

INTRODUCTION TO PARENTS:

Through the Student-Parent Handbook, we hope to directly communicate to you a better understanding of some of the policies, regulations and services of our school. Please read and keep this copy in your home throughout the year so that it is readily available should a question arise. If you have any concerns that are not covered in the handbook, please call or visit the school for assistance.

Close cooperation between the home and the school is essential to promote the best interests of the child. Parents are encouraged to visit the school and to attend scheduled meetings of parents and teachers. Mutual benefits occur when there is a meaningful exchange of information between home and school.

It is our intention that this handbook will be helpful to you and that it will promote understanding between home and school.

PARENTS - we invite you to:

1. Visit our school to see classes in session and to offer special services or talents that enhance our classroom instruction.
2. Call us to ask questions and offer suggestions.
3. Attend school functions and show an active interest in your child and in his/her school. We need your assistance and support.
4. Encourage your child to speak and write effectively at all times. Express an interest in his/her school work and activities. Discuss problems with your child, even if the only time you have is while preparing dinner or driving him/her to school.
5. Provide an adequate study area for your child away from distractions with appropriate lighting and sufficient work space. When your child has been in school all day, he/she needs a break before homework. A half-hour is generally adequate.
6. Let your child know you expect him/her to do their best without monetary reward. Regard his/her report card as an important guide to their school progress; but be sure he/she understands there are other reports that are important, such as things in which he/she excels, sharing and responsibility. Mainly take time to talk with your child. Avoid comparing him/her unfavorably to others so he/she will come to school willingly and happily.
7. Kindergarten and first grade student should know how to tie shoes, zip and button coats.

We invite you to stop by and visit school any time during the year. The offices are open every school day from 8:00 a.m. to 4:00 p.m.

Telephone Numbers:	Elementary School Office	254-4173
	High School Office	254-4717
	Superintendent's Office	254-4138
	High School FAX Number	254-4313
	Middle School FAX Number	254-0159
	Lobby Phone	254-9087

NOTE: The information in this handbook that applies directly to Middle School or Elementary students is so noted.

INTRODUCTION TO STUDENTS:

Welcome to Linton Public School, "Home of the Lions." This handbook has been created to assist you in making the most of the many opportunities which Linton School can present. It is also to acquaint new and regular students of our school with the practices and regulations to be followed during the school year.

This handbook should be read carefully and the contents discussed with your parents or guardians. It is recognized that all situations cannot be covered within this book, but many points can be clarified, and reason and justice should govern issues not specifically covered.

It is important that everyone involved thoroughly understand the organization, regulations, and activities of Linton Public School, since ignorance will not excuse you from following and being accountable for the adopted student policies.

HIGH SCHOOL:

High School is a stepping stone for eventual career development, as well as a continuing process of maturity and socialization. The benefits gained from education will be determined by how much you are willing to contribute. You must participate if you wish to realize your true potential. To be a member of Linton High School means that you are willing to give of your talents. The administration encourages you to plan your course of study carefully and to concentrate on completing the requirements for graduation as set forth by the Linton Board of Education.

You have a duty to make Linton Public School the best possible place to learn, achieve, and develop your abilities. It is a sincere administrative wish that the upcoming school year will be productive and gratifying for you and that it will be a year that you can look back upon with pleasant and fond memories.

This is your school. Be proud of it, respect it, respect your teachers, and have a rewarding school year, a year that you will enjoy and remember.

CLASS TIME SCHEDULE:

Period One	8:30 - 9:22
Period Two	9:25 - 10:15
Period Three	10:18 - 11:10
Period Four	11:13 - 12:08
Lunch (K-5)	11:25 - 11:50
Lunch (6-8)	11:50 - 12:00
Lunch (9-12)	12:08 - 12:38
Period Five	12:39 - 1:29
Period Six	1:32 - 2:22
Period Seven	2:25 - 3:15

DAILY BULLETIN:

A daily bulletin will be sent out each day in the high school building and read during the last five minutes of the first period. The daily bulletin will be posted in each room and in the daily bulletin case. All students are responsible for information in the daily bulletin. Items to be included in the bulletin must be turned into the office no later than 8:30 a.m. on the day the announcement is to be made. The bulletin will also be posted on the school website.

ROLL CALL:

Student roll call in grades K-5 will be taken the first period in the morning at 8:30 a.m. and the fifth period in the afternoon at 12:30 p.m.

Student roll call in grades 6-12 will be taken at the beginning of each period.

PLEDGE OF ALLEGIANCE:

The Pledge will begin students' day immediately after 8:30 a.m. roll call.

USE OF INTERCOM:

Time on task is especially important if students are to benefit fully from the educational process of Linton Public School. To avoid classroom interruptions, the intercom will not be used as a public address system by students, faculty or administration unless an emergency arises.

SCHOOL HOURS:

The high school building will be open from 8:00 a.m. until 3:45 p.m. on school days. In general, students are not allowed in the building before 8:00 a.m. and are to be out of the building by 3:30 p.m., unless under the supervision of a staff member.

The elementary and middle school buildings will be open from 8:00 a.m. until 3:40 p.m. on school days. In general, students are not allowed in the building before 8:00 a.m. (7:20 a.m. for early bird classes) and are to be out of the building by 3:40 p.m. unless under the supervision of a staff member. Middle school students will be required to be outside or on the lobby benches until 8:20 a.m. Students in grades K-5 will be required to be outside or in the elementary gym under supervision, until 8:20 a.m. School hours for all students are from 8:30 a.m. to 3:15 p.m.

Parents may contact teachers every school day between 8:10 a.m. and 8:25 a.m. and between 3:15 p.m. and 3:35 p.m. If a meeting is desired, an appointment may be set by calling either office at your convenience.

Students are encouraged to be on time for school, but are asked not to come to school before 8:10 a.m. unless they are in the building for supervised practice time or a school-related activity. Students who are in the building in the morning will be asked to sit in a designated area or areas (K-5 in the elementary gym, 6-8 in the middle school lobby, and 9-12 in the lunch room).

PLAYGROUND RULES:

The playground is supervised by an adult from 8:20 a.m. until 8:30 a.m. and from 11:45 a.m. until 12:35 p.m. The lunch room is also supervised by the principal or designate. All K-8 students are to adhere to the following rules:

1. Students will not be allowed to use baseballs on the playground;
2. During the winter months, NO snowballs are to be thrown on the school grounds. Throwing snowballs will result in in-school suspension and parents will be notified.
3. Students are not to go off the playground at any time without permission. Once they come to school in the morning, they are to stay on the school grounds until school is dismissed. Students living in the Linton city limits are to go home as soon as school is dismissed, and rural students are to stay on the school grounds until their bus leaves. If you have to leave school grounds, you are to get a permission slip from the office.
4. The playground area is to be shared among all grades but in your designated area.

SCHOOL ENTRANCE REGULATIONS:

For admission to Kindergarten, a child shall have attained the school age set by law. For exceptions to this, or early entrance to first grade, see section 15-47-01 of the Century Code. To be admitted to the Linton Public School, the pupil must be a resident of the Linton Public School District No. 36. Out-of-district students shall be admitted to the Linton Public School provided the school has room and provided that the district or parents from which the student resides has made an agreement with the Linton School District for no-charge tuition, out-of-district tuition, or open enrollment. Tuition may vary from year to year depending upon the cost of education. A special effort shall be made to accept all students who wish to attend Linton Public School. Proper immunization must be administered to all students who are entering school.

2016-17 LINTON PUBLIC SCHOOL DISTRICT CALENDAR:

Thursday & Monday	August 18 & 22	Teacher Workshop Days
Tuesday	August 23	School Begins
Monday	September 5	Labor Day - No School
Thursday & Friday	October 20-21	Teacher's Convention - No School
Friday	November 11	Veteran's Day Observed - No School
Thursday & Friday	November 24-25	Thanksgiving Break - No School
Thursday	December 22	Last Day of School before Christmas Break
Tuesday	January 3	School Resumes after Christmas Break
Friday	February 17	No School (State Wrestling)
Friday	March 3	No School (Spring Break)
Friday	March 17	No School (Spring Break)
Friday	April 14	Easter Friday – No School
Monday	April 17	Easter Monday – No School
Thursday	May 18	Last Day of Classes
Sunday	May 21	Graduation

End of First Quarter:	Wednesday	October 19
End of Second Quarter:	Thursday	December 22
End of Third Quarter:	Friday	March 10
End of Fourth Quarter:	Thursday	May 18

ACADEMICS:

The Linton School District #36 hereby agrees to provide a free and appropriate education to all students.

PHILOSOPHY OF EDUCATION:

As Educators, We Believe That:

1. Education is the responsibility of the school, home, community and church.
2. We must identify and accept the child at whatever social, cultural or environmental level she/he may be.
3. All students have the right to equal opportunities for a successful learning environment.
4. Education is all-inclusive-physical, social, intellectual, behavioral, aesthetic-and leads to the development of a well rounded individual.
5. All children are capable of being educated, and it is our responsibility to encourage them to strive for academic excellence according to their ability; we will use our time and resources to educate every child.
6. We are responsible for developing good student behavior patterns and attitudes.
7. Education makes it possible for a student to apply in the future what he/she has learned and to be able to assume a responsible role as a citizen; therefore, education is a life-long process for an individual to enable him/her to develop to his/her fullest potential.
8. Success results from effort on the part of teachers and students, and each student experiences success in the learning process.
9. Education is meaningful to the student and happens only when there is understanding
10. Education develops self-worth and self-esteem.
11. Education is challenging and reflects and adapts to changes in environment and society.
12. Learning and growth are human needs.
13. We must recognize and promote parental responsibility and cooperation.

GENERAL OBJECTIVES OF THE EDUCATION PROGRAM:

The program of education should be developed to meet the following needs of the individuals:

1. To stimulate the individual to develop for herself/himself a system of values and a philosophy of life that demonstrates moral, spiritual, and ethical principles.
2. To understand the value of freedom as citizens of a democracy.
3. To be skilled in communication with others-to have the ability to understand another's ideas through reading, listening, seeing, and expressing one's thoughts effectively through speaking and writing.
4. To be able to utilize the scientific method wherever it is applicable, to understand the basic discoveries of science and influence on thought and ways of living.
5. To acquire the fundamental knowledge and basic skills for selecting a vocation and for helping attain satisfaction and success in a chosen work.
6. To be able to evaluate, purchase, and use goods and services intelligently.
7. To have the ability to think critically in arriving at decisions, and to act with courage on one's own conviction.
8. To enjoy and appreciate beauty wherever it is found - literature, music, art or nature – and understand the arts as expressions of individuals and the culture.
9. To actively and intelligently participate in the consideration and solution of local, state, national and international problems involving social, economic, political, and personal welfare.
10. To maintain good physical health through proper habits of rest, physical fitness, eating and bodily routine, and wise use of medical and dental care.
11. To make wise and satisfying use of leisure time through intellectual, aesthetic and recreational activities.
12. To be an effective participant in a family group, to understand the problems of family living and to have the skills and attitudes likely to lead to worthy home membership.

GOALS:

The educational system of the Linton Public School should:

1. Help every student to understand and practice the skill of family and community living.
2. Help every student to form satisfying and responsible relationships with others, including those with characteristics different from his/her own.
3. Help every student learn to manage money, property and resources.
4. Help every student learn to effectively use leisure time.
5. Help every student become aware of and appreciate culture and beauty in the world.
6. Help every student understand and practice good health and safety habits.
7. Help every student develop a desire for learning now and in the future.
8. Help every student learn to be a responsible citizen and practice democratic ideas and ideals.
9. Help every student to gain information needed to make career selections and develop skills to become productive individuals.
10. Help every student develop good character, self-respect and a feeling of self-worth.
11. Help every student develop communication, computation and other skills to each individual's ability.

GRADUATION REQUIREMENTS:

<u>Course</u>	<u>Credits</u>
Keyboarding or Word Processing 1	.50
Consumer education	.50
English/Literature 9	1.00
English/Literature 10	1.00
English/Literature 11	1.00
English/Literature 12	1.00
Introduction to Algebra or Algebra 1	1.00
2 Math Electives	2.00
Physical Science	1.00
Biology	1.00
Advance Science: (Chemistry, Physics, Earth Science)	1.00
US History	1.00
POD	1.00
Social Studies Elective	1.00
Physical Education	.50
½ yr. Health Education	.50
Foreign or Native American Language, Fine Arts, or Career and Technical Education	1.00
Number of Required Credits:	16.00

Drivers Education Note: Drivers Education is not required for graduation from Linton High School. Students may earn ¼ credit if they take the classroom instruction and behind-the-wheel instruction. Drivers Education will be taught (both classroom and behind-the-wheel) during the summer immediately following the school term.

* The ½ unit of health education may be selected from Family Health or Relationships.

1. For the 2016-17 school year, the number of credits required to graduate is twenty-two (22).
2. All students must attend eight (8) semesters of classroom instruction to be eligible for graduation from Linton High School. A student must finish the eighth semester at Linton High School in order to be eligible to graduate from Linton High School.
3. All students in grades 9-12 shall enroll in no less than 6 credits per year. **Correspondence credits may not be considered part of the required credits.**
4. Students in grades 9-12 may have no more than one study hall per semester and must enroll in at least four academic subjects each semester.
5. All requirements for graduation must be completed before the date of graduation for a student to participate in graduation exercises.
6. All correspondence classes that are needed to meet graduation requirements must be completed prior to graduation and evidence of the credit received must be received by the principal prior to graduation. Exceptions can be granted only by the School Board.
7. Students will not be allowed to enroll in two different grade levels of English/language arts during the same semester unless one of the classes is being taken by correspondence study.
8. In order to receive a diploma from the Linton High School, no more than 3 of the required 24 credits can be correspondence credits.
9. No student may take any correspondence course in lieu of any course offered by Linton High School unless the student has failed the course previously or scheduled conflicts require it. All correspondence course work must be approved by the administration and have a Linton faculty staff member as a correspondence advisor.
10. Four credits of physical education and two credits of TEAM or tutoring may count toward graduation.

TEAM TUTOR REQUIREMENTS:

High School Students who enroll as tutors in the TEAM Program must score on the 50th percentile in the areas of reading, language, arts and math on their latest NWEA Proficiency test. In addition, they must have a cumulative grade point average of 2.00 or higher.

DUAL CREDIT POLICY:

Linton Public School will grant credit toward graduation for courses taken at any post secondary institution accredited by a regional accrediting organization or for vocational courses taken at a post secondary institution in a program accredited by a national or regional accrediting organization recognized by the United States Department of Education. The following criteria will apply:

1. Before enrolling in a course for credit under this provision, the student must obtain written permission from the student's school superintendent.
2. Only Juniors or Seniors are eligible to receive such credit.
3. The student and the students' parents or legal guardian are responsible for all costs associated with enrollment at the post-secondary institution, including transportation. (Adopted: 10/09/97)

GRADE LEVEL CLASSIFICATION:

Grade level classification depends upon the number of credits earned. Classification is as follows:

Freshman	Completion of the 8th Grade
Sophomore	5 Credits
Junior	10 Credits
Senior	15 Credits

Grade level classification not only effects which grade a student will be classified as, but also effects eligibility (see eligibility section).

ACADEMIC PROGRESS REPORTS:

The main function of the Progress Report is to inform the student and the parent/guardian of the progress the individual student has made in class. It is hoped that accurate and objective reporting to the student and parent/guardian will encourage the student to make use of his/her educational opportunities to the best of his/her abilities.

Progress Reports may be given by the teacher at anytime. Midterm progress reports will be issued each 4 ½ weeks of the grading period. The reports are designed to inform the student and parents of the student's progress in a given subject area at that point in time. The reasons for an outstanding, satisfactory, unsatisfactory, or failing rating are marked. These notices act as a general guide to both parent/guardian and student so the student may improve his/her study and performance habits. Report cards will be given to the students at the end of each nine week grading period.

GRADING PROCEDURES:

Reporting periods are nine weeks in length. In high school semester courses, the first report or grade is a notice of student's progress up to the middle of the course. The final semester grade is based on the total amount of contribution a student has made to the course during the entire semester. Student Note: Passing first semester of a yearly course does **not** necessarily guarantee that the student will receive a passing final grade. It is the student's responsibility to maintain a passing percentage or have the necessary or total points for the entire year to guarantee a passing final grade.

GRADING SYSTEM:

The primary purpose of grading is to keep parents and students fully informed of a student's progress and to provide a continuous and accurate record of each student's achievement for use in instruction.

The Linton School Faculty will use the following percentages to assign letter grades (with the exceptions noted below).

95-100	A	87	B-	77	D+
94	A-	86	C+	76-71	D
93	B+	85-79	C	70	D-
92-88	B	78	C-	69-0	F

These percentages will be used in all subject areas where letter grades are given. The grades S (satisfactory), N (needs improvement) and U (unsatisfactory) will be used in the following areas: K-4 Music, K-4 Physical Education, and all subject areas in kindergarten and grade 1.

Objective data must be used as well as judgment. Students will be graded in accordance with their success in mastering required objectives and skills. When students are working below grade level but are making an earnest effort to succeed, the teacher may consider the pupil's effort and individual progress as factors in grading.

A - This mark indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the course.

B - This mark indicates that the student is doing work in quality and quantity above the standards set forth for a passing grade in the course.

C - This mark is a satisfactory passing grade. it indicates that the student is acquiring the necessary information to proceed in the subject. She/he is meeting the standards set for a satisfactory passing grade in the course.

D - This mark indicates that the student is not effectively mastering the work assigned but has sufficient understanding of the subject to justify the opinion that more growth will result from advancement than from repetition of the course.

F - Insufficient progress in the subject to merit granting of credit in the course.

I - Represents an incomplete grade on required course work due to an acceptable reason. Student will be given a two-week period of time to make up the incomplete.

Students must understand that each individual teacher uses different grading procedures to arrive at the grade letter designation. A student should check with the individual teacher if there are any questions as to how the grade is determined in each respective course or what a student's class standing is at a given time.

Grades for students who are enrolled in an approved advance placement or dual credit course will be weighted for that course as follows:

A	4.50	B	3.50	C	2.50	D	1.50
A-	4.17	B-	3.17	C-	2.17	D-	1.17
B+	3.83	C+	2.83	D+	1.83		

(Revised: 07/17/06)

MIDDLE SCHOOL RETENTION POLICY:

The intent of the Middle School retention is to provide sequential steps in determining whether or not a student has attained minimal competencies in the following basic core subjects: **English, Science, Math, Reading/Literature** and **Social Studies**. The retention policy will follow these guidelines:

1. Any student that has the possibility of failing a core subject for the final grade must be referred to the principal prior to the end of the third 9-week grading period. An attempt to help the student overcome his/her failure to meet the minimal standards must be initiated.
2. The student's parent must be notified at the end of the third 9-week grading period that their son or daughter is in danger of failing a core subject.
3. To be promoted: Middle School students **must pass** (70% or higher) **a total of 4 of 5 basic core subjects:** 1. English 2. Science, 3. Math, 4. Reading/Literature 5. Social Studies.
4. A student who does not meet the criteria outlined in item number three will take a summer school course at Linton Middle School. Dates and times will be set up by the Principal. The student must pass the summer school work with a 70% or higher.
5. *An identified educationally handicapped student, who does not meet the requirements for promotion listed above, may be promoted after a special conference is held between the building principal, Special Education Director, faculty members and parents, and only if special provisions are made to help the student perform at his/her level. The final decision for promotion will rest with the building principal. (Revised: 07/22/13)*

KINDERGARTEN - GRADE 5 RETENTION POLICY:

1. The teacher shall determine that a student will be considered for retention.
2. Evaluation meeting following the 3rd nine weeks at the Spring Parent-Teacher Conference between the teacher and the parents of the child being recommended for retention.
3. Fill out Retention Form and have the parent's decision and signature by May 1st. The parent can agree or disagree with the classroom teacher's recommendation.
4. No response from parent in the required time, **the option of disagreeing with the teacher's recommendation is waived.** The final deadline is the last day of school in May.
(Revised 7/22/13)

TEACHER REQUEST POLICY FOR GRADES 1 THROUGH 5:

Parents may request a specific self-contained classroom teacher in grades one through five. Parents making such a request must give a specific educational reason to not have a specific teacher. Parents requesting a specific teacher must meet with the principal and fill out a form stating their reasons. This form will be signed, dated, and filed. Requests that do not have valid reasons will be denied. The administration invites anyone who feels strongly about a request to come in and discuss the situation. However, the district is confident that the teaching staff is an excellent group of educators that will work hard to provide a proper education for all children. Invalid requests, as determined by the elementary principal, will be denied. Formal teacher requests will begin after January 1 and will end on the last day of school each year. There will be no exceptions. The following guidelines will be followed:

Requests are only valid if specific educational reasons for not having a particular teacher are given.

- Requests will only be taken in grades 1-5 that have enrollment numbers that allow the class to be split into two or more classes. There will be no requests for grades that are departmentalized.
- Class numbers and gender will always be split evenly.
- Class lists are confidential and will not be released until one week prior to the start of the new school year.

The procedure to request a specific teacher is as follows:

- Read and understand the district policy.
- Contact the elementary office and set up an appointment with the elementary principal.
- Meet with the elementary principal
- Complete the request form stating educational reasons for not having a specific teacher.
- Sign and date the request so that it may be filed. (Revised 06/10/08)

HONOR ROLL:

Middle School/High School - Students earning a "B" (3.00) average and above will be placed on the 9-week honor roll. Any grade of "F", "D", or "I" will disqualify a student from being listed on the honor roll for the grading period. The following subjects are not figured when determining honor roll status: Band, Chorus, Physical Education, and TEAM or other tutoring. The procedure to figure GPA and class rank will also be used when determining honor roll.

A student may decline publication of his/her name on the honor roll by making a written request to the principal. If under 18, the request must be co-signed by the parents or guardians.

HONOR STUDENTS:

A student with an average of "B" or above for 3 ½ years, starting in the 9th grade of high school, shall be considered a graduating honor student.

GPA and class rank will be determined by interpreting the letter grades from the student's permanent record as follows:

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	.67
B	3.00	C-	1.67	F	.00

NATIONAL HONOR SOCIETY:

The Linton Public School is a member of the National Honor Society. The Linton High School National Honor Society is a school organization for outstanding students in grades 11 and 12. The following criteria for membership are provided for 9-12: Leadership, scholarship, service and character. To be eligible, a student must have a grade point average of 3.25, B, or above (on a 4.0 scale) in a total of eight academic courses at the end of the sophomore year. (Revised: October 2009)

Students may be inducted during the first quarter of their junior year if their grade point average is a 3.25, B, or above (on a 4.0 scale) and have taken or registered in any three of the following upper level academic courses:

Advanced Accounting	Algebra II	Anatomy
Chemistry	Physics	Physiology
2 nd Year Foreign Language	Geometry	Trigonometry
College English	Senior Math	College Algebra
Data Bases/Spreadsheets		

Students must have completed three of the above by the end of their junior year and must take at least 1 credit hour their senior year to maintain membership status.

- Students, in their last year of high school, (senior year), who have attained a grade point average of 3.25, B or above (on a 4.0 scale) will be inducted during the first quarter of their senior year based on the grade point average they have attained by the end of their junior year and have taken or are registered for the required number of academic subjects. This will be the last opportunity they will have to be a member of NHS.
- Juniors who have attained a grade point average of 3.25, B or above (on a 4.0 scale), after the 1st semester will be welcomed informally to NHS for their junior year and they will be inducted the following year. Those students will be able to participate in all remaining activities, but will be expected to pay expenses earned by other members during any fund raiser activities. The amount of \$50.00 earned by other members would be paid by new junior members. They will also be expected to do some service activity as a new member.
- Seniors must be registered for at least sixteen academic subjects. A student, who does not have that number of credits, cannot be a member.
- All NHS members must complete at least sixteen academic credits before graduation.

COURSE WITHDRAWAL PROCEDURES:

Once students have selected their courses, there will be **no** schedule changes, including withdrawals, after the beginning of the grading period except as determined by the principal. Rescheduling of classes must be completed by the Friday ending the first week of the school or by the Friday ending the first week of the second semester. An add/drop form must be secured and completed before any schedule changes will be made.

PARENT-TEACHER CONFERENCES:

In compliance with the new Department of Public Instruction directives, Parent-Teacher conferences will be held two times during the school year, once in the fall and once in the spring.

EXAMINATIONS:

Examinations will be given at the end of each semester. Seniors with an average of "B" or better in a class may be exempt from the final test in that subject if they meet the attendance requirements. (Refer to Senior Attendance Incentive Policy)

CHEATING OR COPYING:

Students found cheating on examinations may be failed. Some of the conditions under which examinations must be written are not the best. Be very careful that you do not appear to be looking at other papers. Pay strict attention to your own work. Listen carefully to instructions. Students may fail the course for the entire semester for cheating if the number of points lost brings the student's average below passing requirement for that class.

If any student is caught copying another student's work anywhere in school, a teacher has the right to seize the work that is being copied and present it to the teacher whose work was being copied for an appropriate "0" grade. **Think before acting foolishly!**

LIBRARY:

The library is open daily from 8:20 a.m. until 3:30 p.m. Students are encouraged to use the library for reference work. There are rules which must be followed while in the library, and any student not willing to abide by those rules will forfeit his/her library privileges. The librarian has established rules which should be followed on how to use magazines, reference books and reserved books, filmstrips, tapes, records and computer software.

All library materials must be checked out through the librarian on duty. Books may be checked out for two weeks and renewed for two additional weeks. Periodicals, newspapers, and encyclopedias are to remain in the library and are never checked out. Overdue books are subject to fines.

CONDITIONS RULES FOR INTERNET USAGE:

The Linton Public School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. With the completion of wiring and setup, internet access is now available through the ITV network. We believe this computer technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate, and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. Internet is a tool for lifelong learning and only begins to open the door to many advanced tools.

With this new learning tool, students and staff must understand and practice proper and ethical usage of the internet services offered by Linton Public Schools. Students are responsible for appropriate behavior on the school's computers and internet network just as they are in the classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with the district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive material.

Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly. Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see.

Students should use the system only for educational and career development activities. Not use a computer to harm other people or their work. Follow acceptable network etiquette. Not damage the computer or the network in any way. Not interfere with the operation of the network by downloading or installing illegal software, shareware, or freeware. Not violate copyright laws. Not view, send, or display offensive messages or pictures. Not share your password with another person. Not waste limited resources such as disk space, paper, printer ribbons, or toner and diskettes. Not trespass in another's folders, work, or files. Notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use. Not subscribe to a list-serve or news groups. The use of chat rooms will not be permitted. Not place disks in the disk drives of his/her computer without the permission, and then only if they have been scanned for potential viruses.

Be prepared to be held accountable for your actions and for the loss of privileges if the rules of appropriate use are violated.

Student users must have signed the Linton Public School AUP policy and have taken and passed the Linton Public School internet test before using the internet. Always get permission from their instructors before using the Internet, accessing any specific file or application, or printing. Follow written and oral classroom or library instructions. Student users must sign-in legibly on the appropriate log or register in the classroom each time they use the internet. Not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. Agree to work quietly and work in ways that will not disturb other users.

Network On-line Etiquette:

You will not post personal contact information about yourself or other people (personal contact information includes you address, telephone number, school address, work address, etc.). You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable. Note that electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities. Compose e-mail and bulletins offline in order to reduce unnecessary network traffic. Make your "subject line" as descriptive as possible. Always include a salutation before your message: "Dear John..." Always sign your name and tell where you are from. If possible, include your e-mail address and, if appropriate, alternative addresses. Always restate or describe the question that you are answering or the issue on which you are commenting. Always acknowledge that you have received a document or file someone has sent you. Delete e-mail once you have read it. Don't send personal messages on conferences, bulletin boards, or digests. Conference and bulletin board messages are "showcases". Use correct grammar, punctuation, and capitalization in your messages. Proofread and edit all messages. Don't be vulgar or offensive. Electronic text allows no context clues to convey shades of irony, sarcasm, or harmless humor. Don't send chain letters or engage in "spamming" - spamming is sending an unnecessary or annoying message to a group of people. Don't e-mail your fellow classmates that are in the same school. Don't publicly criticize (or "flame") other network users (Capital letters are regarded as shouting). Protect others' privacy. Observe standard copyright restrictions; they are the same as for printed materials--this includes backgrounds, clip art, etc. If you are unsure whether or not you can use a work, artwork, etc., you should request permission from the page owner. Don't upload or download software illegally. It is a serious federal crime.

CONSEQUENCES:

Automatic notification will be made to the parent or guardian and the administration of Linton Public Schools of any infraction of the acceptable use policy of Linton Public Schools. Depending on the severity of the infraction, any of the following consequences may be imposed:

First Offense: Appropriate legal action will be taken. A conference with parent or guardian, and individual access privileges will be revoked for a determined period of time. The first offense will be treated the same as being removed from class, and will result in the same consequences. When applicable, law enforcement agencies may be involved.

Second Offense: All of the above and loss of privileges for the remainder of the school year. The second offense will be treated the same as a second removal from class, and will result in the same consequences. (Adopted: 11/18/98)

Alcohol, drugs, or tobacco

Use or possession of tobacco or alcohol and illegal use or possession of tobacco or habit-forming drugs is prohibited and will result in the loss of the next "Event" as defined in Activity services: **page 13, Other, #17**

ACTIVITY SERVICES:

EXTRA-CURRICULAR ACTIVITIES:

The following interscholastic activity programs are offered at Linton for grades 7-12:

Football	Yearbook	Boys' Basketball	TSA
Girls' Basketball	Student Council	Cheerleading	Golf
Track	Drama	Speech	Volleyball
FBLA	*NHS (Honor Society)	Wrestling	FCCLA
Acalympics	Statistician	Baseball	Class Officer

*-NHS National rules dictate 9 weeks suspension for first violation and 18 weeks for any subsequent offense.

AWARDS AND LETTERS:

Awards and letters are presented for participation in the majority of interscholastic activities. The activity director will inform the students of the minimum requirements for receiving an award or letter in each respective activity. If there are any questions concerning these minimum requirements, a student should talk to her/his activity advisor or principal.

No award will be received if a student is on suspension from an activity and the suspension period goes beyond the season or conclusion of that activity.

EXTRA-CURRICULAR ACTIVITIES FOR GRADES 5 & 6:

Boys' Basketball
Music
Football

Band
Yearbook

Student Council
Wrestling

Girls' Basketball
Volleyball

OUT OF TOWN EVENTS:

Students are representatives of the school at out of town events. The conduct of the students at such events determines the reputation of the school and its students. Students are, therefore, expected to show good behavior at such events. Disciplinary action will result if any student's conduct is detrimental to her/his school or the community.

Students riding in a bus or car provided by the school for transportation to an out of town event must return in the same vehicle. The only exception would be if the parent/guardian made a request that the student ride home with him/her or a responsible adult. Requests must be made prior to the date of the event, and must be cleared with the coach or activity supervisor in charge. Students may not drive their own vehicles to out of town events scheduled during the regular school day. No ghetto blasters will be allowed on the bus for any out of town events.

Students attending an out of town event that requires an overnight stay will be required to have a school permission form, signed by a parent or guardian, on file with the principal.

STATE TOURNAMENTS FOR SENIOR LETTER WINNERS:

All senior letter winners will be given the opportunity to attend the State Contest in their respective sport. The head coach or activity director will be given the first choice to attend with the senior letter winners. If the head coach or activity director does not wish to attend, it will be passed to the assistants, who may all attend if approved by the administration.

Activities to be given consideration for this will be boys' and girls' basketball, boys' and girls' track, wrestling, football, volleyball, golf, drama, music, and speech. The money needed to send senior letter winners and coaches or directors shall come from the Athletic Club or specified activity account. The club or activity account will pay only for the tickets to events. Students must pay for their meals, room and transportation. Additional coaches or activity directors' expenses (up to two days room, up to two days meal allowance, and transportation) will be paid from the athletic or specified activity account. Trips which can be traveled reasonably in one day shall be one-day trips.

GYMNASIUM:

No one will be allowed to participate in any activity in the gym unless supervised by a faculty member. Only tennis shoes and gym shoes are allowed on the gym floor. Seniors will not use either gym during Senior Privileges.

RULES OF ELIGIBILITY:

The following rules and regulations are the minimum requirements, as defined by the North Dakota High School Activities Association and the Linton Public School. These rules and regulations will be followed by activity participants in order to be eligible to represent Linton Public School for the school year. (Revised: 07/23/07)

ACADEMIC ELIGIBILITY:

1. To be eligible for extra curricular and school related activities at Linton High School, the following Minimum number of credits are needed:

End of Freshmen year:	5 credits	End of Sophomore year:	10 credits
End of Junior year:	15 credits		

2. To be eligible to participate in extra curricular activities and represent Linton High School, a student must not fail more than one subject. Any student who fails more than one subject will be considered ineligible to participate in any extra-curricular activities or represent Linton Public School at any public performance. In addition, a student who fails one subject (the same subject) for three consecutive weeks will be considered ineligible until that particular subject is brought up to a passing grade for at least one week. Graded public performances, such as concert band or chorus, marching band, and pep band performances will be excluded from this requirement. Teachers will be required to take at least one grade per week to give failing students an opportunity to get their grade up to a passing level.
3. Eligibility will be determined on a weekly basis and be cumulative for the term of the course. If a student does not meet the above criteria by the Friday ending that week, he/she will be ineligible for the following week. Eligibility will run from Tuesday through the following Monday. To be considered passing, a student must have a D- or better. Any student in grades 7- 12

with 2 behavioral checks or 1 behavior check and 1 academic failure during the week will be considered ineligible at the beginning of the new eligibility period.

4. Activity participants may not participate in a contest or activity while they are academically ineligible, nor can they perform any function within that activity. They may, however, ride with the team to the event at the coach's discretion. They will not, however, be allowed to travel with the team if the team's departure requires an early dismissal from school.

PHYSICALS:

5. Students must file, with their principal a certificate signed by a physician or nurse practitioner showing that they have passed a physical examination. Currently the NDHSAA requires physicals every year. (For athletes and cheerleaders only). Sports and athletic competition present the potential for injury and possibly even paralysis. The coaching staff at Linton Public School District will make every effort to insure the safety of student athletes who participate and represent the Linton Public School District.

DRUGS, ALCOHOL, & TOBACCO:

6. Use or possession of tobacco or alcohol and illegal use or possession of tobacco or habit-forming drugs is prohibited. Violation of this regulation results in a six week suspension for the first offense and an eighteen week suspension for any subsequent offense. Students who are in violation of this rule and who plan to continue to participate in the activity will be required to practice with the team and travel with and sit with the team during the time of suspension. They will not, however, be allowed to travel with the team if the team's departure requires an early dismissal from school. Public performances, such as concert band and chorus will be excluded from this requirement.
7. In addition to the actual use or possession of alcohol, activity participants are prohibited from being on the premises or in a vehicle where alcohol is present beyond the time it takes to determine the presence of the alcohol. This violation must be reported by a credible adult within 14 days of the incident. Violation of this rule will result in a suspension of the participant based on the following criteria:

Football 1 game	Wrestling 1 meet	Basketball 2 games
Track & Golf 1 meet	Speech 1 meet	Volleyball 2 matches
*Co-op sports will be penalized by the Administration, based on the above actions.		

The suspension will take effect at the time the participant is notified by the activity director. Cheerleaders, stats, and managers will have the same suspension criteria as the activities they represent. The suspensions will include the events immediately following the notification of the violation to the administrator.

The Linton School District will use the following NDHSAA procedure when a violation is reported:

The School Administrator (Superintendent or Principal) shall immediately investigate any alleged violation of the alcohol, tobacco and controlled substance rule that is made known to the administrator and if the administrator finds probable cause to believe that this rule has been violated he shall give the student notice as provided:

The period of suspension shall begin from the date and time notification is given to the student by the school administrator. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred for good cause shown.

However, if the suspension is not imposed and the student is found to be in violation of the alcohol, tobacco, and controlled substance rule, any interscholastic contests or activities participated in by student after the initial hearing will be forfeited and the suspension will start from the date that guilt was established.

Such hearing shall be on notice and conducted by a school administrator. The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material. Such student shall also have the right to confront and question the person or persons who complained of such student's violation of this NDHSAA rule. If the student is not satisfied by the ruling of the hearing officer, such student shall have the right to have the ruling reviewed by the local Board of Education.

Any student who violates the Linton High School Activities rule will be excluded from all extra-curricular activities during this time.

DISCIPLINARY ACTION:

8. If a student is found to be in gross violation of the ethics of competition or the principles of good sportsmanship, he/she may be barred from interscholastic activities as either a participant or as a spectator, or both.
9. If a student is referred to the office by any teacher for a disciplinary infraction he/she will be denied the privilege of activity participation for a one week period. This includes riding to a contest or activity with the team.

10. Any student who has been suspended or expelled from school will not be allowed to participate in or attend school activities during the time of suspension or expulsion.
11. If any student commits an act of vandalism on or to school property, the appropriate action will be taken by the school. If any student is apprehended for shoplifting, vandalism or any other criminal offense during a school sponsored event or activity, they will automatically lose all extra curricular activity participation status for six weeks for the first offense and eighteen weeks for each concurring offense. Parents will be held financially responsible for all damages.

HOURS:

12. Participants in grades 5-6 will keep hours of 9:30 P.M. week nights or any night preceding an activity. Week nights are interpreted as Sunday through Thursday. Weekend hours will be 10:00 P.M. Participants will return home immediately after a game if, when returning to Linton, regular curfew time has passed. A participant who attends a school sponsored activity which ends after the curfew hours will return home immediately after the activity. Violation of this rule will draw a suspension based on the discretion of the advisor.
13. Participants in grades 7-8 will keep hours of 10:00 P.M. week nights or any night preceding an activity. Week nights are interpreted as Sunday through Thursday. Weekend hours will be 10:30 P.M. Participants will return home immediately after a game if, when returning to Linton, regular curfew time has passed. A participant who attends a school sponsored activity which ends after the curfew hours will return home immediately after the activity. Violation of this rule will draw a suspension based on the discretion of the advisor.
14. Participants in grades 9-12 will keep hours of 10:30 P.M. week nights or any night preceding an activity. Week nights are interpreted as Sunday through Thursday. Weekend hours will be 12:00 midnight. Participants will return home immediately after a game if, when returning to Linton, regular curfew time has passed. Violation of this rule will draw a suspension based on the discretion of the advisor.
15. Students must be in school attendance the second half of the day on the day of the extra-curricular event unless they are absent for a school activity or an approved event.
16. Participants will not be excused from school on days following contests for reasons of tiredness. If a student does not have a good reason for missing school the day after the contest, he/she will be ineligible for the next contest. Prior approval by the administration will be the only exception.

OTHER:

17. In addition to the other requirements listed, students are not eligible:
 - If they have not been in classes as many days as they have missed from the opening of the semester;
 - If they entered school later than ten days after the opening of the semester;
 - If they have competed in an activity for four years as a high school student;
 - If they compete in a similar athletic contest on an out-of-school team during the same sports season, even while under suspension;
 - If they have been enrolled in an institution of higher rank except as an accelerated student carrying advanced work in addition to two high school subjects;
 - If they did not earn credits in four subjects the preceding semester;
 - If they have graduated from a four-year high school or equivalent;
 - If they have accepted awards other than those having symbolic value and costing more than \$75.00;
 - If they are twenty years of age or older;
 - If they are not an amateur in the sport in which they are competing or if they have competed under an assumed name;
 - If transferred from another school without a corresponding change of residence by their parents;
 - If they are in their ninth semester of attendance and have reached their 18th birthday;
 - If they are in their eighth semester and their seventh and eighth semesters are not consecutive;
 - If they have in their possession tobacco, alcohol, or illegal drugs;
 - Other eligibility requirements may be established by the director of the activity.
 - Students in an Activity will also lose the next event following their infraction. The following is a list of the events.

Homecoming Royalty
Senior Trip
Awards banquet in the spring

Prom
Appreciation Banquet in the Fall
Junior-Senior Banquet

Best of Class Trip
Homecoming Dance
NHS Trip

AWARDS & LETTERS:

A student who violates training rules during a given extra-curricular season will not be eligible to receive any school-sponsored individual or team awards that are presented at an awards or appreciation banquet. Lettering will be left to the decision of the individual coach or activity director. Students will not lose letters or awards for seasons that they have completed or for seasons that begin after the violation has occurred. (Revised: 07/23/07)

SPRING & SUMMER VIOLATIONS:

Any student that is in violation of alcohol, tobacco, or illegal drugs during the spring term, before his/her six week suspension ends, or over the summer months, will adhere to the following consequences:

First Offense:	Lose one game or Event the following year.
Second Offense:	Lose one additional game or Event the following year.
Third Offense:	Lose an additional game or Event the following year.

Any subsequent violations will be additional one game or activity suspensions. These violations will be handled according to the criteria set forth under rule number seven. If a student denies the allegation, but is later found to have been in violation, he/she will receive double the suspension. This admission by the student must be made prior to the hearing.

SCHOOL EVENTS:

No school event or practices are permitted on Sunday or any Wednesday evening after 6:00 P.M. without prior approval of the administration.

CLASS FUNCTIONS:

A request for a party or social activity must be made early enough to provide ample time for proper planning of the event. All sponsoring organizations must first clear the use of the school with the administration. The organization sponsor must specify the date, time, type of activity, the facilities required, and the intended admission charges. A minimum of three faculty members will be required at each dance to act as chaperones.

SCHOOL DANCES:

School dances are generally for Linton students. However, guests may attend if accompanied by a Linton student. All guests must be approved by the principal. Homecoming and Spring Blast dances and other dances approved by the principal will be open to the public. Dances will be held from 9:00 PM - 12:00 A.M.

SCHOOL RULES FOR DANCES:

- Students will pay an admission to be admitted to a school dance (prom excluded).
- Once a student leaves the dance, he/she may not be readmitted.
- All school and state laws pertaining to use of alcohol, tobacco or other harmful drugs are in effect.
- Proper conduct is required at all times.
- Dress restrictions may be placed on certain dances.
- School dances will be chaperoned. Chaperones are in charge of the building during a dance and are to be obeyed at all times.
- Guests are welcome to dances during the school year. Prom dates must be cleared through the office.
- **Homecoming:** candidates for King and Queen must have participated in an activity during the fall or during the previous school year.

HIGH SCHOOL JUNIOR/SENIOR PROM BANQUET AND DANCE:

Only members of the Junior and Senior classes who are enrolled as full time Linton High School students may attend the prom banquet. Former Linton High School students who are still in attendance in high school may also be invited by the Junior class.

The prom banquet will be held on a separate night during prom week. The banquet will begin at 6:30 P.M. The dance will take place on a Saturday. Law enforcement officials will be contracted to administer breathalyzer tests to those in attendance at either the banquet or prom as they feel necessary.

The following rules will govern the Junior/Senior Prom Dance:

- Only full-time Sophomore, Junior and Senior LHS students may invite a guest to the prom dance. The guest must be a 9th grade student or older. No junior high student may attend the prom.
- All out of town guests for the prom must be cleared through the office of the principal at least one week in advance.
- The prom will be for all Juniors and Seniors with or without dates.
- Pictures will be taken between 7:00 and 8:00 P.M.
- The grand march will begin at 8:30 P.M. Doors will be locked at that time. Those who choose to leave after that time will not be readmitted to the dance.
- Decorations will remain in place throughout the evening. Any Linton High School student caught destroying the decorations will face disciplinary action.

The Junior class prom chairpersons will invite the following guests to the banquet:

- All full time Junior & Senior students from Linton High School.
- The High School Principal, Superintendent, and spouses.
- School Board President and spouse.
- Junior class advisors and spouses.

Members of the head table will include the following:

- Senior and Junior class presidents.
- High School Principal and spouse.
- Superintendent and spouse.
- School Board President and spouse.

(Revised: 02/20/08)

GRADUATION EVENT POLICY:

- Four (4) honor students ranked number one through four will give honor addresses.
- Musical selections will be provided at least one month in advance to the music department and senior advisors.
- Honor ushers need to be at school at 12:30 the day of graduation.
- Seniors need to be at school at 1:30 the day of graduation.
- Flowers for: Board President and/or all board members, Administrators, Honor Ushers, Advisors, Music Director. This is a class decision.
- All items for the Senior Booklet (if done) need to be turned in one week in advance for approval from advisors.
- All materials presented at the Senior Breakfast need to be proofed by advisors before handing out. If a senior breakfast is held it will be held on the day of graduation practice.
- No student shall graduate if not properly dressed.

SPORTS PARTICIPATION POLICY:

Students in grades 9-12 may participate in only one sporting activity at a time.

STUDENT RESPONSIBILITIES:

ATTENDANCE PROCEDURES AND ATTENDANCE:

The laws of ND, as dictated by the ND School Century Code require that every educable child between the ages of seven and sixteen, inclusive, shall attend public or private school. Students who are absent from school without parental permission will be disciplinary truant. Such acts of truancy will be cause for disciplinary action. Students absent from school with parental approval but not in compliance with the following acceptable reasons for missing school will receive an unexcused absence.

Acceptable reasons for missing school are:

- Illness on the part of the student.
- Serious illness or death of a family member.
- Inclement weather.
- Unavoidable doctor or dental appointments.
- When a parent deems it essential that a student is needed to work for the general welfare of the family.
- Other parent/guardian approved optional absences.

Whatever the reason for the absence, no student will be permitted to return to class unless he/she has an admit slip signed by the office.

Immediately upon returning to school after any absence, the student is required to obtain an admit slip from the principal's office. Only phone calls from parents/guardians will be accepted to explain the specific reason for which the student was absent and the day or days of the absence. Missing school without an acceptable reason from those listed above, or without the knowledge of a parent, will be considered truancy.

All work must be made up for all absences. Work not made up by the due date on the admit slip becomes an "F" unless arrangements for an extension have been made with the classroom teacher. All admit slips must be signed by the office. Students will have two days to make up work for each day missed for medical appointments or illness. All other absences will require that make-up work, including scheduled tests, be due when the student returns to class. Always check the due date on the admit slip to be sure! Unless other prior arrangements have been made with the classroom instructor, students who will be absent from school for school-sponsored activities will be required to turn in their assignments or take scheduled tests prior to leaving for the event. Failure to abide to this policy will result in the student receiving no credit for the work that is missed. The student will also not be allowed a second early dismissal for the same activity during the same week. Students who are involved in spring sports (Golf or Track) will miss the next scheduled early dismissal. It is the student's responsibility to make arrangements with their instructors in a timely manner and it is the activity supervisor's responsibility to make students aware of early dismissals in a timely manner.

Any homework requests must be made by noon to allow the administrative staff time to gather all homework.

The only Incomplete grades that can be given are to those students whose admit slip is due after the end of a grading period. All incomplete grades will change to an "F" unless the student and teacher make arrangements for an extension with the approval of the principal. The parents will be notified when all incomplete grades are finalized.

DEFINED ABSENCES:

An excused absence will be recorded for pupils who fail to attend school for the six approved reasons listed above.

No more than 10% of any particular class may use a parent/guardian approved optional absence on a given day. Selection will be on a first come, first served basis. Only medical appointments, illness, emergency work situations, or other emergency situations that have been pre-arranged with the administration will be excused during the final three weeks of school.

An unexcused absence shall be listed for all reasons of non-attendance other than those listed above. Students will receive a zero (0) for the day for each class they miss. An unexcused absence without parental approval will be treated as follows:

- 1st Offense: Make up one hour for each day missed, and one day of in-school suspension for each day missed.
- 2nd Offense: Make up two hours for each day missed, and two days of in-school suspension for each day missed.
- 3rd Offense: One day of out-of-school suspension for each day missed with referral to the Board for possible expulsion. Conference with parents before student may return to school.

NUMBER OF DAYS ALLOWED TO MISS SCHOOL PER SEMESTER:

No student will be allowed to miss more than 10 days of school per semester (excused or unexcused) unless a written reason is provided that absence is necessary for the general welfare of the family or a doctor's written excuse allows for the absence. Anyone missing more than 10 days of school will be required to make up the time or lose academic credit unless the above stipulations are met. Individual periods that are missed will be accumulated. Once they reach four (4) or seven (7), they will result in an additional one-half or full day absence that will count toward the 10 day maximum per semester. Parents who take their children on family trips are encouraged to inform the administration in advance so arrangements can be made for students to make up assignments in advance.

Students who are habitually truant or miss in excess of 10 days per semester or 20 days per year, and do not make up the time as assessed by the building administrator, will be subject to out-of-school suspension or expulsion.

Students who miss more than ten (10) individual class periods per class per semester will be required by the classroom teacher to complete additional assignments in order to maintain their credit for the class. Students who miss more than fifteen (15) class periods (excluding school-sponsored event and documented medical absence) will not receive credit for the semester (it may be necessary for seniors to enroll in and pay for a semester or more of correspondence study in order to graduate). (Revised: 07/23/07)

TARDINESS:

Tardiness is also considered to be a form of absenteeism; therefore, excessive tardiness will not be condoned. Habitual tardiness (5 or more per semester) by a student will result in detention and in-school suspension assigned by the Principal. Tardiness will be reported by the teacher. The third unexcused tardy each semester will result in detention being assigned. The following policy will be followed for tardiness:

- | | |
|---------------------------|--|
| 1 st Offense - | Verbal Warning |
| 2 nd Offense - | Verbal Warning |
| 3 rd Offense - | Noon Detention |
| 4 th Offense - | Noon Detention |
| 5 th Offense - | Noon Detention and 1 day of in-school suspension |

DETENTION:

A student may be assigned detention by the principal. All detention assignments will be coordinated through the building principal's office. The teacher will submit to the office in writing the reason for requesting detention. The 10th annual accumulated detention will result in out-of-school suspension with a conference with the parent-guardian prior to be readmitted to school. The following rules will be observed:

For Grades 9-12:

- Noon Detention Daily
- Parents will be notified
- Student must bring work to do while in detention.
- No talking.
- Students will serve the detention on a consecutive weekly basis.
- A student must report to detention as assigned. Skipping detention will result in-school suspension or out-of-school suspension, on the day the student returns to school.

For Grades K-8:

- Noon Detention Daily
- Detention will be assigned for behavior violations based on the Respect & Protect Grid
- Parents will be notified
- Detention will also be assigned for cheating and excessive tardiness.
 - Because each & every incident is different the school staff, especially the principal, must use his/her discretion to assign consequences. Prevention, proper supervision, education, and parenting are crucial components to alleviating inappropriate behavior.

IN-SCHOOL SUSPENSION:

Students who do not conduct themselves appropriately must accept responsibility for their actions. Therefore, it occasionally becomes necessary to suspend a student from school. (Even though a student is suspended from school, she/he will be allowed to make up the work missed and will be graded on the work turned in). For certain infractions of school rules, it is felt that keeping the student in school during the period of suspension is more beneficial than removing the student from the school setting. In-school suspension includes the following conditions:

- The student reports directly to the principal on the day of the suspension to receive work assignments.
- The student does not go to the regular classes, but is isolated from the rest of the students for the duration of the suspension.
- The student is not allowed to associate with anyone but teachers and other supervisory personnel for the duration of the suspension.
- The student must eat lunch in the lunch room or in-school room under the supervision of the principal or other supervisory personnel.
- Students are allowed to use the rest room twice during the day when regular classes are in session.
- Students may not leave the detention room without permission from the principal or supervisor.
- Assigned work must be completed and given to the principal prior to the student leaving detention in order to receive credit.
- Students will be required to do additional or alternative work to compensate for the class time that is missed if a regular written assignment is not given on the day of the in-school suspension.

LEAVING SCHOOL GROUNDS:

No student will be allowed to leave the school grounds while school is in session without permission from the office. School officials must know where the student is at all times during the day. If a student must leave the school for any reason during the regular class time, it will be necessary to sign out, with permission through the office. Seniors may leave the school buildings if they have senior privileges and are leaving during a study hall time or lunch time. The office must have verbal permission from a parent or guardian before allowing a student to leave the school building. Students in grades K-8 are not allowed to leave the school grounds at lunch time without permission.

SENIOR ATTENDANCE INCENTIVE POLICY:

Seniors with a "B" (3.00) average shall be exempt from any test given during the semester testing period if they have 5 or fewer excused or unexcused absences per class for the semester, 10 or fewer absences per class for a year-long course. This policy exempts the student from the test period only, not the review prior to the test since this is a learning experience applicable to all students. Seniors who miss required review periods will be required to write final or semester tests. Any senior who has an unexcused absence during the semester or year will be required to take all semester or final tests.

VOLUNTEER SERVICES POLICY:

Students who serve as volunteers on the ambulance squad or other volunteer squads will be allowed to be on call during school hours only two days a month if they meet the following guidelines:

- Be a junior or senior in high school
- Maintain a passing cumulative high school grade point average of 1.00 and a 2.00 grade point average cumulative for the present school term based on a monthly review.
- If a student maintains a 3.00 cumulative high school grade point average and a 3.00 grade point average cumulative for the present school term he/she will be able to be on call four days a month if they meet the above guidelines.
- Signed parental release form on file in the principal's office.

STUDENTS WORKING OUTSIDE THE HOME:

Any student who wishes to be released from school to work outside the home must:

- Be a Junior or Senior in high school.
- Appear in person, along with a parent or guardian, at a regular school board meeting to request release time to work outside the home, and at this time, be prepared to state the nature of the job, reasons for wanting to work, and prove to the board that working is for the general welfare of the family. This request will be approved or denied by the school board.
- Maintain a passing cumulative high school grade point average of 1.00 and a 2.00 GPA cumulative for the present school term.
- Have all work made up and admit slip turned into the principal's office before leaving.

CELL PHONES AND/OR PAGERS:

Unless prior approval has been granted by the administration, cell phones and/or pagers, I-Pods, and portable CD players will not be allowed in class during the school day by students or staff members. Students may use these devices at noon hour or between classes, however, their use will not be an excuse for tardiness. Students who bring these devices to school will be required to keep them in their locker or have them turned off during class time. Failure to abide by this policy will result in their confiscation for one week. Students who have these devices that are confiscated will be required to pick them up in the office and will be assigned detention and they will also be considered ineligible for one week. (Revised: 07/ 20/09)

DUE PROCESS:

Due process will be followed in every case involving a student being suspended or expelled from school. In case of either suspension or expulsion, a student has the right to the following elements of due process:

- A written statement of the charges and the grounds justifying the sanction to be imposed.
- A hearing,
- A means of effective appeal.

DISCIPLINE:

A critically important ingredient of a school system is discipline. It is hoped that students of Linton High School will conduct themselves in such a manner that corrective measures will not be necessary. When student behavior does not conform to the policies considered or deemed necessary by the Linton School Administration and staff, appropriate action will be taken to insure that the responsibility for acceptable behavior rests with each individual.

Those students wishing to test the strength of the school disciplinary standard should be prepared to accept the responsive action which will result.

Students in grades 9-12 sent to the office for disciplinary measures will be disciplined by the following guidelines:

- 1st offense: Stay in principal's office for remainder of period. Teacher/student meeting immediately following last period of the day. Teacher call parents. Lose eligibility and possible detention.
- 2nd offense : Stay in principal's office for remainder of period, lose eligibility for one week, detention, and parental conference. Possible referral to school counselor
- 3rd offense: Removal from classroom for remainder of the semester and possible recommendation for expulsion. Students in grades 9-12 who are removed from class will be required to enroll in a correspondence class (at their own expense) to finish out the semester or year.

The principal has the right in major discipline matters to waive the above steps for proper consequences. All Special Education students will refer to the discipline policies of their IEP.

RESPECT AND PROTECT PROGRAM:

All three levels of our school district, the elementary, middle school and high school, will use the respect and protect. The program basically says "respect others and protect others rights as individuals". The respect and protect process will follow the guidelines that are set up by the staff in all three buildings. Forms and consequences for all three building levels are available in the administrative offices and can also be found at the back of the handbook for grades K-8.

INSUBORDINATION:

Insubordination is a serious offense. In all cases involving insubordination, the student will be referred to the principal, and, if conditions warrant, be suspended for a period not to exceed five (5) days.

CRIMINAL OFFENSE POLICY:

If any student commits an act of vandalism on or to school property, the appropriate action will be taken by the school. If any student is apprehended for shoplifting, vandalism or any other criminal offense during a school sponsored event or activity, they will automatically lose all extra-curricular activity participation status for six weeks for the first offense and eighteen weeks for each concurring offense. Parents will be held financially responsible for all damages.

ITV DISCIPLINE POLICY:

The sole purpose of the Interactive Television System (ITV) is to allow students to receive classes that would not otherwise be possible. In order for ITV to operate successfully, it is important that each school and its students cooperate in a positive manner.

Students who are enrolled in ITV classes will be given a copy of the Student Discipline Policy. This policy will be signed by the student and his/her parents and returned to the Principal. The Student Discipline Policy outlines the major concerns and expectations of the ITV students. In addition, cooperation and understanding of the following items will be necessary:

- Students are not to be called out of the ITV room, or leave the room for any reason other than an emergency. Only students enrolled in an ITV class are to be in the ITV classroom unless arrangements have been made with the building principal.
- If a student is absent from class, it is his/her responsibility to see that the class gets videotaped and that the work is made up.
- Cheating will not be tolerated. All notebooks, books, and materials must be put away during testing time.
- If any student is observed to have these items accessible during a test, it is sufficient evidence of cheating and a grade of zero will be given.
- Many people from around the state are observing the ITV system on a daily basis. Students will not embarrass themselves or their school by inappropriate actions and language in the ITV classroom.
- The sending teacher will work with the building principal when dealing with eligibility, midterm reports, and other grades.
- The ITV equipment is very sensitive. Only those students who have been trained to adjust volumes, channels, and cameras will be allowed to do so.

GREAT WESTERN NETWORK STUDENT DISCIPLINE POLICY:

The Great Western Network schools are proud and excited to offer our students a means of furthering their education.

Two-way Interactive Television is a means for school districts to provide low-incidence courses that may not normally be available to students because of low enrollment or lack of qualified personnel.

Because of the uniqueness of this technology, certain standards are expected of students enrolling in these courses. This policy is intended to make both students and parents aware of the standards expected of students enrolling in such courses.

As a student taking ITV courses, I am aware that:

- Certain standards are expected of me as a student and insubordination of any kind will not be tolerated.
- Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
- Inappropriate language or gestures will not be tolerated.
- Because of the technology, anything I do in the classroom can be taped.
- Classroom procedures must be followed:
 - Students must sit within camera view at all times.
 - Students must not mishandle the classroom equipment.
 - Students must follow all other rules as specified by the teacher.

The following procedures will be followed for students who cannot follow the above listed rules:

First Offense: The student will be given a verbal warning and told that his/her parents will be notified by setter of the infraction. The classroom teacher will send a letter to the parents. A copy of the letter will be sent to the student's principal.

Second Offense: The student will be removed from the class and a conference with the parents, administrator, teacher, and student will be held before the student is allowed to return to class.

Third Offense: The student will be removed from the class and receive a failing grade for the semester.

A building administrator and/or the ITV Director are also authorized to discipline ITV students as described above.

WEAPONS:

The Linton School Board determines that the possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

No student will knowingly possess, handle, carry, or transmit any weapon or dangerous instrument in any school building, on school ground, in any school vehicle or at any school-sponsored activity. Such weapons include but are not limited to any knife, razor, ice pick, explosive smoke bomb, incendiary device, gun (including pellet gun), slingshot, bludgeon, brass knuckles, or artificial knuckles of any kind, or any object that can reasonably be considered a weapon or dangerous instrument.

Violation of this policy will require immediate short-term suspension and a hearing will be conducted to determine if lifelong term suspension or expulsion of the student involved is warranted. The administration may notify appropriate authorities or agencies of the policy violation. All weapons will be confiscated and will be turned over to the student's parent/guardian or law enforcement officials at the discretion of the administration.

Bringing a firearm, as defined in 18 U.S.C. 921, to school will require that proceedings for the expulsion for a minimum of one year of the student involved be initiated immediately by the administration. If the student has an individual education plan (IEP), an IEP team meeting will be called to determine whether there is a connection between behavior and the disability and to determine appropriate discipline or placement.

According to federal laws relating to firearms, expulsion shall be for no less than one full calendar year for a student who is determined to have violated the firearms portion of the weapons policy. As defined by federal law, the administration may modify the length of this requirement for expulsion on a case-by-case basis.

As soon as practicable after the administration has determined the weapons policy has been violated by a student, the student's parent/guardian shall be notified of the determination and official action will be taken. (Revised: 12/13/94)

HALL CONDUCT:

Since we have only a short time to pass from one class to another, the halls are often congested. Because of this congestion, it is necessary for each student to do his or her part in maintaining order by keeping to the right whenever possible, keeping voices down, and avoiding child play.

If at anytime a student chooses to play games, push, shove or use foul language in hallways, she or he will be subject to disciplinary action. Remember all Linton staff members have supervisory and disciplinary responsibilities, and will be in the hallways during class passing time.

RULES FOR ASSEMBLY BEHAVIOR:

The number of assemblies and the privilege of students to attend is contingent upon the ability of students to conduct themselves properly at all times, regardless of the type of assembly being viewed. The following points are emphasized:

- Students will remain quiet and attentive during all programs.
- A courteous reception should be extended to everyone, regardless of the type of program.
- Students are to remain in their places until they have been dismissed by the person in charge of the assembly.
- Whistling, booing, talking, or other acts of discourtesy show lack of maturity, respect, and consideration.
- They also reflect upon the good name and reputation of the entire student body. Violators will be kept from attending all future programs and will be subject to suspension.
- At pep rally assemblies, all students are urged to enter into and help with school spirit by participation in school cheers, etc. Again, however, whistling, booing, or any other acts of ill manners have no place in the program.

SUSPENSION AND EXPULSION:

Students are expected to conduct themselves in a manner suitable to their age and grade. Students disobedient or disruptive to the educational process are subject to corrective discipline. The School Board hereby delegates to the superintendent and each principal the authority to deal with disciplinary problems in his/her school.

A principal or the superintendent may suspend a student for up to ten (10) consecutive days or recommend expulsion of a student. The principal or superintendent may expel a student for the remainder of the current school year after providing notice and a hearing. When the conduct violates the district policy on carrying a weapon and the weapon is a firearm as defined by that policy, the expulsion may be for up to one calendar year. The superintendent shall determine the length of the expulsion on a case by case basis. Conduct including but not limited to the following, exhibited while on school grounds, during a school-sponsored activity is subject to suspension or expulsion:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause physical damage to private property or stealing or attempting to steal private property.
3. Causing or attempting to cause physical injury to another person except in self defense.
4. Possessing or transmitting any firearms, knives, explosives, or other dangerous objects.
5. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Disobedience or defiance of proper authority.
7. Behavior which is detrimental to the welfare, safety, or morals of other students.
8. Truancy.
9. Offensive and vulgar language, whether or not it is obscene, defamatory, or inciteful to violence, where it is disruptive of the educational process.
10. Threats of violence, bomb threats, or threats of injury to individuals or property.
11. Any student behavior which is detrimental or disruptive to the educational process as determined by the principal.

SUSPENSION:

Suspension involves either in-school suspension or the dismissal of a pupil from school classes, buildings, and the grounds. Suspension is indicated only in grave situations, and shall not be for more than ten days. The parent(s) of the pupil are to be notified promptly by the school principal that the suspension has been issued.

The authority to initially determine whether or not a student shall be suspended, for a period not to exceed ten days, rests with the principal and can be exercised after the student is given oral or written notice of the charges against hem/her, an explanation of the evidence against him/her, and an opportunity to present his/her side of the story.

There need be no delay between the time the notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any outgoing threat of disrupting the educational process, the student may be immediately removed.

EXPULSION:

The record of the hearing for the expulsion of a pupil may be appealed to the School Board, and, except when the behavior is bringing a firearm to school, may not extend beyond the end of the current school year. Such action would follow only after suspension or expulsion and following a hearing involving the student, the parent(s) and the administration. If the pupil involved has a disability, see the section entitled Students with Disabilities.

The responsibility of the school does not end with the expulsion. The guidance department shall notify other appropriate agencies when a student has been expelled. A file shall be kept and an effort made to help the student. (Revised: 06/07/05)

SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES:

Suspension or expulsion of students with disabilities must comply with the provisions of the Individuals with Disabilities Education Act. The district is not required to refer for special education assessment and evaluation a regular education student who has been suspended for violation of school rules and district policy to determine if such a student might have a disability. A suspended regular education student is not entitled to reinstatement to classroom and campus privileges pending any assessment and evaluation which is to be made during the term of the student's suspension.

SUSPENSION OF STUDENTS WITH DISABILITIES:

Students with disabilities may be suspended for a period of not to exceed ten school days for any conduct which would warrant suspension for a student who does not have a disability. The suspension may be affected immediately upon the decision of the designated building administrator who will review the file to ascertain if the Individual Education Plan (IEP) addresses the behavior in question. If the IEP does address the behavior, the specified procedure should be followed. The administration must make and document effort to contact and notify the parent(s) prior to the suspension.

A student with disabilities may be suspended for additional periods of up to ten school days for separate acts of misconduct as long as such removals do not constitute a pattern or change in placement. Educational services must be provided in cases of removals (suspensions) in excess of ten days in a school year. The services are to be provided to the extent determined necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals of his/her IEP. The principal in consultation with the student's special education teacher shall make the service determination. Beginning with the eleventh day of suspension in a school year, the school must also comply with the provisions of Regulation 300.520 of the Individuals with Disabilities Education Act (IDEA). If suspensions in excess of 10 days in a school year constitute a change of placement as defined in IDEA Regulation 300.519(b), then a manifestation determination review (Regulation 300.523(a)) must be conducted before a suspension is implemented.

In any suspension, the student's parent(s) or representative shall be given oral or written notice of the charges, an explanation of the evidence supporting the charges, and an informal opportunity to respond to and rebut the charges.

EXPULSION OF STUDENTS WITH DISABILITIES:

An expulsion may be enacted for a student with a disability for any conduct which would warrant expulsion for a student without a disability. Prior to expulsion, the Individual Education Plan (IEP) Team will meet to determine whether the misbehavior is a manifestation of the disability *based on the criteria of Regulation 300.523 (c) of IDEA. If the IEP Team determines that the misbehavior is a manifestation of the disability, the student may not be expelled. The District has an obligation to provide educational services during the time of expulsion. The manner in which the services are provided will be determined by the IEP Team.

A student with a disability must continue to receive a free appropriate public education whether or not they are expelled. A student with a disability for whom expulsion has been recommended is entitled to all the due process rights available to a student without a disability for whom expulsion has been recommended.

A special education student who is a danger to self or others or who has carried a weapon as defined by IDEA regulations to school or to a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative placement in accordance with the IDEA Regulation 300.521-529.

EXPULSION HEARING:

The student and the student's parent(s) shall be provided with the following notices prior to the hearing outlined below:

1. Notice of charges: The specific charges against the student shall be stated clearly enough for the student and the parent to understand the grounds of the charge and to be able to prepare a defense.
2. Notice of nature of testimony and witness: The nature of the evidence against the student, and the names of any witnesses who testimony may be used against the student, shall be provided.
3. Notice of hearing: The date of a hearing, which shall be within a reasonable time not to exceed ten days, if the student is currently under suspension, unless a postponement is requested or agreed to by the parent(s), shall be provided.
4. Notice of right to present evidence: The right to present witnesses or documentary evidence to rebut the charges against the student shall be explained.

5. Notice of right to adult representation: The right to be represented and/or assisted at the hearing by a lawyer or other adult shall be explained. A parent or guardian who is unable to attend the hearing may provide written designation of another adult to assist the student in the parent's absence.

ENROLLMENT OF SUSPENDED OR EXPELLED STUDENTS:

Any student who has been suspended or expelled from another school district will not be permitted to enroll in the District until eligible to re-enroll in his/her former district or until the Board or the superintendent has reviewed the prior suspension or expulsion and determines that the suspension was illegal or improperly given. (Revised: 11/27/01)

ILLNESS IN SCHOOL:

If you become ill in school, the office secretary will call your home to alert your parents or guardian that you are ill. If it is not possible for parents to come to get you, other arrangements will be made. In the event that you are involved in an accident, first aid will be administered and if the injury is serious, parents will be notified immediately. If the school is unable to contact the parents, a doctor will be called.

MEDICINE:

All medicine (including aspirin) sent to school must be accompanied by a note from the Parents or legal guardians. No medicine, including aspirin, will be given out at the office unless the parent or legal guardian is contacted and allows such medication to be given out.

Only upon written order of a physician and with written consent of the parent or legal guardian may a member of the school staff assist in or supervise the administration of any other medication. Students who must depend on receiving medication during school hours for medical reasons must have a written order from a physician giving specific directions for taking the medication. Directions must be clearly marked on the container.

The school district will assist in dispensing the prescribed medication, but it is the ultimate responsibility of the student to see that the medication is taken at the prescribed times. The school district will not be held liable in any way for its role in dispensing prescription medication.

- All medication kept in the schools for administration to students will be kept in a manner to protect the safety of the student and other students.
- A record shall be kept of the administration of the medication, noting date, time, and the initials of the person administering it. All such records shall be confidential.
- All medications are to be returned to the parent(s) or legal guardian at the end of each school year or when the student withdraws from a school. (Adopted: 01/10/95)

BUILDING NEATNESS:

The custodians are hired to do the general cleaning and the upkeep on the buildings. They will not clean up after students who carelessly discard materials on the floor during the day. There are many trash receptacles about the building for this use. Students littering the hallways or grounds will be assigned work detail.

LOCKERS:

Student lockers are property of the school and are provided for your use by the school. It should be used to house your textbooks, school materials, and clothing. Your locker is subject to periodic inspection for cleanliness, and may be entered by the principal at anytime for a reasonable search. Reason to suspect is probable cause for searching a locker if it is suspected of containing alcohol, narcotics, explosives, or other items considered potentially harmful to the students or to the school building or unlawfully obtained. Students are responsible for personal property kept in their lockers.

TELEPHONE CALLS:

Local calls from the school or to the school by students should be made only in cases of emergency or an important call. Students will not be called out of a class to answer the phone unless it is an emergency.

LUNCH:

The school cafeteria is maintained as a vital part of the health program at school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. There is reduced price and free lunch program available upon application and qualification.

Students are asked to abide by the following regulations:

- Return trays, glasses and silverware.
- Leave the table and floor clean. Deposit all lunch litter in the wastebaskets.
- Courteous conduct is expected from all students who use the cafeteria.
- Students are required to present their lunch ticket at every meal. If ticket becomes lost or damaged, the student will be charged a fee to obtain a new ticket.
- Students who misbehave or fail to abide by these regulations may be prohibited from using the cafeteria for lunch.
- Students will show respect for noon time and recess supervisors.
- **All food** must be eaten in the cafeteria, (If you bring food from the outside it must be eaten in the cafeteria.)

Elementary students in grades kindergarten through 5th will go back to their building after lunch and then outside. Students in grades kindergarten through 8 are not allowed to leave the school grounds during noon time without prior permission. No student, other than seniors who have privileges, will be allowed to drive home for lunch at noon. Students in grades 9-12 may leave the school grounds with parental permission but must walk. Underclassmen will not be allowed to ride with seniors who have privileges or with any other student during noon hour. Seniors will lose their privileges for 6 weeks for giving an underclassmen a ride. (Revised: 07/21/2013)

DRIVING AND PARKING:

Driving a vehicle of any kind to school is a privilege--not a right. Students who drive are expected to adhere to all laws pertaining to the operation of vehicles. Students are to operate them in a safe and prudent manner. Any student, who does not, will not be allowed to drive his/her vehicle on school grounds. This applies to automobiles, trucks, motorcycles, and all other vehicles.

No driving will be allowed during school hours (including noon hour) except in necessary cases warranted by a pre-approved phone call from a parent or guardian. To leave school grounds with approval to drive, a "Permit to Leave Building" must be in the possession of the driver. Seniors may drive if they have senior privilege status.

All cars shall be parked in the space provided. Reckless driving shall be grounds for suspension of driving privileges on school property. "No Parking" areas will be posted, and students are expected to comply with the parking rules. Students will park in designated parking spots only. There will be no parking in the middle sections of the east parking lot. Keep car doors locked. The school is not responsible for lost or stolen items.

Underclassmen and seniors without privileges who are caught driving at noon will be confined to the school grounds (in the lunch room) during lunch time for one week for each driving offense. Multiple offenses may result in in-school or out-of-school suspension. (Revised: 06/07/05)

STUDENT / STAFF DRESS:

Linton High School does not have a dress code except that students & staff dress and groom in such a manner that it will not disrupt the educational process and will comply with Health and Safety Standards. With the exception of Physical Education classes, shorts will not be worn in class between the dates of November 1 and April 15, unless approved by the principal. Hats, caps, or hoods will not be worn while in the building during the school day (students and staff will be allowed to wear hats or caps in the hallways when leaving or returning to the building before and after school and before and after lunch). No sunglasses will be worn during the school day.

- Shirts and shoes must be worn at all times with the possible exception of certain Physical Education classes.
- Hair nets, eye protection, or other protective equipment or clothing may be required under certain conditions to meet safety standards.
- Lack of clothing, clothing or jewelry with slogans or illustrations which are judged obscene, profane, disruptive, or inappropriate or feature nudity are not permitted, this includes all advertisements for alcohol, tobacco, or illegal drugs.
- No roller blades or rubber spiked shoes will be worn in the school building.

PHYSICAL EDUCATION:

Physical Education is required by ND law of all students. A phone call from a parent or guardian is required of all students missing physical education classes. The parental excuse for the 5th consecutive missed class must be accompanied by a medical excuse from the doctor. If no medical excuse is given on the 5th consecutive missed day, the student will be referred to the principal for further investigation.

Showers are required of all students after physical education classes and any other athletic events and practices. Students will need a gym suit, athletic socks, towel, shoes and any other personal gear as required.

SCHOOL PRAYER:

To concur with the recent Supreme Court ruling (Lee vs. Weisman), there will be no school-sponsored prayer, whether by invocation or benediction at graduation or any other school-sponsored event at the Linton Public School.

HIGH SCHOOL STUDY HALL RULES:

All students must report to all of their study halls for roll purposes except seniors with senior privileges. Students will not be allowed to leave study hall for any reason until roll has been taken. Students may not report from study hall to any part of the building unless they have their planner signed by the instructor they wish to see.

1. Students are expected to bring work to study hall. During the first five minutes of study hall, students who do not bring work will be sent back to their locker for work to do during the period. This will be counted as a student's one trip out of study hall.
2. After the first five minutes of study hall, only one student at a time will be allowed to sign out to the bathroom, office, or locker.
3. With the exception of library sign-out, a student will be allowed only one trip out of study hall for any purpose.
4. There will be no talking in study hall without the permission of the study hall supervisor.
5. Students must follow the rules outlined by the study hall supervisor.
6. Card playing will not be allowed.
7. Any student who has a failing grade at the end of the weekly grading period will be allowed to sign out of study hall to the bathroom and school office only. Library use will be restricted to pre-signed research passes.

MIDDLE SCHOOL STUDY HALL RULES:

Add the following middle school study hall rules:

1. Students are expected to bring work and a reading book to study hall.
2. A student will be allowed only one trip out of study hall for any purpose.
3. There will be no talking during study hall.
4. Card playing and games will not be allowed.
5. Students are expected to remain in their desks.
6. Students who are failing a class may not be checked out of study to help administrators, teachers, or staff.

(Revised: 07/23/07)

VISITORS:

If students wish to have a guest for the day, they must check with the building principal prior to the visit.

Graduates who wish to visit teachers in the school must stop in the office first and should plan to see teachers when they are not involved with school duties.

To ensure comfort and safety while school is in regular session, students from neighboring schools will not be permitted to visit, unless prior permission has been granted by the principal.

TOBACCO USE IN SCHOOL:

With the exception of an outside designated smoking area for adults, smoking and the use of tobacco products will be prohibited on school property. This shall include all school owned or leased buildings, grounds, and vehicles.

All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it to the administration in the case of students, the appropriate supervisor in the case of employees, and in all other cases to the administration or other school district supervisory personnel responsible for the area or program in which the violation occurred.

Further, smoking, use, or possession of tobacco products by students is prohibited on school property and at all school functions. The school administration is responsible for administering appropriate discipline, which may include suspension and/or recommendation for expulsion from school. (Adopted: 11/17/03)

HARMFUL SUBSTANCES:

The use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful. The Linton Public School

District Policy on harmful substances is as follows:

1. A student is suspected of possible alcohol or other drug use, no violation or physical evidence. The student will be informed of available help and encouraged to seek assistance. The staff member contacting the counselor or principal for assistance will investigate. Parents will be notified of behavioral problems. Student will be referred to student assistance counselor.
2. A student contacts a staff member in regard to alcohol or other drug use of another student. The student who contacts the staff member will be encouraged to get the student with the problem to personally seek assistance. The Staff member will investigate, but may contact principal or counselor for assistance. Student will be referred to student assistance counselor.
3. A student voluntarily informs a staff member about personal alcohol or other drug use, and asks for help. The student will be informed of services available and encouraged to seek assistance. The staff member may ask assistance from the principal or counselor. Parents will be contacted only with the consent of the student, unless there is clear and imminent danger. Student will be referred to student assistance counselor.
4. A student has an alcohol or other drug related medical emergency. Medical personnel will be summoned immediately, and the student will be transported to a medical facility. The principal will investigate the incident, and may search the student, his/her locker, and other possessions. Parents will be notified, and the police may be notified if the safety of the victim or the school population is at risk. Student will be referred to student assistance counselor.
5. A student possesses drug related paraphernalia, with no evidence of use. The principal will be summoned and the paraphernalia will be confiscated. The student, his/her locker, and other possessions will be search, and the substance will be confiscated. Parents will be notified, and the police may be notified at the discretion of the principal. The substance will be turned over to the authorities. Student will be referred to student assistance counselor. Principal will conduct an informal hearing, and may apply in-school or out-of-school suspension.
6. A student possesses, used, or is under the influence of alcohol or other drugs and exhibits cooperative behavior. The principal will be summoned, and the student will be sent home under parental supervision. The student, his/her locker, and other possessions will be search, and the substance will be confiscated. Parents will be notified, and a conference with them will be arranged as soon as possible. Police may be notified at the discretion of the principal. The substance will be turned over to the authorities. Student will be referred to student assistance counselor. Principal will conduct an informal hearing, and may apply in school or out-of-school suspension.
7. A student possesses, uses, or is under the influence of alcohol or other drugs and exhibits uncooperative behavior. The principal will be summoned, and the student will be sent home under parental supervision. The student, his/her locker, and other possessions will be searched, and the substance will be confiscated. Parents are notified and requested to come to the school as soon as possible. Police may be notified at the discretion of the principal. The substance will be turned over to the authorities. Principal will conduct an informal hearing, and may apply in-school or out-of-school suspension.
8. A student possesses, uses, or is under the influence of alcohol or other drugs at school related activity on or off school property. The chaperone will contact the principal, and the student will be sent home immediately at parental expense, or detained until a parent can accompany the student. The student, his/her locker, and other possessions will be searched, and the substance will be confiscated. Parents are notified and requested to come to the school as soon as possible. Police may be notified at the discretion of the principal. The substance will be turned over to the authorities. Student will be referred to student assistance counselor. Principal will conduct an informal hearing, and may apply in-school or out-of-school suspension or recommend expulsion.
9. A student is distributing alcohol, drugs, or controlled substances. The principal will be summoned. The student, his/her locker, and other possessions will be searched, and the substance will be confiscated. Parents are notified and requested to come to the school as soon as possible. Police will be notified by the principal. The substance will be turned over to authorities. The principal will conduct and informal hearing, and may apply in-school or out-of-school suspension or recommend expulsion.

All situations involving student activity participants will also be governed by the NDHSAA by-laws and the Linton Public School rules of eligibility. Situations not specifically addressed in this policy will be dealt with on an individual basis.

STUDENT SERVICES:

STUDENT COUNCIL:

The purpose of the Student Council is to assist in developing and coordinating various activities and school functions. Participation in Student Council activities provides each student with an opportunity to offer valuable service to the school and to develop those characteristics of leadership so vital to the American way of life. Further, the Student Council will aid in promoting good relations between the faculty-administration and the student body. Representatives will be elected from the classes as follows:

3 - Seniors	3 – Sophomores	3 - 8th graders	3 - 6th graders
3 - Juniors	3 - Freshmen	3 - 7th graders	

Students who are elected for a leadership position, and violate the school discipline policy, the school attendance policy, or the NDHSAA policy relating to alcohol, tobacco, and drugs will be dismissed from their duties as an elected representative. To be an elected official means accepting responsibility.

YEARBOOK:

The yearbook is to include a picture of each student in attendance at the time the pictures are taken. If a student does not want an individual picture in the yearbook, a written request must be submitted to the office. If the student is under 18, a request must be co-signed by the parents. All group pictures will be included regardless of individual desires.

DIRECTORY INFORMATION:

Directory information on a student may be released at the discretion of the school unless the principal has been notified in writing by the student or parent/guardian that some or all of this information shall not be designated as directory information. Directory information includes the following: student's name, address, date of birth, dates of attendance, height and weight (for athletic team rosters).

SCHOOL RECORDS:

The school has on file your attendance, standardized test scores, grades, and discipline record that has resulted from your work since you began school. If you have attended several different schools, these records have all followed you to this school and are now on file here.

Students and/or your parents or guardian may see the contents of these reports by making an appointment to do so with the principal or counselor. You may have copies made of anything in the school record at a cost to you of 10 cents per sheet, but you are not permitted to take the original record out of the office. Parents or guardian may place any statements or items in your file that you or they wish to, if it pertains to your school work.

Students may also request that items be removed from your file. In the event that you or your parents or guardians make such a request, the person in charge of the record may not grant the request. In the event the request is denied, you may appeal the decision to the highest school official, and ultimately to the School Board.

Records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you or your parents or guardian. This means that your school will not and cannot by law, without first receiving written consent from you and your parents or guardians:

- Send a transcript of your school record to college, vocational school or university.
- Give information from your school record to prospective employers.

Written consent can be given by using a form available in the office of the principal or counselor, or writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek the consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

These laws and the resulting procedures described on this matter also apply to the records of all graduates of this school.

PUPIL RECORDS POLICY:

Notice to Parents: Notice of the rights afforded by this pupil records policy shall be given annually. The notice shall identify that directory information which the district will release without the consent of the parent or legal guardian. The parents shall have the right to request that such directory information not be released without their prior consent.

Parents shall be notified each year of their rights regarding the records of their children and the use and definition of directory information. The notice may be mailed, transmitted by pupils, or included in a regular school newsletter of school newspaper, or made part of a student handbook. It shall also be provided to parents at the time of enrollment of new pupils. The building principal shall be responsible for issuing the notice at the beginning of each school year.

The notice shall summarize the rights of access, challenge, and confidentiality that pupils and parents have regarding pupil records. It shall include notice of the right to file a complaint with the Office of Education regarding alleged violations of the Family Educational Rights and Privacy Act.

The notice shall effectively communicate information about their rights to parents of students who have been identified as having a primary language other than English. The notice shall include information as to where parents may obtain copies of the district's pupil records policy.

Employee and Third Party access to records: Information contained in students' educational records shall be disclosed to persons, agencies, institutions and organizations only with the prior written consent of the parent, except as follows:

School District employees or agents who need to have access to student records in order to fulfill their assigned responsibilities may have access to that portion of the record which is needed for their work. This includes but is not limited to certified staff, clerical staff, teacher aides, and student teachers. Non-employees such as local law enforcement officers may be designated by the Board as attendance officer for the purpose of working with truants. Such an agent's access to records would be limited to matters of attendance.

Granting Access to Third Parties: When the consent of a parent is required for someone to obtain information from a student's records, the consent must be in writing, specify the records to be disclosed, state the purpose of the disclosure, identify to whom the disclosure may be made, and be signed and dated by the parent. The parent shall be provided with an opportunity to receive a copy of the record which is disclosed at their cost, if they so desire.

Except for certified staff to which a student is regularly assigned, the school principal shall decide whether access to the records by an employee or agent is necessary for the performance of their work. Access shall be limited to that information which is needed.

GUIDANCE & COUNSELING:

The staff of the Linton High School includes a guidance counselor. The counselor is available for students or parents desiring assistance with academic difficulties, school programming, vocational choices, or social problems. The use of these facilities is encouraged. Students may make appointments through personal contact with the counselor. The counselor also assists with school testing programs and the interpretation of tests results.

A SPECIAL NOTE TO 18 YEAR OLDS:

Many marvelous things happen to students when they become 18, and some things that aren't so marvelous. They are legal adults. They can vote. They can apply for a license to sell real estate or to become a barber. They can apply for a loan at the bank, but now they have to pay it back -- it doesn't go back on their parents if they can't make the payments. They can be sued for damages done to other people or things. In general, students have the same freedoms and responsibilities - as any adult in the community. State law requires schools, however, to enforce the same rules on all students, regardless of age.

STUDENT GRIEVANCE PROCEDURE:

Employees, applicants, students, parents, and patrons of the school district must be afforded the opportunity to grieve claims of discrimination or violations under Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973. The following process will be used for presentation of such claims.

1. An alleged grievance is to be submitted in writing to the compliance administrator explaining the nature of the violation.
2. The compliance administrator notifies the parties involved of the claim within 10 days. The parties in turn have 10 days to return an answer to the compliance administrator.
3. A hearing may be conducted with the compliance administrator, grievant, parties involved and principal. The decision of this hearing may be brought before the compliance administrator, grievant, and parties involved within 10 days. The decision of this hearing may be brought before the Board of Education within 30 days.
4. The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to issues raised. The parent, student, or employee may, at their own expense, be assisted or represented by individuals of their choice, which may include an attorney.
5. The local school district shall make its decision in writing within 15 days after the hearing.

NON-DISCRIMINATION POLICY:

The Linton School District, in the county of Emmons and State of North Dakota supports the provisions of Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1963 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis or race, color, national origin, sex and handicap, in employment and in those programs and activities offered to its students. It is the expressed intent of the Linton School District to provide equal opportunity for all students, free from limitations of race, color, national origin, sex or handicap.

The Linton School District will make reasonable modifications and accommodations so that no person is denied benefits or services or excluded from activities because of any handicapping condition. Handicapping conditions include any physical or mental impairment that substantially limits one or more of the major life activities. The definition includes not only those individuals whose condition meets the definition of disability, but also those who have a record of such an impairment or who are regarded as having such an impairment.

The concept of equal opportunity will serve as a guide to the School Board, the administration, and Staff in making decisions related to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Any student or employee of the Linton School District who believes he/she has been discriminated against, denied a benefit, or excluded from participation in a district education program or activity on the basis of race, color, national origin, sex, or handicapping condition may file a written complaint with the compliance administrator or follow the outlined grievance procedure.

The compliance administrator for these Board Policies is:

Paul Keeney, Superintendent
101 NE Third St, Box 970
Linton ND 58552
(701) 254-4138

The US Office for Civil Rights is located at:

US Department of Education
Office of Civil Rights – Chicago Office
500 West Madison Street, Suite 1475
Chicago, IL 60661
Tel: (312) 730-1560 Fax: (312) 730-1576
E-Mail: OCR.Chicago@ed.gov

SEXUAL HARASSMENT:

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. Under the Equal Employment Opportunity Commission (EEOC) guidelines which the school district follows, an employer is held accountable if a person is harassed by supervisory employees, whether or not the employee is aware of the harassment or acts promptly to remedy the situation. If a person is harassed by fellow workers or by non-employees the employer is held accountable if the employer knows or should have known of the harassment and appropriate corrective action.

A learning and working environment that is free from sexual harassment will be maintained in the Linton District. It will be a violation of policy for any member of the district staff to harass another staff member or student, or for students to harass other students, through conduct or communication of a sexual nature as defined by this policy.

Administrators and supervisors will make it clear to their staff and students that sexual harassment is prohibited by Board policy and is grounds for disciplinary action. Administrators will use staff meetings and in-service sessions and student assemblies to inform employees and students of their rights and remedies under the law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, advancement or grade,
- submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or education, or
- such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating intimidating, hostile, or offensive employment or education environment.

Sexual harassment, as defined above, may include, but is not limited to:

- Sex oriented verbal "kidding," abuse, or harassment;
- Pressure (subtle or otherwise) for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implications;
- Unwelcome touching, such as patting, pinching, or constant brushing against another's body;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

Any person who believes he or she has been the victim of sexual harassment by any employee or student of the school district or any third person with knowledge or belief of conduct which may constitute sexual harassment should report the alleged acts immediately to the appropriate school official. The superintendent of schools shall be the designated school official for such complaints. If the official

designated is the person alleged to have sexually harassed another, the complaint may be made to any other administrator or directly to the board president. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status or affect future employment, work assignments, or grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a school district staff member will subject such member to disciplinary action, which may include discharge.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include suspension or expulsion, consistent with student disciplinary policies. (Adopted: 06/07/93)

STUDENT HARASSMENT/BULLYING:

Student harassment is defined as unwelcome physical or verbal conduct that substantially or unreasonably interferes with an individual's education, intimidates, or creates a hostile or offensive educational environment. Student harassment will not be tolerated in the Linton Public School District.

Any student who believes that he/she is or has been the victim of harassment by a school district employee or student should report the alleged acts immediately to the appropriate school official. Complaints may be filed with the school administration, a staff member, or the school counselor. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of harassment and to take disciplinary action when this conduct has occurred.

A substantiated charge against a student in the school district will subject that student to disciplinary action, which may include detention, suspension, or expulsion, consistent with student disciplinary policies.

SIGNIFICANT CONTAGIOUS DISEASES:

STUDENTS: The intent of the instructional program on significant contagious diseases is to provide information about the diseases, methods of transmission, the means of protecting against contracting the diseases in an institutional setting, the use of universal precautions and prevention appropriate to specified grade levels. Instruction will begin in Grade K and continue through Grade 12.

Appropriate curriculum will be designed including a scope and sequence to assure that all students receive age-appropriate education. The superintendent is charged with recommending revisions in the program to the School Board to update and modify the curriculum as new information about significant contagious diseases is made available. Any curriculum materials developed for use in this program will be approved for medical accuracy according to the guidelines furnished by the Center for Disease Control.

Prior to the start of the student instructional program and any time thereafter, any parent or guardian may review the curriculum materials used in a specific program being presented.

EMPLOYEES: All employees of the school district will receive some form of training related to significant contagious disease. The training will include the proper use of universal precautions.

INDEPENDENT CONTRACTORS: All independent contractors performing services for the district will receive information concerning significant contagious diseases upon entering into a contract with the district. The information will include the transmission of significant contagious diseases in an institutional setting, the means of protecting against contracting the diseases in an institutional setting, and the use of universal precautions.

CONFIDENTIALITY: No employee or official of Linton School District may inform any individual of an affected individual's infection. No employee or official may release any information to the public either confirming or denying the presence within the institution setting of a person who has contracted a significant contagious disease. All information given to employees or officials of the district by an affected person, their parent or guardian, or their personal physician shall remain confidential.

ATTENDANCE & EMPLOYMENT CONTRACTS: No person may be denied admission as a student, a contract as an independent contractor, or employment solely because they have, or they are perceived to have, a significant contagious disease. The personal physician of the affected individual shall be the sole decision maker as to whether the individual constitutes a public health threat or the ability of the individual to continue in school (except as provided below) or perform their duties.

When a student's personal physician or, in the case of a student who is defined as disabled under the Education for All Handicapped Children Act or NDCC Chapter 15-59, the multi-disciplinary team determines that the student is unable to participate in regular classroom instruction, either reasonable accommodations, special provisions, or an individual education program will be provided. The principal shall establish procedures for the development of special provisions.

When an employee's, prospective employee's or independent contractor's personal physician determines that the employee, prospective employee or independent contractor cannot perform their duties, the district will consider and implement reasonable accommodations to allow the affected individual to become or continue as an employee or contract or continue an existing contract as an independent contractor.

UNIVERSAL PRECAUTIONS: The Linton School District will use universal precautions as standard procedure in the care and maintenance of school property and in administering first aid or otherwise handling emergencies.

DESIGNATION OF SPOKESPERSON: The superintendent is designated as the person to receive information concerning the status of student, employees, and independent contractors from their physicians. The superintendent and may not delegate this duty. The superintendent shall develop procedures that protect against possible breeches of confidentiality. The superintendent may request assistance from the Department of Public Instruction or State Department of Health in developing a plan for conflict resolution.

DISCRIMINATION: It shall be a violation of school policy for any student, employee or official to harass or discriminate against any affected individual within the institutional setting on the basis of having been diagnosed as having a significant contagious disease(s). No harassment or discrimination will be tolerated in any school building, at any school function, or on any school property. (Adopted: 06/07/93)

HEAD LICE:

Any student found to have nits or head lice upon a school screening will be sent home for treatment. Parents will be contacted and asked to pick up their child/children from school. The Public Health Staff will give instructions for treatment of head lice to parents/guardians.

Once treatment is completed, the student needs to be rechecked by the Public Health Staff in the Public Health Office to confirm that all lice and nits have been removed. A written consent slip will be given to the parent or student for re-entry to school. Any student not returning to school within three (3) days of initial findings will be referred to Social Services. Continued follow-up of a student is necessary to insure a re-infestation has not occurred; therefore, a student will need weekly rechecks in the Public Health Office for one month.

Responsibilities of the Emmons County Public Health Unit:

- Supply nursing staff to screen students and/or train volunteers to assist with screening activities.
- Have available supplies to conduct screenings.
- Contact parents regarding positive findings.
- Make available to schools a parent letter regarding treatment and other preventive information.
- Recheck those students (in Public Health Office) following treatment and give written consent to return to school.
- Provide head lice education to staff, students, and parents as indicated.

Responsibilities of the school:

- Arrange with Public Health Staff a time for screening
- Arrange for a private room for screening.
- Enforce no-nit policy by not allowing students back into school without consent form from Public Health Staff.
- Direct any parental concerns or questions to Public Health Staff.
- Make copies of instruction sheets, letters, etc. regarding head lice.
- Contact Public Health Staff and Emmons County Social Services if the student does not return to school within three (3) days of initial findings.

TORNADO DRILLS:

A special city-wide alarm has been designated to indicate a tornado has been sighted and is approaching. Students will be instructed as to where they are to go and the proper protective posture they are to assume.

POWER OUTAGE:

If a power outage should occur during school hours and there is no other emergency, remain in school and await further instructions. Generally the power will be restored in a short period of time.

FIRE DRILLS:

1. The sounding of an alarm is the signal to evacuate the building.
2. Turn off all classroom lights and close all classroom doors and windows.
3. Move rapidly, but do not run.
4. If a stairway or exit is blocked, pass the word, and leave in an orderly way by another exit.
5. After leaving the building, all students should proceed to a distance of at least 100 feet from the building and remain there in order to give the fire fighting equipment room to operate safely.
6. All students are expected to become thoroughly familiar with the fire drill exit route posted in each room.

West Exit: Room 101, Room 102, Room 103, Room 105, Room 106, and Room 107.

North Exit: Room 104, Staff Room, Room 108, Room 109, and Room 114.

The first two students through the door will hold the inner doors open. The second two students through the door will hold the outside doors open.

South Exit: Room 110, Room 111, Room 112, and Room 113.

The first two students through the door will hold the doors open.

Library: Use East Exit by the Boys' Locker Room or North Exit by the office area.

Band Room: South exits in the gym.

Girls' Locker Room: Use the south exits in the gym.

Boys' Locker Room: Use the south exit by the equipment room.

Cafeteria: Use the East exit by the Boy's Locker room and the South exits in the gym.

Gym: Use the South exits in the gym.

Elementary and Middle School Exits are posted in every classroom.

BUS TRANSPORTATION:

Students who ride the bus to and from school are expected to conduct themselves in a manner which will not endanger the health and safety of others who are riding the bus. A student's right to ride a bus may be suspended by the principal if he/she violates reasonable rules of safety and conduct. If the seriousness of the case warrants, the student may be suspended from school as well.

REGULATIONS GOVERNING STUDENTS RIDING SCHOOL BUSES:

Note: Riding the school bus is a **Privilege**, not a right. The Board of education has the authority and duty to establish rules for children riding a school bus. The following are rules which have been adopted by the Linton Board.

1. Children being transported are under the authority of the bus driver, and should be on time for the bus both morning & evening.
2. Children should be expected to walk a reasonable distance to meet the bus at an authorized stop on a highway, and should inform the bus driver when they do not plan to ride the bus in the morning or in the evening.
3. Children shall walk on the left side of the highway facing oncoming traffic.
4. If a child lives on the left side of the highway, he/she must remain on the left on the left side until the bus comes to a stop and the bus driver signals her/him to cross. He/she shall walk far enough in front of the bus so that he/she can see the bus driver at all times. On alighting from the bus, he/she must walk in front of the bus and stop in line with the front left fender until the bus driver signals her/him to cross.
5. If a child lives on the right side of the highway, he/she shall remain on an approach or the shoulder of the highway until the bus comes to a complete stop and the entrance door is opened. He/she shall, on leaving the bus, go to the shoulder or onto an approach if available.
6. When a bus is approaching a loading zone, children shall remain a safe distance from the bus until it has stopped and the door has been opened. They will then enter the bus in an orderly manner. If for any reason a child, after alighting from a bus wishes to cross the highway to the opposite side from which his/her home is located, he/she must wait until the bus pulls away from the zone. He/she can then cross the highway but should use extreme caution.
7. Children may select their seats or they may be assigned by the driver but when such selection is made, they cannot be changed without the consent of the driver. On entering a bus, a child shall go immediately to his/her seat and remain there until the bus stops at his/her unloading zone.
8. Children shall not walk around or stand up in the bus when it is in motion. Books and packages shall not be placed in the aisle.
9. Children shall not sit with their feet or legs in the aisle or extend their hands, arms, or head from a window.

10. Children shall converse in normal tones; loud or vulgar language is prohibited. When the bus is coming to a railroad track, all conversation must stop until the bus has crossed the track.
11. Children shall not open or close the bus windows without the permission of the driver or scatter litter in the bus or along the highway nor deface the interior of the bus.
12. Children shall be courteous to the driver, to people passing the bus, and to fellow riders. Children, who refuse to promptly obey the directions of the driver or refuse to obey the regulations, forfeit the privilege of riding the bus.
13. The emergency exit door shall be used except in cases of emergency or for the purpose of conducting drills.
14. Children shall not carry on unnecessary conversation with the driver when the bus is in motion.
15. Children shall carry or wear such clothing as is suitable for North Dakota winter weather.
16. No ghetto blasters allowed on the bus.

RESPONSIBILITIES OF PARENTS:

1. The purpose of school bus transportation is to provide safe, comfortable and economical transportation for those children living beyond the corporate limits of village, town or city. It is not a taxi service for pupils, parents or other persons.
2. Parent should not expect the bus to operate over roads that are not properly maintained or on roads or driveways where adequate space is not available to turn the bus around, if necessary.
3. Parents should not expect children who are not regularly enrolled in school to be carried on a school bus.
4. If parents wish to take their children home from school, the bus driver should be notified. In no case shall parents stop the school bus on the highway at an undesignated stop for the purpose of taking their children off the bus.
5. If the children are not to ride the bus in the morning, the bus driver should be notified in sufficient time so that he/she does not have to stop.
6. If a child did not ride the bus in the morning, the driver will not expect her/him to ride the bus at night unless he/she is notified.
7. Children should be at the bus stop on time.
8. Any suggestions for changes in the transportation program, which a parent thinks will improve it, should be presented to the proper school authorities in writing.
9. Parents should use their influence to get all roads the bus must travel improved to be all weather roads. For better driving conditions in the winter, they should have all weeds along the route cut.
10. Parents should insure the cooperation of the children by studying with them the rules and regulations adopted for school bus operation. Parents should understand that children riding on a school bus must obey all regulations and the requests of the driver or they may forfeit their privilege of riding on a bus.

These regulations are taken from the North Dakota School Bus Drivers Handbook issued by the Department of Public Instruction and the State Highway Patrol in June, 1967.

STORMY WEATHER AND BLIZZARDS:

If, in your opinion, the weather or road conditions are so severe as to cause a hazard to your child, exercise the same judgment that you would use in deciding whether or not your child could attend if he/she were ill.

During severe storms it may be necessary to suspend classes because buses are unable to run. We will be using the "Alert Now" system for notifying families about school closings due to weather conditions. This system will send out a mass message to all of the phone numbers you supplied us with, advising you if school will be closing, if it is going to start later than normal and if school will close early for the day. You will still be able to tune to KFYZ, and KLXX in Bismarck, to KSJB in Jamestown or KOLY in Mobridge. These are the official radio stations to listen for storm announcements and for TV watch KXMB, KFYZ Bismarck and Linton Community Access Channel. We will also be using the "Alert Now" to let you know if a game is going to be rescheduled due to weather conditions. In general, when buses are operating, the schools will be in session. Principle air-times are between 6:55 and 7:30 a.m.

When a storm breaks during the day, you may be assured that your child will not be permitted to leave the school building unless satisfactory arrangements have been made. If the buses leave early, it will be announced over the above listed radio stations and the "Alert Now" system. The announcements will be made at least 20 minutes before the buses are sent out on the routes.

Please try to prepare as well as possible in the morning before the children leave home during inclement weather rather than calling the school to make arrangements with them. Have caps, gloves and overshoes for your students and encourage them to wear them at all times during the winter months. The above statement applies to all students.

2016-17 Linton Public School Supply Lists

KINDERGARTEN:

Backpack (without wheels)
Small box to hold school supplies
Pencils
1 box of 8 crayons
1 scissors
1 jumbo eraser
glue bottle or glue sticks
tennis shoes for PE
1 pack of wet wipes
markers are optional

1ST GRADE:

Backpack (without wheels)
Pencils, Eraser
Crayons (no larger than 24)
1 Spiral Notebook
Glue Stick & white school glue
Small Box of Kleenex Tissues
Scissors, Ruler
Small Box to fit in desk (about 7"x5")
2 zip lock baggies (1 qt & 1 gallon)
Markers (box of 8)
Folder, Colored Pencils
Small Pencil Sharpener

2ND GRADE

Markers (box of basic 8)
Pencils
Eraser
Crayons (24 count or smaller)
Scissors
Ruler
Glue Stick & White School Glue
School Bag (without wheels)
Notebook
Folder
Box to fit in desk for small items

3RD GRADE

Box of Kleenex
Crayons
Markers or Colored Pencils
Scissors, Ruler
3 glue sticks
2 notebooks
bottle of glue, eraser
four #2 sharpened pencils
four dry erase markers
marker board eraser
old sock, homework folder
backpack without wheels

4TH GRADE:

2 packs of pencils
4 spiral notebooks
eraser
scissors
colored pencils
crayons
Markers
Sharpie Marker (Black)
Glue Bottle & Glue Stick
Highlighters
2 Folders
Dry Erase Marker
Ruler

5TH GRADE:

Highlighters
Red & Blue Pens
(5) Folders
(4) single notebooks
1" Binder
Loose Leaf Paper (wide)
Crayons
Scissors, Glue
Pencil Box
Dry Erase Markers
Pencils
Ruler
Markers

MIDDLE SCHOOL SUPPLIES:

English - (1) 3 subject notebook, (2) folders, loose leaf paper, colored pencils

Science - (1) 3 subject notebook

Reading - (1) single subject notebook, loose leaf wide-lined paper, folder

Math - (2) spiral notebooks, protractor, compass, ruler w/ metric & standard, calculator (not an expensive one)

Social Studies - 3 subject notebook

***Other items needed - red & blue pens, pencils, eraser, loose-leaf paper, folders or trapper keeper, glue stick, scissors**

HIGH SCHOOL SUPPLIES:

Pens, pencils, erasers, loose-leaf paper, spiral notebooks, and folders.

ADMINISTRATION, FACULTY & STAFF:

Administrative Staff:

Paul Keeney
Michael Schirado
Brian Flyberg
Marcia King
Donna Schneider
Lacey Jangula

Superintendent
High School Principal/Career Counselor
Elementary/Middle School Principal/Athletic Director
Business Manager
High School Administrative Assistant
Elementary/Middle School Administrative Assistant

Teaching Staff:

Delrae Hulm
Denise Pfeifer
Joan Hettich
Lori Jacob
Jaime Richter
Erin Huber
Nicole Purintun
Linda Kelsch
Melinda Mattheis
Rhea Flyberg
Kevin Oien
Patrick Gerving
Beau Diegel
Renee Leier
Daniel Carr
Bruce Hase
Kathryn Bohle
Meg Vander Laan
Diane Nagel
Megan Wald
Annette Pavlicek
Charles Pavlicek
James Fries
Jackie Wald
Michelle Schumacher

Kindergarten
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Reading Coach
Middle School
Middle School/Library/Media Specialist
Middle School
Middle School
Middle School
Counselor
Social Studies
Technology Education/Technology Coordinator
Science
Science
Language Arts
Office and Business Education
Title 1 Coordinator
Middle School Math/PE
Math
Family & Consumer Sciences
K-12 Music

Great Western Network Staff in our Building:

Sandra Meidinger

Spanish

Special Education Staff:

Janelle Ferderer
Deborah Humann
Janelle Schlosser
James Haak
Janel Nelson
Lisa Hendrickson

Director, Special Education
Occupational Therapy
Special Education
Specific Learning Disabilities
Speech Pathology
Specific Learning Disabilities

Aides:

Nicole Grove
Erin Schmidt
Susan Job
Vicki Schwab
Caren Zaske
Sandy Werlinger
Tina Gartner

Library Aide
Title 1 Aide
Title 1 Aide/Classroom Aide
Special Education Aide
Special Education Aide
Classroom Aide
Preschool/Classroom Aide

Custodial Staff:

Vern Jangula
James Nagel
Francis Wald

Head Custodian
Custodian
Custodian

Food Service Staff:

Liz Zink
Rita Holzer
Shannon Kahl

Head Cook
Assistant Cook
Assistant Cook

Transportation:

Francis "Pork" Lawler
Joseph Schlosser
Vernon Nagel
Darold Vetter
Paul Benedict

Bus Mechanic/Driver
Bus Driver
Bus Driver
Bus Driver
Bus Driver

Board of Education:

JoAnn Humann
Arnold Vetter
Steve Schumacher
John McCrory
Troy Scherr

President
Director
Director
Director
Director

By signing the Senior Privilege Agreement as outlined below, Seniors agree to abide by the conditions set forth in the agreement.

1. Senior Privileges are extended to students who are classified as Seniors. A Senior is a student who has earned 15 credits or more going into their fourth year of high school.
2. Senior Privileges are **privileges** extended to Seniors in good standing academically and behaviorally. These privileges will be denied any Senior who disrupts or interferes with the educational process at Linton High School.
3. Senior Privileges will begin on the first day of school, but only after the Senior has returned this form to the High School Principal with the student's and parent or guardian's signature.
4. Seniors may leave the building during their free periods, but must return on time for their next class.
5. Seniors in good standing need not report to study hall once their name has been taken off of the study hall sheet. Seniors who intend to use the study hall or library must abide by the rules established.
6. Seniors are to use the lunchroom, library or study hall during their free period if they intend to remain in school. Seniors will not be allowed to congregate in the halls during their free period nor disrupt classes by going to and from their lockers, continually going in and out of the building or roaming the building. The gyms are off limits at all times.
7. Seniors who are in violation of the NDHSAA alcohol, drugs and tobacco rules will lose their privileges for six weeks for the first offense. A second violation will result in forfeiture of their privileges for the remainder of the school year.
8. Seniors with a summer violations between their junior and senior year will lose privileges for the first 4 ½ weeks of their senior year.
9. Seniors who lose their Senior Privileges and do not report to study hall or leave study hall without an acceptable excuse will be required to make up that hour and will forfeit their privileges for an additional week. Habitual lack of attendance in study hall during the time when Senior Privileges are forfeited will result in loss of privileges for the term and possible in-school or out-of-school suspension.
10. Seniors must maintain a cumulative "C" average in all but two of their classes to be eligible for privileges. Seniors who maintain a passing (D) cumulative average in the remaining classes, and who have not missed more than one class period during the week in which eligibility is checked, and who are in the estimation of the classroom instructor behaving in an appropriate manner in the classroom, may be granted senior privilege status for those classes from the instructor.
11. Seniors who have lost their privileges will not be allowed to leave study hall because of a job requirement or to help with their parents business. Seniors, who have a job, must keep their grades up so that they can fulfill their obligations to their parents or employer. There will be no exceptions to this rule.
12. Seniors who miss more than 10 days per semester, or more than 10 days in any individual class (using the criteria identified in the school's Number of Days Allowed to Miss School per Semester Policy) will lose their senior privileges for the remainder of the semester.
13. Any senior receiving a 9-weeks or final grade of "F" in any subject during the last 9-weeks grading period of their Junior year will lose their Senior privileges for 4 ½ weeks the next fall. Seniors whose name appears on the weekly eligibility list will lose their privileges for that week.
14. Seniors may drive their vehicle during school hours if they have senior privilege status. Students in grades 7-11 will not be allowed to ride with a senior who has driving privileges during noon hour.
15. Seniors who are enrolled in a correspondence course that is required for graduation will not have privileges until the course has been successfully completed.
16. Seniors who have unexcused absences will forfeit their semester and final test exemptions, and will be required to take all final and semester tests.

As principal, I am happy to extend your Senior Privileges to you and I expect that you will handle your new privileges very well. Please follow these 16 rules and have a rewarding final year at Linton High School.

Please sign, date, and return to school

Your signature proves you have read and understand the rules and policies provided for the students of Linton Public School:

Signature of Student

date

Signature of Parent/Guardian

date

Linton Elementary School (K-5)

ANTI-BULLYING HARASSMENT BEHAVIOR GRID

	<u>LEVEL A</u>	<u>LEVEL B</u>	<u>LEVEL C</u>
	<p><i>Behavior</i></p> <p>PROFANITY TEASING/HARASSMENT NAME CALLING DISRUPTIVE CLASSROOM BEHAVIOR INAPPROPRIATE HALLWAY BEHAVIOR PUSHING, HITTING, KICKING</p>	<p><i>Behavior</i></p> <p>DISRESPECT TO AN ADULT</p>	<p><i>Behavior</i></p> <p>FIGHTING STEALING VANDALISM</p>
1st Offense	<p>Verbal warning by staff Staff member documents Informs Teacher w/ documentation Apology</p>	<p>Conference w/ Staff Member Apology Inform Principal in writing Staff member informs Parent</p>	<p>Conference w/ Staff Member Apology No recess for 1 day w/ Detention Homeroom teacher informs Parent Inform Principal w/ documentation</p>
2nd Offense	<p>Staff member documents Informs Teacher w/ documentation Conference w/ homeroom teacher Teacher informs Parent</p>	<p>Conference w/ Principal Apology Inform Principal w/ documentation Principal informs Parent No recess for 1 day w/ Detention</p>	<p>Conference w/ Staff Member Apology No recess for 5 days w/ Detention Homeroom teacher informs Parent Inform Principal w/ documentation Required to meet w/ Counselor</p>
3rd Offense	<p>Staff Member documents Informs Teacher w/ documentation Conference w/ Principal Principal informs Parent No recess for 1 day & Detention</p>	<p>Conference w/ Principal Apology Inform Principal w/ documentation Principal Informs Parent No recess for 5 days w/ detention</p>	<p>Conference w/ Student, Parent, Teacher, Admin Apology No recess for 5 days w/ detention Inform Principal w/ Documentation Principal informs Parent Weekly Counseling</p>

Revised June 16, 2015 Student/Athletes are ineligible the days they received detention for behavior issues.

Because each and every incident is different the school staff, especially the principal, must use his/her discretion to assign consequences.

Linton Middle School (6-8)

ANTI-BULLYING HARASSMENT BEHAVIOR GRID

	<u>LEVEL A</u>	<u>LEVEL B</u>	<u>LEVEL C</u>
	<u>Behavior</u> PROFANITY TEASING/HARASSMENT NAME CALLING DISRUPTIVE CLASSROOM BEHAVIOR INAPPROPRIATE HALLWAY BEHAVIOR PUSHING, HITTING, KICKING	<u>Behavior</u> DISRESPECT TO AN ADULT	<u>Behavior</u> FIGHTING STEALING VANDALISM
1st Offense	Verbal warning by staff Staff member documents Informs Teacher w/ documentation Apology	Conference w/ Staff Member Apology Inform Principal w/ documentation Staff member informs Parent Staff member documents	Conference w/ Staff Member Apology Inform Principal w/ documentation Principal calls Parent Detention & ineligible 1 week
2nd Offense	Staff member documents Informs Teacher w/ documentation Conference w/ staff member Staff Member calls parent	Staff Member Documents Inform Principal w/ documentation Apology Conference w/ Principal Principal Calls Parent Detention & Ineligible 1 week	Conference w/ Principal Apology Inform Principal w/ documentation Principal calls Parent Required to meet w/ Counselor Detention & ineligible 1 week
3rd Offense	Staff Member documents Informs Teacher w/ documentation Conference w/ Principal Principal informs Parent Detention & Ineligible 1 week	Staff Member Documents Inform Principal w/ documentation Apology Conference w/ Principal Principal calls Parent Detention & ineligible 1 week In-School Suspension day of incident	Conference w/ Student, Parent, Teacher, Admin Apology Inform Principal w/ Documentation Principal informs Parent Weekly Counseling Detention & ineligible 1 week In-School Suspension day of Incident

Revised June 16, 2015 Student/Athletes are ineligible the days they received detention for behavior issues.
 Because each and every incident is different the school staff, especially the principal, must use his/her discretion to assign consequences. Prevention, proper supervision, education, and parenting are crucial components to alleviating inappropriate behavior.