

Wisconsin Rapids Lincoln High School

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Website: <http://www.wrps.org/schools/lincoln/index.cfm>
Facebook: WR Lincoln High School
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Ronald Rasmussen, Principal
Nic Sydorowicz, Steve Thayer, Kelly Zywicki, Associate Principals



2023-2024 Student Handbook

This Agenda Belongs To:

Name: _____ Grade: _____

Phone: _____ Student ID #: _____

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**This handbook is current as of 9/28/2023. The most up-to-date version is available at <http://www.wrps.org/schools/lincoln>

OUR MISSION

To develop the skills and character to achieve success!

WELCOME & INTRODUCTION

A sincere welcome to you, the student body of Lincoln High School, as we begin the 2023-2024 school year. May it prove to be a most rewarding, satisfying, and exciting experience. You are attending a truly outstanding institution and have tremendous opportunities at LHS. The curriculum is comprehensive, the co-curricular activity program is extensive, and the entire staff is willing and able to be of service to you. We hope that each of you will use all that is available and make the effort to find success. Please read through this handbook and if you have any questions please contact the administration.

Lincoln High School endeavors to provide a positive learning environment for all students. This handbook is the guideline for proper behavior and conduct, as well as consequences when the guidelines are not followed. The Wisconsin Rapids Board of Education approves this handbook. The various sections of this handbook are intended to comply with WRPS School Board policies, local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

NOTICE: STUDENT NON-DISCRIMINATION & ANTI HARASSMENT

The School District of Wisconsin Rapids is committed to equal educational opportunity for all District students. The District will not deny any person admission to, participation in, or the benefits of any curricular, extracurricular, pupil services, recreational or other program or activity because of a person's gender, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, transgender status, gender identity, or physical, mental, emotional or learning disability, or any other characteristic protected under State or Federal civil rights laws.

The District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, and school buses, and at school-sponsored activities. The District prohibits all forms of discrimination and harassment.

The District encourages all students, as well as third parties, to promptly report incidents of discrimination or harassment to a teacher, administrator, supervisor, or other District employee or official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall forward the complaint to the District's designated Compliance Officer without undue delay, but not later than two (2) business days. The District's designated Compliance Officer is the Director of Human Resources. Complaints should be submitted to:

Brian Oswald, WRPS Director of Human Resources
510 Peach Street
Wisconsin Rapids, WI 54494

To review Board Policy 411 concerning Student Non-Discrimination and Anti-Harassment, go to www.wrps.org and click on School Board Policy 411.

Special Statement Regarding Sex Discrimination Under Title IX

In compliance with the federal Title IX statutes and regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations, the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to the District's Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both. Please refer to [Board Policy 411.11](#) for additional information.

WRPS Title IX Coordinators

Brian Oswald, Dir. of Human Resources
510 Peach Street
Wisconsin Rapids, WI 54494
P: 715-424-6710
E: brian.oswall@wrps.net

Steven Hepp, Dir. of Pupil Services
510 Peach Street
Wisconsin Rapids, WI 54494
P: 715-424-6724
E: steven.hepp@wrps.net

ACADEMICS

ACADEMIC INTEGRITY

Plagiarism:

All work submitted for the purpose of meeting course requirements must represent the individual efforts of each student. Any form of academic dishonesty is prohibited. Academic dishonesty, cheating, and plagiarism are defined as the following:

1. Plagiarism is taking the writings and/or ideas of another person/student and presenting them as one's own. Plagiarized ideas may be taken from written materials such as books, newspapers, magazines, and shared documents, as well as electronic media including the internet and videos.
2. Plagiarism is doing another person's work for him/her.
3. Plagiarism is buying, selling, or giving work, questions, or answers.
4. Plagiarism is providing another person with answers to homework, tests, quizzes, or written work (essays, paragraphs, journals, projects, etc).
5. Plagiarism is copying or stealing teachers' answer keys or teacher's edition texts.
6. Plagiarism is, at any time, sharing with others one's final graded work whether digital or print.
7. Plagiarism and the Use of AI Language Models: The use of AI language models like ChatGPT (or others) to generate content for academic assignments is strictly prohibited unless approved by the classroom teacher. Any student found to be using AI language models to generate content for academic assignments will be subject to school consequences.

Formative Assessment Consequence

1st offense:

- The student will be allowed to redo the assignment. The student will receive up to 80% on the assignment.
- A report and action will be made in the student's discipline file.

2nd and subsequent offenses during the course:

- The student will receive a zero on the assignment.
- A report and action will be made in the student's discipline file.
- The student will serve a school consequence.

*Repeated offenses on formative assessments within a particular classroom or across content areas will result in ineligibility for the National Honor Society.

Summative Assessment Consequence

- 1st Offense
 - The student will receive a maximum of 59% on the retake or alternative task. For example, if the student scores 80% on the retake, the student will receive a 47% on the assessment.
 - A report and action will be made in the student's discipline file.
 - The student will serve a school consequence.
 - The student will be ineligible for the National Honor Society.
 - The student will be referred for a co-curricular code violation.
- 2nd and subsequent offenses during a high school career
 - The student shall receive a zero for the summative assessment.
 - A report and action will be made in the student's discipline file.
 - The student will serve a school consequence.
 - The student will be referred for a co-curricular code violation.

Sharing Documents:

Plagiarism is, regardless of intent, sharing one's work with another student without teacher permission.

1st Offense -

- The student will be required to meet with the administration.
- A report and action will be made in the student's discipline file.
- If the intent was to allow another student to copy work, the student will receive Academic Dishonesty.
 - The student will serve a school consequence.
 - The student will be ineligible for the National Honor Society.
 - The student will be referred for a co-curricular code violation.

2nd Offense -

- The student will receive Academic Dishonesty.
- A report and action will be made in the student's discipline file.
- The student will serve a school consequence.
- The student will be ineligible for the National Honor Society.
- The student will be referred for a co-curricular code violation.

COLLEGE ENTRANCE REQUIREMENTS

Since each university and technical college has somewhat different entrance requirements, we ask that individual students visit the Student Services Department or College, Career, and Volunteer Center for information on what classes will best meet their needs.

COMING ATTRACTIONS

September 4	Labor Day - No School
September 5	First Day for Students
September 20	National Honor Society Induction
September 21	Pre-ACT - Juniors
September 24-30	Homecoming Week
October 5	Picture Retake Day
TBD	PSAT Test
October 16	PTV 4:00 p.m. - 6:30 p.m.
October 24	Freshmen Career/Motivational Speaker
October 24	Sophomore Mid-State Visit
October 24	Junior Career Day
October 24	Senior Session & Graduation Information
October 27	Autumn Break - No School
November 22 - 24	Thanksgiving Break - No School
December 1	Record Keeping/Professional Development Day - No School
December 4	Term 2 Begins
Dec. 25 - Jan. 1	Winter Break - No School
January 15	Professional Development Day - No School
January 24	Program Showcase, 5:30 p.m.
January 24	PTV 3:30 p.m. - 6:00 p.m.
February 5 - 10	Fire on Ice Week
March 1	Record Keeping / Professional Development Day - No School
March 4	Term 3 Begins
March 12	Junior ACT Assessment
March 12	Senior Reality Check
March 25 - 29	Spring Break - No School
April 2	ASVAB
April 9	Freshmen & Sophomore PreACT Assessment
April 9	Sophomore Forward Assessment
April 10	Senior Graduation Meeting & Pick Up, 8:45 a.m.
April 19	Professional Development Day - No School
April 22	PTV 4:00 p.m. - 6:30 p.m.
April 25 - 26	Honors Breakfast 6:30-7:30 a.m.
May 4	Prom
May 6 - 17	Advanced Placement Testing
May 8	Jerry Marshall Olympiad Awards
May 15	Evening of Roses
May 22	Scholarship Night
May 24	Yearbook Distribution
May 27	Memorial Day - No School
May 30	Last Day for Seniors
May 31	Graduation Practice 10:00 a.m.
June 1	Graduation, 1:00 p.m.
June 4	Last Day for Students

CONCURRENT ENROLLMENT COURSES

LHS is partnering with UW-Stevens Point to offer concurrent enrollment course options. Successful completion of concurrent enrollment courses will result in students earning college credit on a UW-Stevens Point transcript. That credit is guaranteed transferable to any of the 13 UW four-year college campuses of the University of Wisconsin System. This college credit transfers to any other higher education institution that typically accepts UW credits, while at the same time fulfilling LHS requirements for graduation. This transcripted credit allows students to take challenging, college-level courses while still in high school.

DAILY SCHEDULE

	Normal School Day		Early Release Day	
1	7:30 AM	8:39 AM	7:30 AM	8:39 AM
RPT	8:46 AM	9:20 AM		
2	9:27 AM	10:36 AM	8:46 AM	9:58 AM
3A Lunch	10:39 AM	11:09 AM	10:00 AM	10:30 AM
3A Class	11:09 AM	12:21 PM	10:30 AM	11:48 AM
3B Class	10:43 AM	11:17 AM	10:05 AM	10:39 AM
3B Lunch	11:17 AM	11:47 AM	10:39 AM	11:09 AM
3B Class	11:47 AM	12:21 PM	11:09 AM	11:48 AM
3C Class	10:43 AM	11:55 AM	10:05 AM	11:23 AM
3C Lunch	11:55 AM	12:21 PM	11:23 AM	11:48 AM
4	12:28 PM	1:37 PM	11:55 AM	1:04 PM
5	1:44 PM	2:53 PM	1:11 PM	2:20 PM

DROPPING/ADDING CLASSES

When students and parents take the time to plan a schedule for the following year, they pass that information along to the LHS Student Services Department who, in turn, puts a great deal of effort into creating schedules to best meet the needs of our students. With this in mind, there will be very few schedule changes, if any. There needs to be a compelling reason for the change to take place.

A student may request a schedule change in Student Services. This could include dropping a class by adding another class (not a study hall) or adding a class in place of a study hall. Students who are not on track to graduate (earning 2 credits per term), will not be allowed a study hall without administrative and counselor approval. Students will receive a "W" if a class *is dropped/changed between days 4-7 of a term. After day 7, a student will receive an "F" grade for the course.* The final decision on all schedule changes will be made by the building principal. Full procedures are available in Student Services or on our website under registration.

DUAL ENROLLMENT COURSES

LHS is partnering with Mid-State Technical College to offer dual enrollment course options. Successful completion of dual enrollment courses will result in students earning technical college credit on a Mid-State transcript, while at the same time fulfilling LHS requirements for graduation.

EARLY COLLEGE CREDIT & START COLLEGE NOW

Please see your counselor early if you have questions about taking classes at either a technical or four-year college while you're in high school.

GRADES

Report cards or progress reports are distributed six times per year. Trimester grades are the grades used for student permanent record cards. Final examinations may be given in all courses at the end of each Trimester. Progress reports attempt to summarize the progress of each class for each student. Comments can be positive or negative and parents are invited to make contact with the teacher. **Progress reports and report cards will not be mailed unless specifically requested.** All parents can access current grades via Family Access in Skyward, available on our website.

GRADE SCALE w/GPA APPLIED

A	4.00	100-93	C	2.00	76-73
A-	3.67	92-90	C-	1.67	72-70
B+	3.33	89-87	D+	1.33	69-67
B	3.00	86-83	D	1.00	66-63
B-	2.67	82-80	D-	0.67	62-60
C+	2.33	79-77	F	0.00	59-0

GRADING FOR LEARNING

Common School-Wide Weighting of Grades

Student grades will be determined based upon summative and formative assessments. Summative assessments will be weighted 80% of the student grade while formative assessments will be weighted 20%. Individual instructors will identify the learning targets and assessment formats throughout the course in unit introductions.

Retake/Re-perform of Summative Assessments

Students will be allowed to retake/re-perform a minimum of two summative assessments per Trimester up until the last 6 days of the Trimester. The student will follow the retake policy/re-perform ticket that each course has developed. Summative assessment retakes/re-performs during the last two weeks of the Trimester may be given only with teacher approval.

Extra Credit

There will be no individual extra credit assignments or extra credit points on assessments. Students may complete enrichment exercises as determined by the individual classroom teacher. Courses are not required to provide graded enrichment opportunities to benefit an individual grade.

**Please note that concurrent enrollment, transcribed, advanced standing, Advanced Placement, and virtual courses may have grading practices that are different due to guidelines set by our post-secondary and virtual partners.

GRADUATION CREDIT REQUIREMENTS

English	4.0
Mathematics	3.0
Social Science	3.0
Science	3.0
Health	0.5
Physical Education	1.5
Financial Literacy	0.5
IT Fundamentals I	0.5
Electives	8.0
Total Credits:	24.0

HONORS BREAKFAST

Students who have achieved a cumulative grade point average (GPA) of 3.5 or above for the first two trimesters of this school year will be recognized at an Honors Breakfast in the Spring.

MAKE-UP PROCEDURES FOR EXCUSED ABSENCES

1. If a regular assignment is due on the same day an excused absence occurs, the student will be expected to turn in the assignment immediately upon returning to school. A student with an excused absence on the day the assignment is given will be allowed the number of days absent plus one to turn in their work without the risk of a late penalty. Summative Assessments are the exception, in which case the student is responsible for contacting the teacher and setting up an appointment upon his/her return to school. If a student is absent as unexcused, the teacher is not obligated to accept the student's formative assessment.
2. Teachers may set a deadline for long-term, major assignments. Regardless of whether a student is absent or present on the due date, students are expected to turn in such assignments on the date set by the teacher unless prior arrangements are made with the teacher.
3. Students who miss part of a day (school-sponsored meetings, athletic contests, field trips, etc.) are responsible for obtaining the assignments and/or preparing for quizzes or tests as assigned by the teacher and are held to the same timeline as if they had been present in class that day.
4. Students are responsible for securing all work missed for absences by contacting the individual teacher through email, phone, Canvas, or in person.

RAIDER PRIDE TIME PERIOD

Our RPT program is designed to provide an opportunity for all students to increase their level of academic success and enhance positive student/staff connections. It provides a set time three to four days per week for students to focus on maintaining academic standing in all courses, improve work, and ultimately improve grades. On “Mandatory Mondays” students will complete ACT test prep exercises, Academic and Career Planning, and study and social skill development. Expectations include:

- Mandatory attendance. The consequences for missing RPT are the same as missing any other class time during the school day. Students may not be excused for a job.
- Behavior that is not conducive to learning during RPT will result in discipline.
- All normal school rules apply to RPT with limited hallway passes.
- Students must work on school-related items or appropriate reading material.

The staff member assigned to your room is there to help you.

RESPONSE TO INTERVENTION (RtI)

RtI is a way to systematize high-quality instruction, balanced assessment systems, and collaboration. It is this systematic process that will ensure that all students have equal access to support that will ensure their long-term success. RtI will create collaborative systems among educators; assist in using data to make informed decisions about students, staff, and resources; and provide a framework for seeking success for all students. RtI will offer a process to examine gaps in opportunity and learning and assist in building systems so that every child is a graduate. At LHS this includes English, math, and behavioral support opportunities, course-specific testing, as well teacher interventions.

SCHOOL MATERIALS

Students are held financially responsible for loss or damage to school materials and Chromebooks checked out in their name. Students will be charged for any damage that is determined to be above and beyond normal wear and tear.

TECHNOLOGY USE

The Wisconsin Rapids District Network (WRDN) and the Internet are powerful educational resources, which allow the user to find, use, and place information on the worldwide electronic network. The use of these resources is a privilege, not a right. The District reserves the right to restrict or terminate WRDN or Internet access at any time. The District has the obligation to monitor network activity to maintain the integrity of the WRDN and ensure adherence to District policies. Users of the WRDN should not assume that information stored and/or transmitted is confidential or secure. Students are not allowed to use personal electronic devices (cell phones, mobile computers, etc) or connect to the WRDN with a personal device during the instructional day unless building administration or technology coordinators approve.

Just as there are social codes and behaviors which are acceptable at school, there are correct procedures and rules for the use of the WRDN resources. Student users and their parent(s)/guardian(s) will be provided information from Board Policy 365.1 and 365.1 Rule. This information will be distributed during orientation, registration, and verification sessions. Other students who have not completed it will receive it early in the school year, and new students receive a copy in their registration packet. Once completed, the consent remains in effect for the entire time the student is enrolled at LHS. It is an expectation for students to have knowledge of the policy and adhere to it regardless of whether they have signed the RUP form.

All students must abide by the procedures and regulations outlined in the 1:1 Chromebook handbook on the LHS website.

TRANSCRIPT REQUESTS

Transcripts can be requested through an online service at Parchment.com. Students and graduates will have the ability to send transcripts electronically 24/7/365, eliminating the need to contact the Student Services office or wait for open school office hours. Transcripts will also arrive faster and the chance of them being misfiled will be greatly reduced. Upon request, a nominal fee will be payable by credit or debit card. Please contact Student Services or visit the Student Services link on the LHS website if you have questions.

EXPECTATIONS & DISCIPLINE

Any situation not specifically covered by the policies below will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.

ATTENDANCE REGULATIONS

State Law under Articles 118.15, sub-sections 1-5 states: “Any person having under control a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours.”

It is important for all LHS students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect on a student’s academic progress. Learning takes place in many ways and places, and the best policy is to be in the right place at the right time. The learning atmosphere in a classroom is such that optimum conditions for education should result for the student. The exact situations, demonstrations, and activities can never be repeated for those pupils who miss a class. Each student should be in every class or study hall for which he/she is scheduled.

1. It is the responsibility of the student’s parent or guardian to report absences from school on a daily basis by calling **(715) 424-6765** or on Skyward Family Access.
2. All absences should be called in prior to the student's absence. A phone call is made home nightly as a reminder that your student has an unresolved absence that needs to be cleared up within 48 hours.
3. Excessive absences will be referred to the proper authorities for violation of the compulsory school attendance law, Wisconsin State Statute 118.16. Truant and habitually truant (more than five days unexcused per term) students will be processed under Municipal Code 866. Detentions, in-school suspension, Thursday school, referral to Social Services, mandatory court appearances, and citations are all consequences of truancy.
4. According to State Statute 118.15(3)(c), a parent may excuse their child for 10 excused absences. **After the 10 days of absence per year, the student will be required to provide documentation from a doctor or other health care professional, a probation officer or social worker, police officer or judge in order to be excused, Wisconsin State Statute 118.15.**
5. WRPS may terminate a pupil’s open enrollment in the succeeding trimester or school year if the student is habitually truant during either trimester in the current school year.
6. Students are not allowed to leave school during the day unless they have permission from the office or nurse and have signed out. Failure to follow these procedures will result in detentions or possible suspension.
7. Students who must be absent because of participation in school activities are required to make up all work at the discretion of the teacher.
8. Any student who participates in or attends a school-sponsored night activity must have attended the full day of instruction unless the absence was approved by the administration.

9. When classes are in session, any students in the halls must have their agenda book. Students in the halls without proper hall passes will be sent to the office. Loitering is not allowed in the halls.
10. Missing class or leaving the building without authorization is illegal and violates school rules. Detention and/or suspension will be given for missing class/study hall and for leaving school without permission from the office.
11. Refusal to identify yourself upon request of school personnel is not permitted and may result in suspension.
12. Falsified telephone calls or notes concerning attendance will result in detentions.
13. Any student coming in late for whatever reason or leaving early for any reason MUST SIGN IN or OUT in the office.
14. In all situations, according to Wisconsin State Statutes, the school has the right to reject any request and determine if the absence is to be excused with or without credit.

TARDY POLICY

1. The student will get two "free" tardies per class period per Trimester.
2. If a student is tardy to class for the 3rd time, he/she serves detention. A student may lose privileges.
3. On the 7th tardy, the student will be assigned two detentions to be served within one week after the offense. If a student skips detentions, a Thursday school will be assigned.
4. If a student is tardy a 10th time, the student will be assigned two detentions, receive a truancy warning letter, and lose privileges for 15 school days.
5. If a student is tardy a 15th time, the student will receive a truancy citation and lose privileges.
6. A student is considered absent after arriving to class 7 minutes after the period has started.

BUILDING SECURITY

Staff and students are not allowed to prop doors open to the building at anytime. Students are not allowed to open locked doors and allow students into the building once the school day begins. All students must enter the main entrance and sign into the main office when arriving to school after 7:30 a.m. Unauthorized entry and allowing an unauthorized entry may result in detention, suspension, or expulsion based upon the severity of the incident.

BULLYING (Board Policy 411.5)

The School District of Wisconsin Rapids strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and on school buses, and at school-sponsored activities. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may or may not be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; transgender status; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet)
- Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate in a deliberate, repeated or hostile and unwanted manner under a person's true or false identity. Any communication of this form that disrupts or prevents a safe and positive educational environment may be considered cyberbullying. Cyberbullying is unacceptable and a violation of the District's technology acceptable use policy and procedures.

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the District. This includes public transportation regularly used by students to go to and from school. Educational environments include every activity under school supervision.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal. Reports of bullying may be made verbally or in writing and may be made confidentially. Learn more about Board Policy 411.5 concerning bullying on the District webpage under "School Board Policies."

CLASSROOM CONDUCT, EXPULSION, SUSPENSION

Board of Education Policy 443, Wisconsin State Statute 120.13(1) (a) (b) (c)
The Board of Education expects the schools to maintain a positive learning environment, emphasizing and relying on both staff and students in the acceptance of their responsibilities. If a student possessing the ability to achieve at a satisfactory level does not achieve passing grades in at least two current academic subjects because of his/her attitude, lack of effort, or poor attendance, both the student and his/her school program may be subject to evaluation to determine possible courses of corrective action.

Findings from this evaluation may result in:

1. adjustments in the student's school program,
2. an alternative program by consensus of those attending the hearing,
3. a combination of both.

In accordance with Wisconsin State Statutes, Section 120.13, students will be expected to conform to all rules and regulations established or approved by the Board of Education. Students who frequently violate school rules or become behavior problems will be subject to out-of-school suspension.

During the days of a suspension the student will be under the care of the parents/guardians during normal school hours and the student is not permitted on school district property. The suspended student will not be allowed to be involved in co and extracurricular activities either as a spectator or as a participant.

Any student who has been suspended and still does not exhibit a reasonable amount of improvement in attitude or responsibility will be subject to a hearing (due process) to determine his/her future status as a student. Findings from a hearing could result in expulsion proceedings by the Board of Education. According to Section 120.13(1)(c) of the Wisconsin Statutes, "a school board may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules..."

DETENTION/THURSDAY SCHOOL

The penalty for violating school rules and regulations involves the assignment of detention(s) at lunch or after school. Depending upon the circumstances, a student may be required to report to a specific teacher's room or to the detention room. Students must have an I.D. and bring school work to do during detention, or they will not be allowed to serve their detention that day.

All students who receive detention are required to serve it in a timely manner. Students will be given one week to make arrangements with their parents or employer relative to transportation or work schedules in order that the detention time may be served. Students who fail to serve detention according to the above rules will be assigned in-school suspension or Thursday school (3:00 - 5:00 p.m.). No teacher shall keep a pupil after 5:00 p.m. unless the parents have been notified.

DISCIPLINE OFFICERS

Mr. Sydorowicz: Grade 11, Grade 12 (Se-Z)

Mr. Thayer: Grade 9, Grade 12 (A-I)

Ms. Zywicki: Grade 10, Grade 12 (J-Sc)

DISCIPLINE PROCEDURES

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, since the students spend the greatest amount of time during the school day in the classroom, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. All teachers must apply their Classroom Discipline Plan in a manner that is both fair and consistent. The Classroom Discipline Plan provides a set of clearly established and understood rules and consequences. Secondly, disciplinary problems that are beyond the scope of the classroom teacher's responsibility and are referred to the office, will be dealt with using the Administrative Discipline Plan. **Parents/guardians will be notified of student discipline situations by email unless they specifically request through the Discipline Officer that another form of communication be used.**

Expectations of Wisconsin Rapids Lincoln High School Students:

- Show respect for self, peers, authority, and the property of others.
- Demonstrate integrity through honesty, trustworthiness and loyalty.
- Appreciate cultural diversity and individual differences.
- Exhibit responsibility through promptness, attendance, dependability and dedication.
- Utilize appropriate social skills such as courtesy, cooperation, and appropriate language/dress.
- Develop citizenship skills through school & community involvement.
- Recognize the value of physical and mental wellness.

DRESS FOR SUCCESS

Lincoln High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement 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.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with non-transparent (opaque) fabric. There will be no bare midriffs. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1:
- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts),
 - AND Shoes.

3. Students May Wear, as long as these items do not violate Section 1 above:
- Religious headwear
 - Hoodie sweatshirts (the hood should not be up)
 - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
 - Pajamas
 - Ripped jeans, as long as underwear and buttocks are not exposed
 - Tank tops, including spaghetti straps
 - Athletic attire
 - Hats, caps, bandannas, beanies, hoodies, and head coverings are subject to teacher discretion within individual classrooms. Teachers will make their expectations clear at the beginning of each term.
4. Students Cannot Wear:
- Violent language or images.
 - Images or language depicting drugs or alcohol (or any illegal item or activity).
 - Hate speech, profanity, pornography.
 - Images or language that creates a hostile or intimidating environment based on any protected class.
 - Any clothing that reveals visible undergarments, with the exception of bra straps.
 - Swimsuits (except as required in class or athletic practice).
 - Actual, Physical Flags.
 - Accessories that could be considered dangerous or could be used as a weapon.
5. Items That Must Be Stored In Lockers
- Coats,
 - Blankets,
 - Chains/Spikes,
 - Electronic Devices (unless teacher approved), and
 - Sunglasses.
6. Students may carry with them
- Chromebook/Chromebook Case
 - Backpacks -- Student backpack use in the classroom is at teacher discretion. Students are given a locker at the beginning of the year and are encouraged to use it. Backpacks/Bags are not allowed in food service areas.
7. Dress Code Enforcement
- Administration will use discretion to make decisions regarding the appropriateness of each student’s dress and possible consequences for violations. Students will be required to change into appropriate clothing. This may include being sent home to change clothes. Repeated violations of the dress code rules will result in disciplinary actions. With staff, student, and parent support and the use of good sense in terms of appropriate attire selection for school, issues can be easily resolved and uncomfortable circumstances avoided.

DRUGS

A drug is any substance that alters perception or behavior reducing an individual's ability to function appropriately in the academic environment. Possession, solicitation, use, and/or transmission (selling, purchasing, and/or distributing) of any depressant, stimulant, hallucinogen, dissociative anesthetics, narcotic analgesic, inhalant, cannabis, or any other substance or any chemical or controlled substance prohibited under state or federal law, intoxicating beverages, any paraphernalia or items that can be used to consume, possess, or distribute such controlled substances or drugs or the unauthorized possession, use and/or transmission of prescription drugs is against school rules, WRPS Policy 443, and the law. Disciplinary action including, but not limited to, suspension (and possible referral for an expulsion hearing) and police referral shall follow for any student found in violation of these provisions. The police referral may include a citation, a referral to human services, or being placed under arrest, depending on age.

Students involved in dealing, distributing, possessing, selling, or supplying drugs or illicit substances or being impaired by drugs or illicit substances may be referred to the Board of Education for an expulsion hearing. Students may be suspended or expelled for grounds authorized under Section 120.13 of the Wisconsin Statutes which includes conduct either in or out of school which endangers the property, health, or safety of themselves or others at school or under the supervision of a school authority.

ELECTRONIC DEVICES / MOBILE PHONES

The use of cell phones and other electronic devices (including portable speakers and smartwatches) during instructional time is **prohibited** unless approved by the classroom teacher. Cell phones are only allowed during school hours in the cafeteria during lunch, in the hallways between classes, and Commons study hall time. If a student is found using a cell phone during an unauthorized time:

First Infraction

- Teacher confiscates cell phone.
- Teacher submits a discipline referral form & makes a parent contact.
- Student may be sent to the in school suspension room for the rest of the class period and additional consequences for insubordination.
- Student will receive one detention.
- Student picks up phone from the Main Office at the end of the school day.

Second Infraction

- Teacher confiscates cell phone.
- Teacher submits a discipline referral form.
- Student may be sent to the in school suspension room for the rest of the class period and additional consequences for insubordination.
- Student will receive one detention.
- Parents will be contacted by the Main Office and will be required to come to school to retrieve the phone.

Third Infraction

- Teacher confiscates cell phone.
- Teacher submits a discipline referral form.
- Student will be suspended to the in school suspension room for the remainder of the school day.
- Student will receive two detentions.
- Student will lose PRIDE privileges for the remainder of the term.
- Parents will be contacted by the Main Office and will be required to come to school to retrieve the phone.

Students unwilling to turn the phone over to the administration will be out of school suspended. Mobile Phones are not used in restrooms and locker rooms. Video recording in these areas is strictly prohibited.

GANGS AND GANG ACTIVITY

Gang activity on school grounds or activities is prohibited. WRPS defines a gang as an organized association, either formal or informal, of two or more persons with common signs, symbols, and other identifying factors, who individually or collectively engage in criminal, harassing, or threatening behavior. Gangs, gang-related affiliations, and activities, including but not limited to clothing, gestures, and pictures/symbols anywhere on school grounds or at school-related activities are prohibited. Violation of this policy may result in notification to parents/guardians and/or law enforcement officials or suspension from school. Continued gang activity may result in an expulsion.

LOCKER ROOM AND RESTROOM PRIVACY

WRPS shall observe measures intended to protect the privacy rights of individuals using school locker rooms and restrooms. No mobile phones, cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker rooms or restrooms at any time. Students found in a single occupancy stall with 2 or more individuals in the same stall are subject to school discipline including suspension. Please see Locker Room Guidelines for more information. Board Policy 731.1

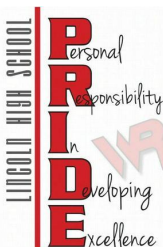
LOOKS AND ACTIONS

MINIMAL GUIDELINES HAVE BEEN ESTABLISHED AND ARE LISTED TO AVOID ANY MISUNDERSTANDING.

1. Students are required to fully cooperate with school administration and staff at all times. Failure to do so will result in disciplinary actions including out-of-school suspension and possible expulsion.
2. Laser pointers and other nuisance items should be left in lockers and not brought into classrooms.
3. Portable speakers and music playing out electronic devices is prohibited in school buildings, on buses, and at school events unless prior approval is obtained.
4. Hoverboards, segways, and other personalized vehicles are not allowed on school property.
5. Overt student affection is inappropriate behavior in the building, on campus, or at school-sponsored activities.
6. Student assemblies will be held periodically throughout the school year. Student attendance is mandatory at these events.
7. Students involved in fighting, aggressive, threatening, or obscene behavior will be suspended from school and referred to the authorities for disorderly conduct citations, according to Wisconsin State Statutes Section 947.01.
8. Possession and use of pepper gas, mace, and similar materials on school grounds or at school activities may lead to suspension and possible referral to the School Board for expulsion.
9. Any student bringing a firearm or other weapons to school as outlined in Wisconsin State Statutes Section 948.605 and 948.61 will be suspended and referred for expulsion in accordance with Board Policy 443.8.
10. Students are subject to discipline for off-campus conduct. Off-campus student conduct and speech for incidents that jeopardize the order, safety, and discipline of the school will result in disciplinary consequences.

P.R.I.D.E.-PERSONAL RESPONSIBILITY IN DEVELOPING EXCELLENCE

You will see the PRIDE logo in many places; on posters and walls, in newsletters, on t-shirts & magnets. This logo represents what we will be talking about in class, in the halls, and in student organizations--character excellence. Behavior support will be available for those students who struggle with these expectations and a discipline action plan enforced. Students who are making wise behavioral choices will be recognized on a regular basis, as well. Our goal is to create and maintain a safe and effective learning environment ensuring that all students graduating from LHS possess the social and emotional skills necessary for a successful future.



STUDENT BILL OF RIGHTS

1. Each student has a right to an education.
2. Each student has the right to utilize school facilities and programs according to established school regulations and procedures.
3. Each student has the right to expect courteous behavior from other students and school personnel, including freedom from verbal abuse, harassment, or intimidation.
4. Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school.
5. Each student has the right to hold property free from theft or damage.
6. Each student has the right to determine his own dress, so long as it is not distracting, wholly inappropriate, indecent, or in other ways contrary to school policy.
7. Each student has the right to seek and obtain help from school staff members regarding such issues as personal problems, drugs, or alcohol.
8. The student body has the right to establish an elected student government.

THEFT/VANDALISM

Students who are involved with stealing, causing damage to, or destruction of school or private property will be subject to disciplinary action. Damages resulting from defacement or destruction of school property will be paid for by those responsible. Students who participate in vandalism may be penalized by a loss of privileges, will pay for the costs involved, may be suspended or expelled from school, and may be referred to the police department. All acts of theft or vandalism should be reported to the office immediately.

TOBACCO / VAPE PENS

Smoking, chewing, or use of tobacco products and e-cigarettes/vape pens by students is prohibited in the school building or on the school campus, in the areas adjacent to the school grounds from the Expressway to Grove Avenue, on school buses, or while representing the school in any activity. It is illegal for anyone under the age of 18 to possess tobacco products, according to State Law Section 158.983(2)(c). Violators of this policy will be subject to school disciplinary actions including both in- and out-of-school suspension. Repeaters may be referred to the School Board for expulsion. (Board Policy 443/443.3.) This includes a referral to the School Resource Officer for a possible ordinance citation.

GENERAL INFORMATION

18 YEARS OLD

All students, regardless of age, will be held accountable to all rules and regulations of the school. The administration may grant special privileges to 18-year-old students. The administration also has the right to restrict all student privileges including those of 18-year-olds.

CAFETERIA

All students must remain on campus during the school day, including the lunch hour, with the exception of those who have earned senior privileges or those who have been excused by the office. LHS has an automated meal system that encourages students to deposit money into an account and have their student I.D. scanned while in the lunch line.

During lunch, students are to eat in the cafeteria and not in hallways or outdoors without administrative approval. All eating areas should be kept neat and clean, trays are to be returned to the dishwashing counter, and waste materials put in proper receptacles. Students may be in outdoor areas immediately to the south of the school building or in the Commons. Students are not permitted to loiter in the parking lots or cars. Students who misbehave in the cafeteria or violate the procedures are subject to disciplinary action. Misuse of free or reduced lunch privileges may result in detention and repayments.

CO-CURRICULAR CODE (Abbreviated Summary)

All students planning to participate in any clubs, activities, and/or organizations must have a signed code on file in the office each school year prior to participating in the club, activity, and/or organization. Students signing a co-curricular code in September will be automatically covered for co-curricular activities. Refer to the Co-Curricular Code Handbook for all specifics. Please see the Athletic Director or administration with any questions.

DANCE RULES

- Unless specified differently, all tickets must be purchased in advance. In cases where tickets are sold at the door, they will be sold to LHS students with student ID's **ONLY**.
- All guests must be registered by a predetermined deadline so background checks can be completed. The administration reserves the right to deny guests the privilege to attend school dances.
- Students may register only one guest and must furnish the guest's grade, age, full name, and address. Guests may not be older than 20 years of age as of the date of the dance.
- No middle school students may attend. The LHS dances are senior high, 9-12 grade-specific events.
- LHS students must show their LHS student ID before being allowed admission into the dance. Guests must furnish a driver's license or other photo ID before being allowed admission.

- Students & guests must abide by LHS appropriate dress & activity codes. In addition, students may not wear sweats, jeans, pajamas, etc.
- All detentions/Thursday Schools must be served by the Thursday of the dance week.
- If a student or guest misbehaves at an LHS dance, fails to comply with LHS conduct policies for dances, or is found to be in violation of any school policy, both the LHS student and their guest will be asked to leave the school grounds immediately. LHS students who behave inappropriately at a school dance or otherwise fail to comply with LHS conduct policies will be subject to school disciplinary actions, including up to an out-of-school suspension.
- Students who leave the dance will not be allowed to reenter the dance.
- LHS students escorting non-LHS student guests are responsible for informing and advising their guests of all of the above-mentioned policies and expectations for LHS dances.
- In order to attend dances, LHS students must have a good attendance record for the previous 30 calendar days with attendance the day of and before the dance and not have frequent or severe discipline referrals the previous 30 days.
- Additional policies, including specific dress expectations, apply to the Junior Prom. These expectations are presented during Prom ticket sales, announcements, and postings in the main office.

School Dance Code of Conduct

1. I will abide by all rules in the student handbook.
2. I will dance appropriately. No provocative dancing/grinding. No groping. No sandwiching.
3. I will dress appropriately for the occasion. Any student wishing to attend a dance that is struggling to meet the dress code expectations, please contact your counselor at least one week in advance of the event.
4. I will use controlled and appropriate language. I will not use vulgar, profane, obscene language, or gestures.
5. I will cooperate and obey the directions of the chaperones at the dance.
6. I will refrain from the use of tobacco, tobacco products, electronic smoking devices, alcohol, and/or drugs. If this occurs, it will be dealt with by the administration and appropriate consequences will follow.
7. All purses, bags, and jackets are subject to search by school staffs.

DRIVERS EDUCATION

Lincoln does not offer Drivers Education for our students. Local provider information is available in the main office. Students are allowed to drive during study hall, non-mandatory RPTs, or lunch. Students may not miss a scheduled class for on the road driving.

FAMILY NIGHT

In conjunction with the other schools in our conference, Wednesday night has been designated as family night. No meetings or practices involving students are to be scheduled on Wednesday night to start or extend beyond 6:30 p.m. without administrative approval.

FEES

Fees may be charged to students enrolled in various courses. Fees will be collected by the main office or through Skyward. Fees are to be paid prior to the start of the class each trimester. All fees must be paid in order to participate in the graduation ceremony and/or earn privileges. Please consult the Program of Studies for classes in which fees are assessed.

GRADUATION CEREMONY

A graduation ceremony shall be held for students of LHS each spring. There shall be no school-sponsored prayer or other religious exercise included as part of a District graduation ceremony. As participation in the actual graduation ceremony is a privilege rather than a right, a student must have completed all of the requirements in order to participate in the graduation ceremony.

1. Meet all the credit and class requirements. (Work must be completed and passing grades must be submitted the day prior to the practice.)
2. Participated in the entire graduation practice. The principal may waive this requirement for exceptional cases with sufficient reasons.
3. Understand that commencement is a school-sponsored activity and all school rules of behavior and dress attire remain in effect. Students will abide by the rules for participation in the ceremony as established by the administration.
4. Have resolved/paid all fees and fines.
5. Attend at least 90% of the school/class periods in each and every term, not including excused absences.
6. Students who demonstrate recent, excessive, or severe misbehavior at school or who pose behavioral and supervisory concerns for the graduation ceremony will be restricted from participation.

HEALTH CENTER

The Student Health Center is located on the first floor east of the Student Services office. All students who become ill during the school day are to report there for care. Sick or injured students are not allowed to leave the building without permission from the school nurse or office staff and parent. Any student who leaves the campus without permission is subject to disciplinary action, including detention or suspension. The school nurse may perform physical assessments and identify students with health problems that impact educational performance. If you do not want your child to participate in these activities, you must notify the school principal in writing.

IDENTIFICATION CARDS

Identification cards must be carried at all times by students. I.D. cards are required for payment in food services, admission to school functions, admission to the Library Media Center and study hall, for dismissal privileges, and for detentions. Students who do not show their I.D. cards upon request will be referred to the office immediately for disciplinary action. Lost I.D.'s may be replaced in Student Services for a fee. Students may purchase a lanyard or ID retractable hip clip in the main office.

LAB/AG/TECH ED SAFETY

All students are required to wear safety glasses and follow all lab and safety rules while in lab settings and at worksites. Failure to obey regulations and rules may result in removal from class with an “F” grade administered.

LOCKERS

School Board Policy 445.1 states that student lockers are the property of Lincoln High School and are subject to inspection by school officials at any time as determined necessary or appropriate. The administration or its designee may search the locker and the contents within the locker. Each student will be issued a locker. It is the student's responsibility to keep the locker clean until the student graduates or withdraws from school. Upon leaving, an assessment of the locker's condition will be made, and a fine will be levied for any damage.

The school is not responsible for lost items. It is recommended that students carry valuables on themselves or, if necessary, bring them to the high school office for safekeeping. Permission from an administrator must be obtained to change lockers, and a fee will be charged. No student shall enter another student's locker; doing so will result in disciplinary consequences. **LOCKERS ARE NOT TO BE SHARED BY STUDENTS.** Please report malfunctioning lockers to the high school office immediately.

NATIONAL HONOR SOCIETY SELECTION PROCESS

Sophomores and juniors who have met the scholastic requirement of a 3.5 or above cumulative grade point average will be notified during Term 3 of their eligibility for the National Honor Society. Candidates will then be required to submit a Candidate Activity Information Form from which a faculty committee will evaluate candidates on their leadership, character, and service to determine those that will be invited to be inducted into NHS. Students will be notified in August about the status of their membership and an induction ceremony will be held in September for those who have been accepted. Students who have been disciplined for academic dishonesty in grades 9-12 or who have a co-curricular code violation 12 months prior to the application due date will be ineligible for NHS.

PARKING / MOTORIZED VEHICLES ON CAMPUS

If parents consider it necessary for their children to drive to school and they wish to park on school property, a parking fee and hang tag are required. All students who wish to take advantage of this privilege must have a permission slip signed by their parents on record in the office.

Driving to school is a privilege, and students who drive assume certain responsibilities to ensure the safety of others. The administration is responsible for establishing regulations controlling automobile use. Motorized vehicles (gas, electric, and/or hybrid) parked on school property are subject to searches by the school administration.

- Drivers park their vehicles at their own risk. The school is **NOT RESPONSIBLE** for any damage, theft, or vandalism to vehicles.

- A 10 m.p.h. speed limit applies to all school property. Vehicles must stay on all marked roadways, not on paths or sidewalks.
- Students who drive are subject to all vehicle regulations established by the school or state. Dangerous and unlawful driving is not permitted and will result in the loss of parking privileges, disciplinary action taken by the school, and/or a referral to the Police Department.
- Student drivers must park their vehicles in the south parking lot only and in parking spaces designated for student parking (yellow lined areas). Parking in areas reserved for faculty, on the lawn, on snowbanks, or outside of areas designated by painted lines is strictly prohibited. Vehicles parked in restricted areas or not properly registered are subject to a school-issued parking fine. Unless otherwise permitted by the school administration, parked vehicles are to remain locked and unoccupied until the student is through for the day. Students are not to loiter in the parking lot.
- Permission for a student to bring a vehicle on school property shall be conditioned upon the consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others.
- Anyone in possession of another person's hang tag will face suspension and a referral to the police for theft. Students found to be using a duplicated or otherwise fraudulent parking permit are also subject to disciplinary consequences.

PRESCRIPTION & NONPRESCRIPTION MEDICATION**

For prescription medication at school, all the following conditions must be met:

- A physician's order must be on file in the school nurse's office. This order must be renewed each year.
- Written parental permission must be filed annually.
- All prescription medications shall be in a pharmacy labeled container with the student's name, date, drug name, dosage, how often to be taken, prescribing physician, and pharmacy name/phone number.
- Any medication identified as a controlled substance, such as medication for the treatment of ADD/ADHD, anxiety, or pain, must be delivered to the school office by a parent, guardian, or another responsible adult.
- Any change in prescription must be accompanied by a new prescription order.
- All prescription medicine must be kept in the school nurse's office.

For non-prescription medication at school:

- Misuse or sharing of over-the-counter medication will result in the loss of this privilege and disciplinary actions.
- Should you have any questions regarding the District school medication administration policy, please contact the school nurse.
- Small amounts of nonprescription medication may be kept in the student locker in an original container provided the above conditions are met.

**Parent permission must be updated annually through online verification.

P.R.I.D.E. SYSTEM

Seniors who qualify will, upon approval of parent and administration, be allowed to leave campus during their lunch period and/or study hall. 2nd and 3rd Term Freshmen, Sophomores and Juniors who qualify will, upon approval of parent and administration, be allowed to leave campus during their study hall. Students in good academic standing will be assigned to a non-structured study hall in the Commons. This is a privilege and reward for making appropriate academic, attendance, and behavioral decisions. Students may be removed at the discretion of the administration for failing to maintain appropriate expectations.

RELEASE OF STUDENT INFORMATION

Student Directory Data is defined as: *student name, address, photographs, degrees and awards received, major field of study, participation in activities/sports, weight/height on athletic team, and name of school student most recently attended.* The ability to release directory data helps WRPS to include a student in certain publications like the annual yearbook, honor roll and scholarship programs, and athletic program rosters. At the high school level, WRPS does receive requests for student data from organizations such as colleges/universities, technical colleges, and armed forces recruiters for educational or career opportunity purposes. Parents or adult pupils must complete a "Release of Student Directory Data" form **if they wish to restrict the release of student data.** You can obtain this form from the school office. If no form gets completed, the District will fulfill its legal obligation to release directory data when requested.

SCHOOL RESOURCE OFFICER

The Wisconsin Rapids Police Department, in cooperation with the school district, has a police liaison officer who works at LHS. The officer handles police referrals and also serves as a resource person in the classroom. Students wishing to see the liaison officer may go to the high school main office.

SEARCHES: GENERAL & CANINE

Searches for contraband on LHS students will be periodically conducted. All persons on school grounds may be subject to search in accordance with District policy. Contraband found will be confiscated and turned over to school administrators for action. Types of searches conducted: locker, hallways, classroom, vehicle, searches of individuals, bags, purses, drug-detection dogs, and parking lot. Students who refuse a search or an assessment may be subject to school discipline up to a recommendation for an expulsion hearing.

STUDENT SERVICES

Student Services is designed to supplement and complement the educational process. Through developmental, advisory, and preventative measures, counselors work with students, staff, parents, and the community to provide the most appropriate educational program possible. Group and individual counseling, testing, registration, career planning, awards programs, and financial aid preparation are among the many tasks that are performed in Student Services. Students are assigned a counselor by the beginning letter of their last name.

STUDENT SURVEYS

According to Board Policy 441, student surveys will not be distributed without parent/guardian notification and an opportunity to request that the student not participate. Requests to inspect a survey can be made to the building principal. Surveys may not be administered without administrator approval.

SUICIDE PREVENTION RESOURCES

If you are concerned about yourself or a friend, don't be afraid to ACT.

- Acknowledge that you are seeing signs of depression or suicide in someone.
- Care: Let them know you care and that you can help.
- Tell a trusted adult.

Resource Hotlines

- Wood County Mental Health Helpline: 715-421-2345
- The National Suicide Prevention Lifeline: Call 811 to access free, 24/7, confidential support for people in distress, prevention, and crisis resources.
- HOPELINE: Text "HOPELINE" to 741741 or go to www.centerforsuicideawareness.org for 24/7 free trained crisis counselors.
- The Trevor Lifeline: A national organization focused on crisis and suicide prevention efforts among LGBTQ+ youth. (1-866-488-7386)

VIDEO SURVEILLANCE

A video surveillance system is used for the purpose of maintaining a safe and orderly educational environment, identifying disciplinary issues, minimizing theft, vandalism, bullying, and harassment, and for enforcing school policies and rules. Video recordings may become a part of a student's educational record. (Board Policy 731.2)

VISITOR POLICY

LHS does not allow high school-age visitors to attend classes during the school day. LHS offers shadow request days for prospective students once per month. Requests are submitted online from our website.

VOLUNTEER PROGRAM

The Volunteer Program is available to all Lincoln High School students on a voluntary basis. No academic credit is given for participation in this program. Students who complete 100 hours or more of community service before graduation receive special recognition at graduation. Students are encouraged to reflect on their volunteer activities and record them in the volunteer area of Xello and the district Google form.

WITHDRAWAL

A student who wishes to withdraw or transfer to another school should report to the high school office at least one day prior to departure to obtain a withdrawal form. The withdrawal process includes clearance with each teacher, the counselor, and LMC; payment of all fees/fines, return of all school materials and school-issued Chromebook, and all detentions served. Every withdrawal should be verified by a written statement from the parent. Students will be marked absent and/or truant with appropriate consequences until LHS receives an official records transfer request from the new school at which the student has enrolled. Records will not be sent with the student.

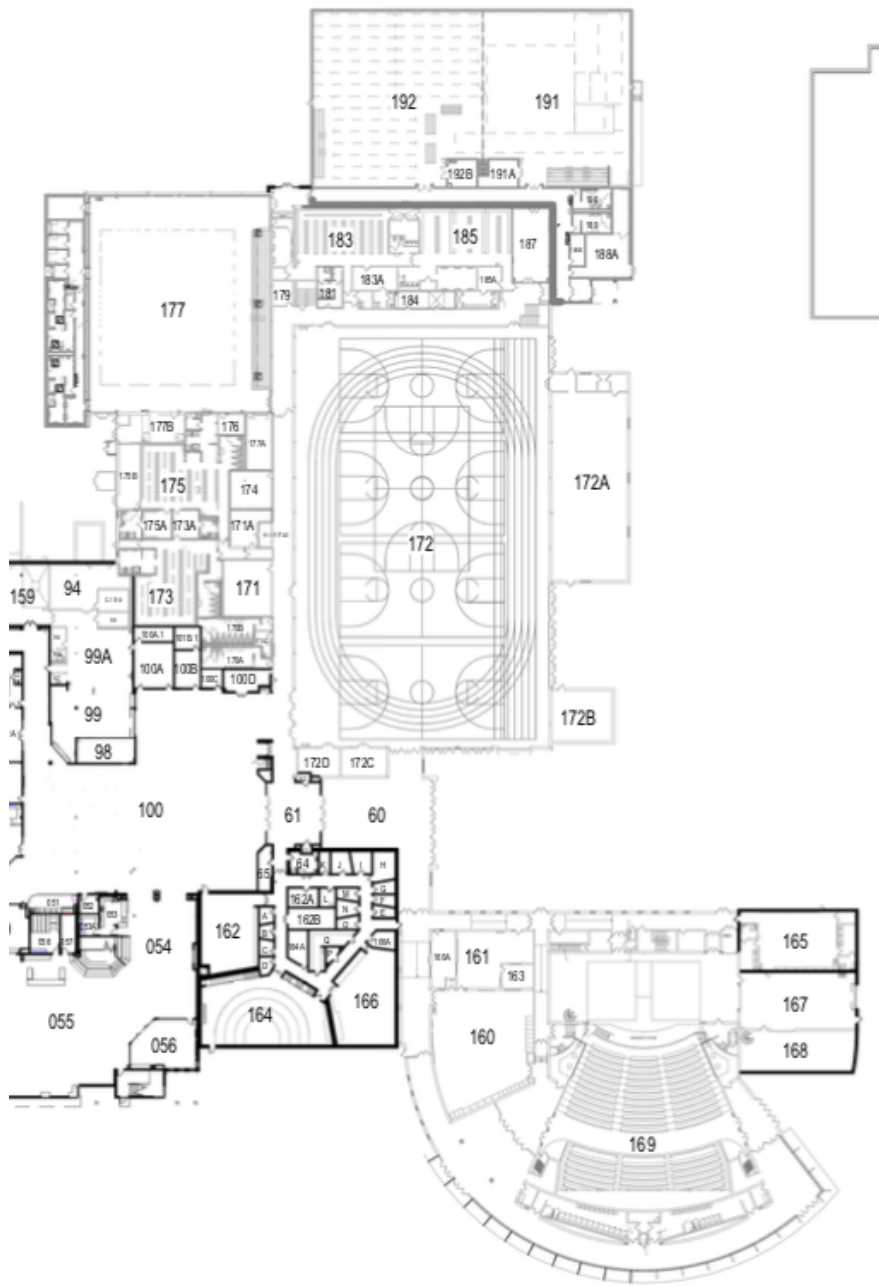
WORK PERMITS

Please contact the office to ensure that all necessary documentation is provided prior to an issue of the permit. The following documentation is needed to request a work permit with no exceptions: a letter from the employer with written parent consent, an original Social Security card, and \$10. In addition, you will need proof of identification that includes one of the following: birth certificate, baptismal certificate, state ID card, or driver's license. The School District of Wisconsin Rapids will request work permits be revoked for students who are truant.

MAPS OF LINCOLN



1st Floor North



1st Floor South



2nd Floor