

Manitowoc Public School District 2020 - 2021

Lincoln High School Core Values

Members of the Lincoln High School Family are
COMMITTED, COLLABORATIVE, CREATIVE, and CARING.

Members of the Lincoln High School Family are **committed** to giving our students and our colleagues our very best in our efforts to graduate happy, successful, and global citizens.

Members of the Lincoln High School Family are **creative** problem solvers who take risks to challenge each other and the status quo.

Members of the Lincoln High School Family promote a peaceful, **caring** and safe learning community.

Introduction

This student handbook is developed to answer many of the commonly asked questions that you and your parent(s)/guardian(s) may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the board of Education and the District. This handbook is effective immediately.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent(s)/guardian(s) use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact an administrator. This handbook is in accordance with school board policy and supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. School Board Policies may be viewed on the district website <https://manitowocpublicschools.org>

Equal Education Opportunity

It is the policy of the Manitowoc Public School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra curricular, student services, recreational or other programs or activities shall not be abridged, or impaired because of a student's race, color, creed, age, gender, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background. Students who have been identified as having an impairment or disability under Section 504 of the rehabilitation Act or Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions

should contact Jason Bull Director of Teaching, Learning and Assessment, Central Office, or an administrator at your school.

Any person who believes that they have been discriminated against may file a complaint.

A formal complaint can be made in writing to the School Compliance Officer listed below:

Joyce Greenwood-Aerts
Manitowoc Public School District
2902 Lindbergh Drive
Manitowoc, WI 54220
greenwood-aerts@mpsd.school

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days receipt of a written complaint and a determination of the complaint within (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulation, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

Harassment/Bullying

The Manitowoc Public School District is committed to providing a safe, productive and nurturing educational environment for every student. The school will not tolerate any form of bullying or harassment and will take all necessary and appropriate action to eliminate it, including suspension or exclusion of students and disciplinary action against any other individual in the school district community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment

Includes but is not limited to, any act which subjects an individual or group to unwanted abusive behavior of non-verbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability, sexual orientation, physical characteristic, cultural background, social economic status or geographic location.

Harassment may occur student-to-student, student-to-staff, staff-to-student, male-to-female, female-to-male, male-to-male, or female-female. Examples of conduct that may constitute harassment include:

- a. Graffiti containing offensive language
- b. Name calling, jokes or rumors
- c. Threatening or intimidating conduct directed at another because of other others proceeded characteristic (e.g., sex, race, learning disability)
- d. Notes or cartoons
- e. Slurs, negative stereotypes, and hostile acts which are based upon another's protected characteristic; or
- f. Written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- g. A physical act of aggression or assault upon another because of or in a manner reasonably related to, the individuals' protected characteristic or
- h. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by protected characteristics.

MPSD's policy and code of conduct have been established to maintain and ensure a learning and working environment free of any form of sexual harassment or intimidation toward and between students, employees, parents and volunteers.

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninited telephone calls, or letters, and other verbal, visual, or physical conduct of sexual nature. Sexual harassment also includes unwelcomes sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive graphic verbal commentaries about an individual's body, sexually degrading words used to describe and individual, a display of sexually suggestive objects, or pictures in the workplace, sexually explicit or offensive jokes, or physical assault. No employee or student shall threaten or insinuate, explicitly or implicitly, that an employee's or student's refusal to submit sexual advances will adversely affect that person's school performance, employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment, career, or educational development. No employee shall promise, imply, grant any preferential treatment in connection with another employee, or student engaging in sexual conduct. It is also the policy of the Manitowoc Public School District that sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school, in that it interferes with the educational process and may involve elements of coercion by reason of the relative status of a staff member to a student. References: Title IX Educational Amendments, Title IX Educational Amendments, Title VII Civil Rights Act, Wisconsin State Statutes Sect. (118.13); (118.20); (111.36).

Bullying/Harassment

Bullying is deliberate or intentional behavior using words or actions to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. It includes, but is not limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats and hazing.

Some examples of bullying are:

- a. Physical- hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Psychological- spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion or intimidation.

Cyberbullying

Is the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging (IM), defamatory personal websites, or other social media to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

Some examples of cyberbullying are:

- a. Posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
- b. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- c. Using a camera phone to take and send embarrassing photographs of students;
- d. Posting misleading or fake photographs of students on web sites.

If you wish to report bullying or harassment, please contact a school administrator. Please refer to Board Policies #5517 (Student anti-harassment) and #5517.01 (Bullying) for further clarification.

Injury and Illness

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

A student who becomes injured or ill during the school day should request permission from the teacher to go to the health office or office. The nursing or office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

Student Scheduling

Schedules are provided to each student at the beginning of the school year or upon enrolling. Students are expected to follow their schedules. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling department. It is important to note that some courses and change requests may be denied because of limited space or the need to complete prerequisite courses or insufficient reason for the request.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without prior permission from the parent or guardian. No student will be released to a person other than a custodial parent/guardian without permission from the parent/guardian.

Manitowoc Public School District and Lincoln High School

Medication Guidelines

1. MPSD school personnel will administer medication to students only when it is under a doctor's order and when the proper form has been completed and signed by the parent or legal guardian, physician, and school principal.
 - a. The *Consent to Administer Medication to be Given at School* form is available at each school health office. This form includes the following sections:
 - i. Written instructions from the prescribing physician for the administration of the medication, a written statement indicating the physician's willingness to communicate with the school employee administering the medication.
 - ii. Written statement from the parent authorizing school personnel to administer the medication and contact the physician if necessary.
 - b. Medication must be provided to the school in the original pharmaceutical container imprinted with the following information:
 - i. Child's full name
 - ii. Name of drug and dosage
 - iii. Time to be given
 - iv. Physician's name
 - c. Medication will be administered to the child at the designated times by the school.
 - d. The physician must provide written instructions about the length of time the child shall receive the medication. Written instructions must be received from the physician if the drug is to be discontinued or if there is a change in dosage/time of administration from the original instructions.
 - e. The school will keep an accurate and confidential record for each pupil receiving medication.
 - f. Diagnosis and treatment of illness and the prescribing of drugs are never school

- responsibilities and should not be undertaken by any school personnel.
- g. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
 - h. New prescriptions must be received annually for pupils on medication.

Use of Non-prescribed (over the counter) Medications

Certified or licensed staff will not be permitted to dispense non-prescribed, over-the-counter (OTC), medication to any student without written parental consent. Parents may authorize the school to administer a non-prescribed medication using form which is available at the health office or may be found on the Manitowoc Public website, https://manitowocpublicschools.org/for_families/resources. Completed forms should then be forward to the schools health office. A physician does not have to authorize such medication.

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

Any student who distributes a medication of any kind to another student or is found to possess a medication other than one previously authorized is in violation of the MPSD School Board Policy and may be disciplined in accordance with the drug-use provision of school board policy #5530.

Direct Contact Communicable Diseases

In the case of non-casual-contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people (county health officials and school health officials) to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff in schools unless there is a definitive evidence to warrant exclusion. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the Wisconsin Department of Health and Human Services. As required by Federal and State law, parents/guardians may be required to have their child's blood checked for HIV and HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents/guardians and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors and administrative staff. There are two (2) basic kinds of student records - directory data and confidential records.

Directory data can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data includes those student records which identify the following:

- Student name
- School
- Grade level
- Age
- Participation in school-sponsored activities and sports
- Height and Weight (if a member of an athletic team)
- Photograph
- Diplomas and awards received
- Name of previous schools

In compliance with the federal No Child Left Behind Law, we are required to give your child's name, address, and phone number to military recruiters and institutes of higher education. As part of this law, it is our responsibility to inform you of this practice and of your right to keep our child's information private if you so choose. **Opt out: if you want us to deny the release of your child's name, address, and phone number to military recruiters and institutes of higher education, just notify the school in writing within 14 days of the first day of school or within 14 days of enrolling in MPSD.**

A student's records are generally confidential under State and Federal law and may not be released to third parties unless the student's parents/guardians consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parents/guardians written consent. If you have questions about the confidentiality of student records and/or the release of student records to third-parties, please contact your school principal or consult the Board's Confidentiality Policy and Administrative Guidelines #8350.

The Family Policy Compliance Office in the U.S. Department of Education administers both Family Educational rights and Privacy Act (FERPA) and Protection of Pupil Rights Amendment (PRPA). Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, NW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

Attendance

920-663-9839

All students are required to attend school regularly in accordance with the laws of Wisconsin. Research has shown that students who attend school regularly, and are actively involved in their education, fare better in career and life pursuits. Lincoln High School administration and staff strive to provide a quality, comprehensive and personal education to all students. In order to achieve this, students must present on a regular basis. Students who do not attend classes without an acceptable excuse are considered truant, and jeopardize themselves academically, socially, and emotionally.

Compulsory Student Attendance

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter or semester of the school year in which the child becomes eighteen (18) years of age unless they fall under an exception outlined in the District's Administrative Guidelines.

Excused Absences

A student **shall** be excluded from school if for the following reasons:

Permission of parent or guardian

According to Wisconsin State Statutes, a student may be excused by his or her parent or guardian before the absence occurs. A student may **not be excused for more than ten (10) days during the course of a school year**. All absences that occur over the allotted ten (10) days are considered unexcused. Examples of reasons for being absent that should be counted under the allotted 10 included but not limited to: professional and all other necessary appointments (medical, dental, and legal), to attend a funeral of a relative, legal proceedings, college visits, job fair, vacations, weather, and parent request. Parents and guardians will receive a letter when a student has reached 5 days of the allotted 10 excused absences, reminding them of this policy.

Please note that if your student has missed school as a result of a medical appointment or illness, please bring a certified medical or appointment slip to the attendance office the following school day or as soon as possible. Thereby ensuring those days are not counted toward the allotted 10 excused days as described above.

All students who have foreseeable absences greater than three (3) days should complete an Anticipated Absence Form. Forms are located in the Attendance Office. The District reserves the right to verify statements and investigate absence from school.

Physical or Mental Condition

If a student is temporarily not in proper physical or mental condition to attend a school program and their absences will exceed three (3) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist, psychologist or other health practitioner. A medical excuse may not exceed thirty (30) days but can be renewed by a medical professional.

Student Absence: From Building

No student shall leave the building, while school is in session, without permission from the Attendance Office. During periods of school attendance, the Attendance Office shall release students only to parents, legal guardians, or personas designated in writing by the parent or legal guardian. Students who are ill must sign out with the health office or main office. If this procedure is not followed, absences will be considered unexcused. When absent from school for any reason, every student will be provided the opportunity to make up all work, including tests missed during the absence. The District will not deny a student credit in a course or subject solely because of unexcused absences.

Student Absence: Tardiness

Upon reporting to school following tardiness, students shall either present a written statement signed by their parent or legal guardian stating the reason for tardiness or the parent shall call school to provide a reason for the tardiness. Unexcused tardiness of fifteen (15) or more minutes is considered an unexcused absence. **Repeated tardiness will be referred to school administration for possible consequences.*

How to Excuse an Absence

A parent of a student who is absent shall provide a written, dated, signed or verbal statement indicating the reason for the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be submitted to Lincoln High School Attendance Office **within 24 hours** of the absence occurring and it will be filed in the student's school record. The District reserves the right to verify statements and investigate absences from school. Anticipated absence forms are available in the attendance office.

If you are requesting to pick up your student from school, please make every attempt to contact the attendance office **at least 1 hour ahead of time**, 920-663-9839.

Important Reminder: All excused absences must be reported to the attendance office within 24 hours or the absence will remain unexcused. Failure to follow the above detailed procedures will result in any and all absences remaining unexcused.

Program or Curriculum Modification

Students may be excused from regular school attendance to participate in a program or curriculum modification leading to high school graduation or high school equivalency diploma as provided by state law. When a student is excused, the principal shall secure periodic evidence (at least twice each semester) that the student is attending and is succeeding in the alternative program.

Make-up Course Work and Examinations

After any period of excused or unexcused absence, it is the student's responsibility to contact his or her teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. The time for completing the work can be extended based upon extenuating circumstances. The District will not deny a student credit in a course subject solely because of unexcused absences.

Unexcused Absences

1. Students who are absent one or more periods on a given day, will receive a computerized phone call that evening informing them one or more periods were missed. The Attendance Office may follow up with a personal phone call if the absence is not cleared the following day.
2. Absences that are considered unexcused will merit a student meeting with an Administrator as well as contact with a parent. A parent meeting may also be scheduled at this time. This meeting will explore ways to assist the student and provide consequences if necessary. Reference section titled Systems of Engagement (SOE).
3. A citation for Habitual Truancy may be issued once the student has been unexcused absences for all or part of 5 days. Parents will be notified personally by telephone or via letter if no home phone is available. This process involves a fine being issued to that student.
4. The student's employer will be notified of excessive unexcused absences.

Truancy

A student will be considered truant if he or she is absent all or part of one or more days from school during which the attendance office has not been notified of the legal cause or such absence by the parent or guardian of that absent student.

Habitual Truancy

A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. When a student initially becomes a habitual truant, Lincoln High School administration shall ensure that all applicable provisions of the District Truancy Plan are carried out.

Age of Majority

All students at Lincoln High School, regardless of age, are subject to all school rules. Students who have reached their 18th birthday are permitted to originate their own excuses for absence only if they

1. Are not living with their parents or legal guardians or
2. The parents or legal guardians submits a written statement to the school stating that the student is responsible for herself or himself.

Parent/Guardian Responsibilities

It is the responsibility of the student's parents or guardians to ensure that their child attends school regularly. Parents are expected to provide an excuse for all legitimate absences.

Student Responsibilities

Students are required to attend all classes and other school activities on their daily schedule unless they have been excused from school.

Systems of Engagement (SOE)

The Why

The following systems will be used to help encourage and support positive school attendance and engagement in our Learning Community.

Tier 1

Encouragement

- Celebration of those who improve their engagement
- Prize drawing each week for students with perfect attendance
- Random gifting for class with perfect attendance
- School wide achievement celebrations

Support

- School counselors or Link Crew leaders facilitate an attendance meeting with students that reach 5 total absences.

Tier 2

Lunch Engagement Session for Students (LESS)

- Students that accumulate 5 additional unexcused periods after Tier 1 will work with school administration during their lunch
- During which they will attempt to identify current struggles preventing the student from attending school and brainstorm solutions
- Students that accumulate 5 additional unexcused periods after LESS 1 will be assigned a 2nd LESS lunch session
- If a student is unexcused from LESS 1, they will automatically be assigned LESS 2. If both LESS opportunities are unexcused, they will automatically be assigned to Saturday School.

Tier 3

Saturday School

- Students that accumulate 5 additional unexcused periods after LESS 2 will be assigned Saturday School
- This is considered part of the student's normal school week and attendance is mandatory
- Saturday School meets from 9:00 am - 12:00 pm at Lincoln High School
- Saturday School is staffed by a teacher or teacher's aide
- Students that accumulate 5 additional unexcused periods after Saturday School 1 will be assigned Saturday School 2
- Students who are unexcused from Saturday School will be issued a simple truancy citation. The fine amount for this violation is \$124.00

Tier 4

Habitual Truancy Fine

- A student who continues to accumulate unexcused absences will be cited for habitual truancy. The fine amount associated with this violation is \$439.00. Students can be issued this citation once each semester.

Other Supports

Engagement Van

- Students that have difficulty finding consistent transportation to school may utilize the Engagement Van to transport them to school. LHS staff, the guardians, and the student will all agree on the terms of the ride before the route is established.

Student Fees, Fines and Charges

\$50.00 Student Fee

This is charged to all students and will cover the cost of towels for physical education, printer paper, student handbook and any other incidental costs.

\$50.00 Athletic Fee

The athletic fee must be paid, before a student is allowed to practice or a waiver form must be completed. Waivers must be submitted every year.

\$30.00 Non-Athletic Fee

These fees will only be charged once per year regardless of how many activities a student participates in. Fees will be waived if a student is eligible for free or reduced meals. Forms are available in any school office.

Optional Fees

\$60.00 Yearbook fee

\$17.00 Sports pass (valid for all home contests)

\$75.00 Combination yearbook/sports pass

\$30.00 Student parking permit

Some classes will have additional fees to cover materials. Fees can be paid on registration day or any time in the school office after that day. Please make checks payable to Lincoln High School. Students are responsible for returning all textbooks, library books and other school materials in good order. Replacement costs or fines will be assessed for lost or damaged school property.

Visitors

All parents and visitors are required to sign in, immediately upon entering Lincoln, and sign out, prior to exiting, in the main office. A visitors badge will be required to be worn by all visitors. School administration reserves the right to restrict access to classrooms if such access adversely impacts the educational environment of the school. Students may not bring visitors to school without first obtaining written permission from the principal. There must be a compelling reason to have a visitor in the school. Any person found in the building without a pass shall be reported to the principal.

Electronic Communication Devices/Computers

While technology can be used to enhance instruction, it should not interfere with engagement in learning. Students may bring cellphones to school at their own risk. Students will leave their cell phones in the classroom when they need to leave the classroom during class time. They will receive these back when they return to the classroom.

Use an Electronic Communication Device may not in anyway:

- a. Disrupt the education process in the school district.
- b. Endanger the health or safety of the student or anyone else.
- c. Invade the rights of others at school.
- d. Involve illegal or prohibited conduct of any kind.

If parents/guardians must contact their child, they are asked to call the school office rather than calling the student's phone during the day. The office staff is excellent at relaying emergency messages from parents/guardians to students. If student engagement is sacrificed as a result of the use of electronic devices the staff will refer the student to administration.

Wisconsin statute 175.22, Act 118 prohibits the use of any cell phone, camera or other recording device to capture, record or transfer a representation of any person or part of a person. These devices are strictly prohibited in MPSD restrooms or locker rooms. Exceptions to this policy may be made on an individual basis. Please contact an Administrator to discuss circumstances that may require modifications prior to using a cell phone in school.

Student Fund-Raising

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

- All clubs and/or athletic programs offering fund-raising opportunities for their involved students, must complete the Lincoln High School Fund-raising Request Form from the Activity and Athletic Office. This form can be found on the Lincoln High School website, under Activities and Athletics. You can also secure a form from the Main Office.
- Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
- A student will not be allowed to participate in a fundraising activity for a group in which she/he is not a member without the approval of an administrator/principal.
- At the end of the fundraiser all funds will be deposited in the Lincoln High School Activity Account for that club or athletic team and will only be used for school-sponsored needs.

Review of Instructional Materials

Parents/guardians have the right to review any curriculum and instructional materials, and may also observe instruction in classes. Any parents/guardians who wish to review instructional materials or observe classroom instruction should contact the principal to make appropriate arrangements. Lincoln High School reserves the right to restrict access to the classroom if it feels such access adversely impacts the educational environment of the school.

Use of Library

The library is available to students before and during the school day. The library is a place for quiet study and other learning activities. Students must sign in and out of the library for the period in which they are present.

Lost and Found

The lost and found area is in the main office of Lincoln High School. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to a charitable organization.

Parking

Staff parking lots are posted for staff and visitors use only. Students vehicles parked in a staff lot will be ticketed and may be towed. Students must use on street parking or obtain a parking pass to park in the student parking lot. Vehicles are subject to search, for any reason, by school administration when parked on Manitowoc Public School District property. Manitowoc Public School District is not responsible for damage or theft to a vehicle while parked in the Lincoln High School Student Parking lot.

Lockers

A student locker is provided by the school for the convenience of the student to be used solely and exclusively for storage of outer garments, footwear and school related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his exclusive possession and may be opened by authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parents or guardians of the student (without liability to the school) for safekeeping, unless administration suspect that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect materials removed from the locker shall be turned over to law enforcement officials and parents will be notified.

Locks

Combination locks are issued to each student for hall lockers, physical education and technology education lockers at no cost. A \$4.00 charge will be issued for a lost lock.

Bussing

Bus Transportation to School

Bus transportation is provided for all eligible students. The bus schedule and route is available by contacting Brandt Bus Company at 920-682-8823. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by Lincoln High School principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and principal approves.

Bus Conduct

Students who are riding the bus are required to follow basic safety rules determined by the bus company. Bus drivers are responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. This applies to school-owned buses as well as any contracted transportation that may be provided. Students who fail to obey bus rules or any behavioral issues that cannot be resolved by the bus driver will be referred to school administration. If consequences are determined to be appropriate, they may include a suspension of the students riding privileges. During the time that a student has lost bus riding privileges, it is the responsibility of the parent/guardian and the student to get to and from school.

Counseling Center

There are school counselors available to assist students in matters dealing with course selection, adding or dropping courses, academic difficulties, alcohol and drug counseling, dealing with death, career planning, personal problems, post high school plans, and job placement. Each student will be assigned a counselor, as indicated in Infinite Campus. If that counselor is unavailable, it is possible to meet with another counselor.

Field Trips

Field trips are academic activities that extend learning beyond the campus. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. All school rules and policies apply.

Graduation Requirements

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of required credits.

Specific course requirements are:

- English 4.0 Credits
- Mathematics 3.0 Credits
- Science 3.0 Credits
 - Physical 1.0 Credit
 - Life 1.0 Credit
 - Elective Science 1.0 Credit
- Social Studies 3.0 Credits
 - American History 1.0 Credit
 - World History/Global Perspectives 1.0 Credit
 - Civics 0.5 Credit
 - Social Study Elective 0.5 Credit
- Physical Education 1.5 Credits
- Health 0.5 Credit
- Financial Literacy 0.5 Credit
 - On your Own
 - Personal Finance
 - Economics
 - Personal Money Management
- Electives 8.5 Credits

Total Credits: 24.0 Credits

Students must complete a mandatory 20 hour community service requirement.

The school may grant high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that that student has demonstrated a level of proficiency in the subjects required under this policy, goals and objectives of an individualized Education Plan (IEP).

Grades

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Our basic grading system is A, B, C, D, F

A= Outstanding achievement and proficiency. Grade points 4.0

B= Above average work and achievement. Grade points 3.0

C=Average achievement. Grade points 2.0

D= Below average achievement. Grade points 1.0

F= Lack of achievement and proficiency prevent the awarding of course credit.

No credit - no grade points

I= Incomplete. Work necessary for success in course has not been completed.

Grade will become an "F" if not completed within a reasonable time (2 - 3 weeks).

MED= Given to students who are temporarily medically excused from physical education

Grade Point Average

To calculate a grade point average (GPA), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Progress grades can be monitored online throughout the year by accessing the Infinite Campus portal from the parents menu on our school's website. Please call the school office at (920)663-9600 if you wish to receive a hard copy of report cards. When a student appears to be a risk failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance. The following number of earned credits designates the grade in which the student will be registered:

Freshman 0 to 6 credits

Sophomore 6 to 12 credits

Junior 12 credits to 17 credits

Senior 17 credits or more

Students are expected to be enrolled in a full academic course load all four years (6 contact hours-no including study hall, teacher aide, or work study).

Drop Policy

Students who withdraw or are withdrawn from a class will be placed in a study hall. Students may drop a class with parental consent during the first five (5) days a semester without penalty. After the first five (5) days of a semester, withdrawal will result in a semester grade of "F". This failing grade will appear on his/her permanent record (transcript) as a W/F.

Homework

The assignment of homework can be expected. Student grades will reflect the successful completion of all work, including outside assignments. Homework is also part of the students preparation for the standardized test and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the teachers and administration.

Academic Recognition

- 1. Honor Roll** - The Honor Roll is computed at the end of each marking period quarter. Physical education is not counted. A Minimum of three grades are considered. "Pass" or "S" grades are not counted. A grade point average of 3.5 or higher is needed for Honor Roll and is published in the local newspaper.
- 2. Class Rank** - Sophomores, juniors and seniors are ranked according to their cumulative grade point averages beginning with 9th grade. This average is computed at the end of each semester on this basis of all classes except physical education.
- 3. Academic Letter** - Students earn points through semester grade point average and certain qualifying courses. A GPA of 3.999 + earns 3pts., 3.5 - 3.9 earns 2pt., and 3.0 - 3.49 earns 1pt. Qualifying courses are those identified as academically demanding and are listed in the Course of Study Bulletin. These courses earn an additional .25 pts. For each successfully completed course each semester. A school letter is awarded for 9 pts. Earned, a pin when a student accumulates 12 pts., and a special plaque when 17 pts. have been earned.
- 4. Presidential Academic Fitness Award**- Seniors are awarded a special certificate, signed by the President of the United States, and a pin if they meet the following criteria: attained a B+ average over grades 9-10-11 and semester 1 of grade 12, received a score in the 11th or 12th grade placing the student at or above the 80th percentile on a nationally recognized standardized test or college admission exam, such as SAT or ACT, and completed by graduation at least 12 courses from the "New Basics" which include courses such as English, Math, Science, Social Studies, Foreign Language, and Information Technology.

Laude

Implementing a Laude Honors system allows for the recognition of academic excellence based on a system of consistently applied standards rather than relative measures of performance and peer comparisons. This system encourages a higher level of academic rigor (which improves testing scores) and promotes a more equitable honors system for all students.

The Laude system would replace the current class rank system used to rank and differentiate students. Students would earn Laude points for taking rigorous coursework. These points would be multiplied by the student's overall GPA to give a Laude score which would then be used to determine overall Laude ranking.

- The Laude system would first go into effect for the freshmen class of 2020-2021 following a year-long communication and listening session process with all stakeholders
- Each department identifies courses that are deemed "Laude" courses. Students earn 0.5 Laude points for each semester of course completion. See the course catalog for a list of these courses
- A student's total laude points is multiplied by their overall GPA to give them a running Laude Score
- Upon completion of the first semester of their senior year, students are identified as Laude, Magna Cum Laude, or Summa Cum Laude
 - Laude cut off points
 - Cum Laude= 16-31.95
 - Magna Cum Laude= 31.95-49.95
 - Summa Cum Laude=50 or higher

Lincoln High School's Internet use Policy Student Network and Internet Use and Safety

Students are encouraged to use the school's computers/network and internet connection for educational purposes. Students must conduct themselves in a responsible, efficient, ethical and legal manner. Unauthorized or inappropriate use, including and violation of the school's policies and administrative guidelines, may result in cancellation of the privileges, disciplinary action consistent with the school's rules, and civil or criminal liability.

In order to be permitted to have access to the internet, students and their parents/guardians must sign the Internet Use Policy form and return to the library. By signing this agreement students individually take responsibility to make mature decisions while on the internet. If a student is using the internet inappropriately, there will be consequences given from a building administrator.

Appropriate Use Consists of

- Communicating courteously
- Respecting and upholding copyright laws and all other applicable laws or regulations
- Respecting the rights and privacy of others by not accessing private files
- Following the directions of the teacher or supervisor
- Complying with their rules when using another organization's network
- Asking your teacher or supervisor when you are unsure whether an action is appropriate or not

Inappropriate Use Consists of

- Using the Internet for commercial use, product advertisement, or political lobbying activities
- Using computer networks to support illegal activities as defined by federal, state or local laws
- Reconfiguring or changing setups in any computer system or intentionally trying to circumvent school security
- Using computer networks for obscene purposes such as the receipt, storage, or distribution of profanity or other offensive language and sexually explicit materials including nudity and other graphic or textural depictions of sexually explicit activities
- Using mail or message services to harass, intimidate or otherwise annoy another person
- Purchasing goods or services for personal use without authorization from the appropriate school district
- Visiting or posting on social web sites unless it is connected to a class activity

Computer Policy

Students who intentionally damage computer hardware or software, who misuse such material/equipment, or introduce unauthorized elements into programs/equipment (i.e. viruses) will be subject to disciplinary action, including repair and/or replacement cost, up to and including expulsion.

Lincoln High School Academic Honesty Policy

The Lincoln High School community prepares every student to be a responsible citizen and lifelong learner. Copying and Plagiarism are stealing the intellectual property of others and will not be tolerated.

To maintain academic integrity students must

- Turn in work that is their own
- Give full credit to those whose ideas have influenced their work or whose work they have included as part of research
- Work with other students only as directed and/or authorized by the teacher
- Report breaches of academic integrity to a teacher or administrator

Examples of violations of academic honesty

- Presenting the work of others as your own
- Cutting and pasting exact verbiage into your document
- Using someone's original ideas even if you change the wording
- Using unauthorized study aides to avoid reading or doing an assignment
- Copying another student's work
- Allowing others to copy your work
- Telling or asking others what is on an exam
- Submitting the same work for more than one assignment without the teacher's permission
- Missing class to avoid turning in an assignment or taking a test

Consequences

- The teacher will notify an administrator
- The teacher will speak with the student and contact the parent
- A violation of academic honesty is an athletic policy violation. The athletic director will be notified and determine suspension from contests

Additional consequences will be determined by the teacher of the class in which the violation occurred.

- For the first (1st) offense, these consequences may include
 - Having the student redo the assignment or test or do an alternative assignment
 - Other consequences as agreed upon by the teacher and administrator
- Repeat offenses may result in the failure of the course

Student Assessment

To measure student progress, students will be tested in accordance with state standards and district policy. Classroom testing will be used to determine student progress and assign grades. These assessments are selected or prepared by teachers to measure how well the students have achieved specific course learning outcomes. College entrance testing information can be obtained from the counseling center.

Student Activities

Athletics, Clubs, Extra-Curricular Activities

We encourage students to involve themselves in as many extra-curricular activities as their time, interest, and talents permit. It is important to understand that participation in interscholastic athletics, clubs and other out-of-class activities can benefit the student in their academics and Character Development.

Clubs Offered at Lincoln High School

Leadership

- [Student Senate](#)
- [Class Advisors for Freshmen](#)
- [Class Advisors for Sophomores](#)
- [Class Advisors for Juniors](#)
- [Class Advisors for Seniors](#)
- [Link Crew](#)
- [Ships for Service Club](#)
- [Key Club](#)

Scholar/School

- [ACT Prep Club](#)
- [National Honor Society](#)
- [Generation Global - Global Scholar](#)
- [Yearbook](#)
- [Prom Committee Club](#)
- [Homecoming Week Club](#)

Politics/Business

- [Family, Career, Community, Leaders of America](#)
- [Forensics](#)
- [Future Business Leaders of America](#)

- [Young Republicans](#)
- [Young Democrats](#)
- [Debate Club](#)
- [Model United Nations](#)

Music/Language Culture

- [Jazz Club](#)
- [Spanish Honor Society](#)
- [T-Tones Choir](#)
- [Theater Club](#)
- [Theater Club/Stage Crew](#)
- [Russian Club](#)
- [Global Connections Through World Languages Club](#)
- [Embracing Diversity](#)

Sports/Recreation

- [Archery Club](#)
- Esports
- [Bowling](#)
- [Chess Club](#)
- [Disc Golf Club](#)
- [Gaming Club - 4d2 Tabletop Gaming Club](#)
- [illumiBOTi Robotics Team](#)

Miscellaneous

- [Sting Cancer Club](#)
- [Green Club](#)
- Healthy Living Club
- [Bird Busters Club](#)
- [Boomerang Character Club](#)

Athletics Offered at Lincoln High School

Fall Season

- Cheer
- Cross Country
- Dance
- Football
- Soccer - Boys
- Swim/Dive - Girls
- Tennis - Girls
- Volleyball - Girls

Winter Season

- Basketball
- Gymnastics - Girls
- Swim/Dive - Boys
- Wrestling

Spring Season

- Baseball - Boys
- Golf
- Softball - Girls
- Soccer - Girls
- Tennis - Boys
- Track

Non-School-Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity being initiated by students attendance is voluntary, the event will not interfere with school activities. School rules will still apply regarding behavior.

Student Extra-Curricular Code

Students representing Lincoln High School are expected to maintain levels of scholastic standards (no failing grades), and acceptable levels of conduct in and out of school.

Academic Eligibility Co-Curricular - Extra Curricular

A student must meet Lincoln High School requirements defining a full-time student and have received no failing grades in the most recent grade-reporting period.

- A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard, following a period of 15 scheduled school days and nights of ineligibility
- A student regains eligibility immediately if incompletes are made within two weeks after a grade-reporting period
- A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided: The student successfully completes not less than the same number of courses which caused ineligibility.
- A student who is ineligible for a minimum of 16 scheduled days, under the provisions of this Section, may not return to competition or performance until the school day following the 15-day ineligibility period.

Unacceptable Conduct

Includes use, possession, or consumption of alcohol/drugs or in the presence of those in possession or consuming. Other unacceptable conduct shall be determined by the advisor, extra-curricular supervisor and/or staff member. Students and their parents/guardians, have a right to a formal due process hearing. The supervisor, advisor and/or teacher, shall within three school days of notification of the infraction, formalize the consequences in writing and send a letter to the parent/guardians outlining the specific details relating to:

- The violation or infraction
 - The date of violation or infraction
 - The period of the consequence
 - Any other pertinent information
-
- After a ruling is made, resulting in a suspension from participation, the student and/or his/her parents/guardians may formally appeal the decision by phone.
 - This must be followed by a written appeal to the assistant principals. The appeal must be received within seven calendar days of the date on the suspension letter. The assistant principal's will confer with the supervisor, advisor and/or teacher on the events, leading to the suspension.
 - After the appeal has been received, a date for the conference will be set by the assistant principals within seven calendar days of receipt of the appeal letter. The case will be heard by the assistant principals and a faculty member at large or a supervisor/advisor based on a legal right to know basis. Also present will be the student, parent/guardians, and the advisor, supervisor and/or teacher. The decision of the conference will be based on a majority vote.
 - Also present will be the student, parents/guardians, and the advisor, supervisor and/or teacher. The decision of the conference will be based on majority vote. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the conference. Proceedings of the conference, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.

If the student and his/her parents/guardians are not satisfied with the rulings of the assistant principals, a second conference may be requested before the building principal. The student and his/her parents/guardians are entitled to a hearing before the Superintendent if they are not satisfied with the ruling of the building principal. If the student and his/her parents/guardians request a hearing before the Superintendent, the building principal must receive in writing, a request from the parents/guardians of the student for such a hearing within seven days of the mailing of the outcome of the principal's rulings.

School Attire - Ready to Learn

While fashions change, the reason for being in school does not. Students are in school to learn. Lincoln High School believes that the responsibility for the personal appearance of students enrolled shall normally rest with the students themselves and their parents and/or guardians. However, student dress should not affect the health and/or safety of students, be vulgar, or disrupt the learning process within the school. Staff members may refer issues of students' fashion to administrators which will be addressed on a case by case basis.

Student Classroom Conduct-Removal from Class

Lincoln High School is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. In the event a student is asked to leave the classroom, an administrator will be invited to escort them to the office for a character development process.

Character Development

1. Take the ownership of the situation
2. Make a plan for what is next
3. Give back to the learning community

The goal is to return the student to the learning environment.

Alternative Program

"Alternative Program" means educational opportunities made available within the school district, but which may be at a site different from a student's originally assigned school or schedule. In-school suspension is an example of an alternative program. After a student returns from an alternative program in-school monitoring may be used as a sincere attempt to assist the student in his/her adjustment to the school rules and environment.

In School Suspension/Recovery Room

Students assigned to in-school suspension/recovery room areas are isolated from the regular school population. Length and nature of the assignment will be determined by LHS administration and will depend on the needs of the student and nature of the offense as defined in specific criteria for assignment. Students will be supervised and have the benefit of an appropriate academic program.

Suspension

“Suspension” means an action taken by the administration prohibiting a student from attending school for a period of not more than five consecutive school days. The suspension period may be extended an additional ten days when an expulsion hearing has been set and is determined that the student will create an immediate and substantial danger to persons or property around him/her. The purpose of suspension is to remove the student from the school environment and to provide time for the professional staff, parents/guardians, and student to discuss the matter and bring about an agreement on future conduct. When suspended the student cannot be on school premises for any reason before or after school hours.

If the situation requires that the student be removed from the premises before school is dismissed, the principal or designee shall attempt to contact the student’s parent or guardian to request that he/she pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the supervision of the SRO (Student Resource Officer) or administrative designee until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

The parent or guardian of a suspended minor adult age student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student’s parent or guardian; however, it will be confirmed in writing.

Reference to the Suspension in the Student’s Record

The student’s suspension from school shall be entered in the student’s record as required by the rules adopted by the Manitowoc Public School District Board of Education concerning the content of student records.

The suspended student or the student’s parent or guardian may, within (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator or teacher in the suspended student’s school, to discuss removing the reference to the suspension from the student’s record.

Reference to the suspension in the student’s school record shall be removed if the District Administrator finds that:

- The student was suspended unfairly or unjustly;
- The suspension was inappropriate, given the nature of the alleged offense; or
- The student suffered undue consequences or penalties as a result of of the suspension

The District Administrator, or Administrator's designee shall make his or her finding within fifteen (15) days of the conference.

Students who are suspended from school may not participate in co-curricular activities during the suspension.

Expulsion

“Expulsion” is an action taken by the School Board to prohibit an enrolled student from further school attendance.

- The School Board may expel a student only when it is satisfied that the interest of the school demands the student’s expulsion and it finds that the student:
- Repeatedly refused or neglected to obey the rules established by the Manitowoc Public School District Board of Education;
- Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being or to be made to destroy any school property by means of explosives;
- Engaged in conduct while at school or while under the supervision of a school authority that endangered the property, health or safety of others;
- Engaged in conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or School Board member of the School District in which the student is enrolled.

Expulsion Hearing

Prior to expelling a student, the MPSD School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parents or guardians if the student is minor; otherwise just to the student. The notice will comply with the requirements of State law.

The student, or the student’s parent/guardian if the student is a minor, has the right to request a closed hearing or the Board may choose to close the hearing. The student, and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

Discipline of Disabled Students

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

Referral to Police or Juvenile Authorities

If a student’s behavior is a violation of the law, police or juvenile authorities will be contacted by the principal or a designated representative. Every reasonable attempt shall be made to notify parents that juvenile authorities were called. If the officer indicates that he/she is arresting the student, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter in regard to the student’s removal from the building.

Policies and Rules on Weapons, Violence, Aggression, and Threatening Behavior

Lincoln High School expects the school environment to be safe and secure for all students. Since school should be an example of what is taught regarding the observance and respect for law, and because it is absolutely that students, staff, and property remain safe from violence, various rules have been identified and will be implemented to this end.

These rules specifically address:

- Weapons
- Violence
- Aggression
- Threatening Behavior
- Student Dress
- Harassment/Intimidation/Hate
- Associations/Organizations (gang behavior)

Nicotine and Tobacco

Nicotine, Tobacco, and Vaping Devices

Wisconsin State Statute and Manitowoc Ordinance prohibits the use or possession of tobacco products, nicotine products, and electronic smoking devices (vapes) by a person who has not attained the age of 18. This includes all electronic smoking devices containing a liquid nicotine, just the liquid nicotine, or just the electronic smoking device, are illegal for anyone under the age of 18 to possess, attempt to possess, give or purchase. The same remains in effect for all tobacco products. The use of an electronic smoking device or tobacco product by any person on school premises is strictly prohibited.

School policy is that students using or in possession of products, electronic smoking devices, or tobacco products will receive consequences. The first offense may have a consequence of a warning, citation, school service project, and/or any combination of the aforementioned consequences. It shall be at the discretion of school administration as to the specific consequence issued. A citation will be issued under Manitowoc City Ordinance for all second and subsequent offenses.

CBD Oil

Lincoln High School administration has deemed CBD Oil an inappropriate substance to possess in school or on district owned property. If a student has a prescription for the use of CBD Oil, a building plan with our school nurse and administration will be established (see LHS Medications Guidelines on page 5).

Referral of Student for Using, Distributing, Selling or Possessing with Intent to Deliver Alcohol, Controlled Substances or Drug Paraphernalia

1. Anyone who has reasonable suspicion to believe that a student is under the influence or in possession of alcohol and/or any other controlled substance in or on school property, in an district owned or contracted vehicle, or at any school-sponsored activity shall refer such student to the principal or his/her designee. Upon referral, the principal or his/her designee shall investigate the incident and contact the student's parent or legal guardian.
2. In the event the principal or his/her designee is unable to contact a parent or legal guardian of the student referred, or in the event such parent or guardian is unable to take immediate charge of such student, the principal or his/her designee, in the interest of health and safety of the student, may make arrangements for appropriate medical treatment
3. The principal or his/her designee may also do any of the following:
 - a. Request law enforcement officials to administer a breathalyzer
 - b. Request the student's parent/guardian to have the student obtain a urinalysis or other medical test from an appropriate agency; and/or
 - c. Request the student to get an assessment by a professional outside agency
4. Suspension procedures shall follow for any student found in violation of this provision. A recommendation for expulsion may be made
5. Subsequent violations may result in a recommendation for expulsion

Weapons

The superintendent, or any principal or teacher designated by the superintendent shall suspend a student if the student possessed a firearm or other weapon while at school or while under the supervision of a school authority.

Search and Seizure

Search of a student and his/her lockers and any possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Manitowoc Public School District Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rule. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

No strip searches will be conducted by any employee of Lincoln High School or the Manitowoc Public School District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course in the course of a search that may be evidence of violation of Lincoln High School rules or the law may be confiscated and held or turned over to the police. Lincoln High School reserves the right not to return items which have been confiscated.

Canine Searches

It is the policy of Lincoln High School to maintain a drug-free and healthy school environment. In the effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

Student/Parent Concerns

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. It is suggested that the problem be addressed with a teacher first. If a resolution is not reached, an assistant principal or the principal can be contacted.

Emergency Closing and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, messages will be sent out in Infinite Campus the information will be available on the district website at www.manitowocpublicschools.com or the following radio and television stations:

- Channel 2 - WBAY TV
- Channel 5 - WFRV TV
- Channel 11 - Fox News
- Channel 26 - NBC TV
- WOMT 1240 AM - WQTC 102.3 FM Radio
- WCUB 980 AM - WLTU 92.1 FM Radio
- WLKN 98.1 FM Radio
- WIXX 101. FM Radio
- WGBW 1590 AM Radio
- Seehafer News

Parents/guardians and students are responsible for knowing about emergency closing and delays.

