

# Lincoln High School Student Handbook



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### **SCHOOL SONG**

(Tune of Notre Dame Fight Song)

Cheer Cheer for Old Lincoln High  
Bear Her Standards Proudly on High  
To Her Colors, Gold and Blue  
We Will Always and Ever Be True  
In Our Hearts We Ever Will Hold  
Love Framed in Her Blue and Gold  
While Our Loyal Teams Go Marching  
Onward to Victory! Rah! Rah! Rah!  
(repeat)

### **STUDENT CODE**

I am respectful.  
I am responsible.  
I am safe.  
I am prepared.  
We are here to learn; therefore, I will do nothing to keep the teacher from teaching, and anyone, myself included, from learning.  
I will cooperate with the rules of my school and the laws of my community, state, and country.  
I will respect myself, others and the environment.  
By acting in this way, I am a capable, connecting, and a contributing student at Lincoln High School.

### **LHS STUDENT CORE VALUES**



## SCHOOL CALENDAR 2019-2020

Aug. 27-29	Teacher Work Days/District Wide Inservice
Aug. 28	LHS Open House
Sept. 2	Labor Day – No School
Sept. 3	First Student Day
Sept. 16-20	Homecoming Week
Oct. 2	Qtr 1 Mid-term
Oct. 9	Early Out @ 1:00/Professional Development
Oct. 10, 15	P/T conferences 4-8 pm
Oct. 16	No School/P/T Conferences 8am-12pm
Oct. 17-18	Ed MN Fall Conference – No School
Oct. 28	Teacher Inservice – No School
Nov. 1	End of 1 <sup>st</sup> Qtr
Nov. 28-29	Thanksgiving Break – No School
Dec. 11	Early Out @ 1:00/Professional Development
Dec. 11	Qtr. 2 Mid-term
Dec. 20	Early Out @ 12:00
Dec. 23-Jan. 1	Holiday Break – No School
Jan. 16	End of 2 <sup>nd</sup> Qtr
Jan. 17	Teacher Inservice – No School
Jan. 20	Teacher Inservice – No School
Feb. 3-7	Snofest Week
Feb. 17	Teacher Inservice – No School
Feb. 19	Qtr. 3 Mid-term
Feb. 25, 27	P/T Conferences 4-8pm
Feb. 28	P/T Conferences 8am-12pm – No School
March 11	Early Out @ 1:00/Professional Development
March 20	End of 3 <sup>rd</sup> Qtr
April 1	Early Out @ 1:00/Professional Development
April 9-13	No School- Spring Break
April 9, 13	Snow Day Make Up
April 22	Qtr. 4 Mid-term
April 25	Prom
May 25	Memorial Day
May 29	Last Day of School/Graduation 6pm
June 1	Teacher Inservice

This handbook & its contents were approved by the school board at its meeting on June 10, 2019.

### CHANGES TO POLICY

This handbook may be changed or amended during the school year. Changes will be posted in the Administration office. If you have any questions about a provision, contact the Administration Office.

#### LINCOLN HIGH SCHOOL DAILY SCHEDULE

	<u>1st lunch</u>		<u>2nd lunch</u>
Period 1	8:20-9:45	Period 1	8:20-9:45
Period 2	9:52-11:17	Period 2	9:52-11:17
1st lunch	11:17-11:47	Period 3	11:24-12:09
Period 3	11:54-1:29	2 <sup>nd</sup> lunch	12:09-12:39
		Period 4	12:44-1:29
Period 5	1:36-3:01	Period 5	1:36-3:01

#### LINC SCHEDULE

	<u>1st lunch</u>		<u>2nd lunch</u>
Period 1	8:20-9:33	Period 1	8:20-9:33
Linc	9:40-10:25	Linc	9:40-10:25
Period 2	10:32-11:45	Period 2	10:32-11:45
1st lunch	11:45-12:15	Period 3	11:52-12:29
Period 3	12:22-1:41	2 <sup>nd</sup> lunch	12:29-12:59
		Period 4	1:04-1:41
Period 5	1:48-3:01	Period 5	1:48-3:01

#### RECOGNITION ASSEMBLY SCHEDULE

	<u>1st lunch</u>		<u>2nd lunch</u>
Period 1	8:20-9:23	Period 1	8:20-9:23
Period 2	9:30-10:33	Period 2	9:30-10:33
		<i>Recognition Assembly 10:33-12:03</i>	
1st lunch	12:03-12:33	Period 3	12:10-12:43
Period 3	12:40-1:51	2 <sup>nd</sup> lunch	12:43-1:13
		Period 4	1:18-1:51
Period 5	1:58-3:01	Period 5	1:58-3:01

#### EARLY DISMISSAL SCHEDULE

	<u>1st lunch</u>		<u>2nd lunch</u>
Period 1	8:20-9:15	Period 1	8:20-9:15
Period 2	9:22-10:17	Period 2	9:22-10:17
1st lunch	10:17-10:47	Period 3	10:24-10:54
Period 3	10:54-11:59	2 <sup>nd</sup> lunch	10:54-11:24
		Period 4	11:29-11:59
Period 5	12:06-1:01	Period 5	12:06-1:01

#### 2 HOUR LATE SCHEDULE

	<u>1st lunch</u>		<u>2nd lunch</u>
Period 1	10:20-11:15	Period 1	10:20-11:15
Period 2	11:22-12:17	Period 2	11:22-12:17
1st lunch	12:17-12:47	Period 3	12:24-12:54
Period 3	12:54-1:59	2 <sup>nd</sup> lunch	12:54-1:24
		Period 4	1:29-1:59
Period 4	2:06-3:01	Period 5	2:06-3:01

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## **WELCOME**

Welcome to Lincoln High School! It is our sincere desire that the education you receive at Lincoln High School will provide a means for the fullest development of the individual and that the time and effort you expend here will help to prepare you for a happy, productive life.

Your high school record can be written but once, and once written, it cannot be changed. Make this record as good as you possibly can by actively participating to the best of your ability in the curricular and co-curricular program.

We feel that your school board and community have provided a varied and well-balanced program of instruction for you and have also committed themselves to your development and continued progress as an individual. We trust that you will take full advantage of this opportunity.

Have an enjoyable and successful school year!

~Lincoln High School Faculty and Administration

## **PLEDGE OF ALLEGIANCE**

Minnesota law currently directs that all public schools shall lead students in recitation of the Pledge of Allegiance, including the phrase "under God," at least once a week. Minn. Stat. 121A.11, subd. 3. Individual students may decline to participate. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason must be allowed to make that choice and all students must respect another person's right to make that choice.

## **BACKPACKS**

1. Follow each individual teacher's classroom backpack policy.
2. Keep backpacks clear of walkways in the classroom.
3. Use locker before school and in between classes to limit the amount of items needed in backpack to reduce weight.
4. Use locker during lunch to switch out books.
5. Clean out the backpack weekly.
6. Buy a backpack with laptop padding.

## **ELECTRONIC DEVICES**

Cell phones, school-issued computers, and other electronic devices are to be used in the classroom at the discretion of the teacher. Consequences, including confiscation and/or detention, may occur if rules are not followed. It is also not appropriate to take a picture or video of another person with an electronic device without their consent. Consequences may occur. Earbuds or headphones may be used with teacher permission in the classroom. If used the hallway or other public areas, leave one ear open for communication and safety purposes.

## **EMAIL**

Please check your MyProwler email once a day at a minimum. Teachers are sending you information that you will need for your classes. Also, please check teacher websites for further classroom information.

## **TECHNOLOGY/1:1 ACCEPTABLE USE POLICY**

Lincoln High School is a full 1:1 educational environment. Each full-time student will be issued a MacBook Air laptop computer. To receive your student computer, all forms (Acceptable Use Policy, AUP Sign Form, 1:1 Insurance Form and Free and Reduced form if you wish) must be signed and turned in along with insurance paid (the forms are available at <http://www.trf.k12.mn.us/>). The cost for insuring the computer for the year is \$50.00. If a student is on reduced lunch, the cost will be \$25.00. If a student is on free lunch, the cost for insurance will be waived. Refunds for those qualifying for Free/Reduced lunch will be sent home by the end of September.

## **LOCKER ROOMS**

Cameras, Cell Phones, or any other electronic equipment that is capable of taking pictures is not allowed in any School District #564 locker rooms.

## SYNERGY ACCESS

Parents and students are able to track grading, assignment completion, and attendance information from any computer with internet access. Parents and students will be given separate access codes and instructions on this program at the beginning of the school year. Please call the Administration Office at 681-7432 if you have any questions or concerns.

## HONOR ROLL

Straight A	=	4.0
A Average	=	3.5-3.99
B Average	=	3.0-3.49

\*Quarter Grades Only

A student must be earning a minimum of 1 credit at LHS to be on the honor roll. The grades count towards total credits, but not towards GPA, honor roll, or class rank.

## NATIONAL HONOR SOCIETY

Students who are juniors or seniors that have earned a cumulative grade point average of 3.50 or above are eligible to apply for the National Honor Society. National Honor Society is a prestigious academic organization based on the four principles of scholarship, character, leadership and service. Membership in NHS requires participation in all four areas reflected in the four-part application in order to be considered for membership. A panel made up of teaching faculty, counselors, advisors, and administration will review the applicants and offer membership to those who meet the designated criteria. Induction to the National Honor Society is held in the fall.

**Scholarship:** Students must maintain a 3.5 cumulative GPA throughout their tenure in NHS. Any student not maintaining a 3.5 cumulative GPA after third quarter will be dismissed from the organization, as scholarship is the baseline factor in determining eligibility.

**Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a healthy lifestyle. Students must be in good standing in their school and community, with no incidences of academic integrity issues, discipline referrals, legal issues, etc. within one year of application to NHS.

**Leadership:** Student leaders exhibit drive and initiative in school as well as in the community. They are classroom leaders who contribute to discussion, are motivated group members, positively participate to the classroom environment, and encourage others to do the same. Students leaders also are responsible for directly supervising or motivating others, either in elected or appointed leadership or supervisory positions in the school, community, church, at work, etc., or through personally-initiated projects that illustrate leadership skills.

**Service:** This quality is defined through voluntary contributions made by the students to the school or the community, done without compensation and with a positive, courteous, and enthusiastic spirit. First-year members are required to do a minimum of 30 service hours to maintain returning membership to NHS the following year, and second-year members are required to do a minimum of 35 hours to earn the right to wear the NHS collar at graduation. Service hours earned for NHS may NOT be used for other service obligations. (For example, if you are a Student Council member, decorating hallways for SnoFest is considered part of your obligation to Student Council and cannot be used as service hours for NHS.) If you have questions about this, see the NHS Advisor.

## LHS ACADEMIC LETTER AWARD CRITERIA

The Academic Letter recognizes grade point average of students participating in instructional programs taught only at Lincoln High School. You must be at least a half-time student at LHS. If you are a senior, you must have at least 3 ½ credits from LHS. If you are a junior, you must have at least

4 credits from LHS. If you are a sophomore or freshman, you must have at least 4 credits from LHS. You also must have a 3.7 grade point average for the first 3 quarters of each year.

### **SENIOR HONOR STUDENT**

A senior must have a 3.5 or higher cumulative GPA (entire high school career) and have taken 15 credits from Lincoln High School after the third quarter of their senior year to be eligible to be an Honor Student. The Principal may grant honor status to a transfer student if they meet the definition from their previous school.

### **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school, and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the Guidance Office to arrange for an appointment.

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

Registration guidelines list a total of 32 credits. Lincoln High School students must successfully complete 29.75 credits. Along with the completion of credits, students must meet district testing requirements. All students participating in the graduation exercises must have completed the required minimum number of credits, met all graduation requirements, passed all Quarter 4 classes, and completed the Senior Checkout Process with his/her counselor. Students who fail to complete the Senior Checkout Process will not be allowed to participate in the graduation ceremony. Those students not participating in graduation will be able to pick up their diplomas beginning on the Monday following the ceremony.

Students will be required to return or pay for all library books, textbooks, PSEO books and items to NCTC bookstore, technology, or other school-issued materials they failed to return during their years at LHS before they can begin the Senior Checkout Process. Students must also make sure their lunch account is at a zero balance, and all parking tickets must be paid. The Senior Checkout Process is required to participate in graduation ceremony.

If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation ceremony, that senior will not be allowed to participate in the ceremonies. The following high school subjects are required:

- 4 ½ credits - Communications
- 4 credits - Social Studies
- 3 credits - Mathematics
- 3 credits - Science
- 2 credits - Physical Education & Health
- ½ credit - Technology
- 1 ¼ credits - College/Career Readiness:

Testing requirements include:

- Minnesota Comprehensive Assessments (MCA) Reading and Science in grade 10
- American College Test (ACT) or Armed Services Vocational Aptitude Battery (ASVAB) and MCA Math in grade 11

Students wishing to opt out of MCA testing should do so only after careful consideration and discussion with school officials. The Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form can be accessed at [bit.ly/MDEoptout](http://bit.ly/MDEoptout).

### **GRADUATION PARTICIPATION**

It is the policy of Lincoln High School that a student must be on schedule to graduate as of the fourth Friday of April of the graduating year in order to participate in graduation ceremonies. This means all required and elective credits must be completed and/or scheduled to be completed with passing grades by this date, and all Quarter 4 grades must be above passing. Students who have not yet passed all the state required graduation tests will be permitted to participate in graduation ceremonies only if they are passing all required and elective credits needed to graduate or have

passing grades in the required and elective credits needed to graduate by this date. The student must have all fines, dues, fees, and discipline detention taken care of prior to going through commencement exercises. Nonpublic school students receiving high school GPA for class rank and highest academic honors must have completed a minimum of 20 credits at Lincoln High School while in grades 9-12.

**Any senior student involved with vandalism, destruction of property, inappropriate behavior directed towards the school building, grounds, or any staff, may not be allowed to participate in any graduation activities. This includes honors banquet, graduation, etc. For more information, see School District Policy 611.**

### ACADEMIC WARNING NOTICES

Academic warning notices are mailed out to parents at mid-quarter and at those times when the quality of students' work is at the failing point or when the work is considerably below the level of expectation.

### STUDENT CLASSIFICATION

A student is normally classified according to the number of credit units earned by the beginning of the first quarter of a school year.

<u>Credits Earned</u>	<u>Classification</u>
7 ½	Freshman
8-15 ½	Sophomore
16-22 ½	Junior
23+	Senior

### WEIGHTED GRADES

Courses approved for weighted grade status will receive one extra grade point per credit for that course based on a five-point scale. This extra point will be calculated with all other course grades, which are calculated on a four-point scale. **All advanced placement (AP), pre-calculus, and calculus courses will receive weighted grade status.** Class rank and all other honors will be based on a weighted grade point average. Credits transferred from another school will not be weighted, except for advanced placement courses or by petition when a student submits a petition for consideration. The principal may grant weighted grade status to a transfer course which carries a similar title or description as a "weighted" course at LHS, if it reasonably meets the definition of a weighted class at LHS, and was weighted at the previous school.

### COLLEGE IN THE HIGH SCHOOL

Under the Minnesota's Post-Secondary Enrollment Options (PSEO) Program, Lincoln High School and Northland Community College partner to provide dual high school and college credit courses taught in the high school by high school teachers on the LHS school calendar. These courses are often referred to as "College in the High School" (CIHS) courses. Students must meet the eligibility requirements for PSEO and follow the proper enrollment process through Lincoln's Counseling Department in order to participate in these courses. Below is a list of CIHS courses offered at Lincoln (contingent on minimum enrollment and rotation).

- College Composition I & II
- Biology I & II
- World History
- Intro to Public Speaking
- College Algebra
- Intro to Animal Science

Contact your counselor for more information on this opportunity for juniors and seniors at LHS.

### ADVANCED PLACEMENT

AP courses are considered Lincoln's most rigorous courses and can help you acquire the skills and habits you'll need to be successful in college. You'll improve your writing skills, sharpen

your problem-solving abilities, and develop time management skills, discipline, and study habits. Most four-year colleges in the United States give students credit, advanced placement or both on the basis of AP Exam scores, which they have written in their AP Credit Policy. AP courses have weighted grades.

At Lincoln we offer the following AP courses:

- Calculus BC
- Statistics
- English Literature and Composition
- Human Geography
- Music Theory
- US History

### **CREDIT BY ASSESSMENT POLICY**

The Thief River Falls School District #564 recognizes that students have the right to receive credit for demonstrated achievement and mastery of course outcomes and objectives and may apply for Credit by Assessment. Credit for courses will be determined at the time of application. Students who apply for this process must agree to abide by the procedures, which are available upon request in the counseling office.

### **STUDENT RECORDS**

Student records concerning attendance, academic achievement, and conduct are open to the student's parents whose child is under 18 years of age or to the individual who is over 18 years of age. This is in compliance with state and federal regulations governing official records and individual privacy. Requests to view student records should be given or sent to the high school principal, or designated Custodian of Student Records.

### **IMMUNIZATION REMINDER**

In accordance with the School Immunization Law (Minnesota Statutes, Section 123.70), students may not enroll nor remain enrolled in school without having provided documentation of immunization against diphtheria, tetanus, and pertussis (DTP); polio (OPV); measles, mumps, and rubella (MMR); and for certain ages, tetanus/diphtheria booster (Td). The law does allow for certain legal exemptions - a 30-day grace period is permitted for students transferring into the school district. All other students are expected to be in compliance on the first day of their entry into school this fall.

Immunizations need to be reported by phone or mail to the school nurse so the date may be recorded in the student's health file. The month, day, and year of each shot is required.

### **PROGRAM AND COURSE CHANGES**

If it becomes necessary to change your program or a course during the year, you should go to the Guidance Counselor's Office to request a program change. No program/course change can be made without consultation with the counselor and teachers involved.

### **NONPUBLIC SCHOOL STUDENT GRADUATION REQUIREMENTS**

Nonpublic school includes private, sectarian and home schools. Students who have been taking classes in a nonpublic school setting and wish to receive a high school diploma from Lincoln High School and the Thief River Falls Public School District need to have completed eight (8) credits of coursework in grades 9-12 at Lincoln High School in order to be eligible to receive a LHS diploma. These eight (8) credits (a minimum of two (2) credits are required per year at LHS) must be successfully completed in the areas of math, science, English, or social studies. In addition, students must successfully complete the Lincoln High School Senior Focus class during their senior year of high school. Students must also meet all Minnesota Department of Education testing requirements for graduating seniors.

In the student's senior year, the student must be enrolled as either a full-time student (4 credits) during the spring semester (or) as a half-time student (2 credits) during both the fall and spring semesters.

The Thief River Falls School District does not issue diplomas to homeschool students. Each homeschool is expected to issue its own diploma to its students.

### **ACADEMIC INTEGRITY**

Academic integrity is expected of all students at LHS. Academic integrity requires honesty and is fundamental to the Lincoln High School Student Core Values that are the foundation of student behavior at Lincoln High School. Personal responsibility for all academic performance is essential, and the work that a student submits must be the student's own.

### **CHEATING**

Cheating is the act of giving or receiving aid without the specific consent of the teacher. It is an intentional act of breaking the rules in order to achieve personal gain through fraud or deceit. Cheating includes but is not limited to any of the following:

- Copying from another student's assignment, project, test, or homework without teacher consent for collaboration.
- Using material, or inappropriate procedures, during a test not authorized by the teacher.
- Sharing assignments, projects, tests, or homework with another student without teacher approval.
- Soliciting or receiving unauthorized information about any assignment, project, test, or homework.

### **PLAGIARISM**

Plagiarism occurs when an individual uses someone else's language, ideas, or original material without acknowledging its source. Plagiarism includes but is not limited to any of the following:

- Copying someone else's research.
- Claiming someone else's words, ideas, plots, characters, theories, opinions, concepts, design, or art work as one's own by failing to give credit to the writer or creator.
- Paraphrasing the ideas of others or re-copying someone else's words without citing the source.
- Submitting someone else's text (paper) as one's own.
- Carelessly or inadequately citing the ideas and words borrowed from another source.

If a student has concerns or questions about how to cite material for a particular assignment, the student has a responsibility to consult his/her teacher.

### **HONOR CODE**

As members of LINCOLN HIGH SCHOOL community, we promote academic and personal integrity. The staff and students of LHS have adopted this honor code in confirmation of our commitment to these values. Each of us shall assume responsibility in confirmation of our commitment to academic integrity at LHS, so we will ask each student to sign a declaration of academic integrity at the beginning of the school year.

### **TO ASSIST STUDENTS IN ACHIEVING A HIGH LEVEL OF ACADEMIC INTEGRITY, WE OFFER THE FOLLOWING SUGGESTIONS:**

- Research, write, and submit your own essays, research papers, projects, and assignments.
- Bring only authorized materials to use in class and on exams/tests.
- Follow the proper testing procedures as directed by the teacher.
- Comply with the guidelines in completing projects, tests, note taking, and assignments.
- Correctly cite the ideas, words, plots, characters, theories, opinions, and research of others.
- Reproduce published and web material within the proper copyright guidelines.
- Use only authorized materials, information, notes, study aids in any academic exercise.
- Comply with the standards and guidelines established for technology and computer use.

## CONSEQUENCES

### FIRST OCCURRENCE

Students will resubmit the assignment. Student may then receive full or partial credit on the affected work. Parents will also be notified, and an incident referral will be recorded by the teacher in Synergy

### SECOND OCCURRENCE

Student may lose full or partial credit on affected assignment, parents will be notified, and an incident referral will be recorded by the teacher in Synergy.

### THIRD OCCURRENCE

Student will receive no credit on submitted work. Student/parent meeting with teacher, principal, and counselor to determine further action.

### GUIDELINES OF ACADEMIC INTEGRITY

Includes but is not limited to the following:

- Research, write, and submit your own essays, research papers, projects, and assignments.
- Bring only authorized materials to use in class and on exams/tests.
- Follow the proper testing procedures as directed by the teacher.
- Comply with the guidelines in completing projects, tests, note taking, and assignments.
- Correctly cite the ideas, words, plots, characters, theories, opinions, and research of others.
- Reproduce published and web material within the proper copyright guidelines.
- Use only authorized materials, information, notes, study aids in any academic exercise.
- Comply with the standards and guidelines established for technology and computer use.
- Use school equipment and respect for the property of others.

### HOMEBOUND INSTRUCTION

Homebound instruction is available for those students of Lincoln High who are physically unable to attend regular classes. This type of instruction must be applied for through the Counselor's Office and coordinated with the attending physician.

### ATTENDANCE

You are expected to attend all of your classes. The school will attempt to report any unexcused absences to parents/guardians through auto-dialer calls each night. If an absence occurs, your parent/guardian should call the Attendance Line (681-8671) before first period on the first day of your absence. On the day of your return, you must bring a note from your parent/guardian explaining your absence, if a phone call was not made. The Administration Office will then give you an admit slip which will allow you to return to class. If you become ill at school, you should report to the Administration Office to decide what should be done. Students leaving school during the school day must check out with the Administration Office and obtain an "Out of School" pass. If not, it will be unexcused.

### ATTENDANCE POLICY FOR EXTRA-CURRICULAR ACTIVITIES

Any student involved in an extra-curricular activity needs to be on time and in school the next day after an event. Letting them sleep in is not acceptable. The attendance policy also states:

#### Absences Due To Illness

If a student misses more than the 1st block of the school day at Lincoln High School (on the day of a scheduled practice or scheduled contest) because of illness, that student cannot participate or play that same day.

#### Unexcused Absences

If a student has an "unexcused absence" (whether it be from one class period or more), that student must miss the next practice, and next scheduled game or performance. The next practice and next game will depend on when the coach is informed of the unexcused absence by the office.

## **ABSENCE**

The following reasons for absences are valid:

1. Illness
2. Doctor, dentist, or other medical appointments -- must present note from healthcare provider to be excused
3. Serious illness or death in the immediate family
4. Absence approved in advance with the Administration Office (registration for draft, job interviews, college visitations, etc.)
5. Authorized religious holidays
6. Family trip or vacation with parents approved in advance
7. Hunting/fishing approved in advance

The following are not excusable absences in accordance with attendance policy:

1. Truancy
2. Missing the school bus
3. Trips not approved in advance
4. Shopping
5. Haircuts
6. Birthdays or other celebrations
7. Gainful employment
8. Failure to check out during the school day
9. Skip day
10. Not providing a valid reason, as listed above

## **PASSES FOR LEAVING SCHOOL**

All requests to leave Lincoln High School during normal school hours must be cleared through the Administration Office.

## **PASSES FOR LEAVING CLASS**

You are expected to have a hall pass if you leave the classroom. A responsible student will use the passing time to take care of personal needs and to obtain supplies needed for the next class.

## **TWO-MINUTE BELL**

A second bell will ring letting students know they have 2 minutes before the next class begins. If students are not already in class, they are expected to go there at this time. Staff will be monitoring the halls to make sure students are going to class. If students have to be told by a staff member to get to class, they should do so without hesitation.

## **STUDENT TARDINESS POLICY**

### **Policy**

A student is tardy to class if he/she is not in the classroom when the bell rings or if he/she reports to class without the necessary books and supplies and then asks to go or is sent to his/her locker and returns to class after the bell rings.

Students who have accumulated more than four (4) tardies to class or school per quarter may be assigned one (1) detention by the Administration Office. Additional consequences for tardiness may include additional detention, in-school suspension, or parent meeting.

### **Procedures**

Students who are tardy to class during the first 5 minutes will be admitted to class without a tardy slip from the office.

Students reporting to class tardy by more than 5 minutes are to be sent to the office for an admittance slip to class. Those students who are detained by a teacher or the office will be given a pass to class by the teacher or office personnel detaining those students. If students are more than 1/2 hour late to class, it will be considered an absence.



## **DRUG-FREE SCHOOL**

The area in and around Lincoln High School is a drug-free zone. Students are prohibited from using or possessing controlled substances, toxic substances\* and alcohol before, during or after school hours, at school or in any other school location. Paraphernalia associated with controlled substances is prohibited. "Use" includes to sell, buy, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving payment or consideration. Discipline may include:

1. Suspension from school
2. Referral to Student Assistance and a chemical evaluation
3. Reported to the appropriate law enforcement agencies for possible legal action
4. Parental conference upon readmission
5. Exclusion or expulsion

\*toxic substances include any illegal or legal substance possessed or used with the intent of inducing intoxication or excitement of the central nervous system.

## **SCHOOL DANCES**

Lincoln High School will hold three dances during the school year: Homecoming, SnoFest, and Prom. Out-of-school guests must be accompanied by LHS students who have met dance attendance requirements and have a "Dance Guest Form" turned in to the administrative office three days prior to the dance. Guests for all dances must be under the age of 20 or have administrative approval. Students are not permitted to enter after 10pm and once students leave, they are not permitted to reenter. Students are not eligible to attend a student dance until all assigned detentions have been completed. Any student missing more than one block of school on the day of the dance will not be permitted to attend (exceptions are medical appointments with a note from your healthcare provider). Any student breaking the Drug-Free school code will be suspended from high school dances for one year *through* the dance where the offense occurred. (For example, if the offense occurs at Homecoming, the student will not be eligible to attend SnoFest or Prom of the same year OR the Homecoming of the following year.)

## **DETENTION**

Students may be assigned detention by the Administration Office or any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct, as well as other disciplinary problems. If a student fails to report for detention, he/she may be given additional detention and/or in-school or out-of-school suspension. Faculty will assist in supervising detention after school.

Detention Procedures

1. Students are to report on time prior to 3:10 p.m.
2. Students are to take a seat and remain seated until dismissal at 4:00 pm.
3. Students are to remain silent and study.
4. Phones will be placed on the detention supervisor's desk.
5. Computer use will be limited to school work only.
6. Failure to follow the above rules will result in additional detention or further disciplinary action.

## **STUDENT ASSISTANCE TEAM (SAT)**

SAT is a nationally recognized means of helping youth avoid high risk behavior. This program will allow school personnel to refer a student to an assistance team. The student assistance team will review the referral and recommend potential actions to be taken.

## **REASONABLE FORCE STATEMENT**

Teachers and principals may use reasonable force to restrain or correct a student if that student is in danger of harming themselves or others.

## **FIGHTING CONSEQUENCES POLICY**

Pushing, shoving, hassling, harassing, or fighting will not be tolerated.

### **First Offense**

- Suspension for one day; return on day two
- Police will be notified
- Must return with parent(s)/guardian(s) for conference with the associate principal
- Student will be referred to student support services

### **Second Offense**

- Three-day suspension; return on day four
- Police will be notified
- Must return with parent(s)/guardian(s) for conference with the associate principal
- Student will be referred to student support services

### **Third Offense**

- Five-day suspension
- Police will be notified
- Must return with parent(s)/guardian(s) for conference with the principal, associate principal, and special services.

## **SUSPENSION**

Continuous and willful refusal to accomplish school tasks, even though able to do so; insubordination; disorderly, vicious, illegal, or immoral conduct; persistent violation of school regulations; and failure to report for detention, are causes for suspension or in-house suspension. This includes violation of narcotics laws, use of alcoholic beverages, hazardous or unauthorized use of automobiles, threatening remarks, use of weapons or fireworks, or violation of any local, state, or federal law.

Length of suspension will be determined by school authorities and will reflect the offense committed. Parents or guardian will be notified in writing of the action taken. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school. A student will be readmitted to school after a satisfactory solution to his/her conduct is agreed upon by parents and administration.

## **TENNESSEN WARNING (MINN. STATUTE 13.04, SUBD. 2)**

When an individual is asked to supply private or confidential data about himself/herself, the Minnesota Government Data Practices Act requires the individual be informed of:

Purpose for collecting the data; Intended use of data; Whether the individual possessing the data may refuse or is legally required to supply the requested information.

Any known consequences arising from supplying the data; Any known consequences arising from refusing to supply the data; The identity of other persons or entities authorized by state or federal law to receive the data.

The Tennessee Warning can be given orally or in writing. It is the position of the Minnesota Department of Administration that the data may only be used in accordance with the notice, or subsequent consent.

## **ADMINISTRATIVE PROCEDURE FOR INTERVIEW AND/OR ARREST OF STUDENTS IN THE CUSTODY OF SCHOOL OFFICIALS**

School officials shall cooperate with law enforcement officers in allowing access to students under their custody while school is in session. When situations occur whereby a law enforcement officer makes a request to interview or states his/her intention to arrest a student in the custody of a school official, the school official will presume that the law enforcement officer has good and just cause for his request or intent. However, it is the right of the school official to request a briefing relative to the situation. In this act of cooperation, the school official or his/her designated representative will be present during the interview or arrest to observe that the rights of the student

are being protected. During the interview or arrest of the student, the school and law enforcement officials shall endeavor through their actions and statements to develop and maintain such attitudes that will make the experience for the student one that will encourage respect for lawfully constituted authority. Proceedings shall be such that will be in the best interest of the student.

The following principles shall prevail as guides for the actions of school officials in matters of the interviewing or the arrest of students under their custody by law enforcement officers:

- School officials/law enforcement officers shall attempt to notify the student's parents or legal guardians, informing them of the situation occurring relative to the interview or arrest by the law enforcement officer.
- If a parent or guardian cannot be contacted by school officials/law enforcement officers, a log of the unsuccessful attempts to contact parents or guardians will be kept by the school officials and law enforcement officers.
- Interviewing of students in the school building by law enforcement officers shall be conducted in privacy.
- Upon request of law enforcement officers, school officials shall supply statements which provide information pertaining to general school citizenship characteristics of the student being interviewed or placed under arrest.
- Materials which constitute a part of the student's permanent record shall not be taken from the school building by law enforcement officers.
- All situations involving a relationship between a law enforcement officer and a student within the school building will be handled in a most confidential manner.

#### **OFF-CAMPUS STATEMENT**

Students may be disciplined for off-campus conduct which disrupts, interferes, or otherwise affects the environment, activities, or operations of the school.

#### **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. School combination locks are to be used.

Since lockers are a permanent part of the building, students are expected to keep them in good, clean, and usable condition.

Get study materials for your morning classes when you arrive in the morning and materials needed for the afternoon classes during the lunch period. No one should leave valuable items in his/her locker.

#### **CAMERA SURVEILLANCE**

Lincoln High School is under camera surveillance at all times. Due to data privacy, monitoring is restricted to administration and/or law enforcement.

#### **SCHOOL PARKING LOT**

Any vehicle on school grounds can be searched by the school at any time there is reason to believe the search will uncover law-breaking or school rule-breaking evidence. All students are required to park in the south lot.

#### **PARKING PERMIT APPLICATION PROCESS**

Parking permits will be sold on a yearly basis for \$10. The parking permit application is on-line @ <http://prowleractivities.registryinsight.com> and may be paid for with cash or check in the main office at LHS.

#### **PARKING PERMIT VIOLATIONS**

The following violations will result in a fine or permit revocation.

1. Failure to display permit

2. Illegal/Improper parking
3. Exhibition driving/speeding
4. Failure to stop

All violations are cumulative (i.e. failing to stop at the stop sign is one violation, failing to display the permit is a second violation, failing to stop again, is a third violation, etc.) There are fines assessed to the student for each violation. Please consult the LHS Handbook for the list of fines. Failure to pay a fine will result in the loss of parking privileges. Students parking without a permit, as well, will be assessed a fine. All drivers are expected to use caution around the high school and park in appropriate spots. Parking on campus is a privilege at LHS.

**All Parking Violations (Permit Holders Only)**

First Violation	\$10
Second Violation	\$10
Third Violation	\$15
Fourth Violation	\$15
Fifth Violation	\$50
Sixth Violation	Revocation of permit

**Parking on Campus Without a Permit**

First Violation	\$20 - including permit
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\*Parking fines must be paid in the main office at Lincoln High School.

**PERMIT RULES**

1. Students must present a valid driver’s license upon submitting an application. A Learner’s Permit is not a valid license.
2. Students may only submit one permit application per year.
3. If a permit is lost or stolen, students will be charged a replacement fee of \$10.
4. Students are responsible for knowing and following all parking rules and regulations.
5. Only one permit will be issued per application. Students must remember to move the permit from vehicle to vehicle.

**PARKING RULES/REGULATIONS**

1. A parking permit is required for all student vehicles on campus during the school day. The permit must be displayed and suspended from the rearview mirror with the printed side facing forward and visible from the outside.
2. Students must park their vehicles in the designated student lot. Parking is not allowed in any of the designated staff parking lots. Unauthorized vehicles in staff areas will be issued a parking violation. The gravel lot is not considered student parking.
3. Permits cannot be sold, traded or duplicated.
4. Permits are not transferable even for one day.
5. The on-campus speed limit is 10 miles per hour.
6. Students must observe all parking signs and traffic control signs.
7. Drivers must follow the instructions of the staff and parking lot attendants.
8. All parking violations are assigned to the permit
9. Students park at their own risk. District 564 is not responsible for stolen and/or damaged vehicles or property.
10. Motorcycles/ATVs must have a parking permit.
11. Possession of an altered/forged or stolen permit will be considered theft of school property and may result in an out of school suspension, a fine and loss of parking privileges.
12. Administration, for reasonable suspicion or probable cause, may conduct a search of the vehicle parked on campus.

**DISCLAIMER**

The parking permit policy is as follows: Lincoln High School parking permits are the property of the

school districts. At no time does the school district relinquish its exclusive control of these parking permits provided for the convenience of students.

## **LANGUAGE**

In order for LHS to maintain a positive, respectful environment vulgar, obscene, or profane language will not be tolerated. Any student using such language may be subject to disciplinary action.

## **STUDENT DRESS**

The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain a type of appearance that is not distracting to teachers or other students and which is detrimental to the educational process of the school. When a student's appearance is felt to be detrimental, and is not corrected, a conference will be arranged. Student dress should fall within the following guidelines:

- does not create a disturbance
- is not sexually explicit
- is not pornographic
- is not tobacco, alcohol, or drug-related
- does not contain obscenities
- does not contain gang symbols
- is not offensive or inflammatory to other groups or individuals
- does not expose cleavage, private parts, midriff, or undergarments
- does not create a safety hazard
- does not damage school property
- All student entering Lincoln High School during the school day will remove their hats, hoods, or bandanas. All school staff members have the authority to keep a student's hat until the end of the school day if the student is not adhering the policy.

## **LOST AND FOUND**

Students who find lost articles are asked to take them to the Administration Office, where they can be claimed by the owner.

## **COMMONS/CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunch room management and your fellow students will appreciate your cooperation in:

1. Keeping food and lunch trays in the commons area.
2. Depositing all lunch litter in wastebaskets.
3. Returning all trays and utensils to the dishwashing area.
4. Leaving the table and floor around your place in a clean condition for others.
5. Respecting the rights of others in the lunch line.
6. Staying in the commons area for the duration of your lunch hour unless you have teacher permission/supervision to leave.

## **MEDIA CENTER**

The LHS Media Center has books, ebooks, audiobooks, magazines, and online resources available for school and recreational use. It is open from 7:30 am-4:00 pm on days when school is in session, with any exceptions posted on the door. LHS Media Center [website](#) can be accessed any time.

From there, you'll have access to the catalog, online databases, citation tools, and other items of interest. While overdue fines are not collected, being a courteous and timely user of books and materials is expected. However, any student not returning library materials will receive a bill for the cost of replacement.

## **CO-CURRICULAR ACTIVITIES**

Each student is urged to participate in one or more co-curricular activities, to be a “doer” and not a “watcher”. Join activities that interest you. There are athletic, music, drama, and subject-oriented clubs; student senate, publications, and interest groups. When you commit yourself to an activity, you owe it your best efforts, not only to benefit the club, but yourself.

If you fall behind in your schoolwork, extra help and teacher conferences take precedence over any co-curricular activity, and you may be requested to drop co-curricular activities.

However, while there is no disputing the important place grades hold in education today, the most vital factor is the total education an individual accumulates. In order to take advantage of extra learning opportunities, plan your activity schedule carefully. Don't become overloaded. Obligations at home, church, and in the community should be considered in arriving at a program that will be most suitable for you. Discuss this with your parents. They are to be fully informed of each co-curricular activity in which you participate, its hours, schedules, practice sessions, performances, and fees.

Activities will be scheduled during the day or after school at times convenient to the group and its advisor. Only officially recognized school groups may use the school building or its facilities.

Attendance in school is a prerequisite for co-curricular participation. If a student has an “unexcused absence” (whether it be from one (1) class period or more) that student must miss the next practice and the next scheduled game, contest, or performance.

The next practice and event would depend on when the coach/advisor is informed of the unexcused absence by the administration.

Students are not allowed to travel or be on the team bench for school-sanctioned event if they are ineligible for any reasons.

## **STUDENT CODE OF RESPONSIBILITIES**

A student whose character or conduct violates the student code of responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will respect and obey the rules of my school and the laws of my community, state, and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.

## **ACADEMIC ELIGIBILITY STANDARDS**

Lincoln High School and Franklin Middle School base their academic eligibility around the phrase “making satisfactory progress toward graduation. Academic Eligibility for students pertains to all Minnesota State High School League extra-curricular activities, and those co-curricular activities concerning Lincoln High School and Franklin Middle School examples are: Student Senate, and all Minnesota Academic Excellence League Programs.

- “F” – 2 weeks suspension from game or activity and then becomes eligible only when an eligibility slip is signed by teachers indicating satisfactory progress and passing. Coach's discretion for ineligible students practice time.
- INCOMPLETES – Ineligible until: (1) the incomplete is made up or (2) the end of the quarter following the marking period in which the incomplete was given.
- More than one “F” – 4 weeks suspension with a progress\* update due in two weeks, and satisfactory progress\* may allow practice (at coach's discretion) after 2 weeks. At the end of 4 weeks, with satisfactory progress\*, the student may become eligible for game or activity.
- For FALL Activities (a) Use the 2nd Semester or summer school grades. (b) Progress report

checks 2 weeks after school starts in the fall for students with spring/summer failing grades.

- Satisfactory progress is interpreted to mean that any failing 9-week grade would be considered unsatisfactory progress with special considerations for summer school.
- NOTE: \*A student is ineligible the first day of the next school week following the day report cards are issued. \*Coaches and supervisors will receive a list of ineligible students from the Administration Office.

### **MID-TERM INELIGIBILITY**

In the event of a failing course grade at the mid-term point, the student will become ineligible to participate in co-curricular events for a minimum of one week (ex. Sunday to Saturday).

After that week period is over, the student must be making satisfactory progress in the course(s) he/she failed at mid-term time. The teacher(s) will notify the administration that the student's grade is once again above failing, and the administrator will inform the student's coach/director. The student becomes eligible to participate immediately after the coach/director is informed. In the case of multiple failing course grades at mid-term, the same principle applies until all grades become passing.

### **STUDENT PARTICIPATION FEE FOR ACTIVITIES**

1. A fee system is in effect for students at the high school level as follows:  
Grades 9-12 ...\$125.00 (students who qualify for free or reduced-price lunch will pay 50%)  
The above fee includes these sports/activities:  
Basketball (B & G)                      Swimming (B & G)  
Football                                      Wrestling  
Cross-Country (B & G)                  Baseball  
Softball                                      Track (B & G)  
Tennis (B & G)                              Speech  
Volleyball                                  Golf (B & G)  
Hockey (B & G)                      \$175.00  
*\*The maximum fee per family is \$500.00*  
*\*Some activities may incur a \$20.00 program fee. If you have questions, please contact the activities office @ 681-7140.*
2. The fee must be paid prior to participation in a practice or contest.
3. NOTE: Participants who practice or play without a participation permit card or before paying their user fee will become ineligible for the next contest or public appearance.
4. Fees are to be paid in the activities office at Lincoln High School.
5. All fees are to be nonrefundable starting the sixth day of the activity unless a doctor advises the participant not to continue, in which case, refunds will be prorated. The participant must provide a written statement from the doctor. If a student transfers to another school or is cut from the squad, a prorated refund will be provided up until the time of the first contest or public appearance.

### **ATHLETIC/CO-CURRICULAR POST-SEASON TEAM COMPETITION SCHOOL CLOSING PROCEDURE**

- School will remain in session according to the board approved master calendar.
- Regular bus routes will have priority over activity/co-curricular trips.
- Student attendance at the event will be considered an excused absence, pending written parent permission to the school district and meet the guidelines of the district attendance policies. The high school principal or his/her designee must clear excused absences.
- Students must be current in their classes and will be required to make up missing homework assignments.
- The LHS band will be supported by the school district, at the post-season levels, as long as the team continues to win and/or as determined by the Superintendent or her/his designee.
- The decision of school bus/charter bus/overnight stay/attendance due to weather or extenuating circumstances/situations (Ex. New Year's Eve or late night) will be made at the

discretion of the Superintendent or his/her designee and the District Transportation Director or his/her designee. Safety remains the school district's priority. Bus and driver availability will be considered.

- The school district may allow for fan bus availability at post-season levels, pending student interest and participation covers the district's financial responsibility.
- Fans will be charged a transportation fee, which covers all transportation-incurred-expenses at the event. School policies will be enforced for all participants.
- The school district will provide a minimum of two chaperones per bus for student supervision. The school district will pay the chaperone's entrance fees.
- Fan bus riders will not stay overnight, in a motel, except under emergency cases as determined by the Superintendent of Schools or his/her designee. In such case, lodging for students, chaperones, advisors and bus drivers will be covered at district expense.
- School district and LHS behavior policies and procedures are required and will be enforced.
- Section 3: Subd.2. Personal Leave: in the Master Contract language will be enforced for all licensed staff. The building principal will give his/her best effort to find appropriate substitutes when more than 10% of any building faculty notify in writing of their intent to take personal leave for the state tournament. The Superintendent of Schools will allow additional personal leave if substitutes are available, otherwise personal leave will be denied. Parents of the student participants will have first priority when taking personal leave for the state tournament event.

*\*Any deviations from the procedure above may be done with authorization by the Board of Education.*

#### **FEES-ATHLETIC ACTIVITY TICKET**

An all-school athletic pass is available to each Lincoln High School student at a price of \$35.00. This pass will allow admission to all home athletic contests in this school district, except for tournaments. There will be no duplicates issued.

#### **STUDENT INSURANCE**

The school district does not carry insurance on students; however, student insurance is available at a nominal cost to the student as an individual. When a student insured under this plan is injured, he/she will be given a claim form from the Activity Director's Office. This form must be completed by the parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

#### **STUDENTS IN THE BUILDING AFTER SCHOOL**

Students are to remain in the building after school only if requested by a staff member or participating in activities supervised by an advisor. After 3:30, students not under the supervision of a staff member or activity advisor are to go to the commons/south entrance.

#### **STUDENT TOBACCO/VAPING POLICY**

Students are not permitted to use tobacco or vaping products at any time in any public school buildings or on the attached or approximate school grounds within a city block. This applies to all school-sponsored activities as well as at away school events.

Students smoking, using tobacco, or vaping in school or on school premises will be suspended for one day from regular school instruction. Any tobacco/vaping violation may be reported to law enforcement and the Lincoln Activities Office.

#### **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

##### **I. General Statement of Policy**

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minn. Stat. 363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.



It is the policy of Independent School District No. 564 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment or sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 564 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 564 to be sexually violent to a student or employee.

## **II. Reporting Procedures**

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or sexual violence should report the alleged acts immediately to an appropriate school district official as designated by this policy.

It is the policy of Independent School District No. 564, Thief River Falls, not to discriminate on a basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, and, also, expressly prohibits sexual harassment of its employees and students as described in Title VII of the Civil Rights Act, the Minnesota Human Rights Act, and District No. 564's Equal Opportunity /Compliance Action Policy. Inquiries regarding compliance may be directed to the Superintendent of School (681-8711) or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington D.C.

## **SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY CO-CURRICULAR ACTIVITIES**

The state of Minnesota, the Minnesota State High School League, and the policy of School District #564 believe that all individuals should be treated with respect and dignity. Students should be able to participate in M.S.H.S.L. and school district-sponsored activities in an environment that is free from sexual harassment and sexual violence. It shall be a violation of this policy for students to harass a person through conduct or communication that is determined to be sexual harassment or sexual violence. The consequences for violation of sexual harassment shall be the same as category 1 or category 2. The consequences for sexual violence are that the student shall lose eligibility for the next twelve calendar months.

## **BULLYING POLICY**

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

"Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

"On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property

also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. For more details see school district policy 514. They are available at all administrative offices.

## **HAZING**

In order to maintain a safe learning environment for students and staff, any form of hazing is prohibited at all times on or off school property. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid in, or engage in hazing. Neither shall they permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act of hazing that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employees of the school district who is found to have violated this policy.

**DEFINITIONS:** "Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person in order for the student to be initiated into or become affiliated with a student organization or for any other purpose. The term "hazing" includes, but is not limited to, the following:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism; that subjects a student to extreme mental stress, embarrassment, shame, or humiliation; that adversely affects the mental health or dignity of the student; or that discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**REPORTING PROCEDURES:** Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the school district human rights officer or to the superintendent. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

**SCHOOL DISTRICT ACTION:** Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing. Upon

completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of the policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority (including the Minnesota Pupil Fair Dismissal Act), school district policies, and regulations.

**REPRISAL:** The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

### **WEAPONS IN THE SCHOOLS POLICY**

Pupils are prohibited from possessing a weapon in school, on school property, or at any school-sponsored event. This does not apply to firearm safety or marksmanship courses or activities conducted on school property; possession of dangerous weapons by a ceremonial color guard; a gun or knife show held on school property; or possession of dangerous weapons with written permission of the principal.

“Possession” is defined as having a weapon on one’s person or in any area subject to one’s control.

“School Property” means all school buildings and grounds whether leased or owned by the school and includes the area within a school bus or vehicle. This policy also covers any school-approved or school-sponsored activity, event, or function, such as a field trip or an athletic event.

A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

Possession of a weapon will result in the following:

1. An initial suspension of up to five (5) days
2. Confiscation of the weapon
3. Notification of Law Enforcement
4. Possible recommendation to the Superintendent that the student be expelled for up to one year. Pursuant to federal law, in all cases involving a firearm, defined to include guns, explosive devices, or weapons which expel a projectile, students will be expelled for not less than one year.

A student who finds a weapon on the way to school or in the school building or who discovers that he/she has a weapon in his/her possession and takes it immediately to the principal or other staff member shall not be considered in possession of the weapon.

### **STATEMENT OF RIGHTS RELATING TO STUDENT DATA**

School District #564 has adopted a student record data privacy policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary, the policy provides parents and eligible students with the following rights:

- The right, if asked, to provide private or confidential data, to be informed of:
  - the purpose and intended use of the data within the school system
  - whether he/she may refuse or is legally required to supply the requested data
  - any known consequences data
  - the identity of other persons or entities authorized by the state or federal law to receive the data
- The right to inspect and review the student’s education record

- The right to explanations and interpretations of the records
- The right to have a representative of the parent or eligible student inspect and review the records
- The right to exercise a limited control over other people's access to the student education record
- The right to seek to correct the student's education record in a hearing, if necessary
- The right to report violations of the rules and regulations, cited above, to the Minnesota Department of Education.
- The right to be informed of the above rules
- All rights and protections given parents under this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. The student then becomes an "eligible student."

The following personally identifiable information contained in the student's educational record is designated as "Directory Information" and will be disclosed without prior written consent:

- Student's name
- Name of student's parents
- Student's telephone number
- Student's address
- Student's date and place of birth
- Student's grade level completed
- Student's extracurricular participation
- Student's achievement awards or honors
- Student's weight and height if a member of an athletic team
- Student's photograph if available
- Student's dates of attendance
- School or school district the student attended before enrolling in Thief River Falls.

Parents and/or eligible students who choose not to have this information released must notify their building principal or director or the superintendent of schools in writing by October 1 of each year, or within the first two weeks (14 calendar day) of their enrollment in the school district. You must also designate specific directory information not to be released. Other than directory information, no information will be released without parent or eligible student permission. Information will be shared with other educational institutions without permission.

Parents or eligible students wishing access to or copies of the student record policies and administrative procedures should present the request to the building principal or director or to the superintendent of schools.

### **DAMAGE TO SCHOOL PROPERTY - VANDALISM**

The schools belong to the community. Every student should show proper respect for the school building, equipment, and textbooks. Appropriate disciplinary action, reimbursement, and/or referral will occur when needed.

Students will be expected to reimburse the school district for lost or damaged books, equipment, and facilities. A security deposit for the return of materials, supplies, or equipment may be charged in some classes.

### **EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS NOTICE TO PARENTS AND GUARDIANS**

The school district has adopted a policy, the purpose of which is to promote the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches,

extracurricular academic coaches, assistants and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.