

Lincoln Junior/Senior High School



Student Handbook

Board of Education
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Lincoln, KS 67455
(785) 524-4436

Lincoln Elementary School
304 S. 4th Street
Lincoln, KS 67455
(785) 524-4487

Lincoln Jr/Sr High School
701 E North Street
Lincoln, KS 67455
(785) 524-4193

Accreditation

USD 298 Lincoln schools are fully accredited in compliance with the requirements of the Kansas State Department of Education.

Mission Statement

Owning Today, Preparing for Tomorrow

The mission of the Lincoln Schools is to provide excellence in teaching, promote life-long learning, and to foster a creative, caring environment by utilizing training, technology, communication, leadership, and community involvement.

The students at Lincoln USD #298 will be challenged to reach their fullest potential and to be competent and knowledgeable in our today's society.

USD #298 Lincoln Board of Education

David Bell
John Butenhoff
Jason Coover
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Nikki Flinn, Principal
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Home of the Leopards

Lincoln Junior/Senior High School

Student Handbook

2023-2024

Introduction

The policies and procedures outlined in this handbook are a result of a concerted effort on the part of the junior high/senior high school faculty, administration and the Board of Education. This information has been carefully prepared and is provided to aid in your adjustment to our school and to assist you in becoming an integral part of it.

The ultimate purpose of education is to provide the best opportunity possible for each student to become an effective and contributing member of society. Through the acceptance of responsibilities related to good citizenship, you will have a greater opportunity for being successful in the world of tomorrow. It is sincerely hoped that you will participate in the various activities offered at Lincoln, and thus take advantage of the opportunities within the school that will prepare you for a more satisfying life. Remember that your success at Lincoln Junior/Senior High School, as in life, will be directly proportional to your efforts and the choices you make.

Owning today, preparing for tomorrow

Lincoln Jr/Sr High School

Mission Statement

Lincoln Jr / Sr High School staff are committed to create a safe and positive learning environment, partnering with the community to invest in student and staff growth by promoting accountability and critical thinking skills to prepare our students for future success.

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Section 1 – Overview

Student Responsibilities to the School

It is human nature for all of us to be resentful of criticism and strict limitations in behavior. It is important to remember that there is a purpose for the rules and regulations established by any institution, even if they are difficult to understand. Lincoln Junior/Senior High School provides its students with many opportunities for privileges. With every privilege comes responsibility.

Rules are established to ensure everyone has equal rights and opportunities to benefit from the organization. Always keep in mind that the educational opportunities provided by schools in America involve a tremendous financial investment. The taxpayers of our community – share and share alike, shoulder the burden of this investment – regardless of whether they have families or children in school. As a citizen of the community, you have the responsibility to protect and preserve that investment.

A major component of this responsibility is to help protect the safety and welfare of all in attendance. Your conduct while attending school reflects your own character and background. Rules governing your actions in the hallways and classrooms are made in the interest of safety and the preservation of the dignity of the entire student body and staff. The level at which you display respect for your school, fellow students, faculty and staff will directly affect your level of satisfaction during the school years.

It is also imperative to remember your duty to yourself and your parents. This educational opportunity comes to you only once. The school experience can be one of the most rewarding of your lifetime. The degree to which you take advantage of this experience is up to you.

Statement of Non-Discrimination

In compliance with Federal, State and local rules, laws, regulations and policies, Lincoln Jr/Sr High School and its employees shall not discriminate on the basis of race, color, national origin, sex, disability, age or religion in any of the educational programs or activities that it operates. It is the intent of the Lincoln Jr/Sr High School faculty, staff, and administration to comply with both the letter and spirit of the law to ensure discrimination does not exist in the school policies, regulations, or operations. Specific complaints of alleged discrimination should be referred to:

Mrs. Nikki Flinn
Principal, Lincoln Jr/Sr High School
701 East North Street
Lincoln, KS 67455
(785)524-4193

Bullying

The Board of Education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on school property, in a school vehicle or at a school sponsored activity or event. The administration and the Board have approved a plan to address bullying on school property, in a school vehicle or at a school sponsored activity or event. The plan includes provisions for the training and education of staff members and students and includes appropriate community involvement as approved by the Board. If appropriate, students who violate the bullying policy shall be reported to local law enforcement.

Bullying is defined as any intentional gesture or intentional written, verbal, physical, relational, or cyber act that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment placing a student or staff member in a reasonable fear of harm. Bullying behaviors include, but are not limited to:

- Physically hurting
- Threatening to hurt someone
- Destruction of personal property
- Spreading rumors/personal defamation
- Hazing
- Rude hand gestures
- Inappropriate/suggestive sexual comments
- Racial slurs
- Taunting, name calling, belittling
- Posting humiliating/embarrassing photographs in the internet

The school district's discipline procedure will be followed for students who have been found to exhibit bullying behavior.

Any person who believes he/she has been subjected to bullying or who has witnessed a bullying act should discuss the alleged bullying act **immediately** with the building principal.

Electronic Equipment

Lincoln USD 298 is providing students, staff and community members with access to the latest technology tools available. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. The district's technology educational purpose is to assist in preparing students for the 21st Century.

Access to the network / internet is a privilege and must be treated as such by all users. Acceptable Use policy is in force at all times, including extra-curricular activities and athletics.

Advances in technology related to electronics and communication devices have provided our society with many wonderful tools for communication, research and entertainment. However, along with the availability of these devices comes an added responsibility. As with all other tools at our disposal, the appropriate use of these devices must be learned and observed. The use of cell phones, iPods, iPads, laptops and other forms of digital media should never interfere with or disrupt the business place or be used in a manner that is disrespectful of others.

Electronic equipment includes camera use. Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive or considered inappropriate, as determined by the school staff. Cameras shall not be used in the classroom without permission unless the photographs or videos taken are for an official or authorized school publication, broadcast or other school use.

Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No cameras shall be used in any restroom, dressing area, or locker room, during school or extra-curricular activities and athletic events. Cameras shall not be used to record confidential material, such as classroom material, tests, or grade book entries.

For the purposes of this section, "camera" shall be defined to include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras (capable of recording either still images and / or video), videophones, web cameras, and any other device capable of taking, storing, transmitting, or viewing pictures, video, or audio recordings.

This same basic concept applies in an educational setting. The possession or use of electronic devices shall not interfere with or disrupt the educational process, extra-curricular activities and athletic events.

Students are allowed to use USD 298 or personal technology devices throughout the school day as determined by the classroom teacher. Students who violate the teacher's classroom policy shall be subject to the following consequences:

- 1st Offense – Device will be confiscated for the remainder of the day and taken to the Principal's office. Owner must ask for its return.
- 2nd Offense – Device will be confiscated and only returned at the end of the day and for one week the student must bring it to the office first thing in the morning. Failure to bring to the office will result in an ISS.
- 3rd and subsequent offenses – May result in detention, in-school suspension, out of school suspension or other consequences deemed appropriate by the administration.

The possession or use of USD 298 or personal technology devices shall not interfere with or disrupt the educational process throughout the individual teacher classroom rules. Students need to realize access to technology is a privilege. Losing privileges will affect the completion of assignments in ALL classes. In addition to losing technology privileges, some situations may also have consequences pertaining to the Lincoln Jr/Sr High School Discipline policy.

Acceptable Use policy is in force at all times, including extra-curricular activities and athletics. Violators of this policy shall be subject to the following consequences:

- 1st Offense – Removal of technology privileges for one week.
- 2nd Offense – Removal of technology privileges for one month.
- 3rd Offense – Permanent removal of all technology. No refund if using USD 298 technology.

All activities on this system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on USD 298 Lincoln computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING(S), READING, COPYING OR CAPTURING AND DISCLOSURE. Report any unauthorized use to an administrator.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Lincoln Jr/Sr High School ("School") receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lincoln Jr/Sr High School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202**

Fire Drills

A fire drill is signaled by a chirping siren and strobe lights on the fire alarm. Everyone will proceed through the proper designated fire exit and assemble well away from the building as directed by the classroom teacher. Exit the building in an orderly manner. Do not run or crowd, go quietly and take nothing with you. An intermittent class buzzer will signal the return to class. Fire exit maps are posted in each room of the building.

Mobility impaired students: an adult supervisor will be responsible for the evacuation of any student with mobility impairments. They will exit through the main lobby door and wait at the curb until the all clear signal is given.

Guidelines for Student Dress and Appearance

All students are required to maintain a neat, clean and modest appearance at all times while attending school or school sponsored activities. Students shall not dress in a manner that is provocative, lewd, obscene, distracting, indecent, or disruptive to the educational environment.

The following guidelines will be applied when determining the appropriateness of dress in an educational environment:

1. No hats, caps, headbands, hoodies or any other form of headgear covering the head shall be worn in buildings.
2. Students shall maintain a "modest appearance" in their dress. Shirts and blouses shall cover the upper part of the body. Any garment showing significant cleavage, midriffs, or bare backs are prohibited. Fishnet shirts, tank tops, or clothing designed to be worn as an undergarment is not allowed.
3. Shorts, dresses, or skirts must extend to or below the student's fingertips as walking a normal gait and shall be hemmed with no slits in the side. Under garments must not be visible. Any pants worn showing skin (slits, tears, or open holes) must cover the same area as shorts/skirts.

4. Clothing that advertises or promotes the use of alcoholic beverages, tobacco products, or any other controlled substance is prohibited.
5. Clothing with logos, graphics, or slogans of a sexual, profane, or suggestive nature is not allowed.
6. As a matter of safety and good health, footwear (shoes, boots, sandals) is required at all times.
7. Any form of adornment that poses a potential safety hazard is prohibited.
8. Sunglasses may not be worn in the building. If brought into the building, they must be stored in the student's locker until the end of the day.
9. Coaches and other activity sponsors may establish stricter guidelines for students while participating in extracurricular activities. They reserve the right to exclude students not adhering to those guidelines.

It must be noted that this is merely a list of basic guidelines for determining the appropriateness of dress. This list should not be considered all-inclusive. If there are doubts, or an article of clothing is questionable, don't wear it to school.

Students violating the dress code will be required to correct their appearance before continuing to attend classes. As a matter of procedure, violations of the dress code will not be considered a disciplinary matter unless violations become excessive or are willful in nature.

Lost and Found

All articles found by students, custodians, or teachers shall be promptly turned into the office. Lost items should be reported to the office immediately. Please check in the office periodically if items have been lost. Unclaimed items will be donated to charity after 2 weeks.

Medication

Student medications should be administered before or after school if possible. There may be times when your child needs medication during school hours. If this is the case, you will need to complete the appropriate forms (provided in the office) and follow the appropriate procedure regarding medication in schools. Students will not be allowed to carry or keep with them any medication, including over the counter medication while at school. Exceptions may be made for emergency medications (i.e. inhalers or epinephrine auto-injectors). If parents have given written permission and supplied the medication, office staff may administer certain over the counter medications for minor aches and pains within reason. All medication will be kept in a locked cabinet in the office and will be administered by trained staff.

Health Room – If your child is not feeling well, they will be assessed in the health room and we will determine if your child is well enough to remain at school or if they should go home. It is important to make sure the office has current contact information on file in case we need to reach you during school hours for illness.

Immunizations – Each child entering Lincoln Jr/Sr High School is required to be up to date on their immunizations. The requirements are set by the state and you can contact your

local health department, physician, or school nurse for those requirements. Lincoln Jr/Sr High School expects that these requirements will be met by the student's first day of class. We may exclude your student if immunization requirements have not been met.

Health Screenings – Students will have their hearing and vision screened in the fall. Please keep in mind that these are just screenings and should not replace regularly scheduled exams by a doctor. If your child does not pass their hearing or vision screening, you will receive a referral in the mail. You will need to take this referral to the appropriate doctor and have it completed and returned to the school.

Movies / Television in the Classroom

Movie / television guidelines are as follows:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- To provide a background of information which will enable pupils to make intelligent judgments in their daily life.
- To provide material on the opposing side of issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- To place principle about personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for users.

Keeping these statements in mind, a class should not watch movies just to be watching them. There should be some sort of justifiable education value to the movie. There should be no objectionable material in the movie that will reflect negatively upon the school (profanity, nudity, other). The classroom teacher must screen the material before they show it to students.

If "R" rated movies are to be shown in the classroom, the teacher will fill out the Lincoln Jr/Sr High School Parent / Guardian Notification form located in the high school office. This will be done two (2) weeks prior to the showing of the film. The form must be complete and accurate in regarding the information given to the parents and students. Students that are excluded from the film by parents will be given an alternate assignment equivalent to what was given in regards to materials or assignments associated with this particular part of the curriculum.

National Honor Society (High School)

A chapter of the National Honor Society (NHS) is maintained to recognize those students who are outstanding in the areas of scholarship, leadership, service, and character. Senior, junior, and sophomore students are eligible for membership in NHS. A faculty selection committee

selects members from an eligible pool of LHS applicants. For more information, please contact the NHS Sponsor.

Physical Displays of Affection

The educational setting is neither the time nor the place for physical displays of affection. Public displays of affection are often a source of embarrassment, and are distracting and disruptive. In the interest of consistency, displays of affection will be subject to disciplinary action.

PowerSchool

Lincoln Jr/Sr High School students and parents can access their grades via the Internet by using the PowerSchool program. You will be given your login and password at the beginning of the school year. Please do not lose this information. In addition, it is important that you keep this login and password confidential, as it is only as secure as you allow it to be. Please check this regularly for grades and announcements.

Reporting to Law Enforcement

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony at school, on school property or at a school supervised activity and/or has been found:

- In possession of a weapon; or
- In possession of a controlled substance or illegal drugs; or
- To have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others

The Principal or Superintendent shall report such an act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Whenever a student is suspended for an extended term or expelled for engaging in this conduct, the principal or superintendent shall notify law enforcement of the suspension or expulsion within 10 days. The notice shall contain the student's name, address, date of birth, driver's license number if available, a description of the conduct resulting in the suspension or expulsion, and the date the suspension or expulsion was imposed.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. Sexual harassment of employees or students of the district in any district education program or activity is strictly prohibited.

It shall be a violation of district policy for any employee to sexually harass a student, for a student to sexually harass another student, or for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of district policy.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a

member of the school staff to a student or when made by any student to another student when:

- submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extracurricular activities, etc.

Specific examples of sexual harassment include:

- making sexual comments or jokes;
- looking or gesturing in a sexual manner;
- touching, grabbing, pinching in a sexual way;
- brushing up against;
- flashing or mooning;
- spreading sexual rumors about an individual;
- pulling clothing in a sexual manner;
- showing or giving sexual pictures, messages or notes;
- blocking passage in a sexual way;
- writing sexual messages or graffiti on walls, locker rooms, etc.;
- forcing a kiss on someone or to do something sexual other than kissing;
- calling someone gay or lesbian;
- spying while someone is showering or dressing.

When acts of sexual harassment or other violations of district policy are substantiated, appropriate action shall be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment shall not reflect upon the individual's status or grades. Confidentiality shall be maintained throughout the complaint procedure.

School Food Service Program

Cafeteria - USD 298, in cooperation with the State of Kansas and the Federal Government, makes available breakfast and lunch on a daily basis. The dining area will be under adult supervision. Students utilizing the cafeteria are expected to maintain normal classroom behavior. Students can and will be denied cafeteria privileges in cases of extreme or persistent misbehavior or horseplay. **No pop or other carbonated beverages are available for purchase and no foods or drinks will be carried out.**

Delinquent accounts - Student accounts that have a zero or negative balance will be considered delinquent. The parents or guardians of these students will be notified when balances are down to five days of meals remaining in their lunch accounts. Students with a zero or negative balance in their meal account will not be allowed to participate in the normal meal program. Students losing the privilege of participating in the meal program will have the option to eat a peanut butter and jelly sandwich or they can bring their lunch and/or breakfast to school and eat in the cafeteria. Families eligible for free or reduced price meals must complete the required application form and be approved. Eligibility for free or reduced price meals is dependent upon having a current approved application on file. (Eligibility for free or reduced price meals does not cover extra milk fees or a la carte items.)

School Breakfast program – Lincoln Jr/Sr High School also provides a formal breakfast program. Breakfast will be served beginning at 7:30 a.m. and ending at 7:55 a.m. The doors will close at 7:55 a.m. and breakfast will no longer be served. Those students wishing to eat breakfast that do not ride the bus are expected to do so before school begins. Eating breakfast will not be a valid excuse for tardiness to class. If students riding the bus are late, they will be allowed a reasonable amount of time to eat breakfast before reporting to class. These students will be under the immediate supervision of a staff member while eating.

2nd Chance Breakfast is scheduled for after second hour. Students have a choice between breakfast or 2nd chance breakfast. 2nd Chance Breakfast items must be consumed in the commons before going back to the classroom.

Closed lunch period – Lincoln Jr/Sr High School follows a structured closed lunch period in which students are allowed approximately 20 minutes to eat and relax during a mid-day break. Students are expected to conduct themselves in a manner consistent with an educational setting.

In addition, the following guidelines will be observed:

1. Students will remain in the cafeteria.
2. Students are not allowed to leave the building to get an outside lunch. All outside lunches must be brought by an adult in an un-marked container.

3. Students are not allowed to go to the parking lot.
4. No visitors will be allowed in the building or school grounds without prior arrangements being made through the office.
5. Students bringing their own lunch shall be brought in an un-marked container and will be eaten in the cafeteria.

Student Accident Insurance

The school elected insurance company which provides student accident insurance, can be purchased by parents / guardians at enrollment at the beginning of the school year.

Student / Athletic Lockers

Each student will be assigned a student locker and lock at the beginning of the school year. Please do not exchange lockers or move to another one. **Do not leave money or personal valuables in your student and / or athletic locker unless you provide your own personal lock or check out a lock from Lincoln Jr/Sr High School for security. If you do otherwise, the school will not assume any responsibility for any articles lost or stolen from your student and / or athletic locker.** Although student and / or athletic lockers are considered private, inspections can be done with the consent and supervision of the administration.

Students are encouraged to pick up their belongings and put them in the lockers. This helps with cleaning of the locker rooms as well as making sure belongings stay safe. Any items left out in the locker rooms that are not in a locker will be placed in the office. The following Friday any items that are not picked up from the office will be donated to the Stop and Shop.

Teachers' Aides

Seniors in good standing and with an attendance record reflecting reliability may serve as elementary (LES) student aides if their schedule allows. Entry will be made on their transcripts showing units and grades, but no credit toward graduation will be granted and grades received will not be averaged for honor roll or class rank. Elementary school aides are responsible for their own transportation to and from the grade school. Student and student's parents will sign an accident release form relieving the district of liability.

The School Day and Office Hours

The formal school day for students begins at 8:00 AM with a bell and closes at 3:35 PM. Upon entering the building, students are to remain in the commons until the 7:55 AM warning bell rings. At the end of the day, students are to vacate the building by 3:45 PM unless under the direct supervision of a faculty member.

The high school office hours are 7:30 AM to 4:00 PM. The normal teacher work day begins at 7:45 AM and ends at 3:45 PM. Counselor's office hours will be posted. Parents or students wishing to contact the office or confer with teachers should make arrangements to do so during the times indicated if at all possible. The school has voice mail capabilities, so messages may be left at any time.

The main office and the counselor's office are places of business and every effort will be made to maintain the proper dignity and decorum of a formal workplace. Students are expected to conduct routine business before or after school rather than during the school day.

Tornado / Civil Defense Drills

As per civil defense regulations, tornado drills will be conducted several times during the school year. The signal for a tornado drill will be an announcement over the intercom system. Areas for cover have been designated for each section of the building. Tornado drill maps are posted in each room of the building. When the tornado announcement occurs, proceed to the designated area in an orderly manner. A class buzzer will be used to signal all clear.

Mobility impaired students: an adult supervisor will be responsible for the escorting of any student with mobility impairments to their respective tornado shelter.

Use of Computers and the Internet

There is no doubt that computers are, and will continue to be an ever-increasing part of our society. USD 298 provides computers and Internet access in recognition of the educational value available in these tools. However, it is important to understand the availability of these tools is a privilege, not a right. As stated earlier, "with every privilege comes responsibility." Every student and staff member has the responsibility to help maintain the integrity of the equipment available.

The individual computers, the network and Internet access at Lincoln Jr/Sr High School shall be used for educational purposes only. Any abuse, infringement on copyrights, license agreements, or inappropriate use of equipment may result in forfeiture of privileges.

Signatures on the "Lincoln Schools Technology and Internet Acceptable Use Policy" are binding and indicate the parties have read the terms and conditions carefully, understand their significance, and agree to abide by the computer and Internet policies established by the USD 298 Board of Education. This agreement must be signed by the student and a parent / guardian, and be on file in the office before Internet access is allowed.

Use of the Telephone

The office telephone is for emergency use only.

Vending Machines

In accordance with the district's Wellness Policy, beverages or other items of no nutritional value may not be dispensed or sold at the school prior to 4:00 PM. The vending machines are programmed to allow the purchase of nutritional beverages during the school day. Drinks and snacks of no nutritional value will not be allowed in classrooms. No outside drinks, with exception of water, will be allowed in the classroom.

Section 2 – Academic Considerations

Alternative Sources of Credit (High School)

It is possible to earn credit toward graduation through enrollment in virtual courses or other forms of curriculum delivery. Credit for these courses can only be applied toward graduation with prior approval of the principal and counselor.

Class Changes

A student may drop or add a subject during the first week of each semester. Any schedule change must be initiated through the counselor and must have the recommendation and approval of all involved instructors, the parents, and the principal. A Class Schedule Request form is required for all class changes. Schedule changes requested after the week time limit will only be made in case of undue hardship and if the counselor believes the student has been improperly placed.

Commencement Policies (High School)

High school graduation is an important milestone, signifying the transition into the next stage of life. This is an event that occurs only one time in an individual's life. As such, it should be regarded as a solemn occasion and all involved should act to protect and promote the integrity of this ceremony.

Valedictorian/Salutatorian determination will be made on the Friday of the last week of April of each school year. Valedictorian/Salutatorian will be chosen from those students who complete the Regent's Curriculum. The Valedictorian will be chosen from that group and based on the highest GPA of the senior class, and Salutatorian will be chosen from the same group who have earned the second highest GPA of the senior class. In the case of a tie, each student who completed the Regent's Curriculum and earned the appropriate GPA will be named the valedictorian(s)/salutatorian(s) accordingly. Each person chosen will give a speech at graduation.

In order to promote and protect the integrity of the commencement ceremony, seniors must meet the following guidelines in order to participate:

1. Must meet all state and local graduation requirements. These requirements must be completed by the Friday before commencement. Students and parents will be notified as soon as possible if requirements are not satisfactorily met.
2. Participants shall dress in an appropriate and dignified manner (including dresses, dress slacks / shirts and dress shoes).
3. All financial obligations to the district shall be paid in full.

Enrollment in College Courses

Seniors and juniors, or sophomores (with approval from administration) who are on track to complete the graduation requirements prescribed by the USD 298 Board of Education are eligible to enroll in college courses. A signed contract between the parent, student, and administration must be on file to allow the student to enroll in any college courses (see appendix for contract). A signed agreement with the college must be completed for the purpose of allowing the student to receive dual credit. Dual credit courses offered on the high school campus are also available to juniors meeting enrollment prerequisites.

It is the student's responsibility to notify the counselor and/or principal if a college course has been dropped within two (2) school days. If the student neglects to notify the counselor or principal of the dropped course, the student will have earned an F in the course and the grade will then be reflected on their transcript. Students will be responsible for submitting their grades weekly to the classroom monitor teacher.

Students enrolled in college courses shall be responsible for the payment of tuition for enrollment at the postsecondary institution and for payment of the costs of books and equipment and any other costs related to enrollment and attendance at a postsecondary institution. Students participating in KSHSAA sponsored activities must continue to meet eligibility requirements.

Dual Credit At the L Tech Center

Students may enroll in classes at Salina Area Technical School through the L Tech Center during the school day as the schedule permits and with the following requirements met:

- Students must be at least a junior and on track to complete the graduation requirements prescribed by the USD 298 Board of Education. The number one priority needs to be graduation from Lincoln High School.
- Students must maintain passing grades in all classes (L Tech and LSHS). Failure to maintain passing grades could lead to removal from the L Tech program.
- Students missing 10 days or more of attendance per semester at the L Tech facility will be removed from the program.
- Students need to be able to provide their own transportation to drive directly to the L Tech Center and return directly to Lincoln Jr/Sr High School after classes are completed at the L Tech Center. Failure to return to Lincoln Jr/Sr High School in time for classes.

Should a student demonstrate continuous disciplinary issues, the student will be dropped from the classes and receive failing grades.

It is the student's responsibility to know and follow all of the rules of Salina Area Tech as well as the rules of Lincoln Jr/Sr High School.

Grade Reporting

Student grades will be reported approximately every nine weeks (9) weeks. If zeros continue to accumulate, a conference with parent/guardian, student, principal, and counselor may be called to attend to the problem.

Grading System

<u>Grade Points</u>	<u>Grading Scale</u>
A = 4	A+ = 97-100
	A = 93-96.9
	A- = 90-92.9
B = 3	B+ = 87-89.9
	B = 83-86.9
	B- = 80-82.9
C = 2	C+ = 77-79.9
	C = 73-76.9
	C- = 70-72.9
D = 1	D+ = 67-69.9
	D = 63-66.9
	D- = 60-62.9
F = 0	F = 59.9 & Below

Graduation Requirements

<u>Courses</u>	<u># of Credits</u>
English	4
Math	3
Science	3
Social Studies	3
Physical Education / Health	1
Fine Arts	1
Financial Literacy	1
Electives	<u>9</u>
Total	25

Regent's Curriculum

<u>Courses</u>	<u># of Credits</u>
English	4
Math (Alg I/II, Geometry, Advanced Math Course)	4
Science (Biology, Chemistry, Physics)	3
Social Studies	3
Foreign Language	2

Honor Roll

Honor Rolls are computed based on the following criteria:

'A' Honor Roll	4.00 GPA
'A-B' Honor Roll	All A's and B's (No C's, D's or F's)

Honor rolls will be computed at the end of each grading period. Students not wishing to have their name published on the honor rolls must notify the principal and counselor.

Incompletes

An incomplete nine weeks or semester grade may be carried for a maximum of one week (five school days). If course work is not completed within this time, a failing grade will be recorded. In case of extenuating circumstances, with the principal's approval, arrangements may be made with teachers to extend the amount of time for completing course work.

Finals Exemption

All students who attend Lincoln Jr/Sr High School will take finals in all Lincoln Jr/Sr High School classes (finals required from college courses will be taken as prescribed by college professor) the last two days of each semester unless the student is exempt. To be exempt from finals, the student must fulfill the following requirements:

1. The student must have missed 5 days or less (40 class periods or less) in each semester. School activities will not be counted as an absence.
2. The student will not have any unexcused absences within the semester.
3. The student must have earned 3.5 GPA for semester grade with no D's or F's determined one week prior to the first day of finals in each semester.
4. The student will not have any OSS/ISS at any point in the semester.
5. The student must not have more than 2 tardies within the semester.
6. The student must participate in 5 hours of community service (an activity which one has volunteered without pay) per semester either as part of a school activity or outside of school. Signed verification must be obtained and tabulated by each advisory teacher one week prior to the first day of finals.

If the student has qualified to be exempt from finals, a signed parent permission slip must be turned in to the office a minimum of 2 days prior to the first day of finals. Any student may decide to take finals in any class to improve grades with parent consent.

Laptops (Optional)

Students participating in the 1:1 laptop program must comply and sign the district technology acceptable use policy. A \$50.00 charge for computer insurance (which covers the first damage incident) and a \$15.00 charge for the computer sleeve must be paid in order to participate in the 1:1 laptop program. **All enrollment fees** must be paid in full before a student will be allowed to take a laptop home. The student is responsible for uncovered damage, loss or theft.

Care of your laptop is each student's personal responsibility as follows:

- Do not close the laptop with the power on.
- Only transport the laptop in an approved backpack.
- Only clean the screen with special screen cleaning wipes.
- Unplug power cord properly.
- Don't eat or drink near the laptop.
- Do not write or carve on the laptop.
- Don't leave items on the laptop and close it.
- Do not install or download any unauthorized programs software; do not uninstall any existing software installed by the district coordinator.
- Charge the battery when the life is down to 10-15%.
- Students must learn the skills of safe, responsible, and appropriate use of the Internet. The district has several devices and subscriptions to help keep the technology environment safer. A filter is in place for school and home to block access to Internet sites that are not in accordance with the policies of the district. USD 298's Light Speed filter monitors and reports all usage at school and home.

Late Work Policy

Late work policy for students will be determined by each classroom teacher. The classroom teacher's late work policy will be posted in the classroom and a copy filed in the office.

Library

The library is available to all students and faculty members and contains an assortment of fiction and reference books.

Cheating / Plagiarism / Academic Dishonesty

Students caught cheating or plagiarizing on school work will receive, at a minimum, a zero for that particular assignment. "Plagiarism" means submitting work as your own that is someone else's. For example, copying material from a book, the Internet, or another source without acknowledging that the words or ideas are someone else's and not your own, is plagiarism. If you copy an author's words exactly, treat the passage as a direct quotation and supply the appropriate citation. If you use someone else's ideas, even if you paraphrase the wording, appropriate credit should be given. You have

committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write.

- Submission of work (homework, exams, projects) that are not your own.
- Submission of the same work for credit in more than one class without prior approval of the instructors involved.

Incidents involving this type of behavior will generally be handled in the classroom by the classroom teacher in terms of discipline. In extreme cases, the administration will decide if further disciplinary action is necessary. This determination will be based primarily upon the severity of the incident and / or the number of offenses of this type on the part of the student.

Section 3 – Attendance

“80% of success in life is just showing up.” – Woody Allen

Attendance Philosophy

Numerous studies have established the existence of a direct relationship between attendance and the degree of success one experiences. Regular attendance at school helps to maximize the students’ opportunities for learning while contributing to the development of sound work habits that will carry over into life beyond school. Although it is generally possible to make-up missed assignments, it is impossible to “make-up” the missed interactions and hands-on activities that take place in the classroom. No amount of reading or completion of written work can replace these missed learning opportunities.

Attendance Responsibilities

The Kansas State Department of Education now utilizes an online data collection system that requires schools to maintain accurate and up-to-date attendance records for all students enrolled. School officials, parents and students each have certain responsibilities to help ensure that regular attendance and accurate documentation of absences are maintained.

Parents/Guardians:

1. Provide school officials with accurate and up-to-date contact information for themselves and emergency contacts.
2. Provide school officials with names of individuals authorized to excuse their children in the event the parents/legal guardians are unavailable.
3. Contact the school by phone, fax or in person when their child will be absent from school. **Contact by 9:00 AM the day of an absence is required.** If contact is not made by 9:00 AM, school administration will contact the parent / guardian of their student’s absence.
4. Provide written documentation within 24 hours of the student’s return to school outlining the reason and date(s) of the absence. The note must be specific. (A note merely saying “please excuse ...” is not sufficient.)

5. Notify the school in writing at least one day in advance for upcoming absences for such things as medical appointments, funerals, and other types of obligations that cannot be fulfilled outside of the school day.
6. Help ensure that your child goes to school prepared for the entire day. Student phone calls requesting permission to leave school because of forgotten items are highly discouraged.

Students:

1. Report to the office immediately upon returning from an absence.
2. Present the written documentation pertaining to the absence provided by the parent/guardian.
3. Submit advanced absence requests to the office at least one day prior to an upcoming absence.

Attendance Definitions

It is the goal of the Board of Education and the administration to develop and implement a policy that encourages regular attendance by all students. In keeping with its philosophy, the USD 298 Board of Education has adopted the following attendance policy for Lincoln Jr/Sr High School students.

Definitions:

1. Excused absence – the student absence was for acceptable and legitimate reasons and a parent/guardian provided required contact and documentation relating the reason for the absence. If a student misses more than 20 minutes of class, he/she is considered absent for that class period. Students are allowed to make up missed assignments for credit.
2. Unexcused absence – the student absence was not for a legitimate reason or there was no contact or documentation from a parent/guardian. Students will have the opportunity to receive credit for missed assignments and truancy statutes will apply.
3. School activity – all authorized school sponsored activities and college visits for Juniors and Seniors.
 - a. For college visits to be considered school sponsored, they must be cleared through the counselor and principal. Seniors are allowed one (1) approved college visit during the school year and juniors are allowed two (2) approved college visits during the school year.

Attendance Policy

By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. K.S.A. 72-1111 defines a non-compliant student to be one who is inexcusably absent from school for: three consecutive days; or five days in any school semester; or seven days in any school year, whichever occurs first.

If a student misses 8 or more days (64 class periods), excused or unexcused, the following procedure will be followed:

1. Parents/guardians will be notified via a truancy warning letter.
2. When absences reach 10 or more days (80 class periods), excused or unexcused, the students name and attendance will be forwarded to the Lincoln County District Attorney's office as well as the Department of Child and Family Services.

Medical/Professional absences will not count toward the 8 or 10 total listed above provided they are excused with a professionals note. Exceptional circumstances may be excused by the building principal.

Sickness Policy

USD 298 Lincoln sickness protocol is to keep all students and staff healthy. In order to achieve this goal, USD 298 Lincoln is following local medical advice as follows:

- If a student stays home/goes home sick, the student needs to stay home for 24-hour symptom free/temperature free without medicine.
- If a student returns to school within that 24-hour period, then the student's parents/guardians will be called to pick up the student.
- If parent/guardian is not available, the student will be watched by a staff member in a separate classroom (student will be given classroom assignments).

For further questions, please contact the school nurse.

Make-Up Work

As a general rule, students who must miss class time due to participation in authorized school activities do not require extra time to complete assignments given during their absence. These students should be aware of when they will be gone and are responsible for making inquiries in **advance** of their absence.

Work missed due to other excused absences may be made up. The student is responsible for making inquiries regarding make-up work and its completion in a reasonable amount of time. A reasonable amount of time for the completion of makeup work is interpreted as the number of days missed plus one.

Work missed due to an **unexcused absence** may be made-up according to the following guidelines:

- Any daily work (homework assignment, participation, etc.) will be *due on the day the student returns to school*. Daily work not turned in the day the student returns will be entered as a zero. Any daily work due the day of the unexcused absence will follow the classroom teacher's late work policy.
- Tests, quizzes, projects, labs (any long term projects) can be made-up based on an agreement with the teacher and the student. The test, quiz, or project turned in will be graded and reduced 20%.

Tardiness

Lincoln Jr/Sr High School students are expected to be on time for class. Students being on time to class means being in the classroom when the tardy bell rings. The student will be considered tardy if he/she arrives within 20 minutes of the tardy bell. Students detained by a teacher shall obtain a pass from that teacher to be admitted into their next class. No tardy will be excused without proper documentation.

Students are expected to be in class on time. Students who are tardy to class without an acceptable reason should be given an unexcused tardy. The office will handle all unexcused tardies.

Consequences for Tardiness

Students tardy to a given class over the course of a semester will be assigned the following consequences. The building principal reserves the right to impose other consequences as circumstances warrant.

1. First occurrence – verbal warning
2. Second occurrence – lunch detention
3. Third occurrence – formal conference with student and letter sent home. Additional lunch detention
4. Fourth occurrence – parent contact will be made and a plan of improvement will be created to assist student to be on time. Additional lunch detention given

Leaving School Grounds

Once a student arrives at school, he/she may not leave the school grounds without reporting to the office and obtaining authorization. Permission can only be granted with a written or oral request from a parent (or an individual authorized by the parents to excuse their child from school) asking that the student be allowed to leave school and for what purpose. The principal reserves the right to determine the necessity of the student leaving the school grounds. If permission to leave is granted, the student must sign out before leaving the building and sign back in upon returning. Students wishing to go home due to illness must go to the office and a staff member will contact a parent or guardian to obtain permission to leave for the remainder of the day.

Because USD 298 is legally responsible for its students while in attendance, failure to follow proper checkout procedures will result in an unexcused absence, regardless of the reason. Likewise, students properly checked out of school may only pursue the business for which they were granted permission to leave. Making additional stops or running personal errands is not allowed.

Leaving School Early to Watch School Events

In order for a student to be excused for a school event that they are not a participant or that the school is not providing an activity bus for the student, they must meet the following criteria.

1. The student must be passing all classes.
2. The parent or guardian must write a note or call in by noon the day before the event.
3. The student will not be allowed to hand in their work late. They will need to get the work from their teachers prior to the event and hand it in when due or before the due date.
4. Students are strongly encouraged to participate in all activities at Lincoln Jr/Sr High School. It is much more beneficial for students to participate in the activity.

Extreme Weather Conditions

USD 298 uses the Apptegy notification system to provide timely communication to parents and staff members. This system is used not only for school closings, but also other announcements and messages.

In case of extreme or severe weather conditions, information relative to school cancellation will be broadcast via radio and television. The following stations will make weather announcements concerning school –

KSAL – 1150 AM, Salina, KS

KVSV – 1190 AM & 105.5 FM, Beloit, KS

KSKG – 99.9 FM, Salina, KS

Classic Hits – 104.9 FM, Salina, KS

KINA – 910 AM, Salina, KS

KY 93.7 FM, Salina, KS

KAKE Channel 10 TV, Wichita, KS

KSN Channel 3 TV, Wichita, KS

KWCH Channel 12 TV, Wichita, KS

Please listen to one of these stations for information relating to school closures. Notice will also be posted on the USD 298 Lincoln School website, Facebook and Twitter pages.

Buses are subject to possible early departure from school in cases of inclement weather. There also exists the possibility that bus routes may not run when school is in session.

Section 4 – Co-Curricular Activities

Class / Organizational Activities

Various classes, clubs and organizations may hold parties during the course of the school year. All activities and parties must be cleared with the appropriate sponsors and the principal. Conditions for holding parties are as follows:

1. Faculty sponsors for the organization must have the event placed on the activity calendar at least five days prior to the event.
2. The organization will appoint members to a committee for cleanup of the areas used. Clean up will be completed immediately after the event.

3. Possession or use of tobacco, alcohol, or other controlled substances is prohibited. Violators will be dealt with swiftly and severely.
4. Any student leaving the activity will not be readmitted.
5. A purchase order must be obtained from the office before purchasing supplies. For last minute purchases, students must pay for items themselves and ask for reimbursement at a later time.

Attendance at Activities

Attending events and competing in extracurricular activities is a privilege. When students sign up for activities or events and do not show up, they have let their team and coaches down. Many of these events require preregistration and fees are collected. Students will be required to refund the school for the fees that were paid for them to attend when they are a no show to the activity they signed up for. Such events could include powerlifting, FFA events, music competitions, etc.

Exclusion from Activities

The superintendent and/or principal have the authority to declare students as ineligible to attend or participate in any co-curricular activity or athletic event. Students must meet the standards and expectations of the administration and USD 298 Board of Education in the areas of conduct, attitude and scholastic achievement as a prerequisite for participation in activities.

School Dances (High School)

All participants who attend a school sponsored dance are subject to all of the rules and guidelines spelled out in this document. School appropriate attire is still a requirement and the eligibility policy apply. The discipline policy will apply.

1. Organizations wishing to sponsor a school dance must secure permission a minimum of ten school days prior to the date being requested.
2. Decorating will take place outside of the regular school day under the supervision of a faculty sponsor.
3. Dances will only be scheduled for the last school day of the week and will conclude by 11:00 PM. **EXCEPTIONS:** Dances held following athletic contests will conclude by 11:30 PM. Prom will conclude by 11:00 PM.
4. Organization officers will secure adequate adult supervision before the dance will be scheduled. Supervision will include the organization sponsor and other faculty sponsors.
5. Outside dates will be allowed to attend Lincoln High School dances only with prior approval from the principal and must be signed up at least one week prior to the dance.
6. Outside dates are subject to the same rules and regulations as Lincoln students. Any Lincoln High School student bringing an outside date will be held responsible for the actions and behavior of their guest. All non-student dates must be in good standing at their school. Non-student dates must not be more than two (2) years graduated or 21 years of age to be able attend school dances.
7. Any student or their date leaving the building in which the dance is being held will not be permitted to return.

8. "Grinding" or other forms of dancing not appropriate for the school environment are prohibited. If the principal or any sponsor deems dancing is inappropriate, the DJ will be instructed to stop the music immediately.
9. Possession or use of tobacco, alcohol, nicotine devices, or other controlled substances is prohibited. Violators will be dealt with swiftly and severely.
10. Prom is a dance for juniors and seniors. Students who are not classified as a junior or a senior may attend prom if they attend with a LHS junior or senior, but are considered an outside date and will need to follow the above guidelines. As a general rule, foreign exchange students who attend LHS and are not classified as a junior or a senior may still attend prom as a supplement to their experience as an American high school student.

Cell Phone Policy

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st Century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this policy is to clarify the cell phone/electronic devices policy for Lincoln Jr/Sr High School. The policy is:

Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and between passing periods. As soon as students enter the classroom, during the school day cell phones need to be placed in their locker and made undetectable (i.e., silenced without vibration). This rule also includes earbuds, air pods, and smart watches. Cell phones are not to be used in the bathroom. Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:

- **First Offense:** the device will be held in the Administration office until the end of the school day. Students may pick up their phone in the office following a review of this policy at the end of the school day. Parents will be notified.
- **Second Offense:** An Administrator will establish parent contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian.
- **Third Offense:** An Administrator will establish parent contact and the confiscated device will remain in the main office until it is picked up by a parent or guardian. At this time a meeting with the parent will take place to create a plan of action for the student to regain their electronic device privileges.
- **Fourth Offense:** Device will be turned into office at the beginning of every school day and can be picked up at the end of the school day for the remainder of the school year.

*It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of our school's Code of Conduct. Insubordinate behavior is punishable by suspension, exclusion from school events, or other disciplinary actions warranted by administration.

***KSHSAA Sponsored Activities will follow the USD 298 Athletic
and Activities Handbook***

Section 6 – Student Conduct and Discipline

Philosophy

School authorities have an obligation to provide a safe and orderly environment that is conducive to the educational process. The environment must afford the best possible opportunity for all students to learn and for teachers to teach. In order to fulfill this obligation, there must be a means to ensure that the conduct of an individual in no way impinges on the rights of others. **All students have the right to learn and all teachers have the right to teach.** Any actions that interfere with these rights are unacceptable.

It naturally follows that discipline (whether it is self-discipline or discipline imposed by another) is a key component in the development of desirable conduct. The vast majority of today's students possess the self-discipline to display appropriate behavior. In many cases, unacceptable behavior is a result of poor self-discipline. It is the duty of the school faculty and administration to take action when conduct infringes on the rights of others. Imposed discipline serves a dual purpose: to correct inappropriate behavior, and teach self-discipline. While it is important for school authorities to impose sanctions in an attempt to prevent reoccurrence of the behavior, it is important to teach students that there are consequences related to every decision they make. Good decisions lead to desirable consequences, poor decisions lead to negative consequences.

Student Code of Conduct

While it is impossible to formulate a list or set of rules that can address every situation, certain guidelines are established which will serve as a base regarding expected behavior and disciplinary actions that may result when expectations are not met. In general, the student code of conduct is designed to protect the rights of all students, faculty, and staff and to maintain the best possible learning environment.

As a broad rule, any behavior that is disrespectful to a staff member, another student, your school or your community is unacceptable. The proceeding is a list of behaviors that are deemed inappropriate and will most likely result in some form of imposed disciplinary action. This list is not all-inclusive and merely serves as a guide for the establishment of expectations.

- Disruptive or unruly behavior that interferes with school.
- Obscenity / profanity / lewd behavior.
- Willful or excessive disregard for dress code.
- Disrespectful behavior (verbal or non-verbal).
- Willful disobedience – failure to comply with the reasonable request of a staff member.
- Open defiance.

- Inappropriate physical displays of affection.
- Possession, use or sale of controlled substances on school grounds or at any school sponsored function. (Alcoholic beverages, tobacco products, nicotine devices, narcotics or other forms of illicit drugs).
- Fighting / threats (verbal or non-verbal) / harassment of any form.
- Truancy / unexcused absences / skipping / leaving school grounds without permission.
- Vandalism / stealing / destruction of another's property.
- Inappropriate use of computers.
- Breaking classroom specific rules.
- Excessive tardiness.
- Theft.
- Conduct that results in a conviction under Chapter 21 of the Kansas Statutes or any Federal criminal statute.
- Possession of firearms / explosive devices / other weapons.

These expectations for student behavior not only exist during the school day, but also at all times while on school grounds, on school transportation, or in attendance at a school sponsored function.

Disciplinary Procedures

In the interest of developing fairness and consistency, a basic set of standard operating procedures will be in place related to the handling of disciplinary referrals. In the majority of cases, these procedures will be followed. The actions described are considered to be minimum consequences. However, it must be noted that circumstances may warrant action other than is described in this handbook.

Students are expected to assume their share of responsibility in maintaining an atmosphere conducive to teaching and learning in all classes and activities in which they participate under school control.

Activity	Parent Notification	Conference	Office Detention	1 ISS	2 ISS	1 Day OSS	2 Days OSS	10 Days + Hearing	Police Notified
Arson	1st							1st	X
Battery	1st							1st	X
Bullying	1st	2nd		1st			2nd	3rd	
Destruction of Property	1st			1st					
Disorderly/Defiant		1st-2 nd	3rd	4th	5th	6th	7th		
Dress Code Violation		1st-2 nd	3rd	4th	5th	6th	7th		
Fighting	1st				1st	2nd	3rd	4th	X
Skipping/Cutting	1st			1st	2nd				
Sexual Battery	1st							1st	X

Sexual Harassment	1st							1st	X
Stealing/Theft/Larceny		1st-2nd		2nd	3rd				X
Threat/Intimidation	1st			1st	2nd	3rd			X
Tobacco/Delivery Device (Possession, Use, Sales)	1st				1st	2nd	3rd		X
Traffic Violation	1st								X
Trespassing	1st			1st					X
Vandalism	1st			1st			2nd	3rd	X
Weapon Possession	1st							1st	X

Building-level administration has the authority to adjust the consequences/actions based upon the circumstances of each individual case and district policy. This list is not all-inclusive. Other acts, which disrupt the normal educational environment, will be dealt with according to the merits of the individual situation.

Staff Authority

It is the duty of all staff members at Lincoln Jr/Sr High School to maintain a positive, safe, and effective learning environment. This responsibility extends to classrooms, halls, grounds, and at all functions of the school. A student refusing to comply (by word or action) with a reasonable request of any staff member will be subject to immediate disciplinary consequences that are appropriate for the poor choice that was made.

Drug and Narcotics Policy

The consumption and/or possession of any alcoholic beverage or drugs by students are prohibited in any attendance center, on school grounds, or at any school-sponsored activity.

Any student consuming alcoholic beverages or drugs before entering school grounds or attendance center, at any school sponsored activity off school grounds, or traveling to and from any school sponsored activity shall be refused entrance and may be suspended or expelled in accordance with the provisions of Board Policy.

District personnel may refer students to any medical treatment or social service agency when such student is reasonably believed to be abusing or incapacitated by the use of alcohol or other drugs. Immunity from civil liability for any such referral will be given to district personnel unless such referrals were made in bad faith or with malicious purpose.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226. This policy, and any curriculum used in conjunction with it, shall be evaluated at least

every-other year using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of the reviews is conducted.

Consequences for Violation of the Drug and Narcotics Policy

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Any student violating this policy will be reported to the appropriate law enforcement officials, and will be subject to the following sanctions:

1. First Offense – A first time violator shall be subject to the following sanctions:
 - a. A punishment up to and including short-term suspension.
 - b. Suspension from all student activities including all extra-curricular practices for a period of not less than one month.
2. Second Offense - A second time violator shall be subject to the following sanctions:
 - a. A punishment up to and including long-term suspension.
 - b. Suspension from all student activities including all extra-curricular practices for a period of not less than one semester or four months.
 - c. A student placed on long-term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. Name(s) of acceptable programs are on file with the board clerk. If at any time the student fails to make satisfactory progress in the program, the suspension will be re-imposed.
3. Third and Subsequent Offenses – A student who violates the terms of the policy for the third time and any subsequent violations shall be subject to the following sanctions:
 - a. A punishment up to and including expulsion from school for the remainder of the school year.
 - b. Suspension from participation in and attendance at all school activities for the year.
 - c. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program through an acceptable agency.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take disciplinary action against the student and his / her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy and available counseling and rehabilitation programs will be provided to all students and the parents of the students. Parents of all students will be notified that compliance with this policy is mandatory.

Use of Trained Dogs for Search

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

Substance Abuse Curriculum

All the district's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of alcohol is wrong and harmful.

The board has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

Weapons

STATE OF KANSAS WEAPONS AND DANGEROUS INSTRUMENTS: AS AMENDED BY THE 1999 LEGISLATURE K.S.A. 72-89a01. "The term 'weapon' means any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any weapon described in the preceding example; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce; mine or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; any bludgeon, sand club, metal knuckles or throwing star; any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement, any electronic device designed to discharge immobilizing levels of electricity, commonly known as a 'stun gun'."

Consequence: A student found to have personal possession of a "weapon" as described above while at school, on school property, or at a school supervised activity will be subject to the following:

1. Parents and law enforcement shall be notified.

2. If a student is a juvenile, they will be referred to the Department for Children and Family (DCF) or juvenile justice authorities, or other outside agencies.
3. The student shall be suspended from school pending an expulsion hearing with the Board of Education. Expulsion is for not less than one year under federal law.

Weapons and Dangerous Instruments Other Than Those Stated Above

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or destructive device, including ammunition and spent ammunition, which could cause bodily injury or illness on the school grounds, during, before, or after school hours; on the school grounds at any other time when the school is being used by school personnel or event. This applies to any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other device similar to any of these devices. This includes all types of fireworks, matches, lighters, any knife or other object of no reasonable use to the student at school.

This rule does not apply to normal school supplies like pencils or compasses, unless used as a weapon.

Toy Replica Weapons

Consequence: This will be decided at the discretion of the principal. The reason for bringing the object to school should be considered as well as how real the replica looks when compared to the real thing.

WEAPONS UNINTENTIONALLY BROUGHT ON SCHOOL PROPERTY WILL BE IMMEDIATELY REPORTED TO THE PRINCIPAL. Proper law enforcement and medical authorities will be notified for any follow-up actions, which are deemed necessary. Ammunition or spent ammunition will be considered under this policy. Weapons or ammunition stored in a vehicle on school grounds will be considered a violation of the policy.

Violation of this policy may result in suspension from one to 186 days as determined by the administration when considering the circumstances of each situation, on a case-by-case basis under the provisions of Board Policy section JDC (Probation).

Kansas School Safety Hotline

Call (877) 626-8203 (toll free) to report any information that might threaten the safety of school or students. The hotline is available 24 hours a day, 365 days a year to report impending school violence to the Kansas Highway Patrol.

Suspension and Expulsion Procedures

A student may be suspended or expelled, for reasons set forth in Kansas law, by the following certified personnel: superintendent, principal, assistant principal or principal designee.

A suspension may be for a short term not exceeding ten school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days.

Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certificated employee or committee of certificated employees of the school in which the pupil is enrolled or a hearing officer appointed by the board, or another person appointed by the board.

Rules Which Apply in all Cases When a Student May be Suspended or Expelled

- Refusal or failure of the student and/or the student's parents to attend the hearing shall result in a waiver of the student's opportunity for the hearing.
- Students who are suspended for more than 10 days or expelled from school may appeal to the board within 10 calendar days of receiving written notice of the hearing results.
- A student suspended for more than 10 school days or expelled from school shall be provided with information concerning services or programs offered by public and private agencies that provide services to improve the student's attitude and behavior.
- A student who has been suspended or expelled shall be notified of the day the student can return to school.
- If the suspension or expulsion is not related to a weapons violation, the principal may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- If the expulsion is related to a weapons violation the superintendent may establish appropriate requirements relating to the student's future behavior at school and may place the student on probation.
- The days a student is suspended or expelled are not subject to the compulsory attendance law.

During the time a student is suspended or expelled from school, the student may not:

- be on school property or in any school building without the permission of the principal
- attend any school activity as a spectator, participant or observer.

REASONS FOR SUSPENSION OR EXPULSION

Students may be suspended or expelled for one or more of the following reasons:

- willful violation of any published, adopted student conduct regulation;
- conduct which substantially disrupts, impedes, or interferes with school operation;
- conduct which endangers the safety or substantially impinges on or invades the rights of others;
- conduct which constitutes the commission of a felony;
- conduct which constitutes commission of a misdemeanor;
- disobedience of an order of a school authority if the disobedience results in disorder, disruption or interference with school operation; and
- possession of a weapon at school, on school property or at a school-sponsored event.

SHORT-TERM SUSPENSION PROCEDURES

Except in an emergency, a short-term suspension (not exceeding ten school days) must be preceded by oral or written notice of the charges to the student and an informal hearing. If a hearing is not held prior to the suspension, an informal hearing shall be provided no later than 72 hours after imposition of a short-term suspension. Written notice of any short-term suspension shall be delivered to the student's parent or guardian within 24 hours after the suspension has been imposed. Short-term suspension hearings may be conducted by any person designated in policy as having the authority to suspend.

At the informal suspension hearing, the student shall be:

- notified of the right to be present;
- informed of the charges;
- informed of the basis for the accusation; and allowed to make statements in his/her defense.

When a suspension is imposed during the school day, the student shall not be removed from school until a parent has been notified. If a parent cannot be notified during regular school hours, the student shall remain at school until the regular dismissal time.

LONG-TERM SUSPENSION OR EXPULSION PROCEDURES

Before a student is subject to long-term suspension (not to exceed 90 school days) or expulsion (not to exceed 186 school days), a hearing shall be conducted by a hearing officer who has authority to suspend or expel. The superintendent/principal shall designate a hearing officer. Formal hearings shall be conducted according to procedures outlined in current Kansas law and:

- The student and parents or guardians shall be given written notice of the time, date and place of the hearing.
- The notice shall include copies of the suspension/expulsion law, and appropriate board policies, regulations and handbooks.
- The hearing may be conducted by either a certified employee or committee of certified employees.
- Expulsion hearings for weapons violations shall be conducted in compliance with Kansas law by persons appointed by the board.
- Findings required by law shall be prepared by the person or committee conducting the hearing.
- Records of the hearing shall be available to students and parents or guardians according to Kansas law.
- Written notice of the result of the hearing shall be given to the pupil and to parents and guardians within 24 hours after determination of such result.

STUDENT RIGHTS DURING A LONG-TERM SUSPENSION/EXPULSION HEARING

The student shall have the right:

- to counsel of his/her own choice;

- to have a parent or guardian present;
- to hear or read a full report of testimony of witnesses;
- to confront and cross-examine witnesses who appear in person at the hearing;
- to present his or her own witnesses;
- to testify in his or her own behalf and to give reasons for his or her conduct;
- to an orderly hearing; and
- to a fair and impartial decision based on substantial evidence.

APPEAL TO THE BOARD

The following conditions shall apply if a student or the student's parent or guardian files a written appeal of a suspension or expulsion:

- Written notice of the appeal shall be filed with the clerk within 10 calendar days of the hearing.
- The board shall schedule an appeal with the board or a hearing officer appointed by the board within 20 calendar days.
- The student and the student's parent shall be notified in writing of the time and place of the appeal at least 5 calendar days before the hearing.
- The hearing shall be conducted as a formal hearing using the same rules noted earlier for expulsion hearings.
- The board shall provide a certified court reporter to transcribe the hearing.

The board shall render a final decision within five (5) calendar days after the conclusion of the appeal hearing.

Section 7 - Bus Regulations

Activity Buses

Activity buses are provided to furnish transportation for students to and from school sponsored activities. The following regulations apply:

1. Those planning to ride activity buses to and from games must sign up in the office by noon prior to the game that evening.
2. All participating cheerleaders will travel to "away" games by school sponsored transportation. Cheerleaders may ride home with parents / guardians if approval is given by the sponsor and upon completion of a transportation release form at the activity site. Students may ride home with adult relatives or parents / guardians of another student if arrangements are made with the principal in advance of the activity. Prior arrangements include the completion of a transportation release form by parents / guardians. Should conflicting activities, emergencies or other valid unusual circumstances occur, arrangements shall be made with the building principal in advance of the activity.

3. Students shall ride school provided transportation to and from the activity site. Students may ride home with parents / guardians if approval is given by the sponsor and upon completion of a transportation release form at the activity site. Students may ride home with adult relatives or parents / guardians of another student if arrangements are made with the principal in advance of the activity. Prior arrangements include the completion of a transportation release form by parents / guardians. Should conflicting activities, emergencies or other valid unusual circumstances occur, arrangements shall be made with the building principal in advance of the activity.
4. Bus drivers are school employees, with delegated responsibilities, and will be treated with respect by students and faculty members.
5. No bus transporting students to or from school activities will move without faculty or adult supervision on board.
6. The sponsor assumes the responsibility to arrange or assign seating as necessary.
7. Stay seated in your assigned seat.
8. Keep your whole body inside the bus.
9. Do not throw anything from the bus.
10. Get on and off ONLY when instructed.
11. No pushing, shoving, fighting, shouting or inappropriate language.
12. No eating, drinking, smoking, spitting, destruction of property, or possession of harmful objects. Plain, unflavored, unsweetened drinking water in plastic, see thru containers is the only liquid or food allowed.
13. For safety reasons, animals or other living things, glass containers, skateboards, and any other object that, due to its size would obstruct an aisle or emergency exit, prevent correct student seating, or obstruct the driver's views are not allowed on the bus.
14. Buses should leave promptly at the time scheduled unless extreme cases arise.
15. All present standing regulations concerning bus transportation will be recognized.
16. Students that cannot or will not comply with the above guidelines will be denied the privilege of riding on school activity buses.

Emergency Safety Interventions (KASB Policy GAO, JRB, JQ, and KN GAAF) can be found on the USD 298 website.

DS Bus policy will be handed out at enrollment

ADVANCED STUDIES/CREDIT RECOVERY/POST GRADUATE RECOVERY AGREEMENT

Full Name of Student

Phone number

Email

Name of Course

GPA

Check the box which best applies:

- ☐ Advanced Studies College Courses ☐ Credit Recovery Courses
- ☐ Post Graduate Recovery Courses

I, _____ agree:

- to observe all rules and regulations of Lincoln Jr/Sr High School student policies
- to allow Lincoln Jr/Sr High School access to currently enrolled class grades, assignments, and course syllabus
- to submit grades weekly and at the end of each grading period to the advanced studies monitor, the school counselor, or the school principal.

Before signing, please read the detailed requirements which apply to this agreement on the back of this sheet.

Signature of Student

Date

Signature of Parent if student is a minor

Date

Signature of Principal

Date

Signature of Counselor

Date

High school students enrolling in Advanced Studies/Credit Recovery/Post Graduate courses are taking online courses. Advanced Studies courses are college classes and taken during the regular school day in a supervised classroom. Credit recovery or Post Graduate may be taken during the school day in a supervised classroom. The purpose of this program is to provide educational opportunities to students or former students which otherwise might not be available. Successful completion of these courses is dependent solely on the individual and not the responsibility of the school.

REQUIREMENTS

1. Advanced Studies student must have a 2.5 GPA in completed school courses.
2. Advanced Studies students must have completed the 10th grade by the beginning of the term they wish to attend.
3. Credit recovery students may only enroll in recovery courses if he/she attempted the course already offered at LJSHS and failed, or the course is not currently offered at LJSHS.
4. All students must meet admission requirements of the school they are taking the course. It is his/her responsibility to complete admissions requirements, register for classes, pay for classes, or have a payment plan in place in accordance with the requirements of the institution.
5. Each student must have written approval of the principal, counselor, and parent/guardian if a minor.
6. Any books/supplies necessary for completion of the class is the responsibility of the student and must be purchased within the second week of class.
7. Any courses dropped or added within the semester **must be** reported to the counselor by the end of the first week of the class for approval. Another appropriate course will be scheduled in its place depending on class availability.
8. Any additional fees required by the institution is the responsibility of the student.
9. Advanced Studies courses which are intended to satisfy dual credit (college and high school) must be approved by the principal prior to enrollment.
10. Advanced studies and credit recovery students must report grades weekly to the classroom supervisor.
11. All students must include the principal, counselor, and classroom supervisor on the FERPA waiver.
12. Credit recovery students will be required to pay for the course only if the class is dropped or a failing grade is earned.
13. Post graduate students are required to follow all policy requirements which are required of enrolled students, no exceptions.