

LINCOLN HIGH SCHOOL STUDENT HANDBOOK 2022-23



**Lake City Public Schools, ISD #813
Lake City, MN**

"Lincoln High School will provide all students a 21st century education that is rigorous, relevant, personalized, and prepares students for post-secondary education."

Lincoln High School Student Handbook Index

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WELCOME

On behalf of the Lincoln High School faculty and staff, I would like to welcome all students to an exciting, new school year! A new school year provides a chance to take advantage of the many opportunities available at our school. Being involved in the classroom, joining clubs and organizations, and participating in athletics and activities are all good ways to develop positive personal attributes and skills that will benefit you today and in the future. As a member of this school you are expected to follow the rules that are established for the welfare of the entire student body. Be proud of your school. Take good care of it, and feel free to make suggestions to improve it. When you register at Lincoln, you automatically become a member of our student body.

This handbook contains many of the policies and procedures that are set in place at Lincoln High School. It cannot include every possible experience of a student in High School. It is understood that it may be necessary to make changes or develop additional policies to cover new situations that may arise throughout the school year. When these policies have been announced, they are to be considered a part of this handbook.

If you have any questions, please stop by the office. Have a great school year and make a commitment to get involved!

Mr. Greg Berge
High School Principal

ADVERTISING ON SCHOOL PROPERTY

All advertising of school related activities must be approved by the advisor or the building principal before being displayed on school property. Advertising of non-profit activities must be approved by the building principal. Commercial advertising must receive board approval prior to being displayed on school property.

AFTER HOURS USE OF THE BUILDING

After 3:20 PM each day, students are not to be in the building unless they are under the direct supervision of a faculty member. Students are not allowed to schedule meetings unless a faculty member is present who will assume responsibility for their conduct.

ATTENDANCE

ABSENCES FROM SCHOOL

When a student is going to be absent from school for any reason, the parent/guardian must call the Absentee Hotline at 345-4472. This line is open 24 hours a day. Upon the student's return to school, he/she must report to the principal's office to get an admit slip to class. No student who has been absent from class will be admitted without an admission slip. The student will take this slip and have it signed by his/her teacher throughout the day.

Students returning to school after an absence will be required to arrive early enough to get an admission slip before the beginning of first hour. Reporting late to first hour to get an admission slip will result in an **unexcused** tardy to class.

Excused absences include:

1. Illness
2. Death in family
3. Family trip (prior approval from the Principal)

4. Driver's license or cycle test
5. Court appearance
6. EMERGENCY work at home
7. College visitation (prior approval)
8. All other absences should be cleared with the HIGH SCHOOL PRINCIPAL prior to absence.

By Minnesota State Law, every child between seven and sixteen years of age shall attend a public or private school, unless excused from attendance by the Board of Education. Admission to public school is free to any person under twenty one who resides within the school district. Fees may be charged for expenses incurred that are beyond basic credit requirements.

UNEXCUSED ABSENCES

Students who are absent from school for any reason not covered under excused absences will be considered truant from school. Students who are truant will be assigned detention, suspended from school and/or expelled from school for repeated offenses.

TARDINESS TO CLASS

Students are allocated four minutes to pass in the halls between classes. Students who are late to school or class because of a late bus, teacher conference or emergency work at home will be excused upon presentation of a note from the teacher or parent stating an acceptable reason.

Unexcused tardy: Students are allowed three unexcused tardies each school year. Students who are late for class without an excusable reason shall be required to make up one hour of detention or LOP for each unexcused tardy after the third offense. Excessive unexcused tardies will lead to more severe penalty.

LOP (Loss of Privilege)

Students in grades 11-12 (all year) and grade 10 (second semester) can earn the opportunity to have an extended lunch on Wednesday during the advisory time. Students can earn this privilege by meeting academic (no more than one D and no F's at each grading period) and behavior expectations at Lincoln. Any student that has an F or more than one D at each grading period (mid-quarters and quarters) will be placed on academic LOP and be assigned a class study hall at this time. Students are to use this extended time as an opportunity to improve their academic standing. Students can be placed on behavior LOP as a consequence for any behavior. Two weeks of LOP is equivalent to one hour of detention.

MAKE UP WORK

Despite opportunities to "make up" work, no class period can be relived for the benefit of those absent. No student can possibly make up a class discussion, the interplay of ideas, and the opportunity for questions. For these reasons, parents and students will want to avoid absences as much as possible.

Requesting assignments and doing make up work is the responsibility of the student. It is not the responsibility of the teacher to ask the student for makeup work.

Normally two (2) school days for each day absent are allocated to complete makeup work; however, time allocated for make up work will be determined by the teacher. Failure on the part of the student to make up the required work within time allowed will result in a grade of zero on the assignment or test.

PARTICIPATION IN SCHOOL EVENTS

A student who is absent due to illness or due to being truant for any part of the day, periods one through

seven (1-7), is not permitted to practice or participate in extra-curricular activities on the day of the absence. Permission to practice or participate may be granted by the high school principal or his designees.

WORK RELEASE

Students may be released from 7th hour study hall if an employment opportunity exists. Interested students must register in the Principal's office.

WITHDRAWALS AND TRANSFERS

Any student who has been continually absent for fifteen (15) days consecutive school attendance days shall be withdrawn from school membership. All students transferring to another school district must:

1. Obtain a withdrawal slip.
2. Have the withdrawal slip signed by all the student's teachers.
3. Complete a request for release of records form so the student's records may be forwarded.
4. Turn in all books, supplies and equipment belonging to the school.
5. Pay all bills to the school district.

BACKGROUND CHECKS

School Board Policy #412 commits Lake City Public Schools to require job applicants and extra-curricular (athletic and academic coaching) volunteers to obtain a criminal background check.

BELL SCHEDULE

Bell Schedule - LINCOLN Jr./Sr. High School				
(9-12) Schedule				
Hour	Time			Min
1	8:19-9:09			50
2	9:13-10:02			49
3	10:06-10:55			49
4	10:59-11:48			49
		11:50-12:15	9-12 Lunch/Advisory	25
		12:17-12:42	9-12 Lunch/Advisory	25
5	12:44-1:33			49
6	1:37-2:26			49
7	2:30-3:19			49
(7-8) Schedule				
Hour	Time			Min
1	8:19-9:09			50
2	9:13-10:02			49
3	10:06-10:55			49

		10:57-11:22	7 Lunch/8 Homeroom	25
		11:24-11:49	8 Lunch/7 Homeroom	25
4	11:51-12:40			49
5	12:44-1:33			49
6	1:37-2:26			49
7	2:30-3:19			49

BULLETINS

Students are informed of school activities and other information via the daily bulletin. Hot lunch menus and other pertinent information are included. The daily bulletin is read in first hour classes each day and can be viewed on the school website. www.lake-city.k12.mn.us

BULLYING POLICY

It is the policy of ISD 813 to maintain a learning and working environment that is safe and civil. Lake City Public Schools is committed to keeping bullying and inappropriate behavior from our schools. Any student who believes he or she has been the victim of bullying or inappropriate behavior or any person with knowledge or belief of conduct that may constitute bullying or inappropriate behavior should report alleged acts immediately to an appropriate school official, such as a teacher, counselor, or administrator.

The District has a method to contact school authorities about alleged misconduct at any time. Students may complete the following form: Student Incident Report Form. Students may download this form from the front page of the school website or request a form in the High School Office. Once completed, the report should be submitted to the building principal.

While reports can be anonymous, please understand that Lake City School Administrators may be unable to take action against an alleged perpetrator without specific detailed information. Therefore, students and parents are encouraged to include the following information: their name, involved students' names, and any specific information about the concern/incident. Lake City School Administration will follow up on any specific concern and may ask to speak with the reporting student or parent/guardian about the concern.

The complete District Policy (576) on Bullying Prohibition is available in the principal's office or on the school website. It can also be found at the following link: [Bullying Policy #514](#).

CHEATING/ACADEMIC INTEGRITY

Cheating by students is attempting to take credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the evaluator in an assignment, project, or test. Cheating is treated as a flagrant violation of school rules and student behavior expectations.

Any student caught cheating will receive the following consequences: A phone call home to the parents from the teacher describing the incident, Responsibility Grade of "1" for Student Behavior, detention/suspension assigned by Principal or designee (consequence based on severity of incident), teacher imposed penalty as per class guidelines. The National Honor Society (NHS) advisor will also be notified of any student who cheats. This is a flagrant violation of school rules and a hearing will be held for possible dismissal from the Lincoln High School NHS.

The teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor cause to consider their actions as a cheating violation.

CHEMICAL USE POLICY

Lake City School District #813 recognizes Chemical use and/or abuse as a treatable health problem. District #813 also recognizes Chemical Dependency as a treatable illness. District students who are so diagnosed shall receive the same consideration and opportunity for treatment which is extended to students with other types of illness. Different situations may require alternative procedures.

The District's primary concern is with the effect of chemical use and/or abuse on the student's school performance, behavior and the effect thereof on other students and staff of the school district. For purposes of this policy, chemical abuse is defined as personal, social or academic problems which result directly from a person's use of mood altering chemicals. For purposes of this policy, chemical dependency is defined as an illness in which a student's consumption of mood altering chemicals repeatedly interferes with his school performance, behavior and/or adversely affects his or her mental or physical health, and/or adversely affects other students or staff of the school district.

Lake City Schools will establish a chemical abuse pre-assessment team consisting of high school administration, teachers, counselors, the school district nurse and the school psychologist.

Lake City Schools establishes the local coordinating committee as its community advisory team. The committee consists of school personnel, law enforcement, social services, court services, public health and mental health.

If the solution to a student's possible chemical use/abuse problem lies in referral to an outside source for intervention or for treatment, all records pertaining to this referral will be kept confidential by the person designated as the Chemical Dependency Coordinator for the Lake City School District. The School District will implement this policy in such manner that a student with a chemical usage problem will not have his/her academic status affected by absenteeism resulting from a diagnosis assessment or treatment plan, except as may be required by Minnesota State High School League regulations. Notwithstanding the implementation of this policy, the Pupil Discipline Policy of School District #813 shall apply and be enforced.

The following guidelines describe the steps teachers and other concerned adults may take to report suspected chemical abuse violations and actions the school will take.

IDENTIFIABLE SITUATIONS:

1. A student has been referred by a concerned person as one who has been or is exhibiting inappropriate behavior, poor attendance and/or poor academic performance, which could be related to the student's chemical use/abuse or that of another significant person.

Procedure:

Step 1 - The concerned person may choose to speak about the problem with the student.

Step 2 - The student is referred to a member of the District Chemical Dependency Core Team.
(The core team shall be designated by the Chemical Dependency Coordinator).

Step 3 - An individual conference with the student concerning current behavior is conducted by a member or members of the core team.

Step 4 - A preliminary decision concerning the current status of the student shall be made by the Core Team. Available options include:

1. Discontinuation of services.
2. Continue meeting one on one.
3. Referral to support group counseling in the school system.
4. Referral to support group counseling outside the school system.
5. Referral to an independent counselor for the purpose of a formal evaluation.

Step 5 - Parents may be contacted regarding the preliminary decision, if the chemical dependency coordinator determines that it is in the best interest of the student.

Step 6 - If the student or parent, on behalf of the student, refuses to accept the preliminary decision concerning his or her status, or if the student fails to respond to treatment, a contract shall be designed to correct the inappropriate behavior. If the student and/or his parents do not agree to the terms of the contract and/or if the student's personal social, behavioral or academic problems continue, it will be sufficient cause to discontinue the educational program of the student, as outlined in the Pupil Discipline Policies for Independent School District #813.

2. A student has been suspended from either curricular or extra-curricular activities because of chemical involvement will be referred to the Core Team. Steps two through six of situation one shall apply. All students involved in Minnesota State High School League activities shall follow league regulations.
3. A student who seeks help voluntarily may receive it without parental contact if desired. The student will be referred to the Core Team; steps two through six of situation one shall apply. (Minn. Statute 144.343)
4. A student who appears to be under the influence of one or more chemicals during the school day or at a school function will be referred by a staff member to the Chemical Dependency Coordinator or his designee. To ensure the safety and welfare of the student and/or other students or school staff, prompt removal of the student to an isolated area is essential. Use of emergency service by school staff, police or medical services may be utilized as required.

Consultation with the parents or legal guardian may be necessary concerning arrangements for hospitalization or other medical services. The Pupil Discipline Policy of Lake City School shall be enforced. Depending on the medical status of the student, a referral shall be made to the Core Team as soon as possible; steps two through six of situation one shall apply.

5. A student who has possession of an unauthorized chemical shall be brought to the building administrator. Parents will be notified of the current situation. The Pupil Discipline Policy of Lake City School shall be enforced and the appropriate authorities shall be notified.
6. Any student who is distributing chemicals shall be brought to the building level administrator. The building administrator shall contact the appropriate law enforcement agency and the parents or legal guardians. The Pupil Discipline Policy of the Lake City School shall be enforced.

COMPUTER, NETWORK AND INTERNET POLICY

All students in Lake City Public Schools have access to the Internet and all students will have email addresses provided to them. The Internet is a network of networks used by educators, businesses, the government, the military and organizations. In schools and libraries, the Internet can be used to educate, to inform, and to entertain. Students in District 813 may use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM and other information sources.

Making Internet access available to students carries with it the potential that some students might encounter information that some have identified as controversial and a potential harm to students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. While it is possible to select some resources which will be more easily available to students, school officials cannot promise to control the Internet environment for students. District 813 educators will take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use Internet resources in an ethical and educational manner. Our focus is less in controlling the environment, but more in providing individual users with the understanding and skills needed

to use the Internet in ways appropriate to their individual needs. Concerns about Internet information will be handled the same way that concerns about other educational resources are now handled, and policies now dealing with other educational resources also pertain to Internet resources.

The district has guidelines for student use of Internet accounts. To protect the due process rights of students, these guidelines define appropriate educational and ethical uses of the Internet, identify individual student responsibilities, and outline procedures for enforcing behavior on the Internet and handling violations. Students, staff and parents are advised that some systems may contain inappropriate material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Students and staff must understand that some individual privacy may be lost when you use the internet on school computers. School personnel may intercept student e-mail messages without their consent. Students who knowingly bring such materials into the school environment, regardless of format, will be dealt with according to the discipline policies for the individual school building. The building administrators, at their sole discretion, reserve the right to terminate immediately the account of any student who misuses the account.

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students will be taught appropriate use of email and other general uses of Internet. In addition to demonstrating how the Internet can be used, students will be assessed on their understanding of the Internet rights and responsibilities. The building administrators will deem what is appropriate and their decision is final.

The proper use of the Internet, and the educational value to be gained from proper internet use, is the joint responsibility of students, parents and employees of the school district.

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the internet.

DISTRICT 813 GUIDELINES FOR USE OF COMPUTER NETWORKS AND INTERNET

The computer resources and capabilities at Lake City Public Schools must be used in an ethical and lawful manner. Violations of LCPS policies, Internet etiquette, or violations of the laws of Minnesota and the United States can result in disciplinary action by Lake City Public Schools and/or prosecution by legal authorities. Access to computer systems and the Internet is a privilege. All network users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines (etiquette) are the minimum taught to all district students before they are given access to the Internet.

1. Be polite. Do not be abusive in email messages to others. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, physical attributes, etc. School rules regarding harassment apply to electronic communication.
2. Use appropriate language and graphics. Do not swear, use vulgarities, or any other inappropriate language. Do not use/view inappropriate graphics. School rules regarding inappropriate language or graphics apply to electronic communication.
3. Do not permit others to use your account. You are responsible for maintaining the secrecy of all passwords you may have. Under no circumstances should you share your passwords with other students.
4. Do not give out personal or family information such as phone numbers or addresses. Never arrange a

face-to-face meeting without parental supervision, and never respond to abusive or suggestive messages. Report all such instances immediately to a media staff member or teacher.

5. Communication that must be 100% secure and private should not be communicated via the Internet. Email is not guaranteed to be private. People who operate the system do have access to mail if there is probable use to see it. Messages relating to or in support of illegal activities will be reported to the authorities.
6. There are some unacceptable uses of the networks. These include, but are not limited to:
 - A. Users are responsible for anything that is set on the network with their name or other individuals identified (e.g. IP address) on it. Users shall not engage in any activity that disrupts or hinders the performance of the District's electronic technologies. Specifically, the following uses of the school district system and Internet resources or accounts are considered unacceptable:
 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate the law;
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the District's electronic technologies for political campaigning or to endorse a specific candidate for office.
 5. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 524; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 524.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off

school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.
- D. The District does not support personal equipment. Users will not install any personal equipment or software on any district-owned system.

CREDIT BY ASSESSMENT

Lincoln students engaged in learning activities outside the school building may earn course credit when mastery of applicable subject matter is demonstrated. Procedures and other information about Credit Assessment and Testing Out are available in the Guidance Office.

DIPLOMA

To earn a diploma from Lincoln High School, a student must pass all graduation requirements as dictated by the Minnesota Department of Education. Students must also earn 24 credits (16 required credits and 8 electives) in grades 9 thru 12. All students are expected to carry a minimum of six classes. It is the student's responsibility to insure that all graduation requirements are completed. Students will receive a "Certificate of Attendance" at graduation if they fail to meet the minimum credit requirement for graduation established by the district.

DIRECTORY INFORMATION

ISD #813 has identified selected information relating to students in grades 10 through 12 as directory information. This information is public. The parent or student may request in writing that any or all of this information not be released. A written notification must be received from the parent or student, if 18 years of age or older, within 30 days after official notification. Official notification will take place via school board minutes, the Student Handbook and the daily bulletin.

A complete copy of this policy, listing data classified as Directory Information, is available in the principal's office.

STUDENT DISCIPLINE

ISD 813 Policy #506

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

Students are responsible for knowing and following the student discipline policy #506 which can be found at the following link: <https://goo.gl/rk2fVE>

EDUCATION 21 IPAD INITIATIVE

All students participating in the Education 21 iPad Initiative are bound by all technology related school policies as well as the procedures found in the Education 21 iPad Handbook.

ELIGIBILITY RULES FOR LINCOLN HIGH SCHOOL ACTIVITIES

Lincoln High School Activity rules apply to all students participating in activities sponsored by Lincoln Junior-Senior High School. These activities include: All MSHSL Sponsored Activities as well as non-MSHSL sponsored activities which include: Fall Play, Student Government, BPA, FFA, TLP, FIRST Robotics, Trap Shooting League, and other school sponsored activities.

ACADEMIC ELIGIBILITY (grades 7-12):

To be scholastically eligible, students in grades 7-12 must be making satisfactory progress during each grade reporting period. These reporting periods include mid-quarter, quarter, and semester grades. Satisfactory progress is defined as having no more than one failing grade (F) at a mid-quarter, 1st quarter, or 3rd quarter grading period. Satisfactory progress at semester is defined as having no failing semester grades (F). In addition to this policy, students must also meet the MSHSL Academic Eligibility Policy which states that "a student must be making satisfactory progress toward the school's requirements for graduation."

The consequences for failing to demonstrate satisfactory progress at each grading period is as follows:

1. A Student **failing 2 or more classes** at a mid quarter grading period shall lose eligibility for the next scheduled MSHSL interscholastic contest or 1 week, 7 calendar days, whichever is greater. Non-MSHSL activities will lose eligibility for 7 calendar days.
2. A Student **failing 2 or more classes** at the 1st or 3rd quarter grading period shall lose eligibility for the next two consecutive MSHSL interscholastic contests or two weeks, 14 calendar days, whichever is greater. Non-MSHSL activities will lose eligibility for 14 calendar days.
3. A student **failing any class** at the semester grading period shall lose eligibility for the next three consecutive MSHSL interscholastic contests or three weeks, 21 calendar days, whichever is greater. Non-MSHSL activities will lose eligibility for 21 calendar days.

Special Provision: Second semester grades will apply to the fall interscholastic activities. Students who fail to be scholastically eligible at the end of second semester may attend summer school to meet the satisfactory progress requirements to be eligible for fall activities.

Incomplete Grades:

An incomplete grade will be treated according to one of the following criteria.

Students can earn an incomplete (I) for two reasons:

1. Student has not completed the required assessments for the grading period.
2. Student has not completed the required assessments for the grading period due to excused absences.

The High School Principal or designee will determine the reason for the incomplete grade, and, if due to excused absences, will determine the deadline for coursework to be completed.

Student has not completed the required assessments for the grading period.

When this incomplete is submitted, it will be treated as a failing grade (F). As per handbook policy, students will have two weeks to submit work for the incomplete grade to the classroom teacher. The teacher will evaluate the student work and submit a new course grade to the office. After this grade is submitted, academic eligibility will be determined.

Student has not completed the required assessments for the grading period due to excused absences.

If a student receives an incomplete due to excused absences, the student will be given time to make up the incomplete as determined by the student handbook policy (2 school days given for each excused day absent). The student will remain eligible until the course work has been completed or the deadline has passed. At this time a grade will be submitted and academic eligibility will be determined.

The High School Principal or designee has the authority to declare any student ineligible/eligible if unusual circumstances occur.

Students that are declared academically ineligible at a grading period will also be ineligible, under the same guidelines, to participate in other extra-curricular (non-athletic) student activities which include the Lincoln Student Council, the Tiger Teen Leadership Program, and any others deemed appropriate by the building principal.

ACTIVITY ELIGIBILITY (Minnesota State High School League Sponsored - Category I Activities) - Mood Altering Chemicals

Minnesota State High School League Rules apply to all Lincoln Jr.-Sr. High School students grades 7 through 12 participating in League sponsored Category I activities.

Definition - Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
 - 1) Debate
 - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.
 - 3) Solo Ensemble and Large Group
- FIRST Robotics

A. Philosophy and Purpose of the Minnesota State High School League

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant

health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives. The close contact in MSHSL activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The MSHSL, therefore, supports education and training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting League activities for administrators, athletic directors, coaches, advisors, participants and their families.

B. Rule

During the calendar year, regardless of the quantity, a student shall not use a beverage containing alcohol, use tobacco, or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

C. Penalties

1. First Violation

Penalty: after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive inter-scholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

2. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive inter-scholastic events or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations

Penalty: After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) consecutive inter-scholastic events or four (4) weeks of a season in which the student is a participant, whichever is greater.

If, after the third or subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

3. Penalties shall be cumulative beginning with and throughout the student's participation on a varsity, junior varsity or sophomore team.

ACTIVITY ELIGIBILITY (NON-Minnesota State High School League Sponsored and Category II Activities) - Mood Altering Chemicals:

Definition - MSHSL Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts Activities

- 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- 2) Music Activities
- 3) Visual Arts Activities

Students at Lincoln have the opportunity to participate in many activities that are not directly a part of the Minnesota State High School League. Students wishing to participate in these school activities will be required to meet the eligibility requirements listed below. These activities include, but are not limited

to: the School Play, Student Government, Tiger Leadership Program (TLP), BPA, FFA, FIRST Robotics, Clay Target League, Honor Pass, Homecoming, and Sno-Daze. MSHSL Category II activities will also be required to meet these eligibility requirements.

A. Alcohol, Drugs, Marijuana and Tobacco

1. Six school weeks for 1st violation.
2. Twelve school weeks for 2nd violation.
3. Eighteen school weeks for 3rd violation.

B. An exception would be made if the student on his or her own volition becomes a participant in a chemical dependency program or treatment program, or if a student seeking help confides with his or her coach or other faculty member requesting help to get involved in a treatment program.

EVERY STUDENT SUCCEEDS ACT

The 2016 Every Students Succeeds Act (ESSA) requires districts to notify parents of the following:

- Parents may request information from the school on the qualifications of their student's classroom teachers.
- Parents have the right to opt their child out of taking mandated state assessments.

GUIDANCE PROGRAM

What is Guidance?

Guidance can best be defined as the services available to each student to facilitate his or her academic success in school; to help the student better understand their strengths and limitations; to identify their interests; to aid them in planning for and attaining realistic goals. The emphasis is always on the individual, even when students meet in groups for guidance purposes.

How Does Counseling Work?

Counseling provides professional assistance for each individual by helping the student to be more objective and realistic as they seek self-understanding and self-development. Individual counseling helps the student to interpret and relate facts about themselves and their world and to apply this knowledge in (a) solving everyday problems and (b) making realistic educational and occupational plans. Decisions derived from counseling must be acceptable to the student and his parents. The counselor's responsibility is to seek full and accurate interpretation of facts and to develop student and parent understandings. They include explanations of alternate courses of action that are open to the students.

What Roles Do Tests Play in Counseling?

Tests serve as one means of knowing the individual, their achievements, abilities and interests. At best, tests represent only a sampling of students' behavior, but they do facilitate the gathering and utilization of objective information about the student for use by counselors, parents and teachers. Tests, in conjunction with other aspects of the educational program are best used when carefully interpreted to parents and students. A student's test results often show how they compare with other students in the community, the state or the nation.

Can a Counselor Help a Student Get Into College?

Yes, but he/she cannot magically bring it about. The counselor, the student and the student's parents should make joint plans in the eighth or ninth grade for an academic course of study that will meet college entrance requirements. There should be continuous exploration throughout high school for types of higher education available, financial aid resources, kinds of current academic programs and considerations that are important

in choosing a college.

Parents should take advantage of school arranged visits by college representatives and college night programs as well as family visits to college campuses. Here at Lincoln High we want our college bound seniors to be completely registered at college by the end of the first semester of their senior year in high school.

STUDENT RECORDS

Administrative Records

These are factual records which are kept on each student permanently.

Supplementary Records

These are additional records which are kept until the student leaves the school system, and are then destroyed within one year.

In accordance with the new laws governing the handling of student records, the following rules apply to all student records:

1. No student's record is available to anyone outside of the school staff who wants access to them.
2. No other person or agency may see or have copies of student records without the written consent of a parent and the student. In the event that a student is eighteen years of age or older, only the student may grant release of these records.
3. The parent of a minor child has the right to see his or her record at any reasonable time.
4. The parent of a minor child may request that the school supply a written copy of the student's records. In which case, the school has a maximum of 45 days to comply with this request.
5. The school will supply written records to students or their parents at a cost of 25 cents per page of records.
6. The school will supply free written records to the following agencies at the request of the parent and/or student if such student is a minor. If the student is 18 years of age, he or she must make the request personally, in writing:

Post-High School Educational Institutions
Prospective Employers
Scholarship Committees
Financial Aid Committees
Government Agencies

REMEMBER: RECORDS CANNOT BE SENT TO ANYONE UNLESS A FORMAL REQUEST HAS BEEN MADE AS INDICATED ABOVE. RECORD RELEASE FORMS MAY BE OBTAINED AT THE HIGH SCHOOL COUNSELING OFFICE

GRADUATION WITH HONORS AND SOCRATIC CHALLENGE

Beginning in the 2009-10 school year all seniors will need to meet the following requirements to graduate with Lincoln High School's tiered honor system. Grade point averages will begin in 9th grade and be calculated for the honor system after the first semester of the 12th grade year.

Honors Graduate - All students with a cumulative GPA of 3.25-3.49

High Honors Graduate - All students with a cumulative GPA of 3.50-3.74

Highest Honors Graduate - All students with a cumulative GPA of 3.75-4.0

Two class speakers will be chosen to speak at graduation by their peers from the Highest Honors group of students. In order to qualify to be a class speaker, a student must be taking courses at Lincoln High School during their 12th grade school year.

Beginning with the class of 2010, all students that have a cumulative Grade Point Average (after first

semester of senior year) of 3.25 or higher and have completed at least three Advanced Placement, Southwest State Concurrent Challenge courses at Lincoln High School will be recognized as a Socratic Challenge Scholar at graduation. Only students attending classes at Lincoln are eligible for the Socratic Challenge Scholar recognition.

HARASSMENT AND VIOLENCE POLICY

It is the policy of ISD 813 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence.

Any person who believes they are the victim of religious, racial, or sexual harassment and violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment and violence toward a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to the school district official (High School Principal) designated in the school policy Harassment and Violence (Policy #413).

HAZING POLICY

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times (Policy #526).

HONOR PASS

An honor pass program has been developed to reward junior and senior students who meet academic, behavioral and attendance requirements each quarter. The students will receive special study hall privileges and will be admitted free to home athletic contests. The following criteria must be met to receive this pass:

1. Students must have a 3.5 GPA the previous quarter
2. The student must be a junior or a senior
3. Students shall not have received any detention, suspension, closed noon hour or have any MSHSL violations the previous quarter.
4. Students must have 4 days of absence (28 hours) or less the previous quarter.
5. The student must submit an application that includes a parent signature. Any students who lose honor pass privileges must reapply.

HONOR ROLL

A student honor roll is issued for each nine weeks and is based on student's average for the nine week period.

A Honor Roll The student must have a 3.5 average in all subjects for the 9 weeks

B Honor Roll The student must have a 3.0 average in all subjects for the 9 weeks

Note: Subjects are weighted based upon the number of days a class meets each week. Responsibility grades are also used to determine a student's placement on the honor roll.

MEAL CHARGING POLICY #534

Students should review the [Meal Charging Policy #534](#). The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employee, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

NATIONAL HONOR SOCIETY

Many honors presented by this school are based on special ability, skill or talent. The National Honor Society has as its objective the encouragement, stimulation and promotion of scholarship, leadership, character and service. Their aim is the recognition of scholarship first, and then to encompass all areas of school life through the other three objectives.

Each member of the sophomore, junior and senior classes who have a grade point average of 3.25 or better, based on a 4.0 point scale, are eligible to apply for membership into the National Honor Society. Eligible students then complete an information application and are evaluated by teaching staff regarding service, leadership and character. A committee of teachers as chosen by the high school principal will review completed applications and select students for membership into the National Honor Society.

NON-DISCRIMINATION POLICY PRACTICES OF INDEPENDENT SCHOOL DISTRICT #813

Assign responsibility for the implementation of provision of civil rights laws to the Title IX Coordinator for the district whose name is, Doug Vaith, position of Activities Director, 300 South Garden Street, Lake City, Minnesota, telephone 651-345-2850. Inquiries may also be directed to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. The complete policy which includes the sex non-discrimination grievance procedure, is located in the District, Principals and Activities office.

Assign responsibility for the implementation of provision of civil rights laws to the §504 of the Rehabilitation Act of 1972 to the §504 coordinator for the district whose name is, Dr. Craig Junker, position of Superintendent, 300 South Garden Street, Lake City, Minnesota, telephone number 651-345-2198. Inquiries may also be directed to the director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C. The complete policy, which includes the disability non-discrimination grievance procedure, is located in the District and Principal's office.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT

It is the policy of ISD #813 to maintain a learning and working environment that is free from harassment and violence. Religious, racial or sexual harassment or violence is a violation of the standards of conduct which govern students and employees of ISD 813. Religious, racial or sexual harassment can be defined as unwelcome actions or words occurring at school or at a school event that has a religious, racial or sexual meaning, all of which negatively affect your education.

The high school principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment. The complete policy is available in the principal's office.

PLEDGE OF ALLEGIANCE

Any student who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and students must respect another person's right to make that choice.

ONLINE LEARNING

Lincoln students are eligible to participate in Online Learning courses that are provided by an Online Learning vendor approved by the Minnesota Department of Education. Online Learning applications and procedures are available in the guidance office.

OPEN CAMPUS

Lincoln High School allows an open campus during the lunch period for students in grades 11-12 and grade 10 non-LOP students for the second semester. Students are not allowed to be in any school vehicle during this time. Students found in a school vehicle as a passenger or driver will be assigned closed noon hour and lose this privilege.

OUT OF THE BUILDING PASSES

When it's necessary for a student to leave the building during school hours, a phone call or a written excuse from the parent must be presented in advance in the principal's office. The student will be given a pass from the Principal to present to the classroom teacher. Every attempt should be made to schedule elective appointments during a student's study hall.

POLITICAL SIGNAGE AND ADVERTISING

Students and staff are not permitted to display campaign signs, stickers, etc. of any political party on school grounds. Students are free to wear clothing supporting a political party assuming it meets other dress code guidelines and expectations.

POST SECONDARY ENROLLMENT OPTIONS ACT

ARTICLE 5 Section 1 (123.3514) (Post Secondary Enrollment Options Act.)

Students in grades 11 and 12 who wish to take advantage of this act shall consult with the high school principal or senior high guidance counselor regarding rules and regulations regarding this act. As stated in Subd. 7. To assist the district in planning, a pupil shall inform the district by May 30th of each year of the pupil's intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying the district by May 30th. Students may visit <http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/> for more information.

PROM

All Lake City students in grades 11-12 who are in good standing can attend prom. If a 10th grade student is asked to attend prom by an 11th or 12th grade student, they can also attend prom. Non-Lincoln High School students/guests who are invited to prom by a Lake City student must meet the following criteria:

- All guests must have graduated from high school within the last two years and be under 21 years old at the time of prom. These guests must complete the guest permission slip.
- All non-Lincoln students who are invited to prom and who are in grades 10, 11, or 12 will need to have the High School Principal from their school sign a permission slip stating that they are a student in good standing. These permission slips can be picked up in the Lincoln High School Office.
- Any student who brings a guest to prom will be responsible for the behavior of their guest and may receive consequences for any inappropriate behavior by a guest.

RAILROAD TRACKS

Lake City students who needs to cross the railroad tracks must cross at the designated crossing location. Students not following this expectation will be reported to law enforcement.

REPORTING CHILD ABUSE AND NEGLECT

The Lake City School district recognizes that it is the public policy of the State of Minnesota to protect the children whose health or welfare may be jeopardized through physical abuse and/or neglect to strengthen the family and to make the home safe for children through improvement of parental and guardian capacity for responsible child care. School District employees shall follow legal mandates regarding the reporting of child abuse and neglect.

SCHOOL BOARD SCHOLAR

All students meeting the following guidelines will be recognized as a School Board Scholar at Awards Night:

- Grades 7-9: All students who achieve a GPA of 3.85 or higher for the school year (non-cumulative) will earn recognition of school board scholar. This will be calculated after 3rd quarter grades are determined.
- Grade 10: All students who take at least one AP or concurrent class and achieve a GPA of 3.75 or higher for the school year (non-cumulative) will earn the recognition of School Board Scholar. This will be calculated after 3rd quarter grades are determined.
- Grades 11-12: All students who take at least two AP or concurrent classes and achieve a GPA of 3.75 or higher for the school year (non-cumulative) will earn the recognition of School Board Scholar. This will be calculated after 3rd quarter grades are determined.

STUDENTS OF SERVICE

Students are encouraged with the help of the Tiger PRIDE Advisory program to participate in service opportunities to others throughout the school year. Any student in grades 9-12 that accumulates 50 hours of service in a given school year will be recognized at awards night in the spring. Any student that accumulates over 300 hours of service in a high school career will be recognized as well. Service forms will be available in the high school office. Completed service forms should be kept in students portfolios. Students will be able to accumulate service hours from June 1st of the previous year through May 1st of the current year. Only students attending classes at Lincoln are eligible for this recognition.

SCHOOL TRIPS

Any student who participates in a school trip must go with and return with the group. Only a parent or guardian may assume responsibility from the group sponsor to personally return the student. This is discouraged and should only be for emergency reasons. If a student finds it necessary to return with a parent or guardian, written permission must be obtained from the parent prior to this school sponsored trip. Permission should be given to the sponsor and the principal's office.

STUDENT ACCIDENT INSURANCE

The school does not carry accident insurance for students. Students may participate in a voluntary insurance program through the school and will receive pertinent information at the beginning of the school year. Questions may be directed to the athletic director.

STUDENT FEES

Each year season activity tickets are made available to all public students. The price of the season pass is \$40.00. This pass entitles the student admittance to all home student activities.

No student shall be denied a required educational experience because of his/her economic inability to pay fees or furnish educational books or supplies. Students shall be assessed a fee for lost or damaged textbooks or other instructional materials provided by the school district.

It is recognized that the school district does have the right to accept voluntary contributions and to make certain charges and established fees in areas considered extra-curricular, non curricular, or supplementary to the voluntary program.

STUDENT GOVERNMENT

An organization called the Student Government is the center of the student government at Lincoln High School. Membership consists of the principal or his representative as advisor and elected members from each grade.

The student government controls activities, grants charters to clubs or organizations, controls finances and concession of the various groups, supervises election procedures, enforces rules necessary for the betterment of school life or interests and investigates and acts on referral matters from the faculty and school groups. These controls are delegated to the Government by the administration and school board who therefore always have the power to veto.

STUDENT ILLNESS, ACCIDENT, MEDICATION POLICY/PROCEDURE POLICY

When a student becomes ill, or is involved in an accident while under the supervision of the school, it is the intent of the school to place said student under the supervision of the parent or guardian as soon as possible without causing harm to the student. The District recognizes that all health problems of students should be under the control of the parents or guardians, and that the school will make decisions immediately affecting the child only in the absence of the parents. The school personnel will administer medication to students only when absolutely necessary, as indicated by a physician and the parent or guardian. The decision to administer or not to administer medication shall be at the sole discretion of the building principal.

PROCEDURES FOR IMPLEMENTATION OF POLICY:

Illness

1. The student shall be brought to the nurse's office immediately when it is established that a student is ill.
2. The school nurse or designee shall decide if the illness is such that parents should be contacted, or if the child can remain in school.
 - If the child's illness is such that he/she should not remain in school, the school nurse or designee shall contact the parents immediately and request that the child be picked up and removed to the supervision of the parent.
 - If the child's illness is such that he/she should not remain in school, and the parents are not available, the school nurse or designee shall take the child to the family doctor, if known, or another doctor if she considers it in the best interests of the health of the child and notify the parents as soon as possible.
 - If the child's illness is such that the school nurse or designee feels that he/she may be able to return to the classroom, she may assign the student to the sick room under observation until such time as the student may return to the classroom or be sent home.

Accident

1. The student shall be brought to the nurse's office immediately when a student is involved in an accident that requires attention, unless the student should not be moved, in which case the school nurse or designee shall be called to the student.
2. The school nurse or designee shall:
 - A. Administer first aid and return the child to the sickroom or the classroom.
 - B. Administer first aid and contact the parents to pick up the child as soon as possible, if the child is unable to return to the classroom.
 - C. Administer first aid and take the student to a doctor (family doctor, if known), if the parents or guardian cannot be contacted.
 - D. Call the ambulance and send the student to the emergency room of the Lake City Hospital if the principal feels that it is in the best interest of the student.
 - E. Complete and file an accident report.
3. If accidents occur outside of the regular school day, but under the supervision of the school, the school advisor, coach or other personnel in charge of the student at the time of the accident or occurrence of illness shall follow the steps as indicated in the procedures indicated for illness or accident and shall serve as the designee while students are under his/her supervision.

ADMINISTRATION OF MEDICATION

1. Medication administered by school personnel
 - A. In accordance with the school district's policy and Minnesota Statute 126.202 on administration of medication to students, any student who must receive medication while under the supervision of the school must provide the school written authorization by a parent with the following information:
 1. Student's name
 2. Condition being treated
 3. Name of medication
 4. Date prescribed
 5. Dosage
 6. Time/instructions for giving
 7. Side effects
 8. Duration to be given
 9. Doctor's name and signature
 - B. Oral authorization will be honored with written authorization according to Section A to follow within one school day.
 - C. Medications to be administered must be brought to school by a parent in a container appropriately labeled by the pharmacy or physician or in the original packaging for over the counter products.
 - D. All medication shall be provided by the student's parents and be kept in a locked place in the principal's office unless the student is self-administering. All controlled substances shall be accounted for on a regular basis.
 - E. Administration of medications shall be done by a licensed school nurse or delegated to a supervised health aide.
 - F. Students with health conditions requiring medications prescribed for a life threatening emergency shall have a written health plan formulated by parent, student, licensed school nurse and physician to identify trained school personnel and the procedure for administration.
 - G. Each building shall maintain a daily report of medications administered and support student's compliance to the medication orders.

- H. Unused or discontinued medications shall be picked up by the parents at the end of each school term. If not claimed, the licensed school nurse shall destroy the medications.
- 2. Self-administration of on-going medication by a student
 - A. All conditions of Section I as appropriate shall be met.
 - B. A conference between the student and nurse shall establish the medical problem and the administration procedure. Appropriate staff personnel will be notified.
 - C. One day's dose shall be carried by the student at a time. Each medication will be kept in a locked place in the principal's office or at home.
- 3. Treatments, as delegated medical functions, with or without medications.
 - A. Written parental authorization and physician orders as per Section 1 with treatment specified as well as the medication.
 - B. A student individual health plan shall be formulated by parent, student, physician and school nurse to identify trained school personnel and the procedure for administration.

STUDENT LOCKERS

Lockers are assigned to students for their coats and personal belongings. Students are expected to use their assigned lockers during the school year. **DO NOT LEAVE VALUABLES IN YOUR LOCKER.** Non-school locks on lockers will not be allowed. The school reserves the right to cut off non-school locks if necessary.

Students should keep their lockers locked at all times. Lockers are school property and the school reserves the right to check them whenever necessary.

STUDENT PASSES

Students cannot leave a classroom or study hall without a pass signed by a teacher. Study hall rules are as follows:

General: Every student shall be assigned to study hall during periods the student is not scheduled for a class.

Library Passes: Students should get presigned passes to go to the media center. All students should report back to the study hall before the end of the class period.

Bathroom Passes: One student may be absent from the study hall at any given time. The student must have a pass issued by the study hall teacher. The student shall use the bathroom closest to the study hall.

Passes to office or teacher: All passes to go to a classroom or teacher must be secured from the teacher the student wishes to see prior to the beginning of the study hall. All students signing out on this type of pass must return to the study hall before the end of the period.

Abuse of passes: Will result in forfeiture of pass privileges for a length of time to be determined by the study hall teacher.

Student behavior standards: The teacher will set rules of behavior for the study hall which shall include

quiet study. Students who violate rules shall be referred to the office for corrective action.

STUDENT RECORDS

Lincoln High School student records are governed by the Data Privacy Act. Records cannot be sent to anyone unless a formal release has been signed by a parent or guardian. Release information forms may be obtained in the office area.

STUDENT USE OF MOTOR VEHICLES

Students may not occupy, operate, or be a passenger in a motor vehicle during the school day, except under the following conditions:

1. If the student is leaving the school for the remainder of the school day and has permission from the high school principal.
2. If a student is arriving to school late, not previously attending school that day.
3. Upon written permission from the high school principal.

Students occupying a vehicle over the noon hour will be placed on closed noon hour. Students found vandalizing a motor vehicle or operating a motor vehicle carelessly or dangerously will be turned over to the Lake City Police Department.

TELEPHONE

The phone in the principal's office is used in the event of student illness or emergency. The office will not accept calls for students from anyone other than a family member. A student will not be called from class to answer the phone unless it's an emergency.

TESTING

The following link is a [Parent/Guardian guide to state-wide testing](#). Parents wishing to opt-out of state-wide or local testing must complete the attached form.

TIGER TEEN LEADERSHIP PROGRAM (TLP)

Students in grades 11-12 may apply to be a part of the TLP program. This program partners student leaders in grades 11-12 with a 9th grade advisor and advisees. These students will work with 9th grade advisories two times/month and gain tremendous leadership skills as they work to make the transition to high school as smooth as possible for our incoming freshman. Students must remain students in good standing (academics and behavior) to be a part of this leadership program.

TIGER PRIDE ADVISORY PROGRAM

The Lincoln High School Advisory Program provides students with a supportive atmosphere throughout high school. Tiger PRIDE Advisory was developed as a vehicle for creating a more personalized learning environment where all students are well known to one adult. The advisory program was developed around the cornerstones of developing Academic, Person/Social, and Career building skills. Students gain key academic, personal/social and career competencies that they will need to navigate the hurdles of high school and make a smooth transition to career or college. Students also make meaningful connections with other students and other adults.

To help create consistent and strong relationships, advisory groups stay intact during 10-12 grade years, and

consist of no more than twenty students. In order to make the 9th grade school year a smooth transition for all 9th graders, only 9th grade teachers will be advisors for 9th grade students. Advisors meet with their students approximately two-three times/week for 20 minutes. The Lake City School District believes our advisory program will help contribute to a safe, happy, and healthy school community.

WELLNESS

Providing easy access to water can support student's ability to learn and their overall health. Water consumption plays an important role in the fight against childhood obesity. Free and safe drinking water is made available in varied locations and ISD#813 allows students to bring clear/capped containers of water into the classroom.

WEAPONS POLICY (501)

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun-guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- #### **B. "School Location"**
- includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from

school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or non-students participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

7. a gun or knife shown held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than exception (7) to Section 609.66, Subdivision 1d. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by non-students or nonemployees, in a manner that is inconsistent with Section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students, or non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/
DISTRIBUTION

- A. The school district **does not allow** the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion

While the school district **does not allow** the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON-STUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

[Note: An employer may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment. Employment-related sanctions may be invoked for a violation. Thus, for example, reasonable limitations may be imposed on the method of storing firearms by permit-holding employees while at work or performing employment-related duties. Reasonable limitations may include requiring firearms to have trigger locks and to be stored in a locked container or locked compartment of the vehicle.]

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the

policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Legal References:

Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)