

Manitowoc Public School District
2025-2026
Lincoln High School

This student handbook is developed to answer many of the commonly asked questions that you and your parent(s)/guardians may have during the course of a school year. This handbook summarizes many of the official policies and administrative guidelines of the MPSD Board of Education.

This handbook is effective immediately.

The handbook also contains information about student rights and responsibilities; each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parent/guardian's use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact an administrator. This handbook is in accordance with school board policy and supersedes all prior handbooks and other written or oral statements regarding any item in this handbook. School Board Policies may be viewed on the district website, manitowocpublicschools.org.

Table of Contents

[Student Code of Conduct](#)

[Attendance](#)

[Athletics, Clubs, Extra-Curricular Activities](#)

[Student Services](#)

[School Nursing Services](#)

[Student Records and Fees](#)

[General Information](#) (rights & concerns, Transportation/closings, Lockers, Visitors, Library, Lost and Found, Fundraising)

MPSD Calendar (2025-2026)



Manitowoc Public School District

2025-2026 CALENDAR

School Year at a Glance

Aug. 25-27	Staff Development Days for Teachers
Aug. 28	Transition Day for: 6 and 9 (+ new MS/HS MPSD students)
Aug. 29	No School for Students and Staff
Sept. 1	Labor Day - No School for Students and Staff - School and Central Offices Closed
Sept. 2	First Day of School for KG-12 Students
Sept. 2 & 3	4K Conference Days - No School for 4K Students
Sept. 4	First Day of School for 4K Students
Sept. 24	Elementary School Staff Development Day - No School for Elementary School Students
Oct. 6	Staff Development Day - No School for Students
Oct. 22	Elementary School Staff Development ½ Day - <i>Early Dismissal</i> for Elementary School Students (No 4K/TK)
Oct. 31	End of 1st Quarter - Full Day of School
Nov. 6	Lincoln High School Conferences - ½ day for LHS Students
Nov. 7	Staff Development Day - No School for Students
Nov. 12	Middle School Conferences - ½ day for Washington & Wilson Students
Nov. 13	Elementary School Conferences - No School for Elementary School Students
Nov. 14	No School for Students and Staff
Nov. 19	Elementary School Staff Development ½ Day - <i>Early Dismissal</i> for Elementary School Students (No 4K/TK)
Nov. 26	½ day for Students and Staff (No 4K/TK)
Nov. 27 & 28	No School for Students and Staff - School and Central Offices Closed
Dec. 17	Elementary School Staff Development Day - No School for Elementary School Students
Dec. 22-31	Winter Break - No School for Students and Staff
Dec. 24 & 25	School and Central Offices Closed
Dec. 31	School and Central Offices Closed
Jan. 1	No School for Students and Staff - School and Central Offices Closed
Jan. 2	Staff Development Day - No School for Students
Jan. 19	No School for Students and Staff
Jan. 21	Elementary School Staff Development ½ Day - <i>Early Dismissal</i> for Elementary School Students (No 4K/TK)
Jan. 22	End of 2nd Quarter/Semester - Full day of School
Jan. 23	Records Day; No School for Students; Full day for Staff
Feb. 2	Staff Development Day - No School for Students
Feb. 12	Elementary School Conferences - No School for Elementary School Students
Feb. 13	No School for Students and Staff
Feb. 18	Elementary School Staff Development ½ Day - <i>Early Dismissal</i> for Elementary School Students (No 4K/TK)
Mar. 5	Middle School Conferences - ½ day for Washington & Wilson Students
Mar. 6	Staff Development Day - No School for Students
Mar. 10	Lincoln High School Conferences - ½ day for LHS Students
Mar. 18	Elementary School Staff Development ½ Day - <i>Early Dismissal</i> for Elementary School Students (No 4K/TK)
Mar. 27	End of 3rd Quarter - Full Day of School
Mar. 30-31	Spring Break - No School for Students and Staff
Apr. 1-3	Spring Break - No School for Students and Staff
Apr. 3	No School for Students and Staff - School and Central Offices Closed
Apr. 13	Staff Development Day - No School for Students
Apr. 22	Elementary School Staff Development ½ Day - <i>Early Dismissal</i> for Elementary School Students (No 4K/TK)
May 1	Weather Make-up Day
May 20	Elementary School Staff Development Day - No School for Elementary School Students
May 25	Memorial Day - No School for Students and Staff - School and Central Offices Closed
June 11	Last Day of School - ½ day for Students (No 4K/TK); Full Day for Staff
June 12	Lincoln Graduation at 1:00 p.m.

Board of Education Approved 12/10/2024; Revised 06/10/2025; Revised 07/11/2025

Reviewed on 7/31/2025

LHS Bell Schedule 2025-2026

Lincoln High School: 2025-26 Bell Schedule

Monday/Wednesday		Tuesday/Thursday		Friday	
1st	8:10 - 9:34	5th	8:10 - 9:34	1st	8:10 - 8:53
WIN	9:39 - 10:21	WIN	9:39 - 10:21	HR	8:58 - 9:23
2nd	10:26 - 11:50	6th	10:26 - 11:50	2nd	9:28 - 10:11
3rd A Lunch	11:55 - 12:30	7th A Lunch	11:55 - 12:30	3rd	10:16 - 10:59
3rd A Class	12:35 - 2:01	7th A Class	12:35 - 2:01	4th	11:04 - 11:47
3rd B Class	11:55 - 12:41	7th B Class	11:55 - 12:41	5th A Lunch	11:47 - 12:17
3rd B Lunch	12:46 - 1:16	7th B Lunch	12:46 - 1:16	5th A Class	12:22 - 1:05
3rd B Class	1:21 - 2:01	7th B Class	1:21 - 2:01	5th B Class	11:52 - 12:35
3rd C Class	11:55 - 1:21	7th C Class	11:55 - 1:21	5th B Lunch	12:35 - 1:05
3rd C Lunch	1:26 - 2:01	7th C Lunch	1:26 - 2:01	6th	1:10 - 1:53
4th	2:06 - 3:30	8th	2:06 - 3:30	7th	1:58-2:41
A Lunch: Students who have 3rd/7th on the 1st Floor (JFK/Tech) or Friday 5th on 1st Floor/2nd Floor T (World Language). B Lunch: Students who have 3rd/7th on the 2nd Floor or Friday 5th on the 2nd Floor Main/3rd Floor. C Lunch: Students who have 3rd/7th on the 3rd Floor.				8th	2:46- 3:30

Topic of Question	Contact	Office	Phone
Attendance	Cassidy Rohr	Student	(920) 663-9839
School Fees	Mel Garza	General	(920) 663-9609
Transcripts	Bianca Griffin	Student Services	(920) 663-9612
Graduation Requirements	Bianca Griffin	Student Services	(920) 663-9612
Infinite Campus	Lexie Ruechel	Principal	(920) 663-9605
Athletics, Activities, Fundraisers	Heidi Rusboldt	Student	(920) 663-9608
Work Experience/Youth Apprenticeship	Kristin Donahue	School to Work	(920) 663-9648
Scheduling Appointments with Administration	With Principal - Lexie Ruechel	Principal	(920) 663-9605
	With Associate Principals - Kim Niespodziany	General	(920) 663-9606
	With Athletics/Activities Director - Heidi Rusboldt	Student	(920) 663-9608
	With School Resource Officer - Cassidy Rohr	Student	(920) 663-9839

Student Code of Conduct

District Behavior Expectations & Policies

[MPSD Secondary Code of Conduct Linked Here](#)

<p>The Code of Conduct includes the following:</p> <ul style="list-style-type: none"> ● Unacceptable Behaviors & 4 Levels of Response 	<p>District Policies (Link to latest version of Board Policies)</p> <ul style="list-style-type: none"> ● Alcohol & Drug Policy #5530 ● Bullying Policy #5517.01 ● Cell Phones Policy #5136 ● Destruction or Misuse of Property Policy #5600 ● Disorderly Conduct Policy #5520 ● Discrimination/Harassment Policy #5517 ● Hazing Policy # 5516 ● Internet use Policy #7540/7540.03 ● School Security Policy #8410 ● Sexual Misconduct/Assault Policy #2266 ● Weapons/Look-Alikes Policy #5772
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Internet Use Policy

In order to be permitted to have access to the internet, students and their parents/guardians must abide by the [Acceptable Use Policy](#) found on the **school website**.

Information about the inappropriate use of the internet and its consequences is in the Code of Conduct.

Cell Phones/Electronic Communication Devices

- While cell phones are valuable communication devices, they may pose a distraction in the school setting. Students may bring cell phones into the school building; however, they must be silenced & kept in lockers during the day. Students may use their phones during their lunch period, either in the cafeteria or outside the school building.
- Emergency phone calls should be made in the office; therefore, cell phones are not needed during school hours. The same procedure will be followed for personal music devices, multimedia, or other electronic devices (i.e., AirPods or other wireless earbuds). If a student uses a cell phone or other personal electronic device when prohibited, the student will be asked to place the device in their locker. If the student does not comply, the device will be turned in to the office.
- If parents must contact their child during the school day, they should call the school office. The office staff will relay emergency messages from parents to students.
- Exceptions to this policy may be made on an individual basis by school staff or administration. Please contact an administrator to discuss circumstances that may require modifications prior to using a cell phone in school.

Wisconsin statute 175.22, Act 118 prohibits the use of any cell phone, camera, or other recording device to capture, record, or transfer a representation of any person or part of a person. These devices are strictly prohibited in MPSD restrooms or locker rooms.

School Appropriate Attire

- The responsibility for the personal appearance of students enrolled shall normally rest with the students themselves and their parents and/or guardians. However, student dress should not affect the health and/or safety of students, be vulgar, or disrupt the learning process within the school. Students are expected to dress appropriately for school.
 - Student clothing and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol, or tobacco-related information, obscenities, put-downs, stereotypes, racial slurs, sexual innuendos, and/or offensive words or graphics.
 - Staff must be able to see students' faces to ensure student safety.
 - Students will be asked to change their clothes if they are inappropriate. School-appropriate dress is expected for all school functions, including dances.

Dress Code language and consequences are in the Code of Conduct.

Student Classroom Conduct-Removal from Class Lincoln High School is committed to maintaining an orderly and safe academic atmosphere. Teachers are expected to create a positive learning environment and to maintain proper order in the classroom. Students are expected to behave in the classroom in a manner that allows teachers to effectively carry out their lessons and allows students to participate in classroom learning activities. Administrator intervention may be requested.

In School Suspension Students assigned to the in-school suspension area are isolated from the regular school population. Length and nature of the assignment will depend on the needs of the student and nature of the offense as defined in the specific criteria for the assignment. Students will be supervised and have the benefit of an appropriate academic program.

Suspension - Policy #5610 "Suspension" means an action taken by the school administration prohibiting a student from attending school for a period of not more than five consecutive school days. The suspension period may be extended an additional ten days when an expulsion hearing has been set and it is determined that the student will create an immediate and substantial danger to persons or property around him/her. Upon completion of a suspension and prior to the student's return to school, a reentry meeting with administration, student services, parent(s)/guardians, and/or the student shall be required. When suspended, the student cannot be on school premises for any reason before or after school hours.

If the situation requires that the student be removed from the premises before school is dismissed, the principal or designee shall attempt to contact the student's parent or guardian to request that he/she pick up the student. If the parent/guardian is unable to pick up the student, the student should remain under the supervision of the SRO (Student Resource Officer) or administrative designee until school is dismissed, or in the event law enforcement is involved, under law enforcement supervision.

The parent or guardian of a suspended minor adult age student shall be given prompt written notice of the suspension and the reason for the suspension by mail and by sending a copy of the notice home with the student. Oral notice may also be given to the student's parent or guardian; however, it will be confirmed in writing.

Reference to the Suspension in the Student's Record The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Manitowoc Public School District Board of Education concerning the content of student records.

The suspended student or the student's parent or guardian may, within (5) school days following the commencement of the suspension, have a conference with the District Administrator or his or her designee, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing the reference to the suspension from the student's record.

Reference to the suspension in the student's school record shall be removed if the District Administrator finds that:

- * The student was suspended unfairly or unjustly;
- * The suspension was inappropriate, given the nature of the alleged offense; or
- * The student suffered undue consequences or penalties as a result of the suspension.

The District Administrator, or Administrator's designee, shall make his or her finding within fifteen(15) days of the conference.

Students who are suspended from school may not participate in co-curricular activities during the suspension.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or

alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the School District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to the criminal justice or juvenile delinquency system.

As required by 20 U.S.C. 7151, the Superintendent will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and, if the student is a minor, to his/her parent(s) or guardian(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of Sec. 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) or guardian(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents or guardians in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

Expulsion Hearing Before expelling a student, the MPSD School Board shall provide the student with a hearing. Prior written notice of the expulsion hearing must be sent separately both to the student and his/her parents or guardians if the student is a minor; otherwise, just to the student. The notice will comply with the requirements of State law.

The student, or the student's parent/guardian if the student is a minor, has the right to request a closed hearing, or the Board may choose to close the hearing. The student and, if the student is a minor, the student's parent or guardian may be represented at the hearing by counsel.

Referral to Police or Juvenile Authorities If a student's behavior is a violation of the law, police or juvenile authorities will be contacted by the principal or a designated representative. Every reasonable attempt shall be made to notify parents that juvenile authorities were called. If the officer indicates that he/she is arresting the student, with or without a warrant, that officer shall have complete jurisdiction and responsibility in the matter in regard to the student's removal from the building.

Search and Seizure Search of a student and his/her lockers and any possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Manitowoc Public School District Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rule. A search may also be conducted to protect the safety of others or as otherwise permitted by law.

No strip searches will be conducted by any employee of Lincoln Senior High School or the Manitowoc Public School District.

Anything that is found in the course of a search that may be evidence of a violation of Lincoln High School rules or the law may be confiscated and held, or turned over to the police. Lincoln High School reserves the right not to return items that have been confiscated.

Canine Searches It is the policy of Lincoln High School to maintain a drug-free and healthy school environment. In an effort to protect the health and welfare of its students, the Board of Education authorizes the use of trained canines on school property to detect the presence of controlled substances in school buildings and on school properties. Canine searches will be scheduled at the discretion of the Superintendent or designee.

Attendance

920-663-9839

All students are required to attend school regularly in accordance with the laws of Wisconsin. Research has shown that students who attend school regularly and are actively involved in their education fare better in career and life pursuits. Lincoln High School administration and staff strive to provide a quality, comprehensive, and personal education to all students. In order to achieve this, students must be present on a regular basis. Students who do not attend classes without an acceptable excuse are considered truant and jeopardize themselves academically, socially, and emotionally.

Compulsory Student Attendance All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school is in session. All students must attend until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception outlined in the District's Administrative Guidelines.

Excused Absences A student **shall** be excused from school for the following reasons:

Permission of parent or guardian According to Wisconsin State Statutes, a student may be excused by his or her parent or guardian before the absence occurs. **A student may not be excused for more than 10 days during the course of a school year.** All absences that occur over the allotted 10 are considered unexcused. Examples of reasons for being absent that should be counted under the allotted 10 included but are not limited to: professional and all other necessary appointments (medical, dental, and legal), to attend a funeral of a relative, legal proceedings, college visits, job fair, vacations, weather, and parent request. Parents and guardians will receive a letter when a student has reached 5 days of the allotted 10 excused absences, reminding them of this policy. Once a student reaches 10 excused absences, parents/guardians will be notified in writing, and any subsequent absences will be marked as unexcused.

Please note that if your student has missed school as a result of a medical appointment or illness, please bring a certified medical or appointment slip to the attendance office the following school day or as soon as possible. Thereby ensuring those days are not counted toward the allotted 10 excused days as described above.

All students who have foreseeable absences greater than three (3) days should complete an Anticipated Absence Form. Forms are located in the Attendance Office. The District reserves the right to verify statements and investigate absences from school.

Physical or Mental Condition If a student is temporarily not in proper physical or mental condition to attend a school program and their absences will exceed three (3) days, the inability of the student to attend school due to a physical or mental condition must be certified in writing by a licensed physician, dentist, chiropractor, optometrist, psychologist, or other health practitioner. A medical excuse may not exceed thirty (30) days but can be renewed by a medical professional.

Student Absence: Tardiness If a student is late for a class and a parent or guardian has not given a reason for the student being late to class, they are considered unexcused tardy. If the Lincoln High School attendance office is notified in advance of student tardiness, the student will be considered excused tardy. Habitual tardiness can lead to a lack of successful engagement in coursework and failure to find a traditional pathway to graduation.

How to excuse an absence A parent of a student who is absent shall provide a written, dated, signed, or verbal statement indicating the reason for the time period of the absence. This statement must be submitted prior to the absence if the absence is foreseeable. If the absence is not foreseeable, the statement must be submitted to Lincoln High School's Attendance Office **within 24 hours** of the absence occurring, and it will be filed in the student's school record. The District reserves the right to verify statements and investigate absences from school. Anticipated absence forms are available in the attendance office.

If you are requesting to pick up your student from school, please make every attempt to contact the attendance office at least 1 hour ahead of time. 920-663-9549

Important Reminder: All excused absences must be reported to the attendance office within 24 hours, or the absence will remain unexcused. Failure to follow the above detailed procedures will result in any and all absences remaining unexcused.

Make-up Coursework and Examinations After any period of excused or unexcused absence, it is the student's responsibility to contact his or her teachers to determine what coursework and examinations must be made up. Teachers shall have the discretion to assign substitute coursework and examinations. The time for completing the work can be extended based on extenuating circumstances. The District will not deny a student credit in a course subject solely because of unexcused absences.

Unexcused Absences

1. Students who are absent one or more periods on a given day will receive a computerized phone call that evening informing them that one or more periods were missed. The Attendance Office may follow up with a personal phone call if the absence is not cleared the following day.
2. Absences that are considered unexcused may merit a student meeting with an Administrator as well as contact with a parent. A parent meeting may also be scheduled at this time. This meeting will explore ways to assist the student and provide consequences if necessary. Reference section titled Systems of Engagement (SOE).
3. A citation for Habitual Truancy may be issued once the student has had unexcused absences for all or part of 5 days. Parents will be notified personally by telephone or via letter if no home phone is available. This process involves a fine being issued to that student.

4. The student's employer will be notified of excessive unexcused absences.

Truancy A student may be considered truant if he or she is absent all or part of one or more days from school during which the attendance office has not been notified by the parent or guardian indicating the reason for that absence.

Habitual Truancy A student is considered a habitual truant if he or she is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Age of Majority All students at Lincoln High School, regardless of age, are subject to all school rules. Students who have reached their 18th birthday are permitted to originate their own excuse for absence only if they

- (1) are not living with their parents or a legal guardian, or
- (2) The parent or guardian submits a written statement to the school stating the student is responsible for herself or himself.

Parent/Guardian Responsibilities: It is the responsibility of the student's parent or guardian to ensure that their child attends school regularly. Parents are expected to provide an excuse for all legitimate absences. Parents/guardians can be held legally responsible for contributing to their student's truancy.

Student Responsibilities: Students are required to attend all classes and other school activities on their daily schedule unless they have been excused from school.

Early Dismissal No student will knowingly be released from school prior to dismissal time without permission from the parent/guardian or an individual listed in the student's Infinite Campus account.

Athletics, Clubs, Extra-Curricular Activities We encourage students to involve themselves in as many out-of-class activities as their time, interests, and talents permit. It is important to understand that participation in interscholastic athletics, clubs, and cocurricular activities can benefit the student in their academics and character development. Be sure to consult the [Co-Curricular Handbook](#).

Non-school-sponsored Clubs and Activities Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity being initiated by students attendance is voluntary, and the event will not interfere with school activities. School rules will still apply regarding behavior.

Student Co-curricular Code Students representing Lincoln are expected to maintain levels of scholastic standards (no failing grades) and acceptable levels of conduct in and out of school.

Academic Eligibility Co-Curricular – Extra Curricular: A student must meet Lincoln Senior High School requirements defining a full-time student and have received no failing grades in the most recent grade-reporting period.

- a. A student who becomes academically ineligible may regain eligibility on the 16th scheduled school day by meeting the academic standard, following a period of 15 scheduled school days and nights of ineligibility.
- b. A student regains eligibility immediately if incompletes are made within two weeks after a grade-reporting period.
- c. A student may erase ineligibility status related to the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or another school, provided that the student successfully completes not less than the same number of courses that caused ineligibility.
- d. A student who is ineligible for a minimum of 16 scheduled days, under the provisions of this

Section, may not return to competition or performance until the school day following the 15-day ineligibility period.

Unacceptable conduct includes the use, possession, or consumption of alcohol/drugs, or being in the presence of those in possession or consuming. Other unacceptable conduct shall be determined by the advisor, extra-curricular supervisor, and/or staff member. Students and their parents/guardians have a right to a formal due process hearing. The supervisor, advisor, and/or teacher shall, within three school days of notification of the infraction, formalize the consequences in writing and send a letter to the parent/guardians outlining the specific details relating to:

- * The violation or infraction
- * The date of violation or infraction
- * The period of the consequence
- * Any other pertinent information

1. After a ruling is made, resulting in a suspension from participation, the student and/or his/her parent/guardians may formally appeal the decision by phone.

2. This must be followed by a written appeal to the assistant principals. The appeal must be received within seven calendar days of the date on the suspension letter. The assistant principals will confer with the supervisor, advisor, and/or teacher on the events leading to the suspension.

3. After the appeal has been received, a date for the conference will be set by the assistant principals within seven calendar days of receipt of the appeal letter. The case will be heard by the assistant principals and a faculty member at large or a supervisor/advisor based on a legal right to know basis. Also present will be the student, parent/guardians, and the advisor, supervisor, and/or teacher. The decision of the conference will be based on a majority vote.

The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the conference. Proceedings of the conference, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.

4. Also present will be the student, parent/guardians, the advisor, supervisors, and/or the teacher. The decision of the conference will be based on a majority vote. The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the conference. Proceedings of the conference, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.

If the student and his/her parent/guardians are not satisfied with the rulings of the assistant principals, a second conference may be requested before the building principal. The student and his/her parent/guardian are entitled to a hearing before the Superintendent if they are not satisfied with the ruling of the building principal. If the student and his/her parent/guardians request a hearing before the Superintendent, the building principal must receive in writing a request from the parent/guardians of the student for such a hearing within seven days of the mailing of the outcome of the principal's rulings.

Student Services

There are school counselors available to assist students in matters dealing with course selection, adding or dropping courses, academic difficulties, alcohol and drug counseling, dealing with death, career planning, personal problems, post-high school plans, and job placement. Each student will be assigned a counselor, as indicated in Infinite Campus. If that counselor is unavailable, it is possible to meet with another counselor.

Student Scheduling Schedules are released digitally to each student at the beginning of the school year or upon enrollment. Students are expected to follow their schedules. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling department. It is important to note that some courses and change requests may be denied because of limited space or the need to complete prerequisite courses, or insufficient reasons for the request.

Graduation Requirements Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic coursework and earn the total number of required credits.

Specific course requirements are:

English 4.0 Credits

Mathematics 3.0 Credits

Science 3.0 Credits

* Physical 1.0 Credit

* Life 1.0 Credit

* Elective Science 1.0 Credit

Social Studies 3.0 Credits

* American History 1.0 Credit

* World History/Global Perspectives 1.0 Credit

* Civics 0.5 Credit

* Social Study Elective 0.5 Credit

Physical Education 1.5 Credits

Health 0.5 Credit

Financial Literacy 0.5 Credit

Electives 8.5 Credits

Total Credits 24.0 Credits

Community Service Students must complete a mandatory 20-hour community service requirement. The school may grant a high school diploma to a student who has not satisfied the requirements under this policy if the student was enrolled in an alternative education program and the school determines that the student has demonstrated a level of proficiency in the subjects required under this policy, goals, and objectives of an Individualized Education Plan (IEP).

Grading for Learning We firmly believe that Grading for Learning (Standards-based grading) is essential for fostering a transparent and equitable learning environment. Grading for Learning prioritizes students' mastery of specific learning objectives, allowing them to demonstrate their understanding and skills in a meaningful way. By focusing on individual competencies rather than traditional grading metrics, we aim to provide accurate feedback that reflects each student's true capabilities and progress. Grading for Learning involves clear communication of learning expectations, consistent assessment aligned with standards, and the use of a variety of evaluation methods to accommodate diverse learning styles.

To facilitate effective assessment, we utilize a standard four-point grading scale that provides clear and consistent criteria for evaluating student performance. This scale includes the following levels:

4 - Advanced, demonstrating advanced mastery of the standards;

3 - Proficient, indicating a solid understanding of the material;

2 - Developing, showing partial understanding; and

1 - Beginning, reflecting minimal understanding of the learning objectives.

This grading scale allows for precise feedback, helping students identify areas for growth while celebrating their achievements in mastering the content.

Grade Point Average To calculate a grade point average (GPA), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses, use the fractional value of the grade. For example, a

half credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Laude System The Laude System is to recognize students for the rigor of their academic program, as well as their success in that program. It is a point-based system that combines advanced-level course points (based on advanced courses taken) and the cumulative grade point average to create a Laude Score. The Laude Score determines which laude rank a student receives at graduation. [Click for more information about Laude at LHS](#)

Grading Periods Progress grades can be monitored online throughout the year by accessing the Infinite Campus portal from the parents' menu on our school's website. Please call the school office at (920)-663-9605 if you wish to receive a hard copy of report cards. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance. Students are expected to be enrolled in a full academic course load all four years. (6 contact hours-not including study hall or teacher aide).

Drop Policy Students may drop a class with parental consent during the first two weeks of a semester and join a new class without penalty. After the second week of a semester, withdrawal will result in a student being placed into a study hall.

Homework The assignment of homework can be expected. Homework is also part of the student's preparation for the standardized tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

Student Assessment To measure student progress, students will be tested in accordance with state standards and district policy. Classroom testing will be used to determine student progress and assign grades. These assessments are selected or prepared by teachers to measure how well the students have achieved specific course learner outcomes. College entrance testing information can be obtained from the counseling center.

School Nursing Services

School nurses are Registered Nurses who bridge health care and the educational system to ensure that each child is at their best for optimal learning. MPSD RNs provide shared coverage for all schools and off-site programs. RN responsibilities include:

1. Assessing students' needs to identify who may need nursing services during the school day.
2. Work collaboratively with parents/guardians and their students' medical providers.
3. Create individualized health plans/emergency action plans for students with chronic health needs requiring medication and/or treatments at school.
4. Annual review of student health needs as disclosed by the family.
5. Ensure safe medication administration and treatments according to medical orders.
6. A member of the IEP/504 team provides information and interventions when a student's health needs affect their education.
7. Staff training on individual student needs, general medical emergencies, CPR/ AED, and first aid.
8. Case management of students with health needs.
9. Communicable disease monitoring.
10. Refer to community resources as needed.

Injury and Illness All injuries and illnesses must be reported to a staff member. If minor, the student will be treated and may return to class. If care is required, the health office will follow the school's injury and illness guidelines. The nursing or office staff will determine whether the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

Medication

It is best to give your student medication at home. However, there are times a student may need to be given medication or have a medical procedure performed during school hours.

- MPSD Medication Consent form must be completed by a parent for any prescription and over the counter medication to be given at school.
- A medical provider must sign an authorization for prescription medications.
- Students who need medical procedures at school also need a completed MPSD Procedure form.
- It is the parent/guardian's responsibility to transport medication to/from school.
- Medications must be in the original container.
- The school nurse has the right to refuse medications or to stop providing medication if the policies are not followed.

Consent forms and additional information can be found on the MPSD website under Nursing Services

Physical Examination

It is recommended that all children entering school for the first time have a well-child exam by their medical provider and continue on a yearly basis. Regular vision and dental exams are highly recommended as well.

Vision Screening

The ability to see properly affects learning. Students in the following grades are screened annually for vision abnormalities: EC, 4K, KG, 2, 4, 6, and 8. If your child does not pass the vision screening, a letter will be sent to your home. Please contact your school office if you do not want your child's vision screened.

School-Based Dental Clinic

Lakeshore Community Health Care provides dental services during your child's school day. Interested families complete an annual consent and health history. They provide an examination, cleaning, X-rays, sealants, fillings and much more. Any child who is NOT currently established with a dentist is able to be seen. All children are accepted and claims are sent to insurance companies, or sliding scale fees are applied. The clinic will visit every school in the district based on interest level.

Communicable Diseases Managed in accordance with district policy and Wisconsin Department of Health guidance.

Immunizations

WI State Law requires the following immunizations. Immunizations may be waived for medical, personal conviction, or religious reasons. However, if there is an outbreak of vaccine-preventable disease, students with waivers may be excluded from school until the outbreak subsides.

Age	Number of doses					
Pre-K	4 Dtap		3 Polio	3 Hep B	1 MMR	1 Varicella
Grade K- 5	4 Dtap		4 Polio	3 Hep B	2 MMR	2 Varicella
Grade 7-12	4 Dtap	1 Tdap	4 Polio	3 Hep B	2 MMR	2 Varicella

Meningococcal and Human Papillomavirus (HPV) vaccinations are recommended at age 11. Meningococcal conjugate vaccine protects against bacteria that can cause meningitis, a very serious illness that can lead to death in as little as 48 hours. A second shot is recommended for teens at age 16 to continue providing protection.

Please see the MPSD Website for further school health information and how to contact a school nurse directly.

Student Records

The origination and maintenance of appropriate student records are essential to the effective operation of the District and meeting the educational interests of students. The rights and responsibilities of students, parents/guardians, and the District with respect to student records are governed by State and Federal law. Many student records are kept by teachers, counselors, and administrative staff. There are two (2) basic kinds of student records – directory data and confidential records.

Directory data can be given to any person or organization for non-commercial or non-business purposes when requested, unless the parents/guardians of the student object in writing to the disclosure as required under school policy and State and Federal law. Directory data includes those student records which identify the following:

- Student name
- School
- Grade level
- Age
- Participation in school-sponsored activities and sports
- Height and weight (if a member of an athletic team)
- Photograph
- Diplomas and awards received
- Name of previous schools

In compliance with the federal No Child Left Behind Law, we are required to give your child's name, address, and phone number to military recruiters and institutions of higher education. As part of this law, it is our responsibility to inform you of this practice and of your right to keep your child's information private if you so choose. **Opt out: If you want us to deny the release of your child's name, address, and phone number to military recruiters and institutes of higher education, just notify the school in writing within 14 days of the first day of school or within 14 days of enrolling in MPSD.**

A student's records are generally considered confidential under State and Federal law and may not be released to third parties unless the student's parents/guardians consent in writing. However, there are exceptions to confidentiality, and requests for records within these exceptions may be granted without a parent/guardian's written consent. If you have questions about the confidentiality of student records and/or the release of student records to third parties, please contact your school principal or consult the Board's Confidentiality Policy and Administrative Guidelines. #8350

The Family Policy Compliance Office in the U.S. Department of Education administers both the Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA). Parent/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.

Student Fees

Fees

- Student Fee: \$50
- Yearbook Fee: \$60 (optional)
- Athletic Fee: \$50 (if applicable)
- Music Rental Fee: \$50 (if applicable)

Paying Fees

Families can pay fees with a credit card from the comfort of their own homes via Infinite Campus under the "Fees" tab. In the event, a legal guardian does not have access to the Infinite Campus Parent Portal, please call the Principal's Administrative Assistant at 920-663-9605. Questions about fees can be directed to the Finance office at 920-663-9609. Families can also pay fees in person in the Main Office with cash, check, or credit card during regular office hours.

Student Parking

Students wishing to park in our student parking lot, adjacent to the JFK parking lot, must complete a registration form (located in the High School General Office) and obtain a parking permit with an assigned space number. Spaces are limited and will be granted on a first-come, first-served basis. Staff parking lots are posted for staff and visitor use only. Student vehicles parked in a staff lot will be ticketed and may be towed.

Equal Education Opportunity

It is the policy of the Manitowoc Public School District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra curricular, student services, recreational, or other programs or activities shall not be abridged, or impaired because of a student's race, color, creed, age, gender, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background. Students who have been identified as having an impairment or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with appropriate educational services. Parents who have questions should contact Katie Eichmann, Co-Director of State and Federal Programs and Assessments, or an administrator at your school. Any person who believes that they have been discriminated against may file a complaint. A formal complaint can be made in writing to the School Compliance Officer listed below:

Stacie Opahle
Manitowoc Public School District
2902 Lindbergh Drive
Manitowoc, WI. 54220
opahles@mpsd.school

The complaint will be investigated and a written acknowledgement given to the complainant within forty-five (45) days of receipt of a written complaint and a determination of the complaint within (90) days, unless the parties agree to an extension, or unless the complaint is within the procedures of Chapter 115 of the Wisconsin Statutes governing exceptional educational needs. Education Department General Administrative Regulations, commonly called EDGAR complaints, shall be referred directly to the State Superintendent. Under no circumstances will the

District threaten or retaliate against anyone who raises or files a complaint.

Student/Parent Concerns

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need to fear reprisal for the proper expression of a legitimate concern. It is suggested that the problem be addressed with a teacher first. If a resolution is not reached, any principal can be contacted.

Visitors

All parents and visitors must show a valid form of identification upon entering Lincoln. All visitors are subject to a Raptor background check, which identifies individuals currently on the sex offender registry. Identification will be required to be worn by all visitors. School administration reserves the right to restrict access to classrooms if such access adversely impacts the educational environment of the school. Students may not bring visitors to school without first obtaining written permission from the principal. There must be a compelling reason to have a visitor in the school. Any person found in the building without a pass shall be reported to the principal.

Student Fund-Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

Students involved in the fundraiser are not to interfere with students participating in other activities to solicit funds. A student will not be allowed to participate in a fundraising activity for a group in which she/he is not a member without the approval of an administrator/principal.

Use of the Library The library may be available to students before and during the school day. The library is a place for quiet study and other learning activities. Students must sign in and out of the library for the period in which they are present.

Lost and Found The lost and found area is in the main office of Lincoln High School. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be donated to a charitable organization.

Lockers & Locks A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his exclusive possession, and may be opened by authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parents or guardians of the student (without liability to the school) for safekeeping, unless administration suspects that possession or storage of the unauthorized item found in the locker involves a violation of law, in which case the suspect materials removed from the locker shall be turned over to law enforcement officials and parents will be notified. Combination locks are issued to each student for hall lockers, physical education, and technology education lockers at no cost.

Bussing MPSD students are able to ride the Maritime Metro Transit system at no cost to the student/family by showing a valid student ID. Students who fail to obey bus rules or exhibit any behavioral issues that the bus driver cannot resolve will be referred to the school administration. If consequences are determined to be appropriate, they may include a suspension of the students' riding privileges. During that time, when a student has lost bus riding privileges, it is the responsibility of the parent/guardian and student to get to and from school.

Bus transportation is provided for all eligible students. The bus schedule and route are available by contacting

Brandt Bus Company at 920-682-8823. Students will ride only assigned school buses and will board and depart from the bus at designated bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Lincoln High School principal. A change in a student's regular assigned bus stop may be granted for a special need if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change, and the principal approves.

Emergency Closings and Delays If the school must be closed or the opening is delayed due to inclement weather or other conditions, messages will be sent out through Infinite Campus. The information will also be available on the district website at www.manitowocpublicschools.org or the following radio and television stations:

Channel 2 – WBAY TV
Channel 5 – WFRV TV
Channel 11 – Fox News
Channel 26 – NBC TV
WOMT 1240 AM -WQTC 102.3 FM Radio
WCUB 980 AM -WLTU 92.1 FM Radio
WLKN 98.1 FM -WIXX 101.1 FM Radio
WGBW Radio 1590 AM
SEEHAFER NEWS

Parents/guardians and students are responsible for knowing about emergency closings and delays.