review of Student Records.....	73
Bullying	74
CEP participation letter.....	79
Lunch & Breakfast Offer vs. Serve Policy.....	80

LINDEN CITY SCHOOLS
2016-2017 SCHOOL CALENDAR

Teachers' In-Service Work Days

Aug. 4-9 Oct. 10 Jan. 3-4 March 10 May 25

Holidays

September 5	Labor Day
November 11	Veteran's Day
November 21-25	Thanksgiving
December 21	Christmas
January 2	Students Return
January 5	Dr. King's Birthday
January 16	President's Day*
February 20	Spring Break
March 27- 31	Spring Holiday*
April 14	

* Built in weather days

School Begins: August 10, 2016 (First Day For Students)

School Ends: May 24, 2017 (Last Day For Students)

**NOTE: This calendar is subject to change pending Board approval.

Non-Discrimination Statement

The Linden City Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

**Federal Programs' Coordinator-Mr. Joe Young
P.O. Box 480609, Linden, AL 36748
Phone: 334-295-8802**



NOTE TO PARENTS/GUARDIANS:

On the first day of school, your child will receive the following forms which must be read, completed, acknowledged by your signature, and returned promptly:

- * Student Demographics/Enrollment Data,
- * Student Checkout Authorization
- * Acceptable Use and Internet Safety Policy Agreements
- * Home Language Survey
- * Alabama Department of Education Employment Survey
- * Free/Reduced Price Meal Eligibility Form
- * Health Forms
- * Parent/Student Handbook
- * Notice of Receipt Form
- * Home/School Compact
- * Drug Free School/Drug Testing Policy



Policies and procedures in this Handbook are subject to change upon action of the Linden City Board of Education. If such changes are made, appropriate means of communicating these changes will be undertaken so that all stakeholders will be informed.

INTRODUCTION

The Linden City Board of Education believes that instruction should occur in an environment conducive to learning because effective quality instruction requires orderly procedures and discipline. The purpose of this handbook, as well as the enforcement of its rules, is to insure the presence of a safe, friendly, and professional atmosphere in which students and school personnel work cooperatively toward mutually accepted goals. Acting in the best interest of all the residents of Linden City School District, the Linden City Board of Education requires principals, faculties, staffs, students, parents, and guardians to comply with this *Student Handbook*.

It is the interest of the Linden City Board of Education that our schools remain safe and drug free for all students and school employees. The Board, therefore, has established policies and practices consistent with laws that promote a safe school environment – free of illegal drugs, alcohol, tobacco, or weapons on a school bus or campus.

Alabama law mandates that every child between the ages of 7 and 16 years shall be required to attend school and that every parent, guardian, or other person having control or charge of any child required to attend school shall explain the cause of any absence of child under his control or charge. It is your responsibility as a parent to **notify the school in writing of each and every absence or tardiness** of your children not attending school.

EQUAL EDUCATION OPPORTUNITY STATEMENT

It is the policy of the Linden City Board of Education that no student will be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program or activity on the basis of sex, race, religion, national origin, ethnic group, disability, color, age, or creed.

FREE AND APPROPRIATE EDUCATION

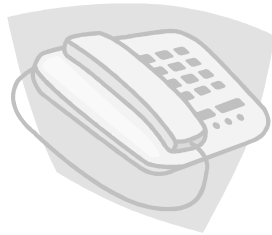
The Linden City Board of Education guarantees the right to a free appropriate education for all school age persons regardless of disability. The school system will arrange and provide for free evaluation services for any student who is suspected of having a disability and of needing personalized educational accommodations and/or related services.

Parents may contact the Office of Special Services, Section 504 Coordinator, Linden City Board of Education, (334) 295-8802, for further information to refer their child for an evaluation.

PARENTS' RIGHT-TO-KNOW NOTICE

Parents, through the right-to-know provisions, may request information regarding the professional qualifications of their child's teacher (s) or the qualifications of paraprofessionals providing services to their child. Additionally, parents may request information about their child's level of achievement on any state academic assessments.

When requesting this information, send a written request to a local school principal or the Federal Programs Coordinator, P.O. Box 480609, Linden, Alabama 36748.



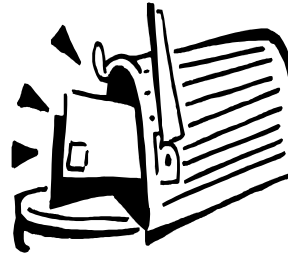
SchoolCast.com

EMERGENCY SCHOOL CLOSING

In the event of a school closing or early dismissal, a designated school official will activate an electronic notification system that will automatically send messages via email, text, cell or landline voice calls to contact numbers or addresses on file for each student in the school system. Therefore, it is important that emergency contact information be correct in the student management database. **Please complete the student demographics/enrollment data form each year.** If changes are made to the contact information, please notify the school so that you will receive emergency information. This automated system can also be used to notify parents about other school related activities. School officials will also attempt to relay information through traditional methods such as local radio and television stations, however the School Cast system will be the primary means of notification.

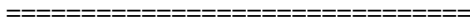
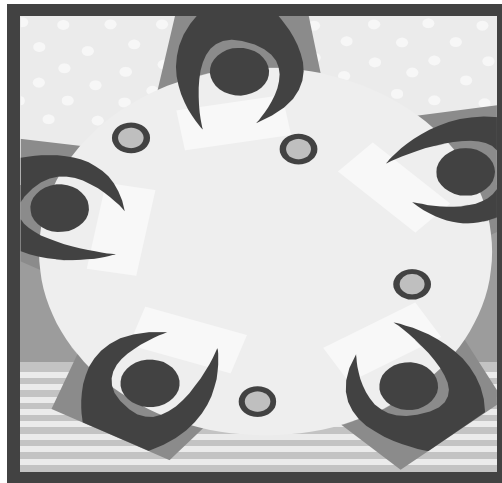
CHANGE OF ADDRESS

Please advise school of new address, phone number, or other information if a change in address occurs during the school year. This information is vital and needs to be kept current.



SCHOOL OPENING AND CLOSING

Supervision will be available for students after 7:00 a.m. each school day and will continue until fifteen (15) minutes after the last class period each day. School personnel will be on duty and available to supervise and care for students transported via school buses. Therefore, parents/guardians are expected to take responsibility to ensure that their child complies with the supervised time periods. If, for any reason, parents are not able to comply with the times noted, a conference should be scheduled with the principal to discuss the matter.



LINDEN CITY BOARD OF EDUCATION

Members

Mr. Robert Austin, President

Mr. Byron Vice

Ms. Ola Ford

Mrs. Dorothy Gamble

Mrs. Xonome Bryant

CENTRAL OFFICE

Dr. Timothy Thurman, Superintendent
P.O. Box 480609
209 North Main Street
Linden, AL 36748-0609
PH: 334-295-8802 Fax: 334-295-8801

LINDEN ELEMENTARY SCHOOL (PK-5)

Dr. Timothy Thurman, Principal
Mr. Joe Young, Program's Coordinator
P.O. Box 480579
201 Shiloh Street, Linden, AL 36748
PH: 334-295-5860 Fax: 334-295-5559

GEORGE P. AUSTIN JR. HIGH (6-8)

Mr. Terry Gosa, Principal
P.O. Box 480699
718 Martin L. King Drive, Linden, AL 36748
PH: 334-295-5378 Fax: 334-295-5376

LINDEN HIGH SCHOOL (9-12)

Mr. Roderick Hamilton, Principal
P.O. Box 480729
321 North Main Street, Linden, AL 36748
PH: 334-295-4287 Fax: 334-295-0988

Ms. Tammy Lofton- Child Nutrition Program Coordinator

Location: Linden Elementary School Cafeteria
P.O. Box 480579, Linden, AL 36748 (334) 295-5279

Mrs. Natalie Thompson Patrick, School Nurse

Location: Linden Board of Education Central Office
P.O. Box 480609, Linden, AL 36748 (334) 295-8802

Ms. Lakendra Raby, Chief School Financial Officer

Location: Linden City Board of Education
P.O. Box 480609, Linden, AL 36748 (334) 295-8802

**LINDEN CITY SCHOOLS
SCHOOLS & FACULTY ROSTER
2016-2017**

LINDEN ELEMENTARY SCHOOL FACULTY

Principal – Dr. Timothy Thurman
Mr. Joe Young, Program’s Coordinator
Ms. Debra Boykin, Secretary

Marcy Anthony	Jeremica Miller
Kianga Austin	Dawn Sheffield
Carol Bell	Lisa Tucker
Laquanda Bell-Brown	Teresa Tucker
Maria Daniels	Angela Ward
Sandra Etheridge	Suzanne Willie
Trudi Finley	Celise Witherington
Chonda Griffith	
Victoria Harris	
Canary Howard	

GEORGE P. AUSTIN FACULTY

Principal – Mr. Terry Gosa
Ms. Tyesha Thompson, Secretary

Sara Blackmon	Telena Williams
Meredith Gant	Javalynn Wilson
Demetrice Jackson	
Gwendolyn Rogers	

LINDEN HIGH SCHOOL FACULTY

Principal – Mr. Roderick Hamilton
Ms. Edrice Davidson, Secretary

Dawn Aydelott	Judith Moore
Teresa Bolden	Carl Nathan
Mitzi Gates	Tiffany Stephens
Una Ayers Johnson	Marnise Stevenson
Jeffrey Scott Jones	Andro Williams
Pamela McPherson	

Special Education Coordinator/ Federal Programs– Mr. Joe Young

Dr. Timothy Thurman, Superintendent

TESTING SCHEDULE 2016-2017

ACT Quality Core End of Course Tests..... Within last 4 weeks of term

ACT WorkKEYS (INTERNET)..... Dec. 1, 2016– Feb. 28, 2017

ACT WorkKEYS (Paper/Pencil) Feb. 7, 2017

NAEP (Select Schools only).....TBD

ACCESS 2.0 Feb. 6 - April 7, 2017

ACT Aspire (Paper/Pencil).....(Grades 3-8 & 10).... April 3 - 21, 2017

ACT Aspire (Online).... (Grades 3-8 & 10).....April 4 - May 12, 2017

ACT Plus Writing - Pre Test Session.....(1 day).....Prior to Test

ACT Plus Writing (Paper/Pencil)Option 1.....March 21, 2017

ACT Plus Writing (Paper).....Option 2.....April 19, 2017

ACT Plus Writing MakeupOption 1..... April 19, 2017

ACT Plus Writing Make-up.....Option 2.....May 3, 2017

ACT Plus Writing OnlineAPRIL 19 - May 3, 2017

ACT Quality Core End of Course Tests... (1-2 days) . Within last 4 weeks of term

Algebra 1 English 10

NOTE: NO STUDENT TAKES ALL THE TESTS LISTED ABOVE, NOR IS ALL DAY DEVOTED TO TESTING ON THE SPECIFIED NUMBER OF DAYS.

Please visit www.alsde.edu for more information regarding testing options.

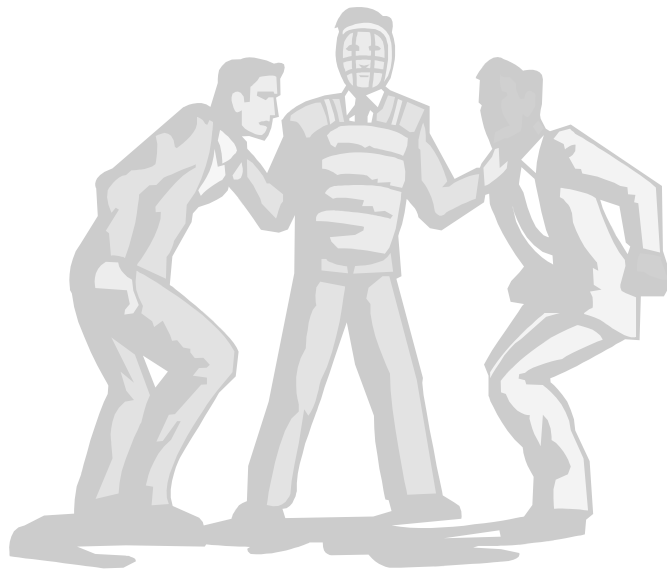
ALABAMA'S SPORTS OFFICIALS' BILL

Alabama has become the 16th state to toughen the punishment of angry sports fans who attack games officials, coaches, and administrators.

The Alabama House voted, 75-1, in December to give final approval to Senate bill 16, sponsored by Senator Rodger Smitherman (D-Birmingham). The bill, which had passed the Senate earlier by 31-0 margin, was signed by Gov. Don Siegelman, on Dec. 28, 2001.

It creates new crimes of harassing, menacing, and assaulting sports officials, coaches, and administrators. The punishments are harsher than normal for convictions for harassment, menacing, and assault. For example, a second-degree assault can carry a sentence of up to 10 years in prison, but under the new law, a second-degree assault of a sports official, coach, and administrator could result in sentence of up to 20 years.

The legislation applies to all levels of athletics from church softball to professional sports.





**LINDEN HIGH FOOTBALL
SCHEDULE FOR 2016**

<u>DATE</u>		<u>OPPONENT</u>	<u>SITE</u>	<u>TIME</u>
AUGUST	19	THOMASVILLE (Jamboree)	HOME	7:00
AUGUST	26	HILLCREST/EVERGREEN	AWAY	7:00
SEPTEMBER	2*	FRUITDALE	HOME	7:00
SEPTEMBER	9*	MCINTOSH	AWAY	7:00
SEPTEMBER	16*	MILLRY	HOME	7:00
SEPTEMBER	23	WASHINGTON CO	AWAY	7:00
SEPTEMBER	30*	SWEET WATER	HOME	7:00
OCTOBER	7*	A.L. JOHNSON	AWAY	7:00
OCTOBER	14*	%MARENGO	HOME	7:00
OCTOBER	21*	J. F. SHIELDS	AWAY	7:00
OCTOBER	28	CHOCTAW CO	HOME	7:00

% HOMECOMING

* REGION GAMES

THURSDAY NIGHT

Roderick Hamilton, Principal
Mr. Andro Williams, Athletic Director
Dr. Timothy Thurman, Supt.



**JUNIOR VARSITY
FOOTBALL SCHEULE 2016**

<u>DATE</u>	<u>OPPONENT</u>	<u>SITE</u>	<u>TIME</u>
AUG. 29	MARENGO	HOME	6:00
SEPT. 6	SELMA JV	AWAY	6:00
SEPT. 12	ALICEVILLE	AWAY	6:00
SEPT. 19	A.L. JOHNSON	HOME	6:00
SEPT. 26	MARENGO	AWAY	6:00
OCT. 3	ALICEVILLE	HOME	6:00
OCT. 10	SELMA	HOME	6:00
OCT. 17	A. L. JOHNSON	AWAY	6:00

**MR. RODERICK HAMILTON, PRINCIPAL
MR. ANDRO WILLIAMS, ATHLETIC DIRECTOR
DR. TIMOTHY THURMAN, SUPT.**



Academic First Policy
INSTRUCTIONAL SERVICES

Extracurricular Activity Participation– Academics First. Effective for all students in Grades 7-12 beginning with the 1999-2000 school year, eligibility for participation in extracurricular activities shall be determined by grades earned during the 1998-99 school year and 1999 summer school, and shall remain in effect for each succeeding year in the same format as described herein and as is specifically provided in subsection (b) below. Local boards of education shall implement this policy as a minimum for all students in Grades 7-12 under their control. Each local board of education shall notify the State Superintendent of Education within 30 days of receipt of notice of adoption of this rule by the State Board of Education that it is in effect in all applicable schools within its jurisdiction.

(a) Definitions.

1. Extracurricular activities associated with athletics are defined as those recognized and sanctioned by the Alabama High School Athletic Association, and other extracurricular activities are defined as those that are sanctioned by a public school which are not related to a student's academic requirements or success in a course (s).
2. Regular curricular activities are defined as those that are required for satisfactory course completion.

(b) Eligibility Requirements.

1. Students entering Grades 10-12 must, for the last two semesters of

attendance and summer school, if applicable, have a passing grade and earn the appropriate number of credits in each of six (6) subjects that total six (6) Carnegie units of credit, including four (4) credits from the four (4) core subjects composed of English, science, social studies, and mathematics with a composite numerical average of 70. Students entering Grades 8 and 9 must, for the last two semesters of attendance and summer school, if applicable, have a passing grade in five (5) subjects with a composite numerical average of 70 with all other rules applying the same as to students in Grades 9-12. Students promoted to the seventh grade for the first time are eligible. (A semester is defined as one-half of a school year as defined by the local board of education adopted school year calendar.)

2. Physical education may count as only one (1) unit per year.

3. No more than two (2) Carnegie units may be earned during summer school. If a unit (s) or subject (s) is repeated in summer school, the higher numerical grade for the unit (s) or subject (s), may be used to compute the composite grade average.

4. A student who is eligible at the start of the academic year remains eligible for the entire academic year. Students deemed ineligible at the beginning of the school year by virtue of having failed to meet the requirements outlined in 2. (b) 1. above may regain their eligibility at the end of the first semester by meeting the requirements for eligibility in the two most recently completed semesters, including summer school. Eligibility restoration must be determined no later than five (5) school days after the beginning of the succeeding semester. *

5. An ineligible student may not become eligible after the fifth school day of each semester. Bona fide transfers may be dealt with according to the rules of the Alabama High School Athletic Association for sports and rules to be developed by each local board of education as they pertain to other extracurricular activities.

6. Each eligible student entering Grades 10-12 must have a minimum composite numerical average of 70 and a minimum of six (6) Carnegie units from the preceding year, including summer school. Summer school work passed may substitute for regular school work repeated in computing the 70 average.

7. Each eligible student involved in athletics must meet the definition of a regular student as defined by the Alabama High School Athletic Association.

8. Any student who earns more than four (4) credits in the core curriculum in any given year or who accumulates a total in excess of the

required four (4) per year may be exempt from earning the four (4) core courses in the succeeding year as long as student remains on schedule for graduation with his/her class by earning eight (8) core credits over any two-year span, including summer school.

(c) Participation Requirements.

1. School sponsors are required to submit a request for each curricular activity that occurs outside the regular school day and/or school to the principal, superintendent, and the local board of education for approval.
2. Each request for full participation by all students, regardless of academic standing, in a curricular activity shall be granted if the principal, superintendent, and the local board of education approve participation in the activity as an extension of a course (s) requirement (s), and it is an event sanctioned by a state/national subject matter association.
3. Notwithstanding anything to the contrary in this regulation, activities offered by the school through math, science, band, choral music, and other courses at events such as athletic events (pre-game, game, half-time, or other breaks), club conventions, parades, amusement park trips, and competitions, trips by tour companies, performances at various meetings, etc., are extracurricular, and students academically ineligible under this policy shall not be allowed to participate.
4. Decisions on a student's participation in extracurricular activities should be developed and reached on a local school/system level consistent with the requirements found in the Individuals with Disabilities Education Act (1997) and its implementing regulations, both federal and state, as well as Section 504 of the Rehabilitation Act of 1973 if the student is identified as eligible under these statutes, rules, and regulations, and such participation is determined to be appropriate.

Note: Unit calculations for regaining eligibility at the end of the first semester may not coincide exactly with units for graduation for students in schools on six- or seven- period days.

PROMOTION AND RETENTION POLICY

The promotion or retention of students should be based on what is best for each student within laws, regulations, and policies. Consideration should be given to the student's current level of achievement and the potential for successful work at the next grade level. Guideline grading and promotion shall emphasize the attainment of passing grades in each subject or course of study. In order for a student to receive a passing grade in any subject area, the student must demonstrate successful completion of minimum standards.

Students in grades kindergarten through eight are either promoted or retained in grade levels each year. Students in grades nine through twelve earn promotion through the accumulation of credits for that particular grade level. Special Education students are promoted on the basis of standards set forth in the student's Individualized Education Program (IEP). The following standards will be the basis upon which promotion/retention decisions are to be made in all Linden City Schools.

- A. Academic:
 - 1. Kindergarten- The student must successfully meet the minimum standards in language arts and mathematics identified in the kindergarten curriculum to be promoted to grade 1.
 - 2. Grades 1-8- The student must successfully meet the minimum standards in the subject areas as set forth in the curriculum to be promoted to the next grade.
- B. Attendance: Any provision in Linden City School's attendance policy which impacts promotion/retention must be followed when reaching a final decision on a student's grade placement.

DECISION MAKING PROCEDURE

- 1. Notification of Parent: Parents of students being considered for retention shall be notified of the intent and the following procedures and appeals process.
- 2. Procedure: If, after the first semester and before February 15, the teacher (s) and/or counselor believe that retention should be considered, the following steps shall be taken:
 - a. The teacher (s) will complete a referral form and confer with the principal.

- b. The principal will inform the parent by mail of the possibility of retention. The teacher will schedule a conference at the time to discuss remediation and/or the possibility of retention. If the parent does not respond to the initial letter, the principal will send a second letter.
 - c. During the conference, the referral form will be completed and signed.
 - d. Exception of the February 15 deadline should be carefully considered, but available to the principal.
3. Procedure for Decision To Retain An Elementary School Student: If, near the end of the school year, the teacher believes that retention is in the best interest of the child, the following steps will be taken:
- a. The teacher will schedule a conference with the appropriate school personnel and the parents to confirm the proposal of retention.
 - b. If the teacher, counselor, and principal agree that retention should occur, the final disposition form will be completed and signed.
 - c. Retention will occur upon recommendation of the teacher with the approval of the principal. A parent consultation will be held, and parental opinion will be considered before the final decision is made.

RTI (Response to Intervention)

Response to intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities.



HIGH SCHOOL GRADUATION

Requirements for Graduation (9-12)

- 4** Units of English
 - 4** Units of Mathematics
 - 4** Units of Social Studies
 - 4** Units of Science
 - 1** Unit of Physical Education
 - 0.5** Unit of Fine Arts
 - 0.5** Unit of Health
 - 0.5** Unit of Computer Applications
- Other Electives to fulfill total unit requirements

On April 30, 2007, the Board approved an increase in the number of credits required for graduation and a requirement for community service. The requirements are the following:

- Class of 2008 (25 credits required) & 10 hours of community service
- Class of 2009 (26 credits required) & 20 hours of community service
- Class of 2010 (27 credits required) & 30 hours of community service
- Class of 2011 and beyond (28 credits required) & 40 hours of community service

Forms to be used for documentation of community service can be obtained from the counselor's office.

Only those students who have completed the requirements to receive either a Graduation Certificate, Alabama Occupational Diploma, or an Alabama High School Diploma will be allowed to participate in any graduation ceremonies.

Credits required for promotion to next grade

9th Grade	6 credits to go to 10th grade
10th Grade	13 credits to go to 11th grade
11th Grade	18 credits to go to 12th grade
12th Grade	*see above requirements for Graduation

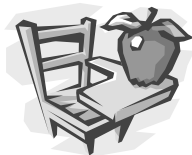
NOTE: If a student gains enough credits in the first semester of school to be promoted to the next grade, they will be promoted at that time.

ATTENDANCE POLICY

The Linden City Board of Education believes that regular school attendance is important to students and to the school system. Regular attendance by students facilitates development of the skills and knowledge necessary to function in a democratic society. Therefore, the Board endeavors to secure, in compliance with Alabama law, the prompt and regular attendance of students and to secure their proper conduct, and to hold the parent, guardian, or other person in charge or control of a student responsible and liable for such student's non-attendance and improper conduct. **Students must attend at least 51% of a school day in order to be counted as present for that day. Attendance of less than 51% for a school day will result in a student being recorded as absent.**

Administrative Failure

Any student that has more than ten (10) unexcused absences per semester will receive an administrative failure for the class or classes missed for that semester. After the fifth (5) excused absence a doctor's excuse will be required. Two (2) unexcused tardies equals one (1) unexcused absence.



AGE REQUIREMENTS

Children entering KINDERGARTEN must be FIVE YEARS OLD ON OR BEFORE SEPTEMBER 1.

Children entering the FIRST GRADE must be SIX YEARS OLD ON OR BEFORE SEPTEMBER 1.

A child enrolling in school for the first time in either kindergarten or first grade must present to the principal the following prior to enrollment:

- * an official birth certificate
- * valid social security number/card (optional)
- * current immunization form
- * proof of residence

All students who seek to transfer to a school of the school system must present the following:

- * proof of residence
- * a birth certificate
- * recent report card or release from last school attended
- * copy of immunization papers, if applicable
- * copy of social security card.

DISCIPLINE SLIPS

Teachers sending a student from a class must fill out a discipline report and send the form to the office with the student. Students who are sent from a class for disciplinary reasons must report to the office. (*PARENTS MAY BE CONTACTED*). Failure to report to the office may result in automatic suspension.

A student will not be reinstated in school unless his/her parent (s) accompany him/her to school on the day of reinstatement. A scheduled time for reinstatement to school is 8:00 a.m. on the morning the student returns to school. Any exceptions must be approved by the principal.

HEALTH SERVICES

A school nurse is available for the Linden City School System. Health screenings will be provided throughout the year. Limited First Aid services are provided at each school site. If your child has special health needs, please contact the school nurse.

There are times when your child may need to take medication while at school. The school nurse recommends that, whenever possible, medication be administered before and after school hours. If school attendance is dependent on being allowed to take a prescribed medication, the procedures below must be followed.

- A. A *Medication Authorization Form* (available in the school office) must be completed and registered with the school principal or Medical Technician for **each** medication. The *Medication Authorization Form* must be signed by the physician and the parent. The *Medication Authorization Form* and the medication will be stored in a secure area and given in accordance with your written instructions.
- B. Prescription medication must be in the **original container with a pharmacy label** and the following information:
 - Student's Name - Physician's Name - Date of Prescription
 - Name of Medication - Dosage
- C. Non-prescription medication must be in the **original container with the label and dosage clearly visible**. It must be labeled with the student's name.
- D. When your child takes medication during school hours, be sure that the principal and Medical Technician understand the following:
 - Any special instructions for administering or storing medication
 - Any unusual reactions or side effects which the medication may cause.
 - A phone number where you may be contacted during the school day.

- E. All medication must be delivered directly to and picked up from the school principal or Medical Technician. Medication not picked up within 14 days after the stop date on the *Medication Authorization Form* will be discarded by School Health Services personnel.

IMMUNIZATION REQUIREMENTS

Immunization certificates, required by Alabama law, must be presented to the principal before a child can enroll in a public school. You will be notified of needed updates. Certificates are available from local physicians or local health departments.



AED USE

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims, who are unconscious, not breathing and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

System Owner: Board/Health Nurse Coordinator. The medical advisor of the AED program is : Dr. Ronnie Chu, M.D.

Only authorized AED users may operate equipment. The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest.

Please contact your school office administrator, the system nurse, or see the Linden City Schools’ Policy Manual for complete AED policy.

STANDING HOLIDAYS

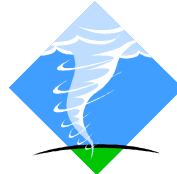
Each year the following holidays are observed:

- Labor Day (1st Monday in September)
- Veteran’s Day (11th of November)
- Thanksgiving (During 4th Week in November)
- Christmas (Begins in December)
- Martin Luther King (3rd Monday in January)
- Memorial Day (Last Monday in May)

There will be several teachers’ in-service days during the year at which time students will not be required to attend.

FIRE DRILL EVACUATION

When the fire alarm is sounded, everyone will leave the building by the designated stairs and exits. Upon leaving the building, go to the designated area, line up in an orderly manner, and wait for further instructions. Administrators and emergency personnel will oversee the evacuation.



TORNADO DRILL EVACUATION

When the bell is sounded, all students and teachers are to report to the designated area in an orderly fashion. Students will be led to the designated areas by their teachers. Administrators and emergency personnel will oversee the procedure.

HALL PASSES

Any student in the hall during class time must have with them a hall pass that is completely filled out and signed by the teacher indicating the date, time, and destination of the student possessing the pass.

SCHOOL LOCKER FACTS

Student lockers are the property of the Linden City School System. Student lockers remain at all times under the control of the Linden City School System. Students are expected to assume full responsibility for their school lockers. The Linden City School System retains the right to inspect student lockers for any reason, at any time, without notice, without student consent, and without a search warrant.

CALCULATION OF NINE WEEKS GRADES

Tests Grades	Daily Work	Homework	Class Participation
50%	30%	10%	10%

CALCULATION OF SEMESTER GRADES

Semester grades will be calculated as follows: each Nine Weeks average will count 40% and the Semester Examination will count 20%.

GRADING SCALE

The Linden City Board of Education approved a change from a six-week grading period to a nine-week grading period. All schools in the Linden City School District will be on a nine-week grading period beginning with the 2004-2005 school year.

The following scale will be followed by all schools:

90-100 = A
80-89 = B
70-79 = C
60-69 = D
59 and below = F

GRADING PERIOD FOR THE 2016-2017 SCHOOL YEAR

1 st Grading Period	August 10, 2016 - October 7, 2016
2 nd Grading Period	October 10, 2016 - December 20, 2016
3 rd Grading Period	January 5, 2017 - March 10, 2017
4 th Grading Period	March 13, 2017- May 24, 2017

FINAL EXAMINATION PROCEDURES

All teachers of all subject areas must give examinations, except when a alternative project or assignment is approved by the principal. In some courses, a final project may be considered instead of a final examination with approval of the principal.

Examinations are to be given at the time they appear on the examination schedule. Any examination given on days other than those designated by the examination schedule must be pre-approved by the principal. Students who are late for their examination without a verified emergency will not be permitted to take the examination during the scheduled examination period. Arrangements for make up of examinations should be made between the teacher and student prior to the date of the scheduled examination.

FINAL EXAM EXEMPTION POLICY

1. Students in grades 9-12 will be exempt from final exams if they have an "A" average in that particular class.
2. Exemptions can only take place the second semester of a school year.

**STANDARDS FOR PARTICIPATION IN
EXTRA-CURRICULAR STUDENT ACITVITIES**

Students entering the seventh grade must maintain a average of 70 or above in all core courses. Additionally, a student must maintain satisfactory conduct and, if a student is convicted of or is found to have committed a felony or delinquent act that would have been a felony if committed by an adult, regardless of whether adjudication is withheld, the student's participation should be terminated.

DRUG TESTING POLICY

Any student wishing to participate in extra-curricular activities or school sponsored clubs, or who wishes to drive and park an automobile on the school campus must submit to random drug testing. Students whose parents wish to voluntarily place them in the random pool to be tested will also be subject to testing. A more detailed description of the policy and procedures are available in the school office and will be distributed to all students.

SUSPENSIONS FROM SCHOOL

A student suspended from school shall not be allowed to attend any extracurricular activity until he/she has been reinstated by the principal and has attended class for at least one school day.

A student suspended from school for any reason may not travel with a team or group representing the school. He/she shall not perform any other function in connection with the school until reinstated by the administration. A student suspended must be accompanied by a parent upon reinstatement to school.

ELECTRONIC SURVEILLANCE

For security and safety reasons video cameras may be utilized to record student activity at school or on school bus transportation routes. These recording may include both video and audio.

MEDIA ACKNOWLEDGMENT

It is the belief of the Linden City School System that local media can help relay a positive image of our schools to the community. During the course of the school year, pictures of students may appear in newspapers, school publications, school websites, school productions, and/or on television. If you **do not wish** for your child to appear in the media, please notify your child's principal in writing of your request.

Linden City Schools
Child Nutrition Program Wellness Policy

The Linden City Schools Child Nutrition Program will strive to comply with local, state and federal requirements. The school cafeterias will reflect a healthy, nutritional environment. The Child Nutrition Program will refrain from serving any fried foods, will increase the use of whole grain bread products, will use non-fat flavored milk and one percent unflavored milk, will offer a variety of fresh vegetables and fruits, will prepare more food items from scratch, will increase the baking, broiling and steaming of foods, and will adhere to the recommended serving size for portion control. The Child Nutrition Program will offer nutritious Ala Carte items when feasible and will limit the quantity that will be sold to patrons. The Linden City Schools Child Nutrition Program will strive to comply with the dietary guideline recommendations of no more than ten (10) percent of an individual's calories be furnished from saturated fat per week. Also, the Child Nutrition Program will not exceed the recommended dietary guidelines that have been mandated by the Alabama State Department of Education. Furthermore, the Linden City School System will adhere to the new Smarts Snacks in School Policy for all competitive foods. The Linden City Schools Child Nutrition Program will strive to adhere to all of the requirements and serve a healthy, nutritious, and balanced meal.

CHILD NUTRITION PROGRAM

Breakfast and lunch will be served the first day of school unless otherwise announced by the school's principal. Breakfast will be serve daily from 7:05am to 7:55am promptly and lunch will be serve daily from 10:15am to 1:10pm depending on the student's grade level. All meals will be served at the allotted time unless there is some unforeseen circumstances to prohibit scheduling.

Free and reduced price meals will be available for qualifying students in accordance with the policy adopted by the Board of Education and regulations of the United States Department of Agriculture. Due to the school system's participation in the Community Eligibility Provision (CEP) program, students will only have to pay the prices listed below if they wish to purchase a second meal. (Please see page 79 for more information.)

MEAL PRICES

Lunches

Elementary Schools (Pre-K-5).....	\$2.25
Secondary Schools (6-12).....	\$2.75
Reduced Lunches.....	\$.040
Adult Lunches	\$3.50

Breakfast

Elementary & Secondary Schools.....	\$1.75
Reduced Price Breakfast.....	\$.030
Adult Breakfast	\$2.00

Linden City Schools
Child Nutrition
Charge Guidelines

Each student or adult obtaining a meal or ala carte items must have a valid personal identification number (PIN) or cash in hand when going through the serving line for presentation to the cashier. Adult meals may not be charged under any circumstances. Linden City Schools will allow the charging of student meals that meet the following criteria:

All K-12 students who do not have adequate funds to purchase a meal may, with written authorization of the principal or his/her designee, charge a meal or meals up to \$5.00. Principals are required to establish a budgeted cash fund totaling \$50.00 from non-public funds (PTA, clubs, snack sales). Students may borrow from this fund the monies needed for the meal(s), with the approval of the school principal or his/her designee. Parents or guardians of students who charge meals under this policy will be responsible for reimbursing the fund for all charges. Reimbursement for charges must be collected by the end of the following month, not to exceed the academic year. Documentation of all charges and collection efforts must be properly maintained by each school secretary.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442
(3) email: program.intake@usda.gov.

CAFETERIA RULES & REGULATIONS

1. Form lunch lines in a single file. 2. Do not cut into lunch lines.
3. Return trays to the designated area and leave tables neat and clean.
4. Put trash into trash containers. 5. Eat all food in the cafeteria.
6. Keep noise to a minimum. 7. Confine yourself to the cafeteria.

SCHOOL VISITORS

All visitors in any school building or on any part of the school campus must report directly to the school office for written permission to visit said campus. A visitor is any person who is not a student, employee, or local official of the school. School visitors who fail to follow this policy will be considered trespassers and may be subject to prosecution.

STUDENT VISITORS

Students enrolled in the Linden City School System are not permitted to bring student visitors to school during regular school hours without prior approval by the principal.

BAD CHECK POLICY

Pursuant to section 13A-9-13.2 of the Alabama Code, persons will be officially notified when a check or instrument is issued to Linden City Schools and drawn upon a financial institution is dishonored. In addition, Linden City Schools will authorized a third party recovery agency to recover funds for all issued checks and instruments that have been dishonored plus any applicable fees.

STUDENT ACCIDENT INSURANCE PROGRAMS

The Board will provide forms and information from a reputable insurance company that can provide low-cost voluntary student accident insurance for students.



All students participating in school athletics must have documented medical insurance and must be insured under a catastrophic school accident policy. Junior high and high school athletic participants are required to participate in the school accident insurance program or file with the school official a statement from the student's parent/guardian that states the student is adequately protected against accidents that may occur while participating in said activity.

PARENTAL INVOLVEMENT

Parents are considered to be a very important part of a child's educational process and are encouraged to submit ideas about program improvement, visit the school, participate in parent meetings, confer with teachers, and volunteer to assist when possible. Parents desiring to become more involved with the education of their children are invited to visit the school or contact the school principal.



CHEERLEADING AND ATHLETICS

Both cheerleading and athletics are provided to promote school spirit and to provide an opportunity for students to participate in a leadership development activity. Both programs adhere to the academic requirements and safety standards required by the Alabama High School Athletic Association. Cheerleading and athletic programs are under the direction of a Board employee who serves as the coach or sponsor. All functions, practices, and performances will be under the direct supervision of the coach or sponsor.

Students participating in cheerleading and athletic activities must be insured under a catastrophic student accident policy.

In order for a student to participate in a school activity, he/she must be in attendance on the day of the activity or absent due to circumstances beyond his/her control. This includes athletics, cheerleading, and other school functions. Students transported to athletic or other extracurricular events must ride the bus to and from the event unless permission is requested in writing and the principal grants prior approval.

STUDENT CHECKOUT

When checking out a student, the parent or guardian must come to the school and follow the school's approved checkout plan. Parents should not interrupt a class session by going directly to the classroom. Office personnel will locate the student.

Students will not be allowed to leave school unless picked up by a parent, guardian, or other authorized adult. A permission form is to be signed by the parent or guardian, listing names of adults other than the parent or guardian, who are authorized to pick up the child. This form must be on file in the principal's office. Exceptions may be made by the principal in emergency situations only. Notes and telephone calls cannot be accepted. Photo ID may be required.

MARRIED STUDENTS

Married students are eligible to attend Linden City School System and participate in regular school programs. Such students must maintain a responsible relationship to the school and other students and will be expected to abide by all rules and regulations applicable to all students.

PREGNANT STUDENTS

For the protection and safety of the mother and the unborn child, it is the responsibility of the student to notify the principal as soon as possible after the pregnancy has been confirmed.

A pregnant student will be permitted to attend school and to participate in regular school programs until such time that the student's school attendance and participation in school programs endanger the health and safety of the student or the unborn child, as determined by the student's physician.

Special educational programs may also be designed to meet special needs of these students. Participation may be encouraged but may not be made mandatory.

If the pregnant student chooses to remain in school during the semester in which she expects to deliver the child, her attendance will be governed by the same attendance policies, rules, and regulations that govern other students.

The pregnant student who remains in school during the pregnancy must be under the direct care of a licensed physician. Also, the pregnant student will be expected to fulfill the following responsibilities:

- * Provide principal/school nurse with a written statement from the physician. This statement should include the physician's recommendations concerning school attendance for the pregnant student and confirmation of the expected date of delivery.
- * Consult monthly with the school principal/nurse.

To be re-admitted to school after the delivery, the student should have a written statement from the physician recommending her re-admission.

HOMEBOUND SERVICES

For a student to be classified as “homebound,” he/she will have an expected absence from school for at least six (6) weeks, have presented a physician’s note verifying the illness, and have requested the services of a homebound teacher by completing the school system’s Homebound Student Referral Form. Once the form has been submitted, an eligibility committee will convene to determine eligibility status. A student approved for homebound study will be marked present in the school attendance register while on such an approved plan of study.

STUDENT CONDUCT

It is the belief of the Linden City School System that a uniform code of conduct for students is important to academic excellence because it provides an environment that is free from the distractions caused by disruptive behavior.

Creating such an environment requires the cooperation of the parents/guardians, students, the Board of Education, and all employees of the school system. It is important that each person connected with the school understands the importance of a consistent set of behavior standards in order to establish and maintain a positive environment.

As students progress in our school system, it is reasonable to assume that an increase in age and maturity will result in the students assuming greater responsibility for their actions. It is recognized that differences in age and maturity require different types of disciplinary action; however, the procedure identified will apply to all students in grades kindergarten through twelve.

JURISDICTION OF THE SCHOOL BOARD

Students enrolled in the Linden City School System are subject to the policies of the Linden City Board of Education and to the rules and regulations of the schools. This authority applies to all school-sponsored activities, including but not necessarily limited to:

- * regular school activities
- * transportation on school buses
- * field trips
- * athletic functions
- * activities during which appropriate school personnel have supervising responsibility for students.

SEXUAL HARASSMENT

Sexual harassment (and other forms of harassment) perpetrated against students or by students is prohibited in the Linden City School System. It is a violation of this policy for any student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature.

Students who believe that they are victims of sexual harassment should:

1. Tell the offending person directly that the conduct is unwelcome and expect it to stop immediately.

2. If the harassing behavior does not cease, then the student has the right to file a complaint with the principal. The principal will investigate the problem.

3. If the harassing behavior does not cease, then the student has the right to file a formal complaint with the Title IX Coordinator, Mr. Joe Young. The coordinator will follow the procedure as stated in the Linden City Schools Policy Manual and may be reached at (334) 295-8802.

Sexual harassment is a serious offense and is unlawful under federal and state statutes. Anyone who attempts any form of retaliation against a student or employee for filing a sexual harassment charge, reporting an incident, or acting as a witness in an investigation will be subject to disciplinary action or termination. Students who file false or vindictive claims without merit will be subject to disciplinary action.

BUS CONDUCT

Transportation to and from school will be provided by the Marengo County Board of Education to eligible students of the Linden City School System. The transportation program will be operated in accordance with the provisions of the Code of Alabama and State Board of Education rules and regulations. The primary considerations of the transportation program will be the safety and welfare of students. Students who ride the bus from home to breakfast at LES must continue riding the bus after breakfast to their designated schools.



Promptness is a vital ingredient to efficiency. School buses must keep a schedule and, therefore, students are to be on time. Students who are tardy cannot expect the bus schedule to be altered.

Office permission is necessary for a student to ride a bus other than the assigned bus. Permission will be given only if the student has a note from the parent/guardian stating the reason.

Misbehavior on the bus creates a danger for many lives and will not be tolerated. Student bus behavior is subject to being monitored by video cameras, although, any information obtained through the use of surveillance equipment will be used only for school disciplinary or law enforcement purposes. The following actions are strictly prohibited:

- * Exchanging seats while bus is in motion
- * Throwing objects (inside or out)
- * Profanity, shouting, or loud noise
- * Use of tobacco in any form
- * Striking any device that could start a fire
- * Extending body parts from the bus
- * Defacing or damaging buses in any manner
- * Possession of a weapon on bus
- * Possession of drugs, alcohol, or any harmful substances
- * Use of emergency door except in case of an emergency
- * Leaving the bus at any stop other than a regular stop except upon written consent of a school official
- * Fighting
- * Refusing to obey the driver
- * Eating or drinking on the bus (including extra-curricular activities)
- * Bringing non-educational items on the bus (i.e. balloons)
- * Any other actions not considered proper conduct

STUDENT DRIVERS

Students will be permitted to drive to school in accordance with the following regulations:

- * Student must have a valid Alabama driver's license.
- * Student and parent must sign consent form for drug testing
- * Automobiles must be parked in designated parking lot.
- * Students must leave car secured until dismissal at the specified time.
- * Student drivers must present proof of insurance coverage, having sufficient coverage of public liability, property damage, and medical liability.
- * Students will not remain in cars after arriving on campus and are not to leave campus after having arrived.
- * Students will not be allowed in cars during school day.

Violations may result in inner-school discipline, loss of driving privilege, and/or suspension.

STUDENT DEBTS AND FINES

Textbooks, athletic equipment, lab equipment, and items sold for classes and clubs must be accounted for and/or paid for at the deadline. Students who have outstanding debts at the end of the first semester in which they played or the fundraising project was held will not be allowed to participate in sports or extracurricular activities (i.e. dances), sell goods, or participate in any other fundraising activity.



SCHOOL COUNSELOR

A student may schedule a conference with the school counselor by completing an appointment request form located outside the counselor's office. The counselor will schedule appointment requests and call the student when the appointment is scheduled.

STUDENT EXPULSION

If a student commits an offense that school officials deem will jeopardize the safety of the student body or be detrimental to the learning process by his/her continued presence, they may recommend expulsion to the Superintendent and Board of Education.

The following, but not limited to, is a list of offenses that could warrant expulsion:

- * Use or possession of drugs
- * Arson
- * Battery
- * Robbery, stealing, or burglary of school property
- * Possession of firearms or other weapons
- * Sexual misconduct
- * Indecent exposure or obscene behavior
- * Trespassing on and/or defacing school property
- * Inciting or participating in major student disorder
- * Any other offense which the principal may reasonably deem to fall within these categories

TEXTBOOK POLICY

Rules under which textbooks are issued to students of the Linden City Schools

- I. All textbooks are the property of the Linden City Schools. Textbooks must not be damaged.
- II. Some of the damages to textbooks are as follows:
 - A. One or more pages missing.
 - B. Water-soaked, causing backs and pages to be swollen or molded.
 - C. Physically marked with any kind of pencil, pen, or crayon, etc. on outside of backs, inside of backs, on ends, or on any pages.
 - D. Defaced or marred, such as broken, cut, or smeared backs or pages
- III. Penalty for lost or damaged textbooks:
 - A. The student will be required to pay for lost textbooks.
 - B. No textbooks will be issued to any student while payment for lost or a damaged textbook is outstanding.
- IV. The amount of payment for lost or damaged textbooks shall be determined by the following schedule:
 - A. First Year—original cost
 - B. Second Year—75% of original cost.
 - C. Third Year through Fifth Year—50% of original cost.
 - D. Where unusual/excessive damage to a textbook is evident, however, charges may be assessed up to but not to exceed the original cost.
- V. The student when promoted or transferred must return all textbooks to the teacher.



DISCIPLINE

The authority of school officials to control student conduct off school grounds and outside school hours is well established in the law. Where the students are engaged in a school-sponsored activity, the authority of the school officials is the same as if the activity took place on school property.

The Linden Board of Education has adopted a discipline point system (demerits) in which student conduct violations are given a point value. An accumulation of a set amount of points will lead to specific disciplinary actions, such as suspension or expulsion.

DISCIPLINARY CODE

ATTENDANCE

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding attendance
- * to be punctual and regular in attendance
- * to promptly request and complete make-up assignments for excused absences or tardiness

Student rights are:

- * to be informed of Board and individual school rules and policies regarding school attendance, absences, tardiness, truancies, and related programs, checkouts, make-up work, and school sponsored activities
- * to be provided with make-up assignments for excused absences or tardiness

RESPECT FOR PERSON, PRIVACY, AND PROPERTY

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding respect for person, privacy, and property
- * to respect the recognized privacy rights of others
- * to attend school and related activities without bringing items prohibited by law or Board policy or which detract from the educational process
- * to respect the property rights of those at school and the general public

Student rights are:

- * to be informed of laws, rules, and policies set forth by the Board and individual school regarding respect for person, privacy, and property
- * to retain privacy of personal possessions on his/her person, in lockers or in vehicles, unless school personnel have reasonable suspicion to believe the student possesses any item, which is prohibited by law or Board policy.

KNOWLEDGE/OBSERVATION OF RULES OF CONDUCT

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding rules of conduct
- * to document receipt of the Code of Student Conduct with his/her signature

Student rights are:

- * to be informed of laws, rules, and policies set forth by the Board and individual school regarding rules of conduct
- * to be informed as to the specific grounds of the violation (s) of the Board's Student Code of Conduct

THE RIGHT TO LEARN

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding the right to learn
- * to take advantage of appropriate opportunities provided for learning
- * to avoid hindering the teaching process
- * to seek assistance, if needed, to aid learning
- * to obey rules regarding attendance, conduct, free speech, student publications, assembly, privacy and participation in school program and activities

Student rights are:

- * to be informed of laws, rules, and policies set forth by the Board and individual school regarding the right to learn
- * to be provided a safe school environment free of illegal drugs, alcohol, or weapons
- * to be provided appropriate instructors, instruction, materials, and equipment to take advantage of the opportunity to learn
- * to be provided with the opportunity to express concerns regarding the operation of the school

FREE SPEECH

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding free speech
- * to be courteous of the views of others

Student rights are:

- * to be informed of laws, rules, and policies set forth by the Board and individual school regarding free speech
- * to express disagreement in a constructive manner taking into account the rights of others, consistent with the established education process

STUDENT PUBLICATIONS

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding student publications
- * to communicate in a respectful manner consistent with good educational practice
- * to seek accurate and complete information on the topics approved for publication
- * to observe the accepted rules for responsible journalism under the guidance of faculty members

Student rights are:

- * to be informed of laws, rules, and policies set forth by the Board and individual school regarding student publications
- * to participate, as part of the educational process, in the development and/or distribution of student or school publications consistent with the educational process

ASSEMBLY

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding assembly
- * to seek approval, plan, and conduct meetings consistent with Board rules

Student rights are:

- * to be informed of laws, rules, and policies set forth by the Board and individual school regarding assembly
- * to assemble in a lawful manner for a lawful purpose with prior approval by local school officials

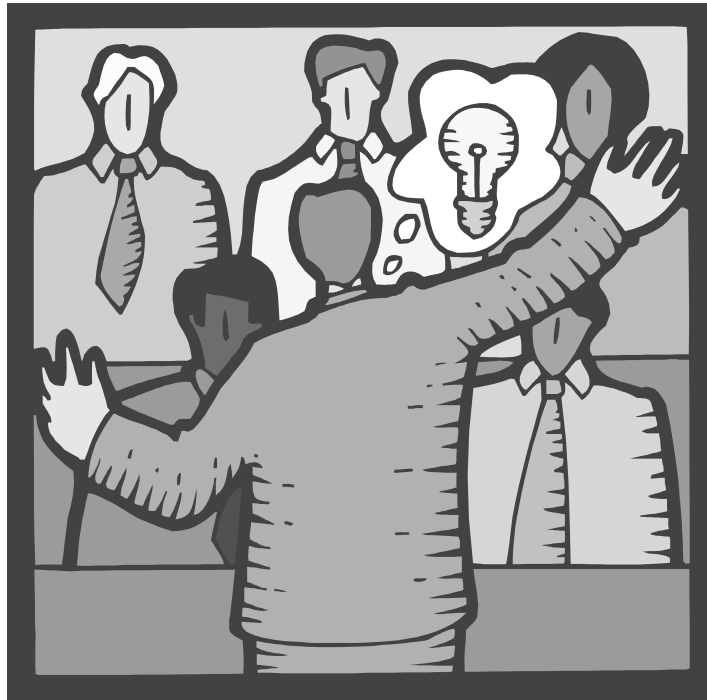
PARTICIPATION IN SCHOOL PROGRAMS/ACTIVITIES

Student responsibilities are:

- * to abide by laws, rules, and policies set forth by the Board and individual school regarding participation in school programs/activities
- * to be courteous and responsible at all school programs and activities
- * to complete assignments related to his/her participation in school programs and activities

Student rights are:

- * to be informed of laws, rules, and policies set forth by the Board and individual school regarding participation in school programs and activities
- * to develop or participate in student programs and activities consistent with Board and individual school policies
- * to seek office in any student organization



SEARCH AND SEIZURE POLICY

Administrators, teachers, and other supervisory personnel may hold students responsible regarding the student's own conduct and/or the contents of school lockers, desks assigned to the student and/or vehicles driven to school by the student.

In order to maintain orderly and reasonable school operation and student discipline, students have no claim to the right not to allow a search of school lockers, desks, or student owned vehicles if the search is based on a reasonable suspicion that the desk, locker or vehicles or similar object or container holds material or substances prohibited by the school or local, state or federal law.

Students have full responsibility for the security of their lockers and their vehicles parked on school property and shall make certain they are locked and that the keys and combination are not given to others. Students shall not place, keep, or maintain any articles or materials in lockers or vehicles parked on school property that is forbidden by law and/or District Policy.

School officials may search lockers and vehicles parked on school property, if there is reasonable cause to believe they contain articles or materials prohibited by law and/or District Policy. Students shall be responsible for any prohibited items found in their lockers or vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parent also refuses to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

The District may in conjunction with law enforcement agencies use specially trained dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances and alcohol. This program is implemented in response to drug and alcohol use concerns by the District and to maintain a safe school environment conducive to education.

Visits to schools shall be unannounced. The superintendent and building



principal shall be notified prior to any unannounced visit for the purpose of detecting the presence of any concealed prohibited items, illicit substances, and alcohol.

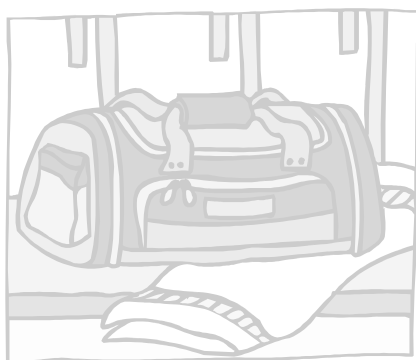
The dog shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dog shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. Searches of vehicles shall be conducted as described above.

Students shall be informed of the District's policy on searches as outlined above at the beginning of the school year and shall be specifically notified that:

- Trained dogs may sniff lockers at any time.
- Trained dogs may sniff vehicles parked on school property at any time.
- Trained dogs may sniff classrooms and other common areas at any time students are not present.
- If contraband of any kind is found, the student shall be subject to appropriate disciplinary action.

Any search of a student's person will be conducted privately by a teacher/person of the same sex as the student being searched. At least one witness who is an administrator or teacher of the same sex as the student shall be present throughout the search.

The student's parent or guardian shall be notified if any prohibited article or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.



PROHIBITED BEHAVIOR

The following actions are prohibited. Any student displaying one or more of the behaviors will be disciplined.

1. Use of profanity.
2. Gambling.
3. Disrespect and insubordination to any school personnel, i.e., anyone working for the school board or who volunteers his services to the school, will result in suspension.
4. Possession of literature that would tend to cause disruption in school.
5. Possession and/or use of any article which disrupts the instructional program. Example: radio, tape player, fireworks, cell phones.
6. Stealing and/or possession of stolen property. In such instances, law enforcement officials will be called.
7. Demanding money of another student by threat or coercion.
8. Loud talking, running, and pushing in the building.
9. Overt display of affection on campus.
10. Having hats, caps, or sunglasses on in the building.

It is fundamental that an orderly school have clearly defined behaviors to which students must conform. Non-conformity to these behaviors becomes violations of the code of student conduct. Violations are grouped into three classes (Class I, Class II, Class III, and Class IV) which range from the least to the most serious. Appropriate school personnel shall investigate, verify, and take the necessary action to resolve student misconduct. After determining a violation and the classification of the violation, the principal or designee should implement the appropriate sanction. Violations apply to student conduct on a school campus, at school-related events, or while being transported to or from school or school-related events.

Below is a listing of each class of violations and possible sanctions. As the violations increase in seriousness, the severity of the possible sanctions increases. The Board may adopt other violations and sanctions in addition to those contained in this document. The Board will define the conduct necessary to establish a violation. Definitions of violations should be based on the *Code of Alabama 513A (Criminal Code)*, *(Alcoholic Beverages)*, and *(Controlled Substances)*.

Class I Violations (5 points)

- 1.01 Distraction of other students
- 1.02 Intimidation of a student
- 1.03 Unauthorized organizations
- 1.04 Tardiness
- 1.05 Non-direct use of profane language or obscene manifestation
- 1.06 Non-conformity to dress code
- 1.07 Disruption on a school bus
- 1.08 Inappropriate public display of affection
- 1.09 Unauthorized absence from class or school for part of a day
- 1.10 Refusal to complete class assignments
- 1.11 Failure to follow appropriate directives from a local Board employee
- 1.12 Unauthorized use of school or personnel property
- 1.13 Littering of school property
- 1.14 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances.

Class II Violations (15 points)

- 2.01 Refusal to follow appropriate directive from a Board employee
- 2.02 Vandalism/property damage
- 2.03 Theft of property
- 2.04 Gambling
- 2.05 Possession of stolen property with the knowledge that it is stolen
- 2.06 Threats/extortion
- 2.07 Trespassing
- 2.08 Direct use of profane language or obscene manifestation (verbal, written, gesture directed toward another person)
- 2.09 Repeated direct or non-direct use of profane language or obscene manifestations
- 2.10 Unauthorized absence from school for a day or more.
- 2.11 Written or verbal proposition to engage in sexual acts
- 2.12 Touching of another person
- 2.13 Possession of and/or use of matches or lighters.
- 2.14 Possession of and/or use of electronic pager or communication device
- 2.15 Dishonesty and cheating
- 2.16 Providing false information to a Board employee
- 2.17 Any other violation which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances

Class III Violations (35 points)

- 3.01 Arson
- 3.02 Robbery
- 3.03 Theft of property
- 3.04 Burglary of school property
- 3.05 Criminal mischief
- 3.06 Bomb threat
- 3.07 Sexual offense
- 3.08 Fighting
- 3.09 Inciting or participating in major student disorder
- 3.10 Unjustified activation of fire alarm system or fire extinguisher
- 3.11 Assault on another person (student, teacher, staff member, visitor etc.)
- 3.12 Possession of a weapon
- 3.13 Preparing, possessing and/or igniting explosive device.
- 3.14 Possession, sale and/or use of a tobacco product.
- 3.15 Unlawful sale, purchase, furnishing or giving, or possession of illegal drug of drug paraphernalia or alcoholic beverage.
- 3.16 Accessing or changing information in school computers to endanger or cause harm to another individual
- 3.17 Any other offense which the principal may deem reasonable to fall within this category after investigation and consideration of extenuating circumstances
- 3.18 Crimes as defined under the laws of the city, state of Alabama or United States

Class IV Violations

Class IV violations require reporting to the Alabama State Department of Education officials and/or action of the Linden City Board of Education. The point values of these vary but are at a minimum of 35 pts.

Sanctions

- 1. Conference with student, verbal reprimand
- 2. Corporal Punishment
- 3. Withdrawal of privilege (s)
- 3. Temporary removal from class
- 4. Parental Conference
- 5. Detention
- 6. In-school suspension
- 7. Out-of-school suspension
- 8. Referral to outside agency
- 9. Expulsion
- 10. Restitution of property and damages where appropriate
- 11. Other sanction (s) approved by the Board

The Point System to be Used for Prohibited Behavior

It is unfortunate, but some students may repeat violations of the Code over and over. Therefore, a cumulative point system is authorized by the Linden City Board of Education to provide direction for the treatment of those students. The local school administrator, or his/her designee, will be responsible for assigning points and keeping accurate records.

Discipline Points

Class I Violations (5 pts.)	Class II Violations (15 pts.)
Class III Violations (35 pts.)	Class IV Violations (≥ 35 pts.)

Step 1—If a student accumulates 15 discipline points, parent contact is made by letter or phone informing them of their student's problem and specifically asking for their help in dealing with the behavior problem.

Step 2—If a student continues to be involved in problems and reaches 35 points; he/she is placed in the In-School Suspension Center. After satisfactory completion of in-school suspension, the student is readmitted to school.

Step 3—If a student accumulates 50 points, the student may be indefinitely suspended until he/she can return with his/her parents for a conference to discuss the problem he/she has been involved in and see if a solution can be found. There is no time limit on the suspension. The student may be placed in the alternative school program. The student will be readmitted to school on a probationary basis for the remainder of the school year.

Step 4—If a student accumulates 75 points, he/she may be indefinitely suspended, and an administrative hearing with the school board will be scheduled to consider expulsion or placement in the alternative school. Students who are under 16 years of age may be referred to Juvenile Court in lieu of expulsion.

Alternative School Program

Students who are considered for expulsion from school may be placed in the alternative school as a last opportunity to stay in school. This student will be highly supervised in an isolated situation while working on independent study. Students will be placed in the alternative school setting by the Superintendent on recommendation of a placement committee.

COMPLAINTS AND GRIEVANCES

The primary purpose of this procedure is to provide for prompt and equitable resolution of students' complaints and grievances.

Level One- The resolution of a grievance through free and informal communications as close as possible to the point of origin is encouraged. A student with a grievance may first take it to his immediate teacher or principal. Both shall be consulted prior to further resolution procedures.

Level Two- In the event the aggrieved person is not satisfied with the disposition of his grievance at Level One, he may file an appeal in writing with the Superintendent or his designee. Within ten (10) days from receipt of the grievance, the Superintendent or his designee shall request a conference with the aggrieved or render a written decision.

Level Three- In the event the aggrieved person is not satisfied with the disposition of his grievance at Level Two, he may request the Superintendent or his designee to schedule a brief hearing before the Board of Education at its next regular meeting.

The aggrieved person may select a representative to accompany him at each level, may ask such representative to state the facts in written form, and may request a written decision at each level outlined above.

The grievance procedure must be initiated at the level at which the grievance occurred, and all requirements specified above must be observed by students and school officials.

For the discussion and consideration of a grievance, time and place will be selected which will not interfere with regular scheduled classes or school related activities. The faculty and administration shall make an honest effort to resolve student grievances as quickly as possible at the most immediate level of supervision.



STUDENT CELL PHONE AND ELECTRONIC DEVICE POLICY

I. Cell Phones

The Linden City School System policy on cellular telephones is designed to ensure that cell phones do not interfere with teaching and learning during the school day. Therefore, cell phone use by students during the instructional day is strictly prohibited at Linden City Schools.

- (1) The use of cell phones for any purpose – including telephone calls, text messaging, games, and other functions – is not permitted at any time on school grounds.
- (2) Students participating in field trips, extracurricular activities, and athletic events must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and establish consequences involving the use and/or misuse of these devices.
- (3) **The use of camera phones is strictly forbidden in private areas, such as locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Camera phone violations may be treated as Level II or Level III Offenses when necessary. Such use may also be in violation of the criminal code.**
- (4) Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations as deemed by the principal. Parents should continue to call the school for any emergency situation.

- (5) Students are not to bring cell phones into a classroom where standardized testing is taking place. This action will be considered a Class 3 violation.
- (6) Possession of a cell phone by a student is a direct violation of this policy. The Linden City School District shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

II. Other Electronic Devices

Other electronic devices such as, but not limited to, digital cameras, camcorders, PDA's, MP3 players, and headphones, may be used as part of the instructional process, with prior administrative and teacher authorization. Otherwise, these devices are strictly prohibited during the instructional day.

Students participating in field trips, extracurricular activities, and athletic events must contact their coach or sponsor for his/her rules involving electronic device use after school hours or on field trips. Coaches and sponsors will set their rules and establish consequences involving the use and/or misuse of these devices. Possession of electronic devices by a student is a privilege that may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. The Linden City School District shall not assume any responsibility for theft, loss, or damage of electronic devices.

Any violations of the above policy will result in the following:

- **First Violation** – Cell phone/electronic device will be confiscated by an administrator until a parent comes to the school for a conference. The parent must then sign a form stating that they understand that any subsequent violations will result in further disciplinary action. The cell phone/electronic device will be returned to the parent at that time. This violation will constitute a Class I violation.
- **Second Violation** – Cell phone/electronic device will be confiscated until a parent comes to the school to retrieve the cell phone/ electronic device. A conference with the principal, parent or guardian will be required. This violation will be considered a Class II violation.
- **Subsequent Violations** – Any violations after the second violation will result in suspension and/or conference with the Superintendent. Cell phone/electronic device will be confiscated. These violations will be considered a Class III violation.

Cell phones/electronic devices are strictly prohibited at the Linden City School District. If a faculty member sees or hears a cell phone/electronic device, they are instructed to confiscate it. Cell phones/electronic devices can only be returned to a parent or guardian. This policy will be strictly enforced.

Possession or use of a cell phone/electronic device will be punishable. Students found to be using a cell phone or electronic device to break school rules (i.e. cheating, disrupting class, text messaging, etc.) will be subject to punishment per the Student Code of Conduct.

Alabama State Department of Education Policy Cell Phone/Digital Device in a Testing Setting

Cell Phone/Digital Device in a Testing Setting by Students

The possession of digital devices (including but not limited to cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) is **strictly prohibited** in the testing setting. Local education agency (LEA) school personnel will collect such devices before students can enter the testing room.

If a device is in the possession of a student in the testing setting, testing for the student will cease, the device will be confiscated, the student will be dismissed from testing, and the student's test will be invalidated.

Additional disciplinary action may be taken by the LEA.

Cell Phone/Digital Device in a Testing Setting by School Personnel

School personnel involved in administration of state testing may not use digital devices (including but not limited to telephones, cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, or other telecommunication devices) during test administration. Violations may result in disciplinary action/certification revocation.

WEAPONS POLICY

It is the policy of the Linden City Board of Education that all persons are prohibited, other than law enforcement personnel, from bringing or possessing any deadly weapon or dangerous instruments on school property. Personnel violating this policy shall be suspended pending a hearing before the Board. Personnel found by the Board to have violated this policy shall be terminated. A student determined to have brought to school or have in his/her possession a weapon as defined in Section 921 Title 18 of the United States Code in a school building, on school grounds, on school buses or at other school sponsored functions shall be expelled for a period of one year. The Board and the Superintendent may modify the expulsion requirement on a case-by-case basis.

For the purpose of this policy, “weapons” mean:

1. Any object or device which is designed to expel bullets, shot, or shell by the action of an explosive;
2. Any object or device which will or may be readily converted to, expel bullets, shot or shell by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter;
3. Any pistol, revolver, rifle, shotgun, or other firearm of any nature;
4. Any explosive, incendiary or poison gas (a) bomb, (b) mine, (c) grenade, or (d) rocket having a propellant charge of more than four ounces, or (e) missile having an explosive or incendiary charge of more than ¼ ounce;
5. Any incendiary or explosive material, liquid, solid, or mixture equipped with a fuse, wick or other detonating device;
6. Any tear gas bomb or smoke bomb; however, personal self defense items containing mace or pepper spray shall not be deemed to be a weapon for the purpose of this policy;
7. Any knife commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; any straight-blade knife such as a dagger,

dirk, dangerous knife, razor blade, box cutter, or stiletto shall be construed to be a weapon for the purpose of this policy.

8. Any other physical item used with the intent of causing bodily harm to another individual.

This prohibition shall not apply to the performance of job duties by duly authorized law enforcement officers or by Linden City Board of Education employees who receive written permission from the local sheriff department to possess, carry, or use weapons in the performance of their duties.

From time to time it may be necessary or desirable for the Linden City Board of Education or a Board affiliated corporation or an entity conducting activities on Board property to contract for the services of an outside security company to provide occasional security services on Board property. The department or entity hiring the security company and/or the security company must notify the superintendent of schools in writing and provide information about the duration and scope of services to be provided. If the members of the security company intend to carry, use, or possess a weapon (as defined above) on Board property, the security company must notify the superintendent's office of such fact and must also obtain permission from the local sheriff's department.



TOBACCO USE PREVENTION POLICY

All students shall possess the knowledge and skills necessary to avoid all tobacco use, and school leaders shall actively discourage all use of tobacco products by students, staff, and visitors. To achieve these ends, district/school leaders shall prepare, adopt, and implement a comprehensive plan to prevent tobacco use that includes:

A sequential educational program to prevent tobacco use that is integrated within the school health education curriculum; that is aimed at influencing students' attitudes, skills and behaviors; and that is taught by well-prepared and well-supported staff;

Establishments and strict enforcement of completely tobacco-free school environment at all times;

Prohibition of tobacco advertising;

Appropriate counseling services and/or referrals for students and staff to help them overcome tobacco addiction;

Strategies to involve family members in program development and implementation.

RATIONALE. Cigarette smoking is considered the chief preventable cause of premature disease and death in the United States. Schools have a responsibility to help prevent tobacco use for the sake of students' and staff members, health and well-being of their families.

DEFINITION. For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

TOBACCO USE PROHIBITED. No student, staff member, or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time, including non-school hours.

- * In any building, facility, or vehicle owned, leased, rented, or chartered by the school district;
- * On school grounds, athletic grounds, or parking lots; or
- * At any school-sponsored event off campus.

TOBACCO PROMOTION. Tobacco promotional items, including clothing, bags, lighters, and other personal articles, are not permitted on school grounds, in school vehicles, or at school-sponsored events. Tobacco advertising is prohibited in all school-sponsored publications and at all school-sponsored events.

CLOSED CAMPUS. No student may leave the school campus during breaks in the school day to use a tobacco product. Signs to this effect will be posted at appropriate locations. School authorities shall consult with local law enforcement agencies to enforce laws that prohibit the possession of tobacco by minors within the immediate proximity of school grounds.

NOTICE. The superintendent/principal/other shall notify students, families, education personnel, and school visitors of tobacco-free policy in handbooks and newsletters, on posted notices or sign at every school entrance and other appropriate locations, and by other efficient means. To the extent possible, schools and districts will make use of local media to publicize the policies and help influence community norms about tobacco use.

INSTRUCTIONAL PROGRAM DESIGN. Tobacco use prevention educa-

tion shall be integrated within the health education program and be taught at every grade level, pre-kindergarten through twelfth. The educational program shall be based on theories and methods that have been proven effective by published research and consistent with state, district, and school health education standards. The program shall be designed to:

Instruct about immediate and long-term undesirable physiologic, cosmetic, and social consequences of tobacco use.

Decrease the social acceptability of tobacco use; address reasons why young people smoke;

Teach how to recognize and refute advertising and other social influences that promote tobacco use.

Develop students' skills for resisting social influences that promote tobacco use; and

Develop necessary assertiveness, communication, goal setting, and problem-solving skills that may enable students to avoid tobacco use and other health risk behaviors.

Instruction shall be most intense in grades six through eight and shall be reinforced in all later grades. Instructional activities shall be participatory and developmentally appropriate. The program shall engage parents in their children's education.

STAFF PREPARATION. Staff responsible for teaching tobacco-use prevention shall have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program as planned. Preparation and professional development activities shall provide basic knowledge about the effects of tobacco use combined with skill practice in effective instructional techniques and strategies and program specific activities.

PROGRAM AVAILABILITY. The schools health program shall include referrals to community resources and programs to help students and staff overcome tobacco addiction. School counselors or community agencies are encouraged to establish voluntary tobacco-use programs at school.

PROGRAM ATTENDANCE. Attendance or completion of a tobacco-use program shall not be mandatory for anyone or used as a penalty. Attendance or completion of a tobacco-use program is allowed as voluntary substitute to suspension for possession or use of tobacco.

LINDEN CITY SCHOOLS DRESS CODE POLICY

Our dress code standards are important to us at Linden City Schools. They make a visible statement about our schools and about our character. Regardless of the changes we see in style and fads from year to year, the need for modesty, neatness and a well-groomed appearance never changes.

At Linden City Schools, the following dress code will be the required dress for all students. By requiring students to follow the dress code, we are accomplishing the following goals:

1. Building a sense of school identity among students.
2. Building a disciplined atmosphere to encourage positive behavior. Students will identify uniforms with “getting down to business” at school.
3. Building students’ character by focusing on inward qualities rather than dress.
4. Providing a consistent standard of dress for all students regardless of the economic level of the family.

The items on the dress code will be available through local vendors. Although it is not our policy to recommend any particular vendor, please make sure the items that you purchase meet the school uniform policy. No exceptions will be made.

**PARENTS MUST ACCEPT THE RESPONSIBILITY FOR THE
DRESS AND APPEARANCE OF THEIR CHILDREN.**

DRESS STANDARDS FOR ALL BOYS & GIRLS:

1. Students must wear only pants, shorts, skirts, jumpers, or shirts that appear on the uniform list.
2. Students’ uniforms shall be clean and neat. Repairs shall be made as necessary, and if needed, new uniforms should be purchased during the school year.
3. Clothes should fit appropriately at all times, and neither be too tight or too loose; the fit of all clothes should give a neat, well-groomed appearance. Baggy, oversized, or loose-fitting pants are not appropriate.
4. Students’ dress, hairstyle, and accessories must be in good taste and in no way disruptive. Any appearance, which results in more than ordinary attention from staff or student, will be considered inappropriate and inadmissible to class.
5. Sweaters, jackets, or coats must be solid in color (black or brown). Hoodies, pullovers, flannel or plaid shirts; fleece vests or jackets

- (except for designated and pre-approved school sponsored coats and jackets) cannot be worn.
6. Shoes should be clean (tennis shoes or leather lace-up shoes, black or brown –solid in color). No backless shoes. Boots may be worn, black or brown below the knee and heel must be 1 and 1/2 inches or lower. No pants should be stuffed in boots.
 7. No stripes, large writing, adornments, or decorative stitching. Wear regular blue or red polo style shirt for your individual school.
 8. A belt must be worn when pants have a belt loop. Belts will not exceed 6” past the buckle.
 9. No cargo style, lace up, overall, bell-bottom style pants or leggings.
 10. Length of pants must be no longer than the top of shoe-no dragging on the floor.
 11. Pants must be straight-legged, hemmed/tailored bottom, or cuffed. No rolled up pants. (Nothing can be used to tighten pants around ankles such as staples, tape, rubber bands, pins, etc.)
 12. Shorts and skirts must be no shorter than 3” above the knee.
 13. For long skirts, slits cannot be higher than the middle of the knee; knee-length skirts may have a slit no bigger than one inch.
 14. No pants, shorts, and skirts worn lower than the top of the hipbone.
 15. No metal studs on belts, no chains or large necklaces, no spiked accessories or chains hooked to wallet, belts, keys, belt loops, or worn around neck or hands.

Students are required to follow the dress code on school property including in the busload zone and during arrival and dismissal times. If you have any questions or comments, please call the appropriate school. All final decisions will be made by the local administrators.

DRESS CODE DISCIPLINE POLICY

The following steps will be taken when a student is out of compliance with the dress code policy at Linden City Schools.

- 1st Infraction: Parent Contact
- 2nd Infraction: In-School Suspension
- 3rd Infraction: Parent Conference
- 4th Infraction: Suspension; number of days dependent upon situation

NOTE: Every attempt will be made to help the child be in compliance. If parents cannot be contacted to bring a change of clothing, or students refuse to borrow clothing that will be made available from the office, or the student does not obtain appropriate clothing, the child will spend the remainder of the day in In-School-Suspension. School personnel will not be responsible for taking students home for a change of clothing.

DRESS STANDARDS

FOR ALL LINDEN CITY SCHOOL STUDENTS

- * **For Girls -Pants, walking shorts, skirts, or jumpers in khaki**
- * **For Boys -Pants, walking shorts, in khaki.**

- * **Long or Short sleeve collared polo shirts.**
- * **Shirt tails must be tucked in.**
- * **Uniform shirt colors are Royal Blue for Linden Elementary and Linden High School, and Red for George P. Austin Jr. High School**

- * **Shoes, boots, tennis or leather lace-up (black, brown or white - solid in color).**

- * **Belts, (black or brown only).**

- * **Sweaters, jackets, or coats (black or brown– solid in color).**

THE STUDENT DRESS CODE POLICY MUST BE FOLLOWED AS INTENDED.

Spirit Fridays

In an effort to develop and support school pride and reward students for academic excellence, the following revision to the school uniform policy has been adopted:

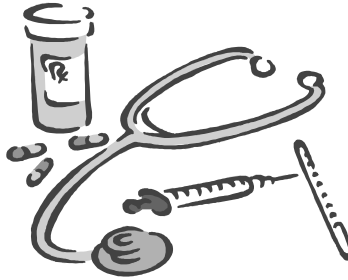
On Fridays, students may wear shirts that are sold by the school or school sponsored club during the school year in which the shirt is sold. All monies collected for the sales of shirts that are permissible under this policy are to be received and accounted for through the local school accounting system.

Students that have all A's or all A's and B's on the most recent nine-weeks report card are allowed to wear blue jeans on Fridays only. Students must maintain the required grades for each nine-week reporting period to remain eligible for this provision.

Any student that is found to be in violation of the school dress code policy forfeits his/her right to participate in the *Spirit Fridays* provision of the school dress code policy for the remainder of the school year.

TIPS FOR PARENTS (Medication)

- * If a doctor's signature is required on a school medication form, make several copies of the blank form so you will have one available when you need it.
- * Consider sharing information with the school about any medication your children take, even if they don't take it at school. If school officials know what to look for, they may notice side effects that could otherwise be missed or misconstrued.
- * If your children have food allergies, send a note to your child's teacher. This will help ensure that a child allergic to peanuts doesn't end up celebrating a classmate's birthday with a homemade peanut butter cookie.
- * Count the pills. Controlled substances such as Ritalin and other psychotropic drugs need to be counted to make sure they don't end up in the wrong hands.



QUESTIONS TO ASK

Here are questions you should have answered before your children start school..

1. What is the school's medication policy?
2. Is it the same for over-the-counter medications?
3. Are there standard forms to fill out?
4. Is a doctor's signature required before medicine can be given?
5. Can my child bring the medicine to school?

***Please refer questions or comments to our school nurse, your child's principal, or the Superintendent.**

ADDITIONAL TIPS FOR PARENTS

WAYS IN WHICH YOU, AS PARENTS, CAN HELP AT HOME

1. See that your son or daughter gets a nutritious breakfast and enough rest.
2. Read school rules and classroom rules very carefully. Your child will probably make more progress with your help.
3. Emphasize good study habits and accepting responsibility at home.
4. Try not to take your son or daughter out of school unnecessarily. Removing children from school can disturb the equilibrium of some and may imply that school isn't important to others. For those children who are affected, adjustment is usually not smooth upon return to school, especially if the absence exceeds a few days.
5. Reinforce at home the rules we follow in school which relate to consideration of others. Key words such as "hello," "good-bye," "please," "thank you," "you're welcome," and "excuse me," all mean a lot.
6. Remember to provide written excuses for tardiness, as well as absences.
7. Send required forms with instructions to the school nurse for any medication your child may need to take during school hours.
8. If your child needs to go home in a different way on any school day, send a note to the teacher or principal with instructions.
9. Remember, though teachers try to do the right thing, they are human just like you. If you are disturbed by something or have a question, please send a note to the teacher or call the school office to ask for a conference with the teacher. Whatever the problem, we will work with you to try to solve it.

WE ARE LOOKING FOR GIFTED STUDENTS

Gifted students are those who perform at high levels in academic or creative fields when compared to others of their age, experience, or environment. These students require services not ordinarily provided by the regular school program. Students possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor.

A student may be referred by teachers, counselors, administrators, parents or guardians, peers, self, or any other individuals with knowledge of the student's abilities. Additionally, all second grade students will be observed as potential gifted referrals using a gifted behavior checklist.

For each student referred, information is gathered in the areas of aptitude, characteristics, and performance. The information is entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the student qualifies for gifted services.

The Linden City Schools System is in search of students who display gifted characteristics. If your child or a child you know may be considered gifted, please contact us at your earliest convenience.

**Joe Young
Linden Board of Education
P. O. Box 480609
Linden, Alabama 36748

(334) 295-8802 (work)

(334) 295-8801 (fax)**



ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF THE
LINDEN CITY SCHOOL DISTRICT

The Linden City School District (“School District”) is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School’s teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy (“Policy”) of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the Policy. If a student is under 18 years of age, he/she must have his or her parent(s) or guardian(s) read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the school as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parent(s) or guardian(s).

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your school has designated as the one to whom you can direct your questions. If any user violates this Policy, the student’s access will be denied, if not already provided, or withdrawn, and he/she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed Policy and follows the Policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only. The School District is providing access to its computer network and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the school to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance, the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit, or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others, don't impersonate another user.

4. uses that are commercial transactions. Students may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet in a secluded place or in a private setting a person you have only communicated with on the Internet.

C. “Hacking” and Other Illegal Activities. It is a violation of this Policy to use the school’s computer network or the Internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Alabama law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. **Any student attempting to bypass district filtering software shall be deemed in violation of this policy and subject to disciplinary action.**

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][1]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District, and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

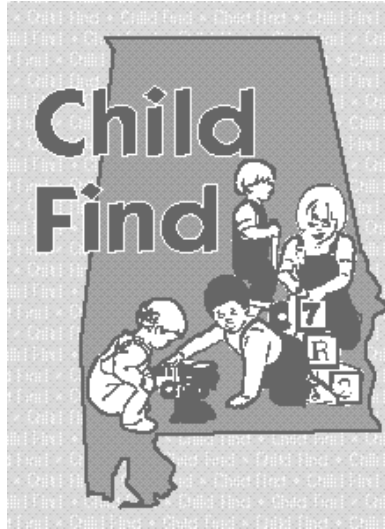
The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer network or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or her/his parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If, after you have been provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)
Communications Act of 1934, as amended (47 U.S.C. 254[h], [i]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)





Child Find is a state-wide effort by the State Department of Education and the Department of Rehabilitation Services to locate, identify, and evaluate children with disabilities from birth to age twenty-one.

Help us find children with disabilities

Call
1-800-392-8020
or
Linden Board of Education
Linden, AL
334-295-8802

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Linden City School System to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. **A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member** (including health or medical staff and law enforcement personnel); **a person serving on the School Board; a person or company with whom the District has contracted to perform a special task** (such as an attorney, auditor, medical consultant, or therapist); **or a**

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Parents and students who are 18 or emancipated minors (“eligible students”) are afforded certain rights regarding our conduct of surveys, collection and use of information for marketing, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education.

The Linden City School System on occasions will participate in surveys and other activities where pupils are involved. The parents and eligible students have the option to receive notice and opt out of any such survey regardless of funding by written communication.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The parent or eligible student has the right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The office that administers FERPA is the Linden City Board of Education.



NOTICE

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch the disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where they cause meningitis. Meningitis is a term that describes inflammation of the tissues surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Meningococcal vaccine: Who should get the vaccine then?

MCV4, or the meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:
www.adph.org/immunization

COMMUNICABLE DISEASES AND POLICIES

I. COMMUNICABLE DISEASE

1. Communicable disease or infection is transmitted by casual contact. This is a medical determination and the superintendent will rely on the advice of personal physicians and public health officials. Attendance or re-admittance will be permitted when approved by a personal physician or public health official or the condition is no longer considered dangerous.

II. GENERAL

It is the policy of the Linden City Board of Education to promote a healthy, disease-free school environment and to comply with applicable local, state, and federal law. It is the further policy of this Board to recognize and protect the rights and privileges of individuals; to protect the welfare of the school population; and mitigate the impact of communicable disease incidents in the school setting.

III. ROLES AND RESPONSIBILITIES

- a. School Board – To establish overall policy, provide support and guidance to the Superintendent and school officials in implementing this policy; encourage public and parental awareness. Work cooperatively with the Linden City and State Health Departments.
- b. Superintendent – To establish appropriate procedures and administrative regulations; provide guidance and leadership, appoint ad hoc committee when appropriate; keep the Board apprised of major developments and problems; work cooperatively with local and state agencies.
- c. Health Services – To assist the superintendent in establishing procedures and regulation; serve as focal point for information and implementation of communicable disease policy as it pertains to students.
- d. Principals – To become and stay familiar with this policy and other applicable procedures. Maintain a permanent action file with pertinent information on Communicable Diseases. (Regulations, procedures, telephone numbers, etc.) Report incidents and cases to the Superintendent and other officials, when required.
- e. Teachers – To become and stay familiar with this policy and other applicable procedures. Report incidents and cases of communicable disease to the principal, when required.
- f. School Nurses – To assist principals and teachers in establishing orientation and education programs that promote an understanding

of communicable diseases; when required, conduct seminars and classes for faculty, students, and support personnel in such areas as recognition, risk, universal precaution, etc.

HIV Prevention Education

The goals of HIV prevention education are to promote healthful living and discourage the behaviors that put people at risk of acquiring HIV. The education program will:

- a) Be taught at every level, fifth through grade twelve;
- b) Use methods demonstrated by sound research to be effective;
- c) Be consistent with community standards;
- d) Follow content guidelines prepared by the Centers for Disease Control and Prevention (CDCP)
- e) Be appropriate to students' developmental levels, behaviors, and other cultural backgrounds;
- f) Build knowledge and skills from year to year;
- g) Stress the benefits of abstinence from sexual activity, alcohol, and other drug use.
- h) Include accurate information on reducing risk of the HIV infection;
- i) Address students' own concerns;
- j) Include means of evaluation;
- k) Be an integral part of a coordinated school health program;
- l) Be taught by well-prepared instructors with adequate support;
- m) Involve parents and families as partners in education.

Parents and guardians will have convenient opportunities to preview all HIV prevention curricula and material. School staff members shall assist parents or guardians who ask for help in discussing HIV prevention with their children. If a parent or guardian submits a written request to a principal that a child not receive instruction in specific HIV prevention topics at school, and assures that the topic will be discussed at home or elsewhere, the child shall be excused without penalty.

The education system will endeavor to cooperate with HIV prevention efforts in the community that address out-of-school youth and youth in situations that put them at risk of acquiring HIV.

Sex Education

Code of Alabama states:

- (a) Any program or curriculum in the public schools in Alabama that includes sex education or the human reproductive process shall, as a minimum, include and emphasize the following:
 - 1) Abstinence from sexual intercourse is the only effective protection against unwanted pregnancy, sexually transmitted disease, and acquired immune deficiency syndrome (AIDS) when transmitted sexually.
 - 2) Abstinence from sexual intercourse outside of marriage is the expected social standard for unmarried school-age persons.

Code of Alabama states further that materials and instruction selected and used at the local level should be age-appropriate; shall emphasize abstinence, refusal skills, ethical conduct, and applicable laws (child support, sexual abuse, and homosexual conduct); and shall include information indicating the reliability and unreliability of contraceptives. (16-40A-2), Code of AL, 1975

PRIVACY AND REVIEW OF STUDENT RECORDS

The Linden City School District, based on Family Educational Rights and Privacy Act, acknowledges that each parent and/or guardian has the right to annually review his/her child's records and verify information for accuracy.

Bullying Policy

The Linden City School Vision Statement

“At Linden City Schools we agree that bullying in any form is unacceptable. We aim to empower all individuals, institutions, and communities to challenge, remedy and prevent bullying in turn creating a culture where the rights of the individuals are upheld.”

School Policy

Bullying may be verbal, physical, or indirect. In fact, any action that repeatedly makes a child feel uncomfortable, insecure, or threatened may be defined as bullying. The school disapproves of bullying in all its forms and considers it a most serious offense. Students should be aware that bullying is completely unacceptable at Linden City Schools, and they will be treated sympathetically if they tell someone if it has happened to them. The teachers and staff take the lead in creating a climate in which pupils will be encouraged to report immediately any bullying incident in the expectation that it will be dealt with urgently and fairly. All staff are required to report incidents of suspected bullying to the principal. Principals must then report the incident to all staff. (Bullying incident forms are now available for all students and staff.)

Aim

The aim of the anti-bullying policy is to ensure that all students are in a supportive, caring and safe environment without fear of being bullied. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school. Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The three main types of bullying are:

- physical (hitting, kicking, theft. etc.)
- verbal (name calling, racist remarks, inappropriate gestures, etc.)

- indirect (spreading rumors, excluding someone from social groups, etc.)

Pupils who are being bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences, or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting from school. In all instances students will be encouraged to discuss their concerns with other members of the school community. The whole school community, therefore, must be alert to the signs of bullying and act promptly with issues as they arise - in accordance with Linden City School System's policy.

In the first instance, it is not a requirement for members of the school to investigate whether bullying is occurring but rather to accept the student's perception and jointly agree a way to go forward with them, which will reduce and ultimately eliminate their difficulties.

Implementation

Each case will be treated individually and depending on circumstances, one or more of the following strategies will be employed.

Schools/Staff

- if bullying is suspected or reported, the incident will be dealt with at the earliest opportunity by the member of staff who has first been involved
- a clear account of the incident will be recorded by the counselor and given to the school administrator.
- the appropriate person will interview/counsel all concerned and will record the incident.
- parents/caregivers of bullied and bully are to be kept informed by letter or by phone. (This may lead to a request for parents/caregivers to be interviewed along with the students involved.)
- measures to stop the behavior will be used as appropriate and in consultation with all parties concerned

- involvement of appropriate outside agencies may be taken
- regular follow up by the counselor will occur after the incident to ensure that it is not continuing.

Pupils

Pupils who have been bullied will be supported by some of the following:

- a staff group who are receptive to the student's position and don't seek to take responsibility for action away from the student (when questioned independently students cited staff taking control as one of the main reasons for not reporting incidents).
 - offering an immediate opportunity to discuss the experience with a teachers or member of the school community of their choice.
 - counseling within school counselors.
 - offering continuous support and reassuring the student
 - restoring self-esteem and confidence.
 - safe areas to go to if the student feels vulnerable at particular times in the school day.
 - discussing what happened.
 - discovering why the pupil became involved.
- informing parents or guardians to help change the attitude of the pupil.

The following disciplinary steps may also be taken:

- official warnings to cease offending.
 - community involvement in school.
 - removal of privileges/activities.
 - detention.
 - exclusion from certain areas of school premises.
- fixed-term suspension/permanent expulsion.

Within the curriculum the school will constantly attempt to raise the level of awareness of the nature of bullying. This may include assemblies and subject area meetings, as appropriate.

Guidelines for Staff on the Prevention of Bullying

- The anti bullying policy applies to all members of the school community. As a “healthy school” we include every member of our community, all have a right to be treated equally and with respect. All staff must be kept informed of any concerns with regard to their performance in post.
- It is up to every member of the school community to be aware and to work together to prevent bullying whenever possible.
- It is important to involve students in our commitment against bullying and to develop positive strategies for children to cope with this type of situation.
- Teachers and staff are available to all members of the school staff if they feel that bullying is taking place in their work area. Bullying, whether physical, verbal, or indirect is to be deplored and will not be tolerated.

Staff must deal immediately with any incident they witness, either in their own classroom or around the school. Regular follow-up is vital. The principals are responsible for ensuring this occurs.

Training

There will be regular training for all members of the school community as appropriate.

Regular training for new staff will include information on this policy.

Monitoring, Evaluation, and Review

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

The Linden City School System’s Bullying Policy includes all forms of Bullying, including cyber bullying, in which the school system considers a most serious offense.

Definition of Cyber Bullying

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending false, cruel, vicious messages.
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure. Cyber Bullying and Harassment will not be tolerated. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

The online activities and technologies often used by students engaged in Cyber Bullying include but are not limited to social networking sites, chat rooms, and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Consequences for Harassment and/or Cyber Bullying

One (1) day of in-school suspension (ISS)

- Maximum penalty: Expulsion



Linden City Schools



Empowering Children to Compete Globally and Achieve

Child Nutrition Program
P. O. Box 480609
Linden, Alabama 36748-0609

Phone: (334) 295-5279
Fax: (334) 295-8801

Dear Parent or Guardian,

We are pleased to inform you that Linden City Schools will be implementing the Community Eligibility Provision (CEP) again for the School Year 2016 – 2017.

What does this really mean to you and your child (ren) attending Linden City Schools?

All students enrolled at Linden City Schools will receive a healthy, nutritious, reimbursable breakfast and lunch at school at ***no charge*** to you or your child (ren) each day for the 2016-2017 school year. No further action is required of you for these great services that are provided to you and your child (ren).

If your child (ren) would like to receive extra items at meal time or a la carte items sold during meal, then he/she will be required to pay for those items at the price approved by your district's board of education.

If we can be of any further assistance, please contact Linden City Schools' Child Nutrition Program at (334) 295-5279. We look forward to serving your child (ren).

Sincerely,

Tammy A. Lofton
Tammy A. Lofton
Linden City Schools
Child Nutrition Director

Lunch Offer “versus” Serve Policy

Linden City School District

Implementation Date: 08/30/2012

Offer versus serve (OVS) is a policy for reimbursable meals that allows students to decline a certain number of food components in the meal in order to reduce plate waste and food cost.

A school lunch eligible for federal reimbursement shall offer five (5) food components in the appropriate amounts per grade grouping:

1. Fruit
2. Vegetable
3. Grains
4. Meat/Meat Alternate
5. Milk

Students are allowed to decline two (2) of the five (5) required food components, but must select at least ½ cup of either fruit (or fruit combination) ½ cup of vegetables (or vegetable combination) ½ cup of fruit/ vegetable combination.

After taking the required ½ cup of fruit or vegetable, students must select at least two (2) additional components in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

The student's decision to accept all five (5) components or to decline two (2) components shall not affect the price charged for the meal. The lunch is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff cannot require a student to take a particular food component (except the required cup of fruit or vegetable). It is the student's choice to select three, four or all five components.

Pre-package meals such as bagged or "grab and go" meals are allowed under OVS. School staff is encouraged to offer some food components/food items with choices (e.g. fruit basket) and/or the option to decline a component/item such as milk.

At each school implementing the Offer versus Serve Policy:

- > School food service staff will be trained annually.
- > Signs will be posted to assist students in identifying a reimbursable meal under OVS

Offer versus Serve will be implemented at the following schools:

Linden High School
George P. Austin Middle School

Breakfast Offer “versus” Serve Policy

Linden City School District

Implementation Date: 08/30/2012

Offer versus serve (OVS) is a policy for reimbursable meals that allows students to decline a certain number of food components in the meal in order to reduce plate waste and food cost.

A school breakfast eligible for federal reimbursement shall offer four (4) food items from the three (3) food components in the appropriate amounts per grade grouping:

1. Fruit (including optional vegetables)
2. Grains (Including optional meat/meat alternate)
3. Milk

Students are allowed to decline one (1) of the four (4) items offered, but must select at least 1/2 cup of fruit or 1/2 cup of vegetables or 1/2 cup of a fruit /vegetable combination.

After taking the required 1/2 cup of fruit students must select at least two (2) additional food items in the full amounts (per grade group requirements) to count toward the reimbursable offer versus serve meal.

The student's decision to accept all four (4) food items or to decline one (1) food item shall not affect the price charged for the meal. The breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a-la-carte prices will be charged.

School staff cannot require a student to take a particular food component (except the required 1/2 cup of fruit. It is the student's choice to select three (3) or four (4) food items.

Prepackaged meals such as bagged or "grab and go" meals are allowed under OVS. School staff is encouraged to offer some food components/food items with choices (e.g. fruit basket) and/or the option to decline an item, such as milk.

At each school implementing the Offer versus Serve Policy:

- > School food service staff will be trained annually.
- > Signs will be posted to assist students in identifying a reimbursable meal under OVS

Offer versus Serve will be implemented at the following schools:

Linden High School
George P. Austin Middle School

Amendments to Student Handbook

Added to the Sanctions on page

1. Corporal punishment

Added to Student Dress Code page

1. Students are allowed to wear white tennis shoes
2. Boys are not allowed to wear earrings

