



7425 Willis Road
Ypsilanti, MI. 48197
(734)484-7004
[LHS Homepage](#)
[District Homepage](#)

DISTRICT MISSION

Lincoln Consolidated Schools provides an exemplary educational experience where students develop the foundation for lifelong learning.

DISTRICT VISION

Lincoln Consolidated schools will be a premier learning community whose students are consistently high achieving, compassionate, and inspired to make a difference.

This handbook is a summary of Lincoln High School's rules and regulations; it is not a comprehensive list of the school's procedures. The [Lincoln Board of Education policy manual](#) can be found online through the District's website:

This handbook is updated annually, and each student will be responsible for its entire contents. Failure to read this booklet is an unacceptable reason for not following the rules. If you have any questions, please discuss them with your principal, teacher, parent, or counselor.

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HIGH SCHOOL OFFICE AND TELEPHONE EXTENSIONS:

You must first dial (734) 484-7000, then enter the extension number for the staff member or department you are trying to reach. Counselors, secretaries, and principals may be dialed directly.

<u>Information Needed</u>	<u>Contact Person</u>	<u>Extension</u>
Athletic Information	Athletic Director	7013
Attendance	HS Secretary	7055
Community Education Programs	Community Ed.	7007
Curriculum and Instruction	Secretary Director	7658 7445
Fees and Fines	HS Secretary	7005
Food Services	Director	7213
Grades/Classroom Concerns	Classroom Teacher	LHS website- Staff Directory
Safety	Police Liaison Officer	7642
Scheduling/Credits/ Graduation/ Counseling	Counselor A-Gre Counselor Gri-O Counselor P-Z	7008 7009 7267
Student Services/Special Education	Director of Student Services	7054
Transportation	Office	7044

Work Permits/Transcripts	Counseling Secretary	7006
Building Administration	Principal	7060
	Asst Principal (A-L)	7616
	Asst Principal (M-Z)	7142

STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Lincoln Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the Lincoln Schools' compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact:

Superintendent of Schools
Lincoln Consolidated Schools
7425 Whittaker Road
Ypsilanti, MI. 48197

The superintendent has been designated by the Lincoln Schools to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 30 school days of the day the District receives a request for access.**
The degree of access a student has to his or her records depends on the student's age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child's education records. Once the student turns 18, the right to copy and inspect education

records is transferred to the student. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. Furthermore, the District will not charge for copying records which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil's education records. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**
A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request

- information before adjudication of the student.
4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.
 5. **The right to prohibit the release of directory information.**
Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:
 - o Name
 - o Address
 - o Grade level
 - o Birth date and place
 - o Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - o Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - o Academic awards, degrees, and honors
 - o Information in relation to school-sponsored activities, organizations, and athletics
 - o Major field of study
 - o Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
 6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
 7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

STUDENT PRIVACY PROTECTIONS

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
1. Political affiliations or beliefs of the student or the student’s parent/guardian;
 2. Mental or psychological problems of the student or the student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom the students have close family relationships;
 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian; or
 8. Income, other than that required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of –*
1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

GENERAL SCHOOL INFORMATION

Accidents

Any accident in the school building, on school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the staff person in charge. An accident or injury report form is available in the office and must be completed for all accidents.

Accessing the Building

Entrance during school hours should be through the doors nearest the Main Office.

All students must be able to present their student identification card upon request. Students must be identifiable at all times.

Accommodating Persons with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the

school-sponsored function, program, or meeting.

After School Hours

All students must vacate the premises by 2:30 pm (on regularly scheduled school days), if not picked up students will be asked to wait outside. ****Students must be in the presence of an approved staff member while on school premises. All students non-compliant with this policy will be escorted out of the building or face disciplinary/legal action for trespassing.**** Students in after school activities should have School ID and be at their designated location for security purposes.

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) Have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) Represent themselves during disciplinary conferences and be the addressee for their grade reports;
- (3) Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- (4) Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the [Age of Majority Form](#) and submit it to the Main Office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

This information will also be posted on the District website and will be relayed via an automated phone call.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

Enrollment Policies

In district and School of Choice enrollment is handled through the District's Central Office. Proof of residency is required at that time, which includes a Michigan license/state Identification, along with one of the following: rental agreement/address documentation, mortgage agreement/statement, and property tax bill.

All changes of address must be immediately reported to Lincoln Consolidated Schools Central Administration Office via the [Lincoln Student Change of Address form](#).

Transfer students from other districts must be officially registered (transfer paperwork, including exit grades and transcripts are required) and meet with the counseling office staff for scheduling. A BIP (Behavior Intervention Plan) may be required before a student can begin classes at Lincoln High School.

After a School of Choice student is accepted, the student must meet with a counselor and an administrator for intake that may include: reviewing student expectations, BIP planning, and future review of academic and behavioral progress. ***The outcome of that review may result in the termination of the enrollment eligibility at Lincoln High School.***

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Lost and Found

Students who have lost books or other items should go to the Main Office where all articles that have been found are stored. Articles not claimed within six weeks may be returned to the finder or donated. ***The school is not responsible for lost items (including cell phones/electronic devices).***

School Volunteers

All school volunteers must complete the [Chaperone & Volunteer Background Request form](#) prior to assisting at the school. After submitting this form, the Lincoln Consolidated Schools Department of Human Resources will review the form and verify eligibility to be a volunteer. If you are approved to be a volunteer, your name will be added to the approved list of school volunteers for the district that is shared with administration.

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the Main Office and receive a visitor badge before going to their destination.

Student Records

In order for personal identifiable information and education records to be released to anyone other than the student and those specifically authorized, a written consent must be obtained from the student's parent or guardian or the eligible student. The consent must specify the records to be released, the reason for the release, and to whom the records are to be released.

Transcript Requests

Lincoln High School will provide current students official transcripts at no charge. However, there will be an \$8.00 charge per transcript request for alumni or former students. Any student, current or

alumni, requesting a transcript should first apply through [Parchment](#). Applications not available through Parchment must fill out a transcript request form in the counseling office. Transcripts are to be picked up and fees paid in the high school counseling office during school hours.

Visitors During the School Day

All visitors, including parents and siblings, are required to enter through the front doors of the building and proceed immediately to the Main Office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identify their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the Main Office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

- All visits should be pre-arranged.
- Visitors of students are prohibited without prior arrangement and will not be permitted to enter classes or visit during lunch periods.
- Alumni and parents/guardians should make arrangements to meet with staff outside of instructional times.

Visitor Parking

- The school has one location available for school visitor parking – outside of the Main Office.
- Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Work Permits

By Michigan law, any students under 18 must file a work permit prior to actually working. Work permit information is available in the Main Office, and in the Counseling Office. After the employer and student sections are completed, the student needs to submit the form to the Main Office or Counseling Office for final approval. Allow 24 hours for approval.

Eligible students who wish to assert these rights should complete the appropriate form. Until the eligible student completes the appropriate form, school officials will not apply the above exceptions to school policies and procedures.

Acceptable Use

The School District encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in the School District must have proper authorization and adhere to School District policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that the School District is providing. The School District will monitor all network activity by, for example, ensuring the presence of a teacher or other appropriate School District staff personnel when students are accessing the internet at school, installing filtering or blocking software on School District computers to restrict unauthorized websites,

and monitoring access logs to keep track of websites visited by students in order to restrict access to newly-created or previously unknown websites harmful to minors. To enhance the safety and security of the District network, users should be aware that there is no expectation of privacy in any communications sent through the District network or District tools, subject to applicable legal requirements.

The School District encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff, and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in the School District must have proper authorization and adhere to School District policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that the School District is providing. The School District will monitor all network activity by, for example, ensuring the presence of a teacher or other appropriate School District staff personnel when students are accessing the internet at school, installing filtering or blocking software on School District computers to restrict unauthorized websites, and monitoring access logs to keep track of websites visited by students in order to restrict access to newly created or previously unknown websites harmful to minors.

Guidelines: Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the School District may be put on School District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal is needed to place anything on the building web pages; and from the District Web Manager for District web pages.

Technology Users Will:

- Comply with School District policies, rules, and regulations.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly.
- Respect individual work, files, programs, and security.
- Hold harmless the School District from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.

Technology Users Will Not:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize, or modify anyone else's account, data, files, and/or passwords without authorization of the network administrator or building principal.
- Use School District technology for commercial or "for profit" purposes.
- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership.

- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.
- Use School District technology to distribute and/or access materials that:
 1. Violate [FERPA](#), or any other law which affords students certain rights with respect to their education records;
 2. Jeopardize the health and safety of students;
 3. Are obscene, pornographic, or libelous;
 4. Cause disruption of school activities;
 5. Plagiarize the work of others;
 6. Are commercial advertisements; or
 7. Have not been approved by the building administrator, network administrator, or web master.

Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

Use of District Hardware The School District may provide a device a student or staff can use outside of the school campus for work requirement purposes. The equipment is and will remain the property of the School District along with any additional property provided. The device and all equipment must also be returned to the School District in good working order (i.e., power adapter, case, cord).

The student or staff (user) will return the equipment as directed by the School District. Devices must be returned before the user's final day of enrollment with the School District. When given a School District device, like textbooks, the equipment is an instructional material and that users are legally responsible for the subsequent replacement costs of this equipment if it is lost, stolen, damaged or seized while in their possession. The user is responsible to ensure that the device is cared for properly. If the device is damaged, lost, or stolen while in a student's care, that student understands that he/she is responsible to report the details to the School District.

The device may allow access to the Internet. While the School District makes every effort to limit access to inappropriate content through Internet filtering systems, it is the responsibility of the user to monitor and control the use of the equipment. Inappropriate use is a violation of the Acceptable Use Policy.

The School District reserves the right to monitor or access the contents of its devices if it suspects or is advised of possible breaches of security, harassment, or other violations of policies, rules, regulations, directives, law, or evidence exists which demonstrates to the school or School District that its computers may contain information, data, or other intellectual property that belongs to another person. Students have no expectation of privacy of content stored on or accessed through School District devices.

Replacement costs are available upon request to the technology department.

Internet Safety The School District will implement software and/or other safeguards on School District-owned technology which protects adults and students from accessing images or other online depictions that are obscene, contain child pornography, and, with respect to students, are harmful to minors.

The School District will educate students about appropriate online behavior, including: interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response, in accordance with Board policy 2006 and any implementing regulations

Daily School - Wide Expectations

Be Respectful, Be Responsible, & Be Safe!
Respect Yourself, Respect Others, & Respect Your School!

STUDENT DISCIPLINE & CONDUCT

Each student in Lincoln High School is accountable for their own behavior, based on age appropriate expectations. Each student is expected to demonstrate respect in their interactions with their peers and any LHS staff members. Respect for all is part of a safe and healthy learning environment.

[PBIS Matrix](#)

Discrimination and Harassment

No person may be denied admission to any school in the Lincoln Consolidated Schools, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other Lincoln Consolidated Schools program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes they have been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer/Title IX Coordinator, Paula Robinette at 734-484-7002 and robinette@lincolnk12.org, or visit the Human Resources offices at 7425 Willis Road, Ypsilanti MI, 48197. Access the electronic copy of the Discrimination and Harassment Policy [HERE](#).

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Positive Behavioral Interventions and Supports

(PBIS)

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies.

School-wide Positive Behavioral Interventions and Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide and individualized interventions.

Positive Behavioral Intervention and Supports: The Board recognizes that research and data-based Positive Behavioral Intervention Supports (PBIS) systems, including Restorative Practices, support student efforts to self-manage behavior, ensure academic success, and promote respectful learning environments. PBIS shall be implemented by all staff and coordinated by collaborative school-based teams that clearly state, widely promote, and frequently reference district-wide expectations for behavior.

This Student Code of Conduct balances Lincoln High School's obligation to maintain safety and a conducive educational environment with the Lincoln Consolidated School's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior. The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students. Penalties for violations of prohibited acts range from intervention through expulsion.

Consequence Definitions & Procedures

When restorative measures fail to attain satisfactory behavioral changes, or where specifically required by the nature of the incident, a student may be excluded from school/classroom. Such exclusions may include any of the following:

Detentions: Detentions are assigned by an administrator for minor disciplinary infractions and/or tardy issues. Lunch detentions occur during the student's scheduled lunch period and after school detentions will be scheduled on Tuesdays and Thursdays from 2:15 p.m. to 3:45 p.m. All assigned detentions will include parent notification.

Student Responsibility Center (SRC): A referral to the SRC will be utilized as an intervention and accountability

measure for students who violate the Student Code of Conduct.

Progressive Discipline: Consequences will escalate if a student continues to violate the Student Code of Conduct. Students and parents are hereby notified that the consequence set down for an individual event may seem out of proportion to the event. The intent of the Progressive Discipline Policy is to clarify for all that the school will implement disciplinary measures as necessary and appropriate to maintain a safe and orderly environment. Students will be subject to suspension for up to ten school days by the authority of the building administration.

Out of School Suspension (OSS): An out of school suspension will be utilized as a consequence for more severe or repeated violations of the Student Code of Conduct, and will be no more than 10 days per offense.

- 1) **Suspension pending investigation:** In the event there is reasonable cause to believe that a student has committed an offense and further investigation is needed in order to determine the penalty, a student may be "suspended pending investigation". **If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student**
- 2) **Suspension for a period of ten (10) days or less:** A building administrator may suspend a student for a period not to exceed ten (10) consecutive school days for violation of school rules, regulations or persistent disobedience as defined in the student code of conduct.
 - A. Prior to making a decision to suspend, the administrator shall thoroughly investigate the incident and assure the student's right by due process:
 - i. Conducting an informal hearing with the accused at which time the accused is presented with the charges against them and with the supporting evidence. The student shall also be made aware that the charges could be a basis for disciplinary action.
 - ii. Accepting information from all persons having knowledge of the situation and from the accused, in support of his/her defense.
 - iii. The administrator is not required to release the names of individuals who witness the event out of regard to safety of the witnesses.

If, after following this procedure, the administrator determines that the student has engaged in a prohibited act under the Student Code of Conduct, the administrator may impose a disciplinary penalty of a suspension not to exceed ten (10) school days. The principal or designee shall inform (in person or by phone) the student's parent of the suspension and of the reasons and conditions of the suspension and, thereafter, in writing. A building administrator's decision to impose a penalty of up to ten (10) school days is final and not subject to further review or appeal.

B. For suspensions 5 days or greater administrators shall:

- i. Inform the suspended student of their right to appeal and the procedure for such appeal.
 - ii. Notify the parent/guardian verbally of the suspension via phone call or in person and later in writing.
 - iii. Administrative discretion will be used to determine the discipline of the student pending appeal. Administrative decision to impose a penalty of up to ten (10) days is final and not subject to further review or appeal.
 - C. A suspended student will be required to complete all assignments and tests missed during the period of their suspension.
 - D. Students suspended from school shall not be allowed to participate in any curricular or extracurricular activities both on and off school grounds at any time during the duration of the suspension.
 - E. A parent/guardian conference may be required as a condition of re-admission at the request of administration or parent. These conferences will be scheduled in advance.
- 3) **Suspension pending expulsion:** In the event an offense has been committed which, following the investigation, results in an administrative recommendation for expulsion, the superintendent may impose a suspension pending the expulsion hearing before the Board of Education.

- 4) **Expulsion:** Expulsion of a student by the Board shall require removal of the student from school attendance in the district. In some cases, where expulsion is being considered, a suspension may be invoked pending the decision. The school administration shall recommend the expulsion of a student or students to the Board of Education. Such recommendation(s) shall be appropriately documented citing the disciplinary infraction(s) considered to be a gross misdemeanor, persistent disobedience, or a very serious disciplinary offense.

Only through official action by the Board of Education may a student be expelled from school or suspended beyond 10 school days. The superintendent, after hearing all appeals, may decide to support and convey a recommendation of expulsion to the Board of Education.

- 5) **Expulsion Procedures:** The following procedural guidelines will govern the expulsion process.
- A. Written notice of charges against a student will be supplied to the student and their parents/guardians and included with this notice will be a statement of the time and place where the hearing will be held and a reasonable time and place for the parties involved.
 - B. Parents/guardians will have the opportunity to be present.
 - C. The student and parents/guardians may be represented by legal counsel at their own expense.
 - D. The student will be given an opportunity to give their version of the facts and their implications. They will also be allowed to offer the testimony of other witnesses and other evidence.
 - E. The student will be allowed to observe all evidence offered against him/her.
 - F. The hearing will be conducted by the Board of Education who will make its determination solely upon the evidence presented at the hearing.
 - G. A record will be kept of the hearing.
 - H. Within ten (10) school days, the Board of Education will issue its decision in writing. The decision will be immediately served to the student.

Suspended or expelled students are not allowed on school district property or at any district sponsored event during an active suspension or expulsion time period. Following expulsions, a reinstatement hearing will be required for readmission to school.

BEHAVIOR INCIDENT, DEFINITION, AND CONSEQUENCE CHART

Incident	Definition	Consequence Continuum
Abusive Language/ Inappropriate Language/ Profanity	A student engages in threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gesture toward another individual in a school building or on school premises or outside of a school building or off school premises.	Administrative warning, after school detention. 1-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Assault	Physical Violence With Injury Injury in which one or more students, school personnel or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches Physical Violence Without Injury Confrontation, tussle or physical aggression that does not result in injury *One person initiating the violence or threats Sexual Assault: Sexual Assault If an incident of physical violence involved oral, anal or vaginal penetration forcibly or against the person's will, or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation and sodomy	3/5/10 OSS, Superintendent/ BOE Discipline Meeting *Contact Authorities
Assaulting an Employee	Physical Violence With Injury Injury in which one or more students, school personnel or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches Physical Violence Without Injury	Superintendent/BOE Discipline Hearing

	Confrontation, tussle or physical aggression that does not result in injury	
Bomb Threat/False Alarm	Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning or causing damage to a school building or school property, or to harm students or staff. Unless an emergency exists, intentionally sounding a fire alarm or causing a fire alarm to be sounded, falsely communicating or causing communication that an emergency will/ or is occurring in the building or on school property, or at a school-related event. Destroying, damaging, or otherwise tampering with a fire alarm system in a school building.	10 day OSS, contact police authorities, BOE Disciplinary Hearing
Bullying and Hazing	“Bullying” means any written, verbal, or physical act, or any electronic communication (including “Cyberbullying”), that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following: • Substantially interfering with educational opportunities, benefits, or programs of one or more pupils. • Adversely affecting the ability of a pupil to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress. • Having an actual and substantial detrimental effect on a pupil’s physical or mental health. • Causing substantial disruption in, or substantial interference with, the orderly operation of the school.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing

Defiance/ Insubordination/ Non-Compliance	Student engages in insubordination or fails to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity. Parking outside of student designated areas Not reporting to ISS or detention at the request of a staff member. Having or demonstrating a lack of respect for staff, students, or PBIS expectations. Disregard or failure to comply with any reasonable or corrective effort of a staff member. Leaving class without a pass and/or teacher permission during scheduled class meeting times. Committing or participating in any conduct or act prohibited by a school building's rules and regulations.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Disruption	A student engages in any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, instigating disturbance, filming, taunting, etc.), that causes the disruption or obstruction of any function of the educational environment, school, school grounds, or school-sponsored activity.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Dress Code Violation	Per Board Policy 2006 "Students' dress/ grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency."	Administrative warning, remove/correct attire, possible parent conference, possible counselor referral, 0-3 days ISS/OSS

Fighting	Physical Violence With Injury Injury in which one or more students, school personnel or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches Physical Violence Without Injury Confrontation, tussle or physical aggression that does not result in injury (also noted under physical aggression) Physical Violence Without Injury Confrontation, tussle or physical aggression that does not result in injury *Occurs with two or more parties	5-10 days OSS, contact police authorities, possible BOE disciplinary hearing. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311.
Forgery/ Theft/Plagiarism	The act of fraudulently using, in writing, the name of another person or falsifying times, dates, grades, addresses, or other data on school forms or records. Unlawfully duplicating, reproducing, retaining, or using copyrighted material. The act of taking, possessing, or acquiring the property of others	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Gang Affiliation Display	Student uses gestures, dress, speech, solicitation and/or intimidation that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Harassment	Any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing

	location (e.g., from rival school, different state, rural area, city, etc.). Sexual harassment (per Board Policy 8007.3) is an unwelcomed advance, request of sexual favor, or other physical or verbal conduct or communication (verbal or electronic) of an intimidating, hostile, or offensive nature. Any method (verbal, written, or electronic) used in word and/or deed to frighten or threaten someone. A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.). Description. A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311.	
Inappropriate Display of Affection	Non-violent, inappropriate physical interaction such as kissing, inappropriate touching, any contact of a sexual nature.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Inappropriate Location/ Out of Bounds Area	Entering the school building or grounds when forbidden to do so by rule or administration. Any presence on school grounds without permission. A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing

	property, without the prior permission of a building administrator. A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.	
Lying/Cheating	Cheating is (but not limited to): possession of another student's work; the use of any unauthorized assistance in taking quizzes, tests, and/or examinations; dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work. Lying is when a student delivers a message that is untrue, and/or deliberately violates rules. A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers. A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.	Administrative warning, 0-10 days ISS/OSS, possible loss of credit/course, counselor referral, contact police authorities, possible BOE disciplinary hearing
Other	Criminal Acts A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing

	Gambling The act of engaging in any game of chance for money or valuables. Indecency A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety. Misconduct The act of being involved in behavior that disrupts, interferes with the educational process, or jeopardizes the safety of others. Misconduct prior to Enrollment An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.	
Physical Aggression	Physical Violence With Injury Injury in which one or more students, school personnel or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches Physical Violence Without Injury Confrontation, tussle or physical aggression that does not result in injury (also noted under fighting) Sexual Assault	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing

	If an incident of physical violence involved oral, anal or vaginal penetration forcibly or against the person's will, or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation and sodomy	
Property Damage/ Vandalism	The willful or malicious destruction or defacing of school property or the property of others	Administrative warning, 0-10 days ISS/OSS, restitution, possible BOE disciplinary hearing
Property Misuse	Student engages in low-intensity misuse of property.	Administrative warning, 0-10 days ISS/OSS, contact police authorities, possible BOE disciplinary hearing
Skip class <u>LHS is a Closed Campus</u>	Any student that is not in their scheduled class without a written pass by a staff member and/or off campus during the school day without parental consent and/or attending an off-campus class.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Tardy	Student arrives to class after the bell (or signal that class has started).	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Technology Violation	Students found to be using any wireless communications device in violation of these rules shall be subject to disciplinary action under the Student Code of Conduct. Where appropriate, police authorities may be contacted. Any use of technology – on or off campus - that causes a disruption to students or the school functioning process is subject to discipline. *Any violation of the <u>Acceptable Use policy</u>	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing

	Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration. High School Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.	
Threatening Behavior	A person who verbally, through the use of an electronic device or system, or through other means intentionally threatens to use a firearm, explosive, or other weapon to commit an act of violence against any students or school employees on school grounds or school property if the threat can be reasonably interpreted to be harmful or adverse to human life.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing

Threatening an Employee	A person who verbally, through the use of an electronic device or system, or through other means intentionally threatens to use a firearm, explosive, or other weapon to commit an act of violence against any students or school employees on school grounds or school property if the threat can be reasonably interpreted to be harmful or adverse to human life.	Administrative warning, 0-10 days ISS/OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Use/Possession of Alcohol	Alcohol Possession or use of alcohol on school grounds. Being under the influence of alcohol on school grounds.	3/5/10 days OSS, counselor referral, contact police authorities, possible BOE disciplinary hearing
Use/Possession of Combustibles	A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.	10 day OSS, contact police authorities, BOE Disciplinary Hearing
Use/Possession of Drugs	Illicit Drugs Possession or use of marijuana, hashish or other cannabinoids on school grounds. Possession or use of other illicit drugs on school grounds. Being under the influence of marijuana or illicit drugs on school grounds. Possession or use of prescription drugs that the student does not have a prescription for. Inappropriate use of medication on school grounds. Trafficking or possession for sale of marijuana or other illicit drugs on school grounds. Do not report tobacco or alcohol-related incidents using this code	5/7/10 OSS, possible contact police authorities, possible BOE disciplinary hearing

Use/Possession of Tobacco	Tobacco possession or use on school grounds	3/5/10 days OSS, possible contact police authorities, possible BOE disciplinary hearing
Use/Possession of Weapons	<u>Weapon-Free Schools: In order to provide a safe learning environment for all children, our school must be weapon free.</u> <u>A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.</u> <u>Section 380.1313 of the MCL</u> A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.). A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.	10 day OSS, contact police authorities, BOE Disciplinary Hearing

STUDENT NOTICES

Closed Campus

Lincoln High School operates under a closed campus policy. Students must stay in the building from the time they arrive (including prior to 7:10 a.m.) until dismissed. If a student needs to leave for a doctor, dentist, or other appointment, they must be signed out by a parent or guardian. In those situations, the note should be taken/a call must be made to the Main Office (734-484-7004) in the morning. When a student leaves the building they must sign out at the Main Office desk.

Dance Guidelines

Attendance at a school dance is considered a privilege, not a right.

1. Parents are responsible for having their student picked up 15 minutes after the dance ends.
2. Once students enter the dance, they must stay. If students leave the dance, they may not return.
3. Violations of State laws such as drinking, disorderly conduct, smoking, etc. will be referred to the police on duty for legal action.
4. The LHS dress code is in effect during dances. Proper dress is expected at all dances. Attire with lettering or drawings which depict sexually suggestive expressions/actions, profanity, drugs, alcohol, or which degrade the integrity of the individual or others is prohibited.
5. Do not bring valuables to dances. There is no secure storage provided. ***The school will not be responsible for lost or stolen property.***
6. Students must show a ticket at the door/gate or have a pre-approved guest pass to be admitted to a dance.
7. Students and guests must show a valid student ID/state issued ID card upon entry.
8. ***The LHS Student Code of Conduct is in effect for all dance attendees (including non-Lincoln High School Students).***
9. ***All dancing will reflect appropriate community standards.***

Dress Code – Board Policy 2006 (Student Appearance)

Students are expected to follow the guidelines of decency and proper respect for others. Student attire must be appropriate for the time of year and the activities in which the student will be participating. The School District maintains the right to impose reasonable restrictions on dress and grooming.

DRESS CODE PHILOSOPHY

Lincoln High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

LHS DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Students Cannot Wear:

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armor, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Pajama's
- Swimsuits or swimsuit-like clothing (except as required in class or athletic practice).
- Non-clothing items in place of clothing (ie: blankets)
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance or as personal protective equipment (PPE)).

Dress Code Enforcement

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.
- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students who choose not to meet the dress code expectations will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be asked to put on school provided alternative clothing to be dressed more to code for the remainder of the day.
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Student athletic apparel will be defined by safety and competitive performance standards. Students who feel they have been subject to discriminatory enforcement of the dress code should contact School Administration.

Cafeteria Expectations

Breakfast is served daily in the East Cafeteria until 7:20 a.m. It is also open during the scheduled lunch periods. Lincoln Consolidated Schools participates in the National School Lunch Program; therefore, students are encouraged to enroll in the free and reduced meal program. Behavior expectations should follow the PBIS matrix, with the additions of such concerns including:

1. **Theft:** taking, eating, or touching any food that is unpaid for and the unauthorized use of a student's ID number and/or picture ID. Theft could result in criminal charges and proceedings.
2. **No Competing Vendors:** Students may not order food or have food delivered to the building from an outside entity at any time during the school day. Any food deliveries will be confiscated by the front office. Violation of this policy may result in student discipline.
3. **Food Consumption:**
 - a. Consuming food and/or drink is limited to the cafeteria. **No passes will be issued to the restroom during lunch; students should use the restroom on their way to/from their assigned lunch period.**
 - b. The school is supportive of litter laws and all empty pop/juice containers, candy wrappers, etc., should be disposed of or be stored for return.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by an administrator. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Funds collected from fundraisers must be secured by the staff member in charge of the fundraising at the end of every day and turned over to the building administrator at the end of the day or as soon thereafter as possible.

Student Transportation and Parking

- o Students must register their vehicles in the high school Main Office.
 - The vehicle being driven must be registered with the State of Michigan and tabs must be current.
 - The student must be a licensed driver.
- o Students may park their vehicles in the front parking lot at the west end. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.
- o The parking areas at the west and north sides of the building are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.
- o The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware that their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

- o Students have no reasonable expectation of privacy in vehicles parked on school grounds. School parking lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as a referral to law enforcement.
- o Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.
- o Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Possessions of Inappropriate Personal Objects

Drug paraphernalia, playing cards, dice, water guns, skateboards, flags, pepper spray, etc. are not to be brought to school.

Administration reserves the right to confiscate any items deemed as interfering with the educational process.

School Sheriff and Police Liaison

Lincoln Consolidated Schools contracts with the Washtenaw County Sheriff's Department to assist with coordination between the schools and community law enforcement agencies. In addition to serving in an official capacity when law enforcement authorities are involved in student discipline, the liaison officer serves in prevention and advisory capacities with the students. School district policy and federal statutes determine the scope and nature of the liaison's role, responsibility, and authority.

Search and Seizure

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

From time to time, school property, such as lockers, desks, and technology devices, is assigned to a student. Students do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to a student at any time, for any reason, with or without notice to the student or the student's parents. The privacy rights of students will be respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulations. The School District makes parking available to students who are licensed drivers. This privilege is conditioned on students' consent, in advance, to the search of their vehicles by School District personnel at any time, for any reason, with or without notice to the student. School District personnel may, to the full extent permitted by law, search and seize students and their personal effects. Illegal items and items inappropriate in the educational environment may be confiscated by School District personnel and, when appropriate, delivered to police authorities or parents.

School Property and Equipment, Personal Effects of Students

- School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no

reasonable expectation of privacy in these places or areas if their personal effects are left in aforementioned locations.

- The building administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

- School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.
- School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

- If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Threats – Suicide/Homicide

Threats should be reported to any staff member immediately. If a threat of suicide or homicide is made by a student in any building, the procedures documented in the District Crisis Manual will be followed. A threat of this nature may require a higher level of care prior to the student returning to school. If a significant threat occurs and services are refused, the school is legally obligated to inform the proper authorities.

Surveillance

The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School District staff, observation by law enforcement personnel; video surveillance devices; and other monitoring School District equipment, including computers and networks. School District surveillance will be within all applicable legal requirements.

Video Monitoring Systems

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Wireless Communications Devices - [See BOE Policy 2006](#)

Students possessing cellular phones and other communication devices in school do so at their own risk:

lost, misplaced, stolen, or damaged electronic devices are not the responsibility of the school district. The District is not liable for lost, stolen or confiscated electronic communication devices (ECDs). At no time will an administrator investigate the theft or loss of a cell phone, IPOD, headphones, watches or other electronic/communication devices.

Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses. These items are frequently noisy and disruptive to the educational environment. The administration recognizes that cell phones are a desirable and convenient means of communication between parents and their children. Thus, authorized cell phone use is defined below:

1. Cell phones are to be off and put away or placed in the classroom cell phone holder while in class. Parents should contact the Main Office to reach their child during the school day. You may call the office at (734) 484-7004 to leave a message for the student.
2. Cell phone/electronic device use is strictly forbidden in locker rooms at any time.
3. Cell phone communication must follow Student Code of Conduct/PBIS expectations for students. Disciplinary action may be taken regarding cyber bullying and inappropriate messages.
4. It is not appropriate to use cell phones during events such as assemblies, plays, concerts, etc.
5. Cell phones/electronic devices are not to be used to record fights/altercations of students. Doing so will result in disciplinary action.

Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

ATTENDANCE

Parents should always excuse their child's absence before the school day is missed, whenever possible. Call our Attendance Line at 734-484-7055 anytime of the day. Written notes after missing school are discouraged.

Good attendance is one of the most important single factors that contribute to greater levels of achievement by students. Therefore, it is of the utmost importance that students are in class. Regular attendance and punctuality enhance opportunities for student success and we expect parents to help us in reaching this goal. Successful students take advantage of, and are engaged in, as many instructional minutes as possible.

Furthermore, the State of Michigan also recognizes the value of regular attendance, in that the General School Law reads, "Every parent ... shall send their child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive for the school year..."

Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the School Administration. All other absences are considered unexcused. Students involved in athletics must be in school periods 1-6 in order to practice or participate in a contest, unless excused with a medical note.

The school may require documentation explaining the reason for the student's absence.

Absences must be excused within 24 hours. Parents, please call the ABSENTEE LINE (734) 484-7055 or bring a parent note to the main office before or after school the day of the absence. Failure to do so shall result in an unexcused absence.

The following codes are used for attendance purposes in Powerschool: X (Excused), U (Unexcused), ET (Excused Tardy), T (Tardy), V (Activity), AT (After Tardy - after 5 minutes of class start time), and C (Administrative Counsel).

Arriving Late

Call the Main Office at 484-7004 followed by 0 (Zero) to excuse students for being late or students may bring a parent note to the Main Office when arriving at school. All students must sign in upon arriving to school after 7:15 a.m.

Attendance Policy

You will be contacted each day your student is absent, for the day or an hour, by School Messenger. Additionally, attendance letters will be sent home once a student accumulates a total of 5, 10, and 15 days of missed classes. These letters are sent to parents/guardians in an effort to communicate potential ways to support more regular attendance and avoid truancy. **Regular attendance is mandatory and required by law (see Truancy below). Students that have more than 10 unexcused absences in a semester may not be allowed to participate in school-sponsored activities, such as: dances, sporting events, class activities, pep assemblies, field trips, etc., per administration.** Administration will review attendance regularly, and encourage students and parents to do so too. Please contact the office for help accessing attendance through PowerSchool.

Homework Requests/Make-Up Work/Planned Absences

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

- If a student is absent for any reason (including disciplinary action), they may request homework from their teachers by email/in person.
- If a student's absence is excused/suspended, the student will be permitted the same number of days as he/she was absent to turn in the make-up work. It is the responsibility of the student to obtain assignments from his/her teachers.
- Students are encouraged to self-advocate for their own needs and to request assistance or support directly from their teachers to achieve academic success.
- There may be times when a student will know ahead of time that he/she will be absent. Parents must report the planned absence in writing to the Main Office, at least one week before the absence is to occur.
 - Assessments that are to be administered to the class may be given in advance or upon return at the discretion of the teacher. The student is responsible for making an appointment with the teacher for such assessments..
 - Failure to turn in assignments or taking assessments will result in a zero grade that will be averaged in for the semester.
 - Students are encouraged to self-advocate for their own needs and to request

assistance or support directly from their teachers to achieve academic success.

Leaving School Early

If students are driving themselves to a doctor appt., dentist appt., etc., parent notes or phone calls should be submitted/fielded through the Main Office when signing out. Documentation should be provided upon return to school and all attendance procedures must be followed prior to checking out and returning to school. If a parent is picking the student up, the parent MUST show a picture ID in the office that matches the student's emergency contact information for the student to be released. It is unacceptable to leave school early for a non-emergency.

Tardy Policy

A tardy is defined as classroom entrance without a pass 5 minutes or less after the bell has rung. Teachers must record all tardies in their attendance records. The following discipline is based upon each individual class and is cumulative over each quarter.

3rd Offense	Teacher - Student conversation and plan
5th Offense	Teacher contacts parent(s)/guardian on day of 5th offense - Call first and then send email, if they don't answer.
6th Offense	Fill out 6th Offense Form for student to serve after school detention

Excess tardies may be qualified as truant or insubordination and lead to an additional referral, per administration discretion.

Punctuality is an important life skill. LHS expects all students to make an effort to arrive to all classes on time every day.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the [Michigan Compulsory School Law \(§ 380.1561\)](#) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

HEALTH & SAFETY

Counseling and Guidance

The [LHS Counseling Department](#) exists to assist the students with the many facets of their lives. Students should sign up to see the counselor in the counseling office. This should be done before, after school, or between classes. Counselors will send/call for the student when they are available for the student's appointment. Students are not to go to the counseling office during class time without first receiving permission from their classroom teacher and a pass from their counselor. Students who miss a class without arranging to do so in advance may be considered skipping.

In general, what a student discusses with a counselor is held in confidence, unless the student indicates they are being harmed by someone else, is harming themselves, or is planning to harm someone else. Parents also have the right to request information from counselors at any time.

Visit the [LHS Counseling Department](#) for more information.

Health Concerns

Parents are responsible for informing the School District of health and safety concerns particular to their children and cooperating with the School District to address those concerns. The

Superintendent will develop and implement regulations for addressing the health and safety concerns of students with disabilities within the meaning of Section 504 of the Rehabilitation Act of 1973.

Emergency Medical Authorization

Every parent of a Lincoln High School student is required, annually, to update Emergency Contact information. This needs to be done through the Parental Portal of Powerschool; please contact a building secretary for technical support, if needed. The school will use this information to make contact in the event of an actual emergency. The purpose of this information is to either grant or deny permission for the school to act in place of the parent during a medical emergency. This action is to be carried out only after an attempt has been made to contact the parent or guardian. Unless the situation demands otherwise, all emergencies will be taken to **St. Joseph Mercy Hospital, Catherine McCauley Health Systems, 5301 East Huron River Drive, (734) 572-3456**, between Ann Arbor and Ypsilanti. Parents should feel free to call the Main Office in matters concerning student health problems.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing the [School Medication Authorization Form](#).

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed [School Medication Authorization Form](#) is submitted by the student's parent/guardian. This does not include the emergency administration of an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a [School Medication Authorization Form](#). The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Immunization

Except as otherwise specifically provided by law, the Board requires that all students be properly immunized, no later than the first day of school.

Seclusion and Restraint

The Board directs School District personnel and others to comply with Michigan law prohibiting seclusion and restraint, except for emergency seclusion and emergency physical restraint in the manner permitted by law.

Epinephrine Auto Injectors (EpiPen®)

Student Possession and Use. Students may possess and, if necessary, use an EpiPen® on School District premises and at school-related activities, programs and events if the following three conditions are met:

1. The student has permission to use the EpiPen® from his or her physician and, if the student is a minor, from his or her parent(s)
2. The building administrator has received a copy of the necessary written permissions; and
3. The school has on file a written emergency care plan prepared or approved by a licensed physician in collaboration with the student and the student's parents that is updated as necessary to account for any change.

Safety Drill Procedures and Conduct

Safety drills will occur at times scheduled by administration. Students are required to comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the discretion of the administration. Drills will not be preceded by a warning to the students.

Cardiac Emergency Response Plan/Automated External Defibrillators (AEDs)

The Superintendent will develop and implement regulations that will enable the School District to offer an appropriate response in the event of a cardiac emergency. These procedures will address, at a minimum:

- The use and regular maintenance of AEDs within the School District.
- Activation of a cardiac emergency response team in the event of an identified cardiac emergency.
- The methods for effective and efficient communication in the building or outside area in which the emergency arises.
- A training plan for the use of AEDs and cardiopulmonary resuscitation techniques.
- The incorporation or integration of a local emergency response system and emergency response agencies into the School District's procedures.

The Superintendent will annually evaluate the School District's cardiac emergency response procedures and report the evaluation results to the Board.

Communicable Diseases

The School District will work cooperatively with the Washtenaw County Health Department to enforce and adhere to the [Michigan Public Health Code \(Act 368 of 1978 as amended\)](#) with regard to the prevention, control, and containment of communicable diseases.

Asbestos

Each school building within the School District has been inspected for the presence of asbestos containing materials as required by the [Asbestos Hazard Emergency Response Act \(AHERA\)](#). A copy of the Building Inspection and Management Plan for each building is available in the building's Main Office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website.

STUDENT PROGRAM POLICIES AND PROCEDURES

Special Education and 504 Plans: The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. Child find extends both to children who may be eligible for special education under the federal [Individuals with Disabilities Education Act](#) (IDEA) and those who may be eligible under [Section 504 of the Rehabilitation Act of 1973](#) (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Director of Special Services.

English Language Learners: Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

- Placement and reason why their child was identified as LEP;
- The student's academic achievement level and level of English proficiency (including method of measurement);
- The methods used for language instruction;
- How the language program will meet the student's instructional needs;
- How the program will help the child to learn English and meet the academic standards required for promotion or graduation;
- The exit requirements for the language program; and
- An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.
-

Course Change Requests

Every effort is made on the part of the principal, assistant principals, counselors, teachers, parents, and students to determine the most appropriate courses for students based on their needs, interests, and capabilities. Classes and teacher assignments are arranged to accommodate student course selections; therefore, any request for a schedule change will only be considered for the most compelling reasons.

Students whose schedules include an error or omission or similarly acute problem should see their counselor during scheduled drop-and-add periods (during the first week of a semester).

Course Offerings

See the most recent version of the [Course Description Book](#) for Lincoln High School's current course offerings on the school website. Lincoln High School provides the following opportunities for students:

- Washtenaw International High School
- SWWC- South West Washtenaw Consortium (see course book)
- Virtual Classrooms
- Early College Alliance (ECA), a public early/middle college located on the campus of Eastern Michigan University
- Advanced Placement (AP) courses in the subjects of American Government, Biology, Calculus, Chemistry, English, Economics, United States History, Physics, and World History
- Regional Career Technical Center (RCTC), a regional vocational consortium where students may take courses in Hospitality and Food Service, Auto Mechanics, Certified Nursing Assistant, and Collision Repair.

Credit Recovery Options

In support of our students, Lincoln High School has a range of supplemental offerings for Credit Recovery, course preparedness, and schedule flexibility.

For classes offered through Lincoln High School, attendance requirements are very strict; tuition may be charged and will only be refunded if a course is not offered.

Opportunities during the school year (after school hours) may include:

- Free after-school tutoring
- Online blended instruction

Summer opportunities may include:

- Traditional classes in a summer school setting
- Online blended instruction during a summer school setting
- For-credit electives in a summer school setting
- Non-credit preparatory classes in a summer school setting

Year-round opportunities (where all costs are paid by the student) may include:

- Online Course options
- Correspondence courses

Drop-and-Add Policy

Students and parents are responsible for establishing a satisfactory class schedule prior to the start of the school year. A schedule change will be considered for reasons as stated in the schedule change section listed above. The counselors will be available during the Add/Drop window (during the first full week of a semester) each semester to make schedule changes, if needed.

Dual Enrollment

A student can dual-enroll in mathematics, science, communication skills, fine arts, or other academic areas. A course cannot be in the area of hobby, craft, recreation, physical education, theology, divinity, or religion. Lincoln High School will enroll the student in a course called Dual Enrollment for the college class at the rate of one half- credit in high school per semester class. The student must have junior or senior level status and a qualifying standardized test score to apply. Application for this must be made at the start of the semester through the counselor. Tuition will be addressed upon approval of the application. Applications are available through the LHS Counseling Office.

Recommended Four-Year High School Programs

Students are required to complete an Educational Development Plan (EDP). Students are encouraged to take full advantage of the many electives and special interest courses available in the total curriculum; however, students should note the need for careful academic planning to meet special qualifications for the occupations or college programs that interest them. Course selections are best determined with the help of a counselor. **The student, counselor, teachers, and parent should make decisions on courses jointly.**

Repeating A Course

Lincoln High School stresses the importance of repeating some courses in which a strong foundation is essential for continued success. Therefore, students may repeat any course in which they receive a failing grade, provided space is available and subject to the approval of the principal. The previous grade will remain on the transcript and credit will be given for the passed course.

Testing Out

A student who desires to receive credit for a high school course without enrolling in the course may do so by attaining a grade of not less than a C+ for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment as specifically outlined in the student handbook.

Credit will not be granted for a course in a subject area lower in course sequence than one for which the student has already earned credit. Successfully attained credit under this policy will earn a grade of “pass” and shall not be used in computations of grade point average nor counted toward the total required credits for graduation. Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. The high school principal shall establish rules for implementing this policy in cooperation with the superintendent, and shall be responsible for ensuring that all high school courses include one or more appropriate comprehensive exam(s) or other assessments.

Testing must occur during the approved examination window in order to receive credit.

GRADING

Grading and Evaluation

Under Lincoln High School policy, it is the teacher’s responsibility to determine the grade. If, however, a question is raised by a student concerning a grade, the teacher shall discuss the matter willingly and must give evidence to make clear the basis for determining the student’s grade. Once grades have been recorded, only the teacher who gave the original grade can change a grade.

Online Grade Access

Parents and students can access real time class assignments and grades throughout the semester via the PowerSchool Student Management System. Login information can be found in the comment area of student report cards or through the high school counseling office.

Lincoln High School uses the following grading scale:

Letter Grade	Percent Range	GPA Value	GPA Value (AP Courses)
A	93% - 100%	4.0	5.0
A-	90% - 92%	3.7	4.7
B+	87% - 89%	3.3	4.3
B	83% - 86%	3.0	4.0
B-	80% - 82%	2.7	3.7
C+	77% - 79%	2.3	3.3
C	73% - 76%	2.0	3.0

C-	70% - 72%	1.7	2.7
D+	67% - 69%	1.3	2.3
D	63% - 66%	1.0	2.0
D-	60% - 62%	0.7	1.7
E	0% - 59%	0.0	0.0

Report Cards

Lincoln High School stores student report card grades at the end of each semester.

GRADUATION

Graduation Requirements

In order to graduate from Lincoln High School, a student must complete all parts of the Michigan Merit Examination (MME) during April of his/her junior year in addition to obtaining the following credits.

Complete a minimum of twenty-two (22) credits in the following areas:

- Four (4) credits in English language arts
- Four (4) credits in mathematics, including:
 - 1 credit of Algebra I
 - 1 credit of Geometry
 - 1 credit of Algebra II or Algebra II-related content in a MDE-approved CTE program
 - 1 additional math or math-related credit during the senior year
- Three (3) credits in science, including:
 - 1 credit of Biology
 - 1 credit of Physics, Chemistry, Anatomy, Ag science, or MDE-approved course
 - 1 additional science credit or MDE-approved computer science or CTE program
- Three (3) credits in social studies, including
 - 1 credit of U.S. History/Geography
 - 1 credit of World History/Geography
 - ½ credit of Civics
 - ½ credit of Economics
- One-half (½) credit of Health
- One-half (½) credit of physical education or district approved participation in extracurricular athletics or activities involving physical activity:
 - 4 seasons of LHS Marching Band
 - 2 full seasons of participation on an LHS athletic team
 - Note: A maximum of ½ credit will be awarded to meet this requirement, and this does NOT include activities through Lincoln Community Ed or any other outside organization.
- One (1) credit of visual, performing, and applied arts

- One-half (½) credit in computer education or an online course
- Two (2) credits in World Language
- Three and a half (3½) credits in electives

Once the above requirements are met, additional classes in the completed area(s) will be counted as elective credits.

Personal Curriculum

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, please [click here](#).

Participation in Graduation

A senior may participate in graduation exercises only if they have completed all graduation requirements and all outstanding fees and fines have been paid to Lincoln Consolidated Schools.

Disciplinary action may prevent a student from participating in Commencement Exercises.

Students who are deficient credits will be given their diploma when all make-up credits are completed. A student and parent notification letter and/or conference may be held to determine a plan for completion.

ACADEMIC ACHIEVEMENT AWARDS

Academic Letter

The intention of the academic letter program is to honor those students who have demonstrated academic achievement in high school. At the end of the third marking period, those students who have a combined grade point average of 3.2 or higher for the second semester of the previous year and the first semester of the current year will qualify for academic letter recognition as follows:

- Freshman Year - A freshman student will receive a certificate of recognition.
- Sophomore Year - A sophomore student will receive a certificate of recognition and an academic letter.
- Junior Year - A junior student qualifying for the first time will receive a certificate of recognition and an academic letter. A junior student qualifying for the second or third time will receive a certificate of recognition and a Lamp of Knowledge pin.
- Senior Year - A senior student qualifying for the first time will receive a certificate of recognition and an academic letter. A senior student qualifying for the second or third time will receive a certificate of recognition and a Lamp of Knowledge pin.

The type of classes taken will not be considered when determining eligibility for the awards. The academic letter and the Lamp of Knowledge pins should be displayed in a respectful manner, as determined by the administration. The style of the letter will be distinctive, differing from letters awarded for other high school activities.

Four Year Athletic Participation Award

Special recognition is given to those who have participated in one or more sports per year for four years.

Honor Graduates

Four-year cumulative grade point average of 3.0 and above.

Honor Roll

Honor roll designations are awarded based on the requirements listed:

Top level: 4.0 grade point average for each semester.

Second level: 3.5 to 3.99 grade point average for each semester.

Third level: 3.0 to 3.49 grade point average for each semester.

Scholar-Athlete Awards

The intention of the scholar athlete award is to honor those students who have earned two varsity letters in two different sports in their senior year and have earned a 3.0 grade point average or higher.

Salutatorian

Senior(s) with the second highest cumulative grade point average.

Valedictorian

Senior(s) with the highest cumulative grade point average.

Lincoln School Song (Alma Mater)

Lin-coln High, our "Al-ma Ma-ter"
When we are all far a-way.
To your school we'll sing our praise
When our voice to thee we raise.
Ri-sing high above all others This

is our flag of blue and gray.
Lin-coln high our "Al-ma Ma-ter"
Grow-ing stron-ger day by day.

Lincoln Fight Song

Fight on --- for Lin-coln High School
Far be her fame.
Fight fair for e-ver
Great-er be her name --- Rah! Rah! Rah!
On --- for Lincoln High School
Hail the Grey and Blue.
E-ver for her glo-ry Our
best to you.