

Manitowoc Public School District
2023-2024
Lincoln High School
Introduction

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

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/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 manitowocpublicschools.org.

Core Values

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

Members of the Lincoln High School Learning Community:

- *are **committed** to giving our students and our colleagues our very best in our efforts to graduate happy, successful, and global citizens*
- *grow and develop by working **collaboratively** and supporting each other as lifelong learners.*
- *are **creative** problem solvers who take risks to challenge each other and the status quo.*
- *promote a peaceful, **caring** and safe learning community.*

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Student Code of Conduct

[Linked Here is the Student Code of Conduct](#)

Student Code of Conduct Policies, Applications and Definitions:

[Board Policy #5517](#)

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 expulsion 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 a 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, socioeconomic 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-to-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 the others protected 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. e.g. A physical act of aggression or assault up on another because of or in a manner reasonably related to, the individual's protected characteristic; or
- h. Other kinds of aggressive conduct such as theft or damage to property, which is motivated by a protected characteristic.

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 student, employees, parents, and volunteers.

Sexual Harassment Sexual harassment includes unwelcome sexual advances, requests for sexual favors, uninvited telephone calls, or letters, and other verbal, visual, or physical conduct of a 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 an 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 to 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 a 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 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 a 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. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

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:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. 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.

[Policy #5136](#)

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.

Use an Electronic Communication Device may not in anyway:

- A. Disrupt the education process
- 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

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.

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.

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 any violation of the school's policies and administrative guidelines, may result in cancellation of the privilege, 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 abide by the [Acceptable Use Policy](#) found on the school website.

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 organizations' network
- * Asking your teacher or supervisor when you are unsure about 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 school 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, and any other actions necessary within the MPSD Code of Conduct.

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 teachers' 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 a first 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.

School Attire While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

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.

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. Administrator intervention may be requested.

In School Suspension Students assigned to the in-school suspension area are isolated from the regular school population. Length and nature of the assignment 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 school 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 it is determined that the student will create an immediate and substantial danger to persons or property around him/her. Upon completion of a suspension and prior to the student's return to school, a reentry meeting with administration, student services, parent(s)/guardians and/or the student shall be required. 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.

[Policy #5610](#)

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 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

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school 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 endangered 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 Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

As required by 20 U.S.C. 7151, the Superintendent will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

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 a 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 - 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.) [Policy #5605](#)

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 essential 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, 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 any person who has not attained the age of 21. 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 21 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 nicotine 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/Delta8 Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, Delta-8.etc.)

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 any 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 the 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
4. Suspension procedures may follow for any student found in violation of this provision.
5. Subsequent violations may result in a recommendation for expulsion.

WEAPONS The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

This prohibition does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her personal vehicle while transporting students for school sponsored events or school-related purposes in his or her own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

Definition of "Weapon"

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms

(including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or off duty if there is an appropriate agreement between the District and the employer of the law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, including but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
- C. theatrical props used in appropriate settings; and
- D. starter pistols used in appropriate sporting events.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

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 Senior High School or the Manitowoc Public School District.

Anything that is found in the course of a search that may be evidence of a 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 an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property, to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

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 be 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 excused from school 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 10 days during the course of a school year.** All absences that occur over the allotted 10 are considered unexcused. Examples of reasons for being absent that should be counted under the allotted 10 included but are 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. Once a student reaches 10 excused absences, parents/guardians will be notified in writing and any subsequent absences will be marked as unexcused.

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 absences 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: Tardiness If a student is late for a class and a parent or guardian has not given a reason for the student being late to class, they are considered unexcused tardy. If the Lincoln High School

attendance office is notified in advance of student tardiness, the student will be considered excused tardy. Habitual tardiness can lead to lack of successful engagement in coursework and failure to find a traditional pathway to graduation.

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.

Make-up Coursework 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 may 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 had 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 may 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 by the parent or guardian indicating the reason for that absence.

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.

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 excuse for absence

only if they

- (1) are not living with their parents or legal guardian or
- (2) the parent or guardian submits a written statement to the school stating the student is responsible for herself or himself.

Parent/Guardian Responsibilities: It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all legitimate absences. Parents/guardians can be held legally responsible for contributing to their student's truancy.

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

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.

Early Dismissal No student will knowingly be released from school, prior to dismissal time without permission from the parent/guardian, or an individual listed in the student's Infinite Campus account.

Athletics, Clubs, Extra-Curricular Activities We encourage students to involve themselves in as many out-of-class activities as their time, interests, and talents permit. It is important to understand that participation in interscholastic athletics, clubs, and cocurricular activities can benefit the student in their academics and character development. Be sure to consult the [Co-Curricular Handbook](#).

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 Co-curricular Code Students representing Lincoln 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 Senior High School requirements defining a full-time student and have received no failing grades in the most recent grade-reporting period.

- a. 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.
- b. A student regains eligibility immediately if incompletes are made within two weeks after a grade-reporting period.
- c. 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 another school, provided: The student successfully completes not less than the same number of courses which caused ineligibility.
- d. 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

1. After a ruling is made, resulting in a suspension from participation, the student and/or his/her parent/guardians may formally appeal the decision by phone.
2. 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 principals will confer with the supervisor, advisor, and/or teacher on the events leading to the suspension.
3. 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.
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 parent/guardians.
4. Also present will be the student, parent/guardians, and the advisor, supervisors and/or teacher. The decision of the conference will be based on a 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 parent/guardians.

If the student and his/her parent/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 parent/guardian 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 parent/guardians request a hearing before the Superintendent, the building principal must receive in writing, a request from the parent/guardians of the student for such a hearing within seven days of the mailing of the outcome of the principal's rulings.

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.

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 reasons for the request.

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 a 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 the 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 adequate proficiency is not demonstrated.

MED = Given to students who are temporarily medically excused from physical education by a physician.

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 at risk of 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.

Students are expected to be enrolled in a full academic course load all four years. (6 contact hours-not including study hall or teacher aide).

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 three weeks of a semester without penalty. After the third week of a semester, withdrawal may result in a semester grade of "W". This will appear on a student's official transcript.

Homework The assignment of homework can be expected. Homework is also part of the student's preparation for the standardized tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

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 learner outcomes. College entrance testing information can be obtained from the counseling center.

Nurses Office

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 school's 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.

Medication Guidelines:

1. Parents are encouraged to administer medications to their child while the child is at home. When medications are required during the school day, the school nurse or appropriate staff designated by the school principal, may administer medications to students under established procedures and conditions and, in compliance with Wisconsin State Statute 118.29.
2. A new *MPSD Medication Consent* form must be signed annually by both the health care provider with prescriptive authority and the parent/guardian prior to the administration of any prescription medication. It is highly recommended that a school nurse review the order PRIOR to any medication being administered.
3. If your child has medication at school, a new Medication Consent form will be required prior to the start of the 22-23 school year. The form can be found on the MPSD website under Nursing Services>Parents Forms, or pick one up from your child's school.
4. Medication must be provided to the school in the original pharmaceutical container imprinted with the following information:
 - a. child's full name
 - b. name of drug and dosage
 - c. time to be given

- d. physician's name
5. It is the parent/guardian's responsibility to transport medication to/from school
 6. Medication must be counted/quantified upon receipt in the school office. The quantity of pills (or quantity of liquid) shall be recorded. It is recommended that the parent/guardian also observe the count and co-sign. If parent/guardian is not available, another staff member will sign as witness.
 7. Medication will be administered to the child during the designated time window by designated staff.
 8. Requests for medication to be administered on an infrequent basis, such as when a student forgets, will not be accepted.
 9. Only exact dosages will be administered. No partial doses will be given.
 10. If a student does not show up for prescribed medication, at least one attempt will be made to locate the student. If a student misses the designated time window, the medication cannot be administered by school staff. A parent/guardian will be contacted to inform of the missed dose. A parent/guardian may come to school to administer the medication outside of the prescribed time window.
 11. A new order must be received from the health care provider if:
The time the medication is administered changes from the original order, the dosage changes from the original order, or the medication changes from the original order.
 12. The school will keep an accurate and confidential record for each student receiving medication.
 13. Discontinuation of any medication is best done in writing by a parent or provider. If discontinued at the discretion of parents only, notification of the provider is recommended.
 14. In accordance with state law (Wis. Stat. sec. 118.291 and 118.292), students are allowed to self-carry an asthma inhaler or EpiPen for an emergency situation. The student must have an annual completed MPSD medication consent form in which the prescriber indicates permission for the student to self-carry. In general, self-carrying occurs at 5th grade level or higher. Requests for younger students to self carry will be reviewed on a case-by-case basis. MPSD is absolved from any responsibility including safeguarding the student's inhaler or EpiPen.
 15. In accordance with state law (Wis. Stat. sec. 118.29(2)2m), For any student receiving Epinephrine for a possible allergic reaction, 911 will be called as soon as possible to report the administration of epinephrine. The used EpiPen will be sent along with EMS.
 16. Parents may authorize the school to administer a non-prescribed medication using the MPSD medication consent form. A physician does not have to authorize over the counter medication as long as it is being given per manufacturer's instruction .
 17. If a student is found using or possessing a non-prescribed medication without parent/guardian(s) authorization, she/he will be brought to the school office and parent/guardian(s) will be contacted. The medication will be confiscated until written authorization is received.
 18. In accordance with the standards of nursing practice, the school nurse may refuse to administer or allow any medication to be administered, which based on nursing judgment, is potentially harmful, dangerous, or inappropriate in the school setting. In these cases, the parent and health care provider shall be notified by the school nurse and the reason for refusal.

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 school unless there is definitive evidence to warrant exclusion. Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, 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 your 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 considered 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 parent/guardian's 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 (PPRA). Parent/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, SW
 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.

Student Fees, Fines and Charges

- **High School fees combine to a flat fee of \$50 dollars** (this is a combination of the \$25 student fee and our \$25 technology fee). Lincoln High School is additionally eliminating any fees for course participation and co-curricular (clubs/non-athletic) activities.
- **The Lincoln High School Yearbook will continue to have a separate charge of \$60.**
 - **Student Parking:** A previous parking fee of \$30 to utilize our student parking lot has additionally been eliminated. Students wishing to park in our student parking lot, adjacent to the JFK parking lot, must still complete a registration form (located in the High School General Office), show proof of insurance, and obtain a parking permit with an assigned space number. Spaces are limited and will be granted on a first come, first serve basis. Staff parking lots are posted for staff and visitor use only. Student vehicles parked in a staff lot will be ticketed and may be towed.
 - **Athletic Fees and Sports Passes:** An Athletic Fee of \$50 will continue to apply to any student participating in a sport at Lincoln High School.
 - **Music Items:** Our Band and Orchestra departments may charge a \$50 rental fee when applicable.

Paying Fees:

- Families can pay fees with a credit card from the comfort of their own homes via Infinite Campus under the "Fees" tab. In the event, a legal guardian does not have access to the Infinite Campus Parent Portal, please call the Principal's Administrative Assistant at 920-663-9605. Questions about fees can be directed to the Finance office at 920-663-9609. Families can also pay fees in person in the Main Office with cash, check, or credit card during regular office hours.

General Information

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 the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Lee Thennes, Director of State and Federal Programs and Assessments, 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:

Mike Nault
 Manitowoc Public School District
 2902 Lindbergh Drive Manitowoc, WI. 54220
 naultm@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 Regulations, 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.

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, any principal can be contacted.

Visitors All parents and visitors must show a valid form of identification upon entering Lincoln. All visitors are subject to a Raptor background check which identifies individuals currently on the sex offender registry. A visitor's sticker 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.

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:
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.

Use of Library The library may be 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.

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 suspects 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 locker at no cost.

Bussing MPSD students are able to ride the Maritime Metro Transit system at no cost to the student/family by showing a valid student ID. 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 that time, when a student has lost bus riding privileges, it is the responsibility of the parent/guardian and student to get to and from 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.

Emergency Closings 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 also 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 -WIXX 101.1 FM Radio
WGBW Radio 1590 AM
SEEHAFER NEWS

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