

LINCOLN JUNIOR/SENIOR HIGH SCHOOL

STUDENT HANDBOOK

2018-2019



South School Avenue, Alma Center, WI 54611
Phone (715) 964-5311 Office Hours: 7:15 a.m. - 4:15 p.m.

www.lincolnhornets.org

Be RESPECTFUL. Be RESPONSIBLE. Be SAFE. Be a HORNET.

LINCOLN JUNIOR/SENIOR HIGH SCHOOL



POSITIVE BEHAVIOR MATRIX



#hornetpride

ALL AREAS OF THE BUILDING

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
<ul style="list-style-type: none">▪ Treat others the way you would like to be treated▪ Use appropriate language/volume▪ Maintain your own personal space	<ul style="list-style-type: none">▪ Be on time/prepared▪ Use cell phones/devices during 2nd breakfast and lunch▪ Dress for success	<ul style="list-style-type: none">▪ Keep your hands, feet and objects to yourself▪ Be aware of your surroundings

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JR/SR HIGH BELL SCHEDULE

Tuesday-Friday

Advisory Schedule

Before School

Doors open for breakfast	7:40
Students may enter main building	7:45
Warning Bell	7:55

Morning Schedule

1 st	8:00 – 8:43
2 nd	8:47 – 9:30
2 nd Breakfast	9:30 – 9:40
ADVISORY	9:40 - 10:10
3 rd	10:14 – 10:57
4 th	11:01 – 11:44

Lunch

<u>Senior High</u>		<u>Junior High</u>	
Lunch	11:44 – 12:14	5 th	11:48 – 12:31
5 th	12:18 – 1:01	Lunch	12:31 – 1:01

Afternoon Schedule

6 th	1:05 – 1:48
7 th	1:52 – 2:35
8 th	2:39 – 3:20
Bus Departure	3:26

Monday Bells - With Advisory

Before School

Doors open for breakfast	8:40
Students may enter main building	8:45
Warning Bell	8:55

Morning Schedule

	1 st	9:00 – 9:36
	2 nd	9:40 – 10:16
	Advisory	10:20 -
10:50		
	3 rd	10:54 –
11:30		

Lunches

<u>Senior High</u>		<u>Junior High</u>
11:30 - 12:00	4 th	11:34 - 12:10
4 th 12:04 - 12:40		Lunch 12:10 - 12:40

Afternoon Schedule

5 th	12:44 - 1:20
6 th	1:24 - 2:00
7 th	2:04 - 2:40
8 th	2:44 - 3:20
Bus Departure	3:26

I. PHILOSOPHY OF EDUCATION / DISTRICT OBJECTIVES

Philosophy of Education/District Objectives

SCHOOL DISTRICT OF ALMA CENTER-HUMBIRD-MERRILLAN

PHILOSOPHY OF EDUCATION

The school shall strive to provide the best possible educational program to ensure wholesome, all-around growth of the individual. Provision shall be made for the stimulation and development of the useful talents, self-discipline positive self-concepts of all children, including those with exceptional needs, the average, and the gifted.

Our school's commitment begins with developing the educational process to meet the academic, vocational, aesthetic, physical, and recreational needs of all students. Students should be allowed to develop and improve their social, mental, physical, and vocational competencies within the context of their heritage and community. Students must be prepared to apply imaginative, creative, constructive and critical thinking to personal problems and social conflicts. At the same time, students should be guided toward utilizing their full potential.

The education of children is a comprehensive program, which must be undertaken in cooperation with other institutions of our society and will seek to establish and maintain strong ties with parents and community programs.

DISTRICT OBJECTIVES

The School District should provide the students with opportunities:

- to develop fundamental skills in reading, writing, and arithmetic
- to develop respect and appreciation for human and moral values and for beliefs of others
- to develop an appreciation of our democratic heritage
- to develop civic rights and responsibilities and knowledge of American Institutions
- to develop a positive self-image and pride in self achievement
- to apply imagination, creativity and constructive and critical thinking to personal and societal decision making
- to develop social competency as a contributing member of his/her family and community
- to develop physical and mental health
- to develop aesthetic appreciation and self-expression in the arts
- to develop an understanding of the physical world and our relations to it as represented through basic knowledge of the sciences

- to function effectively and responsibly as consumers and producers
- to develop effective work habits and self-discipline, including constructive leisure pursuits
- to explore as many areas of occupational opportunities and requirements as possible
- to develop competencies for occupational entry, maintenance and continue education
- to communicate and cooperate within the school and community
- to develop an awareness of our relationship with the people of the world

II. INTRODUCTION

Lincoln Schools believe all students can be successful academically and behave in a responsible manner - one that allows each individual student and staff member to experience success in the learning and teaching process. The purpose of this handbook is to define behaviors and set standards that will ensure a school climate that maximizes student achievement. Teachers will handle discipline situations in their own best way based on these principles:

1. The student will learn from his or her problems/mistakes.
2. The student will establish ownership of the problem.
3. The student will make the discipline decision from several options.
4. The student will solve the problem so it doesn't make a problem for others.
5. We expect students to put forth 100% effort in working toward their education.
6. We expect students to attend school on a consistent, regular basis; be on time and have needed materials to learn.
7. We expect students and staff alike to treat others as they would like to be treated.

This handbook is meant to address the most common issues of the day to day operations of the school. Students and parents are responsible for being knowledgeable and abiding by all board policies. All policies may be viewed on-line at the district website www.lincolnhornets.org All rules and regulations in this handbook have been adopted as official school policy by the board of education.

The school reserves the right to establish regulations and make decisions in areas not covered herein.

III.

1. DISCIPLINE

A. Positive Behavior Interventions & Supports (PBIS)

Lincoln Junior/Senior High School utilizes a system of Positive Behavior Interventions & Supports. PBIS is a framework or approach for assisting staff in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.

PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students.

At Lincoln Junior/Senior High School we have three basic expectations for behavior:

1. Be Respectful
2. Be Responsible
3. Be Safe

BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
<ul style="list-style-type: none">• Treat others the way you would like to be treated• Use appropriate language/volume• Maintain your own personal space	<ul style="list-style-type: none">• Be on time/prepared• Use cell phones/devices during 2nd breakfast and lunch• Dress for Success	<ul style="list-style-type: none">• Keep your hands, feet and objects to yourself• Be aware of your surroundings

Teachers and staff members will deal directly, quickly and fairly with students not meeting the standard expectations. When a student violates these behavioral expectations staff members will follow the procedure as delineated in the following chart:

B. Minor Offenses

Minor Offenses (within a quarter)

Number of Minor	Procedure to Follow
1st Minor	<ul style="list-style-type: none">● Assigning teacher enters it into Google spreadsheet immediately<ul style="list-style-type: none">○ Check to see if a phone call home is needed or not (2nd minor and up requires a phone call)● Form mailed home
2nd Minor	<ul style="list-style-type: none">● Assigning teacher enters it into Google spreadsheet immediately and makes a phone call home (check with teacher that gave the first minor to see if any other information needs to be added to the phone call home)● Form mailed home
3rd Minor	<ul style="list-style-type: none">● Assigning teacher enters it into Google spreadsheet immediately● Assigning teacher fills out an ODR on Skyward (See 1st ODR Procedure)● Form mailed home
4th Minor and up	<ul style="list-style-type: none">● Assigning teacher enters it into Google spreadsheet immediately● Assigning teacher fills out an ODR on Skyward (See 2nd, 3rd, 4th, 5th ODR Procedure)● Form mailed home

Staff members may also issue an ODR without using minors when the violation of behavioral expectations significantly disrupts the learning environment. This is known as a major behavioral violation.

In addition to the above listed expectations students must observe the following rules to promote a safe and secure environment.

C. PROHIBITED

NO wearing of coats/jackets to class – wear sweaters or sweatshirts when weather turns colder.

Junior/senior high students – no hats in the building.

NO backpacks in classrooms.

NO chains in school. Students are not to wear or have in their possession chains of any kind.

NO laser pointers on school property.

D. DRESS CODE

An individual's dress, personal appearance, and cleanliness, as well as his/her behavior, demonstrate his/her sensitivity to and respect for others. LHS recognizes a student's individual appearance is mainly the responsibility of the student and parents. However, dress and grooming should be clean, not indecent, and free of obnoxious odors. Health and safety standards must be maintained at all times for the protection of the student. Feet must be protectively covered at all times, and clothing and footwear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others.

- Coats and hats are only permitted when entering or exiting the school building and must be placed in lockers before first (1) period. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth.
- Hats, caps, hoods, bandanas, sunglasses, and any other head coverings are not to be worn in the building.
- No garments depicting alcohol or drugs may be worn at school.
- No garments with messages or symbols that have inappropriate language, sexual actions, or "innuendoes" may be worn at school. This includes accessories that may have multiple interpretations.
- No clothing considered to be revealing will be allowed on males or females. This would include but not be limited to
 - shirts which reveal bare midriffs, shirts or dresses with bare backs.
 - spaghetti straps or without two straps (at least three fingers in width).
 - certain holes in clothing
 - low-cut tops (**no cleavage showing**),
 - see-through apparel are not to be worn.
 - All undergarments must be covered.
 - Dresses, skirts or shorts should be mid thigh length or longer.

If, **in the judgment of school officials**, modes of dress or appearance are distracting or disturbing to the progress of the educational program, the student will be asked to change. Refusal to comply may result in disciplinary action due to insubordination.

If the student is unable to correct the dress code violation a parent or guardian will be contacted to assist the student. The dress code violation must be corrected before the student will be allowed to return to class.

E. DISPLAYS OF AFFECTION

Students are not to romantically embrace one another, walk arm in arm with one another, or kiss or hug one another on the school campus. Hand holding is permitted. If public displays of affection are a problem or embarrassment to other students you may be referred to your parents.

F. ACADEMIC HONESTY

Cheating: Students caught cheating on any school work (test, quizzes, homework) will be given a zero on the assignment. This includes both the student cheating and the student allowing another student to cheat. Cheating may also be a reason to be dismissed from the NHS, club or class office, or other leadership position. Do your own work! When you cheat, you cheat yourself more than anyone else.

Plagiarism: Plagiarism is a specific form of cheating. Students caught plagiarizing on any school work will be given a zero on the assignment in the same manner as the cheating policy. Additional acts of plagiarizing will result in removal from the course and a grade of "F" being given. Further information, examples, and consequences can be found in the district's plagiarism policy which can be found on the school website or can be obtained from the office.

G. WIRELESS COMMUNICATION DEVICES (WCD)

Wisconsin Act 121 – Students are prohibited by Wisconsin State law from using or possessing an electronic paging or two-way communication device while on school premises owned or rented by or under the control of a public school. The school board may waive this rule if they determine there would be a medical, school, educational, vocational, or other legitimate purpose to possess electronic communication devices while on school property. **WIRELESS COMMUNICATION DEVICES** (File 877): While many school districts across the state have decided to ban WCDs from school campuses, the Alma Center-Humbird-Merrillan School District has decided to allow WCD use with some restrictions. The policy allows students to use their WCDs in the building before school, during the lunch period, during 2nd breakfast, and after school. During the school day students are asked to keep their WCDs turned off and in a secure locker or placed out of sight on their person. Students are not allowed to have WCDs out in plain view during class or passing time. Any student who violates the WCD policy will be asked to surrender their WCD to a school authority.

The following progressive discipline applies:

1. The WCD will be held in the Principal's office. The student may retrieve the device after school is dismissed.

2. The WCD will be held in the Principal's office. The student must meet with the Principal or designee to retrieve the device after school is dismissed.
3. The WCD will be held in the Principal's office. A parent or guardian must retrieve the device for the third and all subsequent offenses.

Any parent or guardian who wants their child to use a WCD at an unauthorized time may submit a request to the school Principal, explaining the reasons for the use. The Principal will make the final decision on each special circumstance.

H. FIGHTING-HORSEPLAY

Fighting will not be tolerated on the school grounds or in the building at any time.

Students involved in fighting may be immediately suspended for a period of one to three days and a parent conference will be required. School-related confrontations originating on school grounds, terminating off school grounds will be evaluated and subject to the same penalty. Horseplay in classrooms and hallways will be discouraged at all times as a preventative measure to fighting and property damage. Serious situations will be reported to the County Sheriff or the juvenile court system.

I. MOTOR VEHICLES

Students are not allowed in cars, parked or moving, or to ride motor vehicles during the school day which includes the noon hour. Students must park their vehicles in the lot south of the Grove Street.

J. DISMISSAL FROM CLASS/COURSE

There are times when a student's behavior makes it necessary to remove him or her from the classroom in order to preserve the learning environment for all students. Most often this is a very short-term removal (time-out). If the behavior(s) cannot be corrected in this way the teacher will initiate the process of removing the student from the course (course removal). **The teacher will be required to notify a parent by phone or email within 24 hours when a student is removed from their classroom.**

1. Time-out

A time-out removal is a short-term minor removal from class and is instituted at the teacher's discretion. The Minor Offenses process will be followed by the teacher. Parents will be notified accordingly.

2. Course Removal

Willful and persistent disruptive misbehavior and/or refusal to obey the teacher takes learning opportunities away from students that follow classroom and school rules. This cannot be tolerated.

Removing a student from a course is a very serious and consequential disciplinary action. This process will not be entered into lightly. It will be used when all other efforts have been exhausted. When the teacher and administrator have determined the course removal process is imminent the student's parent/guardian will be notified in writing by the principal.

The procedure for handling course removals will be:

1st removal – student/teacher/principal conference with discipline report sent home to parents – student may be readmitted after one hour of in-school suspension.

2nd removal – Student/teacher/principal/parent conference is required. Student may be readmitted to class after a one hour in-school suspension. Written notice to student/parent of 2nd removal and consequences of a third removal.

3rd removal – Student will be dropped from the class for the remainder of the semester with an F grade.

K. ALCOHOL AND CONTROLLED SUBSTANCES (File 870) (s.120.13(1))

The possession, manufacture, sale, use, delivery, distribution, transfer, concealment, being under the influence, or possession with intent to sell any of the following is expressly forbidden by students in school, on school property, at any school-sponsored activities, or while being transported to and from school and school-sponsored activities:

1. Controlled substances as designated by Wisconsin Statutes.
2. All alcoholic beverages.
3. Inhalants and chemicals that release toxic fumes or vapors such as solvents including gasoline, paint thinner, glues or white out, aerosols or amyl butyl nitrate and nitrous oxide (laughing gas)
4. Drug paraphernalia as defined by Wisconsin Statutes.
5. Look-alike or counterfeit drugs and/or controlled substances, designer drugs (e.g., mood altering, performance enhancing and anabolic steroids) or look-alike alcohol.
6. Prescription and over-the-counter drugs, except those for which permission to use in school had been granted pursuant to district policy.
7. Any other illegal substances so designated and prohibited by law.

Students who violate the alcohol and drug policy at school, while under the supervision of school authority, or while engaged in a school activity are subjected to suspension, referral to appropriate legal authorities, and possible referral for expulsion.

School psychologists and nurses must keep confidential information received from a student or about another student who is having AODA problems. A school administrator or teacher is not liable solely for referring a pupil of the school to law enforcement authorities, or for removing a pupil from the school premises or from participation in a school-sponsored activity, for suspicion of possession, distribution or consumption of an alcoholic beverage or a controlled substance (s.118.257).

L. TOBACCO PRODUCTS/SMOKING

The use of tobacco, smoking cigarettes, e-cigarettes, and cigars are illegal in school buildings and on school grounds. A \$50 fine may result from use of tobacco products in school. Students are not allowed to use or have possession of tobacco products including cigarettes, cigars, chewing tobacco and lighters in any form while in the building, on the school grounds, on buses, on streets adjacent to the school, or at school functions. First offense will result in a one-day automatic suspension. Subsequent offenses will result in automatic three day suspension.

M. SUSPENSION

State statutes permit the suspension of students (s.120.13)(1)(b)). Students can be suspended for the reasons listed below:

1. Non compliance with school rules related to disruptive behavior, alcohol, tobacco, drugs, fire drills and alarms, attendance policy and searches defined elsewhere in this handbook.
2. Assault and Battery – A student causing bodily harm to another by an act done with intent to cause bodily harm to the person harmed is guilty of a misdemeanor (940.19).
3. Vandalism – Any student who intentionally causes damage to the school building and/or school property without the consent of the school district is guilty of a misdemeanor (s.943.01).
4. Slander/Libel – The statutes (s.942.01) prohibit intentionally defaming another whether a student or a staff member. This involves anything which exposes the other to hatred, contempt, ridicule or disgrace in their line of work.
5. Disorderly Conduct – Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct (s.947.01).
6. Theft
7. Hazing – No student may intentionally engage in acts which endanger the physical health or safety of another student.
8. Zero Tolerance Policy – Dangerous weapons: Students will be suspended from school for 3-5-10 days if they bring any kind of dangerous weapon onto the school campus. This violation may result in a recommendation for expulsion. Students are notified: **DO NOT BRING ANY KIND OF WEAPON ONTO THE LINCOLN CAMPUS!**

The procedure for the implementation of suspension is defined in (s.120.12)(1)(b)). The law provides for the school board to make rules for the organization, graduation, and government of the school district, including rules pertaining to conduct and dress of pupils in order to maintain good decorum and favorable academic atmosphere. The school district administrator or any principal or teacher assigned by him may make rules, with the consent of the school board, and may suspend a pupil for not more than five school days, or if a notice of expulsion hearing has been sent, for not more than a total of fifteen consecutive school days for noncompliance with such rules or school board rules or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health, or safety of others. The school board may expel a student from school after a hearing has been held.

N. SUSPENSION PROCEDURE-DUE PROCESS

No student, regardless of age, sex, or nationality shall be suspended without the following procedure being applied:

1. Student confronted with problem(s).
2. Student told what possibilities exist concerning suspension.
3. Student allowed to give his/her side of the story.
4. Upon hearing and comparing the original problem and the student's side, the principal will then make a decision.
5. If the student does not agree, he/she may ask for a hearing with the superintendent. (The superintendent may lower the penalty, but cannot administer a higher or stronger penalty).

O. ZERO TOLERANCE POLICY – Dangerous Weapons Students possessing a dangerous weapon or a look-alike weapon will be: a) suspended, b) referred to the Jackson County Police Department and c) may be referred for expulsion. Students assisting students with a weapon or students interfering with the confiscation of such weapons MAY receive similar consequences. A dangerous weapon or look-alike weapon means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electronic weapon; or any device or instrument which, in the manner used or intended to be used is calculated or likely to produce great bodily harm. Examples of items considered dangerous weapons include firearms, knives, razors, martial arts equipment, chains and metal knuckles. Administrators are allowed to search a student or their belongings if there is just cause in suspecting a dangerous weapon. Students choosing to participate in the above activities will face discipline consequences.

**P. BUS CONDUCT
BUS MISCONDUCT**

-Minor

First Offense.....Driver/Student Conference/Written Report

Second Offense.....Driver/Student Conference/Written Report

Parent must sign and return to driver before student can ride bus the next day.

Third Offense.....Driver/Student Conference/Written Report

Administrator contacts parents, reviews behavior record, and suspends bus privileges for 3-5 days.

Fourth Offense on.....All succeeding offenses in minor category treated as
major infraction

-Major

First Offense.....Driver/Student Conference/Written Report

Administrator contacts parents, suspends for 5 days, parent/student must attend conference with administrator and driver.

Second Offense-Same Procedure as First Offense Except bus privileges suspended 10-15 days.

Third Offense-Same Procedure as First except bus privileges suspended for 15 days.

Bus Students

Students riding Lincoln buses are to get off the bus and go into the school building. STUDENTS ARE NOT TO GO DOWNTOWN OR AWAY FROM THE LINCOLN SCHOOL CAMPUS UNLESS PERMISSION IS RECEIVED FROM THE OFFICE IN ADVANCE. This measure is to insure student safety and accountability. Students not following the procedure may lose bus privileges for a period of time.

IV. ATTENDANCE

Regular attendance in school is crucial to a student's achievement and academic success. Wisconsin Statute #118.16 and Lincoln's School Board Policy require that students attend school on all scheduled days unless a parent or guardian presents a valid reason for the principal to excuse a student absence. Students who are absent from school for all or part of five days within a semester or ten days throughout the year without a valid excuse are considered to be habitually truant and must be referred to the Jackson County authorities. Students who violate the Jackson County Ordinance could receive a fine of \$188.00 and have their driver's license suspended. In addition, students who refuse to follow truancy laws or are tardy on a regular basis may have work permits suspended or revoked.

IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO DO ONE OF THE FOLLOWING:

1. Telephone the 7-12 office (964-5311) between 7:30 and 9:00 a.m. the day of the absence and state the reason for the student missing school.
2. Send a note with the student upon returning to school, verifying the reason for the absence.

A. ABSENCES

It is the student's responsibility to get assignments from their teachers or fellow students following an absence. Prescheduled tests must be taken on that day or the first day following the absences. **Work missed due to an advance makeup situation is due the day the student returns to school.** Students absent from school due to illness (non-pre-arranged absences) will have 2 days to make up work for each day missed. Parents or guardians must call or write a note excusing the absence within 48 hours or the work will be considered late. A late assignment will result in the student receiving a grade no higher than a 70.

Pre-Arranged Absences

Doctor, dental, eye, social service, court appearance, etc., **appointments will be approved upon presenting the appointment card along with written parent permission to be absent.** WHEN YOU RETURN, VERIFICATION MUST BE PRESENTED THAT THIS APPOINTMENT WAS MET. For example: a note from the dentist or doctor or his/her signature on the appointment card. Documentation **MUST** be provided on an official appointment card or the provider's letterhead. Here the school seeks three things from the student:

1. The student must present documentation from the place the student seeks to go.
2. There must be a note from parents.
3. The student has the responsibility to make sure the agency the student sees signs some form assuring the school the appointment was kept. If the appointment requires the student to miss the entire day it must be noted by the provider.

Excused Absences

1. Illness
2. Death or serious illness in the family.
3. Dental or medical appointments which cannot be scheduled outside of school time. Please schedule appointments as early or as late in the day as possible so student only needs to miss 1 or 2 classes. If the appointment requires the student to miss the entire day this must be noted on the provider's documentation.
4. Approved school trips and other approved school activities which include visiting post- secondary schools. When planning to visit a school or going for a military physical or recruitment visit, **ARRANGEMENTS MUST BE MADE IN ADVANCE THROUGH THE GUIDANCE COUNSELOR** and students must have parental permission. No more than 2 days can be used for this purpose. These days will be recorded as days absent.
5. Driver examinations (one-half day) except during the last week of first semester and the last week of school.
6. Necessary family business or work.
7. Family emergency.
8. Family vacations and other approved vacations and trips which may be considered educational in nature. Absences due to vacations and trips must be prearranged. **FAILURE TO MAKE ARRANGEMENTS IN ADVANCE WILL RESULT IN AN UNEXCUSED ABSENCE.**
9. The State of Wisconsin law states ten (10) days of school absence per year may be excused **IF PARENTS OR GUARDIANS GIVE THE SCHOOL WRITTEN NOTICE A DAY IN ADVANCE OF THE ABSENCE.** After ten days of parent-excused absences, a note from a doctor, dentist or court will be required for an absence to be considered excused.
10. For other extenuating circumstances, the principal will have the authority to use his/her discretion.
11. **Excused Absences - Participation in or attendance at Co-curricular events.** In order to participate in or attend after school events &/or activities the student must be in attendance for at least ½ of the day. Students with unexcused absences for any part of the day of the event/activity will not be allowed to participate or attend.

B. TARDIES

Punctuality is considered a necessary habit by school officials and future employers. Students are expected to come to school and each of their classes throughout the day. Students will be excused the first three times they are tardy to class. The following consequence will apply:

1. Detention will be assigned on the fourth tardy and every one thereafter.
2. Detention may be served before school, during lunch, or after school. Parents will be responsible for providing transportation for the before school or the after school detention.

V. CURRICULUM / COMPUTER USE

A. REQUIRED COURSES*

English.....	4 credits
Social Science.....	3 credits
Mathematics.....	3 credits*
Science.....	3 credits*
Physical Education (Freshmen/Sophomores/Juniors).....	1 1/2 credits
Parenting (Sophomores).....	1/4 credit
Career Exploration (Juniors).....	1/4 credit
Health/First Aid (Freshmen).....	1/2 credit
Consumer Credit.....	1 credit

*Graduating classes of 2015 and 2016 need 2 credits.

All students must earn 25 credits to graduate

B. ASSIGNMENTS

Students are responsible to hand assignments in on time. Assignments, projects, research papers are due at the time announced by the instructor. Failure to hand in assignments on time will result in the student receiving a grade no higher than a 70 (F) on the late assignment. Students are required to complete all assignments.

Students refusing to hand in assignments may be removed from class. UNEXCUSED ABSENCES WILL RESULT IN ZERO CREDIT FOR THE DAILY WORK MISSED.

Students receiving unexcused absences will be allowed to make up and receive credit for major tests and quizzes given during their absences.

C. QUARTER HONOR ROLL

In order to be considered for the honor roll, students must maintain an 89 (B) average or better in all classes. Students having a D, F, or an incomplete in any course will not be eligible for the honor roll. A 94 average or better merits the A average honor roll. An 89 to 94 average merits the B average honor roll. In addition, there will be an all A's honor roll.

D. REPORTING TO PARENTS

Report cards will be issued at approximately the 9th, 18th, 27th, and 36th weeks of the school year. Progress reports will be sent to parents at approximately the 5th, 14th, 23rd and 32nd weeks of the school year or at any time the teacher feels it is needed.

Only first and second semester grades are recorded on a student's permanent record.

E. STUDY HALLS

1. Students are required to bring all needed study materials to study hall.
2. The pass system will be used for students signing out to the library, computer room, and individual classrooms.
3. A no talking, quiet study environment will be the rule in study hall.
4. Playing cards is not permitted during study halls or classes at Lincoln. This includes any and all types of card games available on the Internet or computer software.

F. COMPUTER AREAS

No one on the deficiency or ineligible list will be allowed to work in the computer room unless working on a specific assignment for a classroom teacher.

- No food, candy or drink in any computer area.
- No software may be brought in from other sources and run on the machines.
- Students will be charged for excessive printing of internet material.
- Loss of computer room privileges may occur if regulations are not followed.

G. COMPUTER VANDALISM

Students adding, removing, renaming or relocating any files on the hard drive will be charged for repair. Students found negligent in the use and care of a computer (i.e.: writing on, damaging keys, ports, etc.)

will be charged for the repair. If a student is found guilty of computer vandalism some computer privileges may be revoked. Examples: Student may be allowed to finish class course work but not be permitted in computer labs unsupervised. The school may also press charges for vandalism.

H. COMPUTER INTERNET USE

All students using the Internet must have on file a signed Acceptable Use Policy form. Students using the

Internet during study hall times must use the computers provided in the IMC. Only classes with teacher supervision are to use the Internet in the labs. Students misusing the Internet may lose their privilege to access the Internet. This suspension could range from 1 week up to the remainder of the school year, depending on the situation. Under no circumstances are students to access pornographic/obscene materials on the Internet. Students inputting or accessing libelous, derogatory, and/or threatening materials or materials deemed inappropriate for the educational setting may lose computer privileges. Lincoln computers are to be used for educational purposes only.

I. SCHOOL ISSUED E-MAIL

The school district will be providing monitored e-mail for educational purposes for students in grades 7-12. Students may access their school web mail for educational purposes throughout the day. Personal mail should not be sent through the school mail service. Violations will result in loss of computer access during the school day.

J. STUDENT OWNED DEVICES

In order to maintain network security students will not be allowed to use their privately owned computers/ChromeBooks. Only District issued devices will be allowed.

K. GUIDANCE SERVICES

The following information and services may be obtained from the school counselor:

- financial aids information
- alcohol and other drug abuse counseling and referrals
- career information and counseling
- developmental classroom guidance activities
- academic counseling
- registering and orienting new students
- testing and evaluation
- students helping students, peer helpers
- individual personal/social counseling
- scheduling college, vocational, military representatives
- curriculum requirements and scheduling

L. CHILDREN AT RISK

“Children at risk” refers to dropouts, pupils who have been absent from school without acceptable excuses, pupils who are parents and pupils who have been adjudicated delinquent, who are one or more years behind their age group in the number of credits attained or in basic skill levels (s.118.153). These students are to be identified and a plan developed describing how their needs will be met through curriculum modifications and alternative programs that will meet high school graduation requirements under s.118.33. The plan shall also describe how remedial

instruction, parental involvement and pupil and community support services will be used to meet the needs of these students.

M. ALTERNATIVE EDUCATIONAL PLACEMENT

Procedure – to determine educational placement for a student removed from class:

If a student in grade 7-12 is removed from class:

1. The parent/guardian will be informed in writing.
2. A S.A.T. (Student Assistance Team) meeting will convene to recommend an alternative placement.
3. Possible recommendations include: schedule change; readmittance to the class; in-school suspension; out of school suspension; referral for possible expulsion; recommendation for referral to an out of school alternative educational program; referral to counseling program; referral to human services or law enforcement agency; homebound placement.

VI. STUDENT HEALTH

A. EYE PROTECTION

Students, staff and visitors present in a class where there is a possibility of eye injury because of the activity taking place or nature of the area must wear an appropriate protective eye device. Students are required to furnish their own protective eyewear. Approved protective eyewear is available for purchase through the school office.

B. HEAD LICE

When dealing with cases of head lice the best interest of the child will always be kept in mind. The goal will be to provide as much privacy and confidentiality as possible.

The following procedure will be followed for the prevention and treatment of Pediculosis:

1. Students who are displaying signs of head lice, such as excessive scratching of the head, may be sent to the health room to be checked as needed. A thorough examination of the hair and scalp will be done for the presence of live lice.
2. Siblings will be checked for lice infestation as well.
3. **If nits are present**, parent/guardian will be contacted and the Nit Notification and Treatment letter will be sent home with the student. Student can return to class with a pass from the health room aide or RN. Student must report to the health room on a daily basis to monitor the process of nit removal until no nits are found. Student must report to the health

room in 10 days for a final recheck. If nits are still present, the School Nurse should be notified for follow up.

4. **If lice are present**, the parent will be called to pick up the student.
5. Parent/guardian will be given the following forms and *review information*:
 - a) Head Lice Notification and Treatment Letter
 - b) Head Lice Treatment & Nit Removal Plan
 - c) Additional Head Lice Information for Parents/Guardians
6. After lice treatment, the student must report to the health room with parent/guardian to be examined for lice/nits before they can return to class.
 - a) If no lice or nits are present, student can return to class with a pass from the health room aide or school nurse.

Student must report to the health room in 10 days for a final lice/nit recheck.

- b) If lice are present, the student is sent home with parent/guardian.
- c) If nits are present, notify parent guardian using the Parent Notification Form and encourage continuing daily efforts to remove all nits. Student can return to class with a pass from the health room aide or School Nurse. Student must report to the health room in 10 days for a final lice/nit recheck.

CHRONIC LICE PROCEDURE

If head lice continue to be a recurring problem, the following procedures will be followed:

- Chronic lice is defined as a child having live lice **three times** in a school year; **and** the child has been **absent** for **10 or more days** in a school year due to lice.
- When a case of **chronic lice** occurs a referral is made to the school nurse.
- The school nurse will contact the public health nurse and together they will schedule a home visit and/or parent/guardian contact.
- **Prior** to returning to class, the student **must** be checked for lice and rechecked again in 10 days.
- If the student continues to miss school due to chronic lice a second written referral is sent to the school nurse. The school nurse and public health nurse will make a second visit/contact. The school attendance office will issue a notice of habitual truancy and Child Protective Service will be notified.
- If the situation persists, it may be considered a violation of the state compulsory attendance law.

C. IMMUNIZATION REQUIREMENTS

Immunization shots are required by law. The district is legally responsible to report any parent that fails to immunize their child to the district attorney. People that choose not to immunize their child due to religious reasons will be required to sign a waiver.

Immunization schedule to enter school:

4 doses – DTP/DT/TD

4 doses – Polio

2 doses – Measles/Mumps/Rubella

3 doses – Hepatitis B

1 dose – Varicella **or** date of chickenpox

1 dose – Tdap (students in grades 6-12 only)

**Students entering grades 10 and 11 will need one dose of the varicella vaccine and students entering grades 7,8,9, and 12 will need two doses of the varicella vaccine or a history of chicken pox disease.

D. MEDICAL AID

Aspirins will not be given out to students by school personnel. If you are injured during school hours, report the injury immediately to the teacher in charge.

Students who become ill will be sent home if a parent/guardian is present. If no one can be reached, the student will remain in the sick room until school ends.

VII. POLICIES AND PROCEDURES

A. PUPIL CONFIDENTIALITY

In accordance with the requirements of state and federal law, the District is required to protect the confidentiality of pupil progress, behavioral and medical records. By statute, only a parent or legal guardian may have access to pupil records, have discussions with teachers and administrators regarding progress, behavioral and medical issues with respect to their child, and provide parental consent for athletic participation, field trips, administration of medications, authorization for emergency medical care, etc.

It has been, and continues to be, the practice of the School District of Alma Center-Humbird-Merrillan not to divulge confidential pupil information to individuals who do not meet the definition of a “parent” or “legal guardian” under state and federal law. The district will presume both parents are entitled to full access of all of their child’s records unless a court order has been provided to the school district indicating one parent’s access to the records has been restricted. Parents who have been denied periods of physical placement (or visitation) with a child, as well as stepparents, do not have the legal rights of a parent or guardian with respect to access to pupil records. Parental rights of access to confidential pupil information cannot, by statute, be delegated to a stepparent who has not been appointed a legal guardian of their minor stepchildren.

This District is mindful of its obligation to protect pupil confidentiality. Penalties for violation of state and federal pupil confidentiality laws include possible loss of federal education funding, civil liability, criminal liability, as well as revocation of a teacher or administrator certification by the Department of Public

Instruction. Parents are urged to keep building administration advised of family court decisions that impact pupils in the District.

B. STUDENT RECORDS CONFIDENTIALITY

Notice is hereby given that the Alma Center-Humbird-Merrillan School District pursuant to the Family Educational Rights & Privacy Act, and State Statute 118.125 has designated the following as directory information. Student's name; student's address; name of parent or guardian; student's date of birth; student's current grade level; weight and height of athletic team members; dates of attendance (i.e. 1987-1996); participation in officially recognized activities and sports; photographs; degrees, awards, and honors received. In addition, school districts are required to release directory information to military recruiters.

Any parent may request in writing that all or part of the directory information not be disclosed without parent, guardian or eligible student consent. This notification is to be given to the School District within two weeks of the beginning of the school year.

C. NON DISCRIMINATION OR HARASSMENT COMPLAINT PROCEDURE (Short Version)

If any person (student or employee) believes that they have been harassed or discriminated against by another student or employee of the District, they are encouraged to report the incident(s) to any teacher or administrator. The District encourages informal resolution of complaints through a third party facilitator. Both the complaining person and the alleged harasser may be accompanied by a parent / guardian through this process. If this informal procedure is inadequate or unsuccessful, the complainant may bring or send a formal written complaint to the Administration Office, PO Box 308, Alma Center, WI 54611

- **Step 1:** A written complaint, detailing the circumstances of the incident or pattern of behavior shall be presented to the Superintendent. The Superintendent shall send written acknowledgment of receipt of the complaint within twenty days.
- **Step 2:** An investigation within 20 days of receiving a complaint will be conducted to determine whether the alleged conduct is a violation of policy ACA.
- **Step 3:** The Superintendent or their designee will recommend what action, if any, is required.
- **Step 4:** The complainant and the alleged harasser will be informed of the results of the investigation and whether any disciplinary action will take place.
- **Step 5:** If a complainant wishes to appeal a negative determination by the Superintendent / School Board, he/she has the right to appeal the decision to the State Superintendent within thirty days of the board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Superintendent has not provided written acknowledgment within twenty days of receipt of the written complaint. Appeals should be addressed to:

State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, PO Box 7841, Madison, WI 53707-7841.

D. ANNOUNCEMENTS/CALENDAR DATES/MEETINGS

All meetings held during the school day must be scheduled from the master calendar in the principal's office. Deadline for weekly "No Surprises" Bulletin is 1:00 p.m. Thursday. Deadline for daily announcements is 8:00 a.m. daily.

E. CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students will go through the cafeteria line and pay for their choice of food. Students are to remain in the cafeteria until they have finished eating. Students will be expected to clean their lunch tables. This small effort by all will greatly speed up lunchroom clean up.

Students are not to go into areas where classes are being held during their lunch hour. Students are to only be in the lunchroom or gym during lunch period/noon activity period. **FOOD/DRINK/JUICE IS NOT TO BE TAKEN INTO CLASSROOMS. THIS INCLUDES BREAKFAST.**

F. CLOSED CAMPUS

Once students have arrived for the day they may not leave campus until the school day is over. Students may leave for pre-arranged appointments and family business as described in Section IV of this handbook.

G. Lunch Recreation

Students at Lincoln Junior/Senior High School have the wonderful privilege of being able to participate in recreational activities in the gym during the lunch periods. It is imperative that students participating in these activities follow the instructions of the supervisor very closely. Failure to do so will result in the loss of this privilege as follows:

1st removal to the office = Loss of privilege for the day

2nd removal to the office = Loss of privilege for a week

3rd removal to the office = Loss of privilege for the remainder of the semester

H. ENTERING THE BUILDING

ALL 7-12 STUDENTS ARE TO ENTER THE BUILDING THROUGH THE DOOR A THROUGHOUT THE SCHOOL DAY. This is to insure student safety and accountability. Our building is secure. Doors should never be propped open.

I. PASSES

The pass system will be used at all times. Only students with passes may be in the halls during class time. Students are expected to be in classes as scheduled and not in halls during class. Students who are ill will be given a pass to go to the office.

Students leaving the school grounds at any time during the regular school day must have a permit to leave from the office. Violation of pass regulations may result in having these privileges revoked. **Teachers giving students passes to the computer lab will indicate the specific projects the students are to be working on.**

J. BUS PASSES

The district is responsible for providing bus transportation to and from a regular designated drop-off point for all schoolchildren living two (2) or more miles from their school of attendance or within areas of unusual hazard. Students eligible for transportation services will be assigned one pick up and one drop off point prior to the beginning of the school year. An alternate pick-up or drop off point may be established each semester. Any deviation from this schedule becomes the parent's responsibility to provide transportation. Consideration cannot be made for social functions. In the event of an unplanned late start or early release, exceptions will be made for alternate pick-up and drop off locations.

K. NO CHILD LEFT BEHIND (NCLB) PARENT NOTIFICATION

Parents please be aware that under the federal No Child Left Behind (NCLB) legislation you have the right to request information about the qualifications of your child's teachers. Licensing information can be found through the state department of public instruction web site (<https://www2.dpi.wi.gov/lictll/home.do>). Additional information can be obtained in a timely fashion by making a request at the school office.

L. NON-SOLICITATION POLICY

Lincoln students are not allowed to solicit other students during the school day – including noon hour and during times co-curricular practices and activities are scheduled. This includes students selling items such as pop, food, candy, personal items for personal profit. Personal fund raising is not permitted under this policy. School fund raisers and school recognized fund raisers such as Boy Scouts, Girl Scouts, Little League, and Booster Club will be permitted. This policy is to protect the health and safety of Lincoln students and also to encourage students to participate in and patronize school sponsored and school approved groups/not INDIVIDUALS seeking personal financial gain.

M. BULLETIN BOARDS

Items may not be posted on bulletin boards without the building principal's approval. All items will be screened and posted in the commons and/or on bulletin boards or strips throughout the school.

N. LIBRARY GUIDELINES

The library will be used for study, reading, and research only. Quiet whispering, if kept to a minimum, is allowed. Behavior which is unacceptable to the library supervisor will result in loss of all library privileges for three days for the first time

and be increased for further offenses. Students assigned to classes in the library will work in the office during lunch for the subscribed time. If students are regularly removed or cannot complete work in an orderly manner in the office, they will be removed from class.

Library books may be checked out for three weeks except for reference and overnight materials. Fines for overdue materials will be \$.10/day up to price of the item. Failure to take care of deficiencies in ten days will result in loss of library privileges. The student assumes all responsibility for any library materials checked out. Lost library materials: the charge will be the total cost of the material to replace it. If the material is found, the refund will be the cost of the material minus any fine incurred.

O. VENDING MACHINES

STUDENTS ARE NOT TO HAVE POP, JUICE, OR MILK IN CLASSROOMS. All machines will be turned off if litter or misuse occurs. Protect these privileges by properly disposing of cartons and cans! Students causing messes in the halls will be expected to clean them up.

P. SCHOOL CLOSINGS

Late starts, early dismissals and school closings will be broadcast over the following stations in addition to using the district notification system:

- WWIS (AM) 1260, (FM) 99.7..... Black River Falls
- WAXX (FM) 104 Eau Claire
- WEAU (TV) Channel 13 Eau Claire
- WKBT (TV) Channel 8..... La Crosse

Please do not call the school or administrators as their phone lines need to be open to notify the media and staff of school closing.

Q. SCHOOL PROPERTY

Lincoln students have a well deserved reputation for being very responsible. Please do your part to uphold this positive reputation by making every attempt to keep our buildings and grounds as clean and neat as possible. Students will be expected to work cooperatively to clean up any messes they create.

R. LOCKERS

School lockers are the property of the Board of Education and are provided for the convenience of students. Each student will be assigned a locker the first day of school. Students should not share lockers with friends and should not let others know their locker combinations. THE SCHOOL RETAINS THE RIGHT TO CONDUCT BOTH ANNOUNCED AND UNANNOUNCED LOCKER SEARCHES. LOCKERS MAY BE SEARCHED PERIODICALLY BY DRUG SNIFFING DOGS TO INSURE A SAFE ENVIRONMENT FOR ALL STUDENTS. Among the reasons are suspicion of concealing alcohol, drugs, stolen property, weapons, or other items which pose a danger to health and/or safety. If your locker is damaged in any way during the

school year, report this damage immediately to the office. If damage is not reported, the student to whom the locker was assigned will be held accountable. Students should not put anything in their locker or carry anything in their possession that they would not want the police to know about. Discovery of illegal materials may result in suspension and/or referral to appropriate authorities. The Board of Education is not liable for any losses that a student may incur from lockers. Locks are available for rental for \$5.00. Only school locks are to be used. The school is not responsible for lost or stolen items. Students are not to place stickers, posters, etc. on the outside of lockers.

S. SKATEBOARDS / ROLLERBLADES

Students are not allowed to ride skateboards or wear rollerblades on either elementary or high school campus. Students who bring skateboards or rollerblades to school are required to carry them to their lockers and keep them secured within their lockers throughout the day.

T. STUDENTS IN BUILDING

Students are not to be in the school building before 7:40 a.m. and after 3:30 p.m. unless directly supervised by a staff member. If you need additional teacher assistance or direction, please ask for it and you will receive it. If you are in the building to hang out, you are in the building illegally.

U. TELEPHONE

Students may not use the office phone for personal calls except in an emergency and with staff permission. In the event a student receives a call he/she will be called out of class only in the case of an emergency.

V. VISITORS

Visitors must register in the office to receive a visitor's badge. The school welcomes visits from parents/guardians at any time, but if a conference is desired with a teacher or administrator, it is best to make an appointment. Student guests are not allowed.

W. WORK RELEASE

Students will not be released from school for work unless the job is part of a board-approved work-study curriculum. Students will not be released/excused the last 5/10/15 minutes of a class or study period in order to "get to work on time".

Students will not be excused from 1st hour attendance due to work schedules.

Students and parents need to establish school as the number one priority and be in school when scheduled. The principal does not have discretion in this policy.

X. NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district,

regardless of the severity of their disabilities. Please refer to the district website for further information.

VIII. Grading Practices

Lincoln Junior/Senior High School grading is based on best practices in grading and assessment. These practices have been developed through a collaborative process between teachers and school administration.

Student grades are based upon formative assessments, summative assessments & homework. Summative assessments are a demonstration of knowledge and/or skills attained throughout a given unit of study. For this reason they will receive the heaviest weighted when calculating a student's grade. Formative assessments and homework will make up a smaller percentage of the grade.

- A. Corrective Assessments (Test Retakes) - All students, regardless of the grade earned on the initial assessment, will have the opportunity to retake assessments.
- B. Guidelines for Corrective Assessments:
 - 1. Students will be given the opportunity to demonstrate mastery of that content within 5 school days from the time a student receives the corrected assessment back from their teacher. The more time that lapses, the greater likelihood that the learner will get further behind and not benefit from a re-take.
 - 2. A student is required to complete all undone homework and any formative assessments and benchmark assessments that led up to the original summative assessment.
 - 3. Multiple retakes are not permitted. One re-take after appropriate remediation relative to specific learning targets is expected.
 - 4. The corrective assessment opportunity would not apply to things such as long-term projects or research papers/essays that had embedded formative assessments as part of the process. (Examples of these formatives could be: opportunities for

feedback and corrections, submission of rough drafts, rewrites, check-ins, etc.) If a project is summative in nature, and students have completed it independently without ongoing feedback, then it would be open for corrective assessment. The process by which the teacher creates and implements the assessment for the student to demonstrate mastery determines whether or not it is eligible for corrective assessment.

5. The grade on a corrective assessment would be the higher of the two grades earned. Exception: If outside resources are used within the corrective assessment opportunity, partial credit will be awarded.
6. The opportunity to take a corrective assessment is not automatic. If a pattern seems to emerge where it is suspected a student is consistently unprepared for the initial summative assessment, the opportunity for corrective assessment could be denied. In this instance, the student's parents would be contacted to share the teacher's concern.
7. Teachers reserve the right to give alternative versions and ask follow up questions to see if the student really mastered the material.

C. Homework

1. Late work; Missing Assignments ; Make-Up Work will be accepted until the end of the unit.
2. When late work is turned in, a teacher may deduct the total points earned by up to 50%
3. Per Board Policy, a student is given two days for each excused absence to make up work before it is counted as late.

D. Grading Guidelines – Following are the grading guidelines followed by each department at the junior/senior high school:

Grading Guidelines

Art

Art Grades and weights		
Projects	60%	
Tests	10%	Quizzes

ASB	10%	Practice sketches, note-taking
Participation	20%	Daily work, exit tickets, mini-critiques, discussions, rubrics, presentation, matting artwork, displayed work, paper

Band

Item	% of grade	Notes
	Senior High Band	
Concerts	40%	1 per quarter
Lessons	25%	5 per quarter
Participation	20%	5 points per day
Homework	15%	5 assignments per quarter
	Junior High Band	
Concerts	40%	1 per quarter
Lessons	30%	5 per quarter
Participation	20%	5 points per day
Homework	10%	Concert Evaluation

CTE

Item	% of grade	Notes
<i>Example: Homework</i>	<i>10</i>	<i>Includes only work done outside of the classroom.</i>
Coursework	20%	Homework, in-class work, exit tickets, small projects

		leading to final project, study guide, etc.
Employability Skills	30%	Participation, CTE rubric, discussions, etc.
Assessment	50%	Final projects, tests, quizzes, labs, final papers, reports, etc

ELA

Senior High

Item	% of grade	Notes
Homework	20%	Includes work done inside and outside of the classroom.
Quizzes	10%	Includes Spelling/Vocabulary Quizzes.
Compositions	25%	Includes journals, poems, responses, essays, research reports.
Tests	45%	Includes grammar or literature tests.

Junior High

Item	% of grade	Notes
Homework	20%	Includes work done inside and outside of the classroom.
Quizzes	15%	Includes Spelling/Vocabulary Quizzes.
Compositions	25%	Includes journals, poems, responses,

		essays, research reports.
Tests	40%	Includes grammar or literature tests.

Health

Item	% of grade	Notes
Homework/Daily Work (Formative)	20%	<i>Examples: skill work, daily discussions, reflections, exit tickets, peer/self assessment</i>
Projects (Formative or Summative)	40%	<i>Examples: research papers, presentation, unit work, quiz, individual/group work, Anything that requires creating!</i>
Tests (Summative)	40%	<i>Written or practical tests</i>

Math

Item	% of grade	Notes
Homework	20%	Includes work done in and out of the classroom. All homework due by the chapter test. (Absent students still get two days for every day absent to complete.)
Quizzes	30%	Quizzes
Tests	50%	Tests

PE

Item	% of grade	Notes
Participation	75%	Daily participation in activity or classroom setting
Homework	15%	Worksheets, tests, character education, reading/writing assignments, projects
(Responsibility)	10%	Changing clothes, being on time, respectful behavior, language

Science

Item	% of grade	Notes
Homework	15	Includes only work done outside of the classroom.
Labs/Projects	25	
Quizzes	15	
Tests	45	

Social Studies

Item	% of grade	Notes
Homework/Daily Work (Formative)	10	<p><i>All classes in SS Dept. have this policy.</i></p> <p><i>Examples: skill work, daily discussions, research, maps, extension activities</i></p>
Projects (Formative or Summative)	30	<p><i>In the description in Skyward, projects would be labeled Formative or Summative. Summative projects will have an opportunity to “correct”.</i></p> <p><i>Examples: research papers, presentation, posters/maps</i></p> <p><i>Anything that requires creating!</i></p>
Tests (Summative)	60	<p><i>Quizzes are formative assessments. Students receive feedback on their quizzes, but it is not entered into Skyward.</i></p> <p><i>Tests are summative. One retake opportunity is given to students.</i></p>
Late Work (Homework & Projects)		<p><i>We may deduct up to 50% of the points earned for the assessment.</i></p>

		<i>When a unit is finished (the retake is given), late homework and projects will no longer be accepted.</i>
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Vocal Music

Item	% of grade	Notes
Performance	40	One summative assessment per quarter
Participation	20	Includes effort, attendance, behavior, and preparation
Daily Evaluation	10	Formative assessment of individual participation
Homework	15	Mix of in-class and out-of-class work
Sight-Reading	15	In-class work on building the skill of sight reading

IX.

CO-CURRICULAR ACTIVITIES

A. ACADEMIC REQUIREMENTS TO PARTICIPATE IN CO-CURRICULAR ACTIVITIES

In order to be eligible to participate in any co-curricular activity, a student must be enrolled in the required number of classes, which meet daily and physical education (when required) unless excused by a medical physician. Eligibility may be determined at the midpoint and end of each quarter.

Academic Requirement

1. Students must have at least a 75 (D) grade point average.

2. A student may have one F and be eligible. A student receiving two F's in any five-week grading period becomes ineligible for a period of 15 school days.
3. A student may not have any incompletes.
4. Student participating in co-op sports follow eligibility requirements of the host school.

75 (D) average: Students having less than a 75 grade average will be ruled ineligible for a minimum period of 15 school days following notification. After 15 days the grade point average will be recomputed. The student will regain eligibility if the average is 75 or higher. If the grade point is the same or lower, the student will be ineligible for the remainder of the grading period.

F grade: Two failures make the student ineligible for the next 15 school days. The student may practice with the squad that he/she is a member of but may not participate interscholastically. A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard in (1), (2), and (3) above.

Incomplete: The student may not practice, compete or participate until the incomplete is made up.

Attendance Requirement: Students involved in co-curricular activities must be in school for ½ of the day in order to attend practice or participate in games or activities. Under special circumstances excused absences OK'd with the principal in advance allow participation. Students absent from school are not allowed to attend after school activities of any kind unless the absence is excused beforehand.

B. CLUBS AND ORGANIZATIONS

All fund-raising projects of clubs and organizations must have the approval of the principal and be added to the master calendar by May 1 of the previous school year.

Class organization funds are kept in the school activity account. All meetings, activities, fund-raisers, etc. must be approved by one advisor before being added to the master calendar and included on the "No Surprises" bulletin.

C. CO-CURRICULAR POLICY

The following co-curricular activities are covered by this policy: drama, forensics, biology club, Spanish club, FBLA, yearbook, homecoming court, listed FFA activities (basketball, tractor pull, softball and other activities that are considered co-curricular in nature), listed FCCLA activities (social functions, parties, skating, recreational field trips and other activities that are considered co-curricular in nature), National Honor Society, prom court, student council, class officers, activity club officers, baseball, basketball, cross-country, football, softball, track, volleyball, and golf.

Students need to be aware they may lose co-curricular participation privileges for violating academic, attendance and training policies! It is the intent of the school board to umbrella all co-curricular activities under this policy. Listed here are academic and attendance requirements of the co-curricular policy. Please refer to the complete policy available from your coach, sponsor or advisor.

In order to be eligible to participate in any co-curricular activity, a student must be enrolled in the required number of classes which meet daily and physical education (when required) unless excused by a medical physician. Eligibility may be determined at the midpoint and end of each quarter.

D. CO-CURRICULAR TRIPS

Students participating in a school activity not held at Lincoln High School must ride a vehicle provided by the school to and from the activity unless a parent is present and notifies, in writing, the faculty supervisor personally that their son or daughter is returning with them. Student spectators who ride a school bus to an activity, home or away, must return on the bus unless a parent who is present notifies, in writing, the bus chaperone personally that their son or daughter is returning home with them.

E. COMMUNITY NIGHT

In cooperation with the area organizations, Wednesday night has been designed as Community Night in all Dairyland Conference Schools. Meetings, practices, or games involving students may not be scheduled on Wednesday nights after 6:00 p.m.

School activities and practices will not be scheduled on Sundays with the exceptions of band marching in area parades, the possibility of an athletic team playing in a state-sponsored tournament game on Monday and requiring a Sunday night practice, or other events that may be scheduled far enough in advance so all parties know about them. Exceptions will be made with the administrative team in advance only.

F. DANCES

School dances will be held from 8:00-11:00 p.m. Homecoming and Prom (8:00 p.m.-12:00 midnight) are exceptions. Special passes for guests must be secured by 1:00 p.m. (the day of the dance) from the office. The student requesting a pass is responsible for the guest's behavior. The following supervisors are required for school dances: two faculty members and at least four parents. The outside doors are locked 15 minutes after the dance begins. Persons who leave after the doors are locked may not return. 7th/8th graders only will be allowed to attend junior high dances. 9th-12th graders only will be allowed to attend senior high dances. 7th-8th grade students will not be allowed to leave junior high dances before the end of the dance unless picked up by their parents/guardians.

SCHOOL SONG

***Lincoln High School, hats off to thee!
To thy colors true we shall always be.
Firm and strong, united are we.
Fight, fight, fight for Lincoln High!
Rah, rah, rah, rah!
Fight on to victory!
Go Lincoln Hornets go!***