

# Lincoln Southeast High School

## 2016-2017 Handbook



### **MISSION STATEMENT**

#### **LEARNING, LEADERSHIP, AND SERVICE**

We will:

- develop an environment of honesty;
- integrity and respect;
- attain high achievements;
- celebrate diverse talents and strengths;
- facilitate learning;
- use technology to enhance learning;
- foster leadership;
- serve the community; and
- continue the tradition of excellence.

Lincoln Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability or age in admission or access to, or treatment of employment, in its programs and activities.

*Phone (402) 436-1304*

*FAX (402) 436-1357*

### **INTENT OF HANDBOOK**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations and general information about Lincoln Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in the handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

# 2016-2017 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 1/15

**2016 JULY**

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**2017 JANUARY**

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**AUGUST**

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**FEBRUARY**

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**SEPTEMBER**

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**MARCH**

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**OCTOBER**

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**APRIL**

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**NOVEMBER**

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**MAY**

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**DECEMBER**

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**JUNE**

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- First and last days of class for students
- Schools not in session
- Students in elementary schools NOT in attendance (Plan Days)
- PLC days-early dismissal (Plan Days and PLC Days are subject to change)

## Graduation Dates

Thursday, May 25, 2017

Bryan Community Focus Program (at East)

Sunday, May 28, 2017

LSW, LNS, LHS (at Pinnacle) | LNE, LE, LSE (at Devaney)

The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.



**SOUTHEAST STAFF**

Principal .....	Brent Toalson
Associate Principal .....	Takako Olson
Associate Principal .....	Jeff Stoehr
Associate Principal .....	Brent Ailes
Special Education Coordinator .....	Clay Hollmann
Assistant Special Education Coordinator .....	Erin Stutzman
Educational Coordinator .....	Crystal Folden
Educational Coordinator .....	Rob Baltensperger
Athletic Director .....	JJ Toczek
Assistant Athletic Director .....	Victory Haines
School Psychologist .....	Alice Dingle
SCIP .....	Victory Haines
School Nurse.....	Joan Creger
School Social Worker .....	Gretchen Baker
Registrar .....	Lindsey Johnson-Culver
Principal's Secretary .....	Pat Monk
Associate Principal's Secretary (Stoehr) .....	Kathy Burkman
Associate Principal's Secretary (Olson) .....	Amy Proffitt
Associate Principal's Secretary (Witt) .....	Kathy Schroeder
Athletic Director's Secretary (Toczek/Victory Haines) .....	Tami Friend
Special Education Secretary (Hollmann/Stutzman) .....	Yvonne MacDonald
Educational Coordinator's Secretary (Folden/Baltensperger) .....	TBA
Receptionist .....	Deb Keith
Attendance Technician .....	Jesi DeWitt
Attendance Office (Parent Line) .....	Nicol Woody
Bookkeeper .....	Margaret Proffitt

**DEPARTMENT CHAIRS**

Art .....	Melody Jones
Business .....	Jodi Gehr
Family Consumer Science .....	Mary Stauffer
Industrial Technology .....	Aaron Svik
Language Arts .....	Johnna Graff
Math .....	Sherry West
Performing Arts .....	RJ Metteer
Physical Education .....	Heather Leader
Science .....	Cindy Karel
Social Studies .....	Chad Blatchford
Special Education .....	Sandra Babcock
World Language .....	Kristen Tangen
Media Specialist .....	Jean Hellwege

## LINCOLN PUBLIC SCHOOLS RESPONSIBILITIES OF STUDENTS

Please see the Lincoln Public Schools  
“Important Information Book”

### LINCOLN SOUTHEAST RULES AND REGULATIONS ATTENDANCE PROCEDURE

If it is necessary for a student to be absent from school, it is the responsibility of the parent/ guardian to notify the Attendance Office (436-1304 option 1) to report the absence. All absences must be verified within 48 hours. Parent/guardian is required to call the school to acknowledge absences within 48 hours to avoid having absences remain listed as truanancies in the student’s attendance record. The attendance office will not remove listed truanancies once the 48-hour period is expired. A 24-hour phone line is available (436-1304 option 1). Please identify your student by name and I.D. number. When students know of an absence in advance, they are encouraged to make up the work before the absence. In addition, students are required to obtain an Advance Notice of Absence Form from the Attendance Office.

For Nebraska State Law information,  
Please see the Lincoln Public Schools  
“Important Information Book”

### TRUANCY PROCEDURE

Truancy is any absence that has not been acknowledged by the parent/guardian or verified by the attendance technician, nurse, or a school administrator within 48 hours from the time of the absence.

**1st Contact STATE LAW REGARDING ATTENDANCE:** Conference with student by administrator or attendance technician. Parent contact made and student assigned 50 minute detention.

**2nd Contact:** Conference with student by administrator or attendance technician. Parent contact made and student assigned two 50 minute detentions.

**3rd Contact:** Conference with student by administrator or attendance technician. Parent contact made and student will be assigned additional consequences per administrator including but not limited to before/after school detention, In school suspension, or referral to students services.

### TARDY PROCEDURE

Students are expected to be on time to all classes. Each student at Southeast has six minutes between classes. Students who arrive late to class are expected to have a pass from their previous class.

**1st Contact:** Teacher conference with student.

Nebraska State Law requires schools to refer every student, whether of elementary, middle or high school age who reaches twenty absences during the school year to the County Attorney, regardless of the reasons for absences.

- **STAGE 1** (5 days of absence in quarter/10 days for the year): School notifies guardian that student has reached Stage 1 in the attendance process.

- **2nd Contact:** Teacher conference with student and contacts parent/guardian.
- **3rd Contact:** Teacher assigns 30 minute detention or other arranged consequence.
- **4th Contact:** Students are referred to Administrator/Attendance Technician. Conference with student; parent contact made and student assigned 50 minute detention.
- **5th Contact:** Students are referred to Administrator/Attendance Technician. Technician and administrator review the student’s file. Student will be assigned additional consequences per administrator including but not limited to before/after school detention, In school suspension, or referral to students services.

**TARDY SWEEP PROCEDURE**

Prior to the 1-minute bell staff will begin to warn students to get moving to class.

When the tardy bell rings all staff with a class will lock and close their doors.

Staff and administrators will round up students in the hallway. Administrators will have a clipboard to assign students detention. Students will sign to acknowledge they received the detention. Student will receive a stamp/pass or mark to return to class. Please do not allow students to enter your room without a pass during the sweep time and direct them to a staff member in the hallway. Students will have 2 days to complete their 30-minute after school detention.

After school tardy detention will be served in a separate room from the “regular” after school detention. Sweep detention will be in a specified room. Students without an 8th period may serve their detention in a pre-arranged location with an administrator. Students who fail to complete their detention will have a conference with an administrator. The administrator will contact the student’s parent/guardian and notify them that the detention doubled, to a 60-minute detention. Failure to serve the doubled detention will result in further consequences.

**CHECKOUTS**

Students wishing to check out of school (doctor and dentist appointments, funeral, etc.) during the school day should:

1. Have parents call the Attendance Office or bring a written excuse to the attendance office before going to their first class.
2. In emergency situations come to the Attendance Office to make arrangements.
3. Return signed appointment slips to the Attendance Office.

**PERIOD PASSES**

Period Passes release students for portions of the school day for specific reasons (work, health, etc.) Students holding passes are expected to arrive and clear the building without excessive tardiness, loitering and disruption. Students not in school activities need to exit the building within 15 minutes of their last class period.

**CLOSED/OPEN CAMPUS**

**Please see the Lincoln Public Schools  
“Important Information Book”**

## **ACTIVITY ELIGIBILITY**

Participation in regularly scheduled classes is required on the day of an activity for the student to be eligible for participation on that day.

## **STUDENT PHOTO ID CARDS**

**Please see the Lincoln Public Schools  
“Important Information Book”**

## **PROHIBITED ELECTRONIC DEVICES**

Cell phones and other electronic devices (iPods, iTouches, and other non-LPS electronic devices) are valuable and important communicative devices in today’s world. However, the use of cell phones during the class period can distract from the learning process. Cell phones are to be off (not on vibrate) and out of sight during class periods (bell to bell) unless the use is related to instruction as directed by the classroom teacher. Students may use cell phones before school, at lunch, during passing periods and after school. Failure to comply may result in disciplinary action including confiscation of the phone.

### **Consequences for possession/use of prohibited devices in classrooms or in the Media Center:**

1. Immediate confiscation of device by staff member. Failure to comply with this request will be considered a violation of LPS Responsibilities of Students, II. A: Willfully disobeying any reasonable written or oral request of a staff member, or the voicing of disrespect to those in authority.
2. For first offense, students will serve a 50-minute detention first, and then can pick up their phone in the office.
3. For second offense, student will be assigned a 50-minute detention by the administration and the school administration will return the device to the parent/legal guardian.
4. For third offense, student will be out-of-school suspended until student-parent-administrator conference is held at school. The school administration will return the device to the parent/legal guardian.

**It shall be a violation of student conduct rules to record the image or voice of another person with an electronic device, without the express permission of the person recorded, while on school grounds, at a school activity or in a school vehicle. It shall further be a violation of student conduct rules to fail to promptly delete such a recording following the request of the person recorded. Students who engage in such recording or who fail to delete the recording on request may be subject to disciplinary action including, but not limited to, suspension or expulsion from school.**

## **APPEARANCE AND DRESS**

In order to provide a safe and orderly environment, for all students to learn, clothing must meet with health and safety codes, and be appropriate. Any question concerning appropriateness of dress will be handled on an individual basis. Teachers have been instructed to refer students to the office whose appearance or attire causes undue notice and/or disrupts instruction. Not meeting the dress code could result in the student being asked to change the apparel item(s) or sent home to change.



Specifically, no hats or coats are to be worn during the instructional day. Hats are not allowed in the school building. Students are not permitted to carry hats around the building. The coats are to be kept in lockers until students exit the building. Also, students should not wear bandanas, scarves, and clothing that carry derogatory connotations, obscenities, suggestive messages, and association with gangs or illegal activities. In addition, shirts must touch the top of the pants and have a back and straps on both sides, and may not be low cut. Also, pants may not be worn in a sagging manner, so that a student's underwear shows. Violation of the dress code will result in disciplinary action which could include suspension.

### **LOCKERS AND LOCKS**

Locker information is mailed to all students prior to school opening. Only those locks issued by the school are to be used on all lockers, including gym lockers. Students pay a \$4.00 rental fee when the lock is issued. Locks must remain with the assigned locker at all times. At the time the locker is issued the student is asked to sign a contract agreeing to maintain proper care of the locker. A fine will be assessed if there is any writing on or any vandalism of the locker. School administrators are authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when an administrator determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. Administrators are also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule.

### **PARKING**

Seniors park in the lot north and east of the North Gym. Seniors must correctly display their parking decal. There is a charge of \$2 for the decals at the time they are distributed. If decals are not displayed correctly, students will be fined. If students lose their decal, there is a \$10 charge to replace it. Any serious infringement of the parking rules could lead to the loss of the parking space. Parking is not allowed at the end of rows. Parking in the lot off of 40th Street is on a first come/first served basis. All cars must be parked in one space, and no parking is allowed on the grass or on the end of rows. In addition, there is limited parking available on Sheridan Blvd., Van Dorn, and on a few of the neighborhood streets. It is important to follow the directions of the posted street signs because parking is restricted in many areas. If an accident happens in the school parking lot, please report it immediately to the office. If any violation occurs, cars will be towed or issued a ticket. **Parking tickets are issued for \$20. The third parking violation may result in the student's car being towed. If your car is towed, you will find it at Capital Towing, 101 Charleston, 477-7676.**

### **PARKING REGULATIONS**

Students are not permitted to loiter in the parking areas while school is in session.

- For first offense, students will serve a 50-minute detention. Student will be issued a \$20 parking ticket.
- For second offense, student will be assigned to In-school suspension by the administration and contact the student's parent/legal guardian. Student will be issued a \$20 parking ticket.
- For third offense, student will be out-of-school suspended until student-parent-administrator conference is held at school. Student will be issued a \$20 parking ticket. Student may potentially lose the privilege of parking on school grounds for the following school year.
- Any additional tickets received will result in student's car being towed.

Bicycle racks are located in various places near the entrances to the building. Bicycles are not to be brought into the building.

## **FEES, FINES, EXPENSES**

Fines are assessed against students for loss or damage to school property. If a lost item is turned in later, the student is given a refund. Failure to pay fines may result in a student's inability to participate in school activities and/or affect their ability to purchase tickets to school events, such as dances. Diplomas for seniors with financial obligations can be held until the obligation is met.

## **DESTRUCTION OF SCHOOL PROPERTY**

Defacement or abuse of school property, vandalism or theft will subject students to disciplinary action. Students who maliciously destroy or deface school property will be expected to make restitution.

## **TRESPASSING**

Any person, including Southeast students, may be asked to leave the property at any time, due to safety concerns. Failure to do so could result in disciplinary consequences and/ or a ticket for trespassing from LPD. Lincoln Southeast High School cannot accommodate visitors who wish to attend classes unless approved by the school administration and we request that former student set up an appointment after the instructional day if they wish to visit teachers or friends. Students are not permitted to visit other schools in the district at any time unless it's been preapproved.

## **CAFETERIA RULES**

The cafeteria is open for breakfast from 6:45-7:50 a.m. and during 6th period each day. Each student's lunch schedule is determined by classroom location. Hot and cold lunches, salad bar and a la carte items are available. Students are expected to:

- deposit waste in trash receptacles;
- return all trays and utensils to the dish window;
- leave the tables and floors clean for others;
- remain seated until the bell rings for dismissal.

Students who abuse the cafeteria expectations will be subject to disciplinary action.

## **LUNCH ACCOUNTS**

<p><b>Please see the Lincoln Public Schools "Important Information Book"</b></p>
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## **HEALTH SERVICES**

The school nurse makes physical assessments at times of illness; provides health counseling; administers first aid procedures; conducts health screening, including vision and hearing screening and makes appropriate referrals; assists the students with special physical needs; and maintains immunization and physical examination records as required by Nebraska law. The school does not supply any type of insurance coverage for students.

1. **Illness at school** – Students who become ill or are injured at school during the school day should report to the health office.
2. **Injury and First Aid** – Any student injury before, during or after school on school grounds should be reported to the health office.



3. **Medication** – Acetaminophen and ibuprofen may be given at school with written parent permission alone. These are called formulary medication. Other medication given at school must have written physician and parent permission. This is according to Nebraska law. Medication needs to be provided in its original container.
4. **Physical Examination and Immunization** – Nebraska State Statutes 79-444 and 79- 444.01 require evidence of physical examination by a qualified physician within six months prior to entrance into kindergarten and the seventh grade, or in the case of a transfer from out of the district, to any grade.

**SCHOOL COMMUNITY INTERVENTION PROGRAM (SCIP)**

Please see the Lincoln Public Schools  
 “Important Information Book”

**DRUGS AND ALCOHOL**

Please see the Lincoln Public Schools  
 “Important Information Book”

**TOBACCO/NICOTINE USAGE**

Please see the Lincoln Public Schools  
 “Important Information Book”

**ACADEMICS**

**Honor Roll:** To qualify for the Honor Roll a student must have earned a weighted GPA of 3.5 or above in a minimum of 25 credit hours of approved course work during a single semester.

**Academic Letters and Pins:** Students are eligible for a Lincoln Southeast Academic Letter when they have earned a 4.0 GPA or above on a weighted grade point scale for two consecutive semesters. Students must be awarded a letter grade for at least 25 credit hours both semesters. Students who earn a 4.0 GPA or above in two additional semesters will earn an Academic Pin. A student will not earn a Letter or Pin if a grade of “F”, “U” or “INC” is received in any class.

**Wall of Honor:** In 1990 LSE students began building a Wall of Honor, now located in the Commons. Each year students who have achieved a 4.0 weighted GPA each semester throughout their LPS high school tenure (eight semesters, 9-12) will be featured in a framed display.

**GPA/Class Rank Points:** Each student’s class rank points and cumulative grade point average will be computed twice a year, in mid-June and mid-February. Both weighted and non-weighted GPA’s will be noted on student transcripts.

**Gifted Program:** Lincoln Southeast High School offers a comprehensive building program of services for gifted and talented students. The building program is governed by the Program Design Team which sets annual goals, updates the building program and monitors evaluation of services. The academic program at LSE includes Advanced Placement, differentiated and advanced classes which provide rigor and challenge. Students who “outstrip” the curriculum offerings at LSE may enroll in advanced classes at UNL. Highly gifted students may also request a mentor for studies that extend beyond LPS curriculum **OR** proceed at a much greater pace or in greater depth than regular

program classes. Mentorships are not available for courses that are offered in the regular curriculum. All requests for special services (student or parent) should be directed to Ms. Amanda Krivda, who will convene a Data Gathering Team to consider any requests for gifted services.

**Independent Study:** Students may initiate an Independent Study course with credit by obtaining forms from Mrs. Takako Olson, securing a faculty supervisor, and assuming responsibility for completing the work. Independent Study is not available for course work offered in the regular curriculum; it should be an extension of a student’s interest. No Independent Study credit will be given for activities sponsored by outside agencies.

**Academic Experiences Outside of LPS Curriculum:** Students are encouraged to report their academic experiences outside the regular curriculum to their counselor for a special notation to be made on the official school transcript indicating the program and location. Such experiences will not, however, be computed with courses and grades for the official grade point average, class rank or graduation requirements unless a request for transfer credit is approved prior to participating in the experience. Preapproval for Transfer Credit forms are available in the Counseling Center.

**Advanced Placement Courses:** Students interested in the AP program should see their counselors. The AP tests are given every year at LSE in May. Students must register and pay a fee to take the AP Examinations. Each college decides which AP Examinations grades it will accept for credit and/or advanced placement.

**Weighted Grades:**

1. Weighted grades are given for some identified, district-wide courses. Courses which offer weighted grades are selected by the district and reviewed yearly.
2. Classes with weighted grades are:

Adv. Algebra D, Adv. Chemistry, Anatomy/ Physiology D, AP 2D Design, AP Calculus, AP Calculus D, AP Comparative Gov’t, AP French, AP GoPo, AP Lang/Comp, AP Lit/Comp, AP Macro Econ, AP Physics, AP Psychology, AP Statistics, AP US History, AP World History Biology D, CEA, Chemistry D, College Accounting, College Personal Finance, English 10 D, Physics D, Pre-Cal D, Sociology

3. Grade values of weighted classes:

	Regular	Weighted
A	4.0	5.0
B+	3.5	4.5
B	3.0	4.0
C+	2.5	3.5
C	2.0	3.0
D+	1.5	
D	1.0	
F	0.0	

4. Only a grade of “C” and above will be weighted.
5. The GPA on transcripts will show both regular and weighted GPA.

6. No weighted grades will be allowed for **mentored** or **UNL classes** (with the exception of math and foreign language), or **independent studies**.

### **KNIGHT HOUSE**

Knight House is an after school program located in the media center. Any student who wants a safe and supervised place to study or hang out after school can go the media center until 5:00 p.m. LSE staff and youth development workers from the Lighthouse will be available to assist students with academic, personal or social issues.

### **KNIGHTLY SUCCESS**

Students who are struggling academically and refuse to get help from their teachers will be assigned to Knightly Success for mandatory after school help. Students who do not attend the after school session will be reassigned twice, then assigned to In-School suspension (ISS). The goal of Knightly Success is to keep students from failing. Knightly Success is not a punishment, rather an academic support for LSE students.

### **ACADEMIC INTEGRITY**

Academic Integrity is a principal value at Lincoln Southeast High School, and honest authorship is a demonstration of that integrity. Ethical writers make every effort to acknowledge sources fully and appropriately.

### **ACADEMIC INTEGRITY PROCEDURES**

Dishonest authorship, known as plagiarism, is a form of cheating and a form of either lying or stealing or both. As a result:

1. Students will receive due process. The teacher has a private conversation with the student to explain what s/he observed and to get the student's perspective about what the student did. The teacher uses professional judgment to determine if s/he believes the student was cheating. If the teacher determines the student was cheating, the teacher must write a discipline referral.
2. Teacher calls and informs parents/guardians.
3. Administrator will meet with the student to process the referral.
4. Administrator will assign ISS, or after school detention.
5. Student will be expected to complete an alternative assignment / form of the assessment, for full credit minus a letter grade, at a time decided upon by the teacher or administrator. In addition, the student will complete the "Cheating/Plagiarism Assignment and Goal Setting" worksheet and review the responses to the questions with an administrator.
6. In case of multiple events, additional and more severe consequences will follow (i.e. possible exclusion from the academic honors, NHS, etc.).

## DEFINITIONS

**Cheating** – Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

**Plagiarism** – Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

**Fabrication** – Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in and out of classroom experiences.

**Forgery** – Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

**Obstruction** – Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

**Multiple Submission** – Multiple submission is the submission of the same or substantially the same work for credit in two or more courses. Multiple submission shall include the use of any prior academic effort previously submitted for academic credit at this or a different school. Multiple submission shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

**Complicity** – Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

**Computer Misuse** – Misuse of computers is disruptive, unethical, or illegal use of the school’s computer resources, including any actions which violate the school’s rules and regulations. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another school or agency in which students are performing part of their academic program.

**Misuse of Intellectual Property** – Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

*Adapted from Central Michigan University Policy on Academic Integrity, Clayton High School Plagiarism Policy, and LHS Cheating and Plagiarism procedures.*

## COMPUTER USE GUIDELINES FOR STUDENTS

<p><b>Please see the Lincoln Public Schools “Important Information Book”</b></p>
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## COMMUNICATIONS

### DAILY BULLETIN

Important information and daily events are announced over the school intercom system each day.

### KNIGHTLIFE

The KNIGHTLIFE is a monthly (Sept.-May) e-newsletter sent to the homes of LSE students. The newsletter includes information from the instructional departments, reminders of scheduled activities and events, announcements from the counseling center and recognition of students and staff members for their accomplishments.

## **GIFTED NEWSLETTER**

The Gifted Newsletter features the unique work of students, notice of parent meetings, resources for students and parents, references to the Southeast Building Gifted Plan and updates on the LSE Gifted Design Team. The newsletter can be accessed at <http://lse.lps.org>.

## **PARENT - TEACHER CONFERENCES**

These conferences give parents/guardians the opportunity to discuss their student's progress with their teachers. Parent-teacher conferences are held during both first and second semesters. Specific information is mailed to each student's home before conferences. Parents/guardians are encouraged to contact any teacher, counselor or school administrator whenever they have questions about their student's progress.

## **STUDENT SERVICES**

### **COUNSELING CENTER**

Students are assigned to counselors by alphabet. Each counselor works with approximately the same number of students from all four grades. Usually a student will have the same counselor all four years at LSE. Students and parents are encouraged to work with the assigned counselor in:

1. Obtaining information and making decisions about post-high school plans;
2. Planning school programs, class registration, schedule adjustments and extra-curricular activities;
3. Understanding and making the most of special interests, skills and talents;
4. Understanding school rules and regulations, policies and procedures;
5. Dealing with social or personal concerns;
6. Dealing with problems in school, such as excessive tardiness and absenteeism, teacher-student conflicts, low or failing grades;
7. Developing better study skills and work habits;
8. Resolving drug and alcohol related problems; and
9. Obtaining assistance from outside agencies when necessary.

**A - Ce**..... ReeAnna Armagost

**Cf - Fr**..... Sarah Smith

**Fs - J**..... Kim Glathar

**K - Mc**..... Marti Mueting

**Mf - Ri**.....Kelley Winter

**Rj - To**..... Skyler Reising

**Tp - Z**..... Kelcy Sass (Team Leader)

### **SEEING YOUR COUNSELOR**

Counseling Center hours are 7:30 a.m. to 4:00 p.m. Students can see their counselor before or after school, or during lunch. If a counselor visit is necessary during class time, students must have a planner or pass signed by a teacher.

### **SCHEDULES**

Errors in a student's schedule should be reported right away to the counselor. Student-initiated changes must be made by the second day of each semester (or the second day of each quarter for quarter classes). In grades 9-12 students will likely have different teachers each semester in year-long courses. Schedule changes cannot be made to change lunch times, assigned teachers or to adjust periods.

### **TRANSCRIPT RECORDS**

Records are maintained for each LSE student. Detailed student record policies are published and mailed to every LSE family at the start of each school year.

**Cumulative Scholarship Record:** The Cumulative Scholarship Record is the school's permanent record of courses taken, grades achieved and credit earned. It is from this record that transcripts are created for educational or employment purposes. Students who wish to have transcripts submitted to agencies or

individuals outside of the school should make this request, in writing, to the registrar. The registrar requests a 24-hour notice for transcript requests. Students and/or parents are responsible for picking up and mailing the transcript to the institution of their choice.

**Permanent Record:** The Permanent Individual Record (PIR) is the only other permanent record maintained by the school. In addition to identification data, it is a chronological record of schools attended, residences (including parent/guardian name and address), employers of parent/guardian, and dates of entry and withdrawal.

**Health Record:** A health record is maintained by the school nurse for each student and kept in the Nurses' office. They are given to seniors after graduation.

**Testing Records:** The results of standardized tests administered by the school district or by outside agencies such as the American College Testing Corporation (ACT), College Entrance Examination Board (SAT), or the National Merit Scholarship Corporation (PSAT) are not posted on the student's Cumulative Scholarship Record. It is the student's responsibility to send test scores to the colleges.

**Attendance Record:** The attendance record is maintained in the Attendance Office and provides a record of the student's attendance on a daily and period-by-period basis. This record is used to report excessive absenteeism and tardiness to parents.

**Conduct and Behavior Records:** Records that are maintained as a result of inappropriate student behavior may, depending upon the nature of the inappropriate behavior, be maintained from one year to the next or be destroyed at the end of the school year. All information of a disciplinary nature is destroyed upon graduation from high school.

**Confidentiality of Records:** Professional ethics and State and Federal Law require that the content of student records be treated in a confidential manner. In accordance with relevant state and federal statutes, student records shall be accessible only to authorized persons. Persons authorized by law include the student, his/her parents and schoolteachers, counselors and administrators. Persons not authorized by law may have access to student records only when the school has received an authorization signed by the parents.

*Note: When students reach the age of 19 or are attending an institution of post-secondary education, the rights accorded to and the consent required of the parents shall transfer to the student.*

## **STUDENT ACTIVITIES**

Lincoln Public Schools and Lincoln Southeast High School guidelines, policies and rules are strictly enforced while students are participating in or attending an extra-curricular activity. This includes activities off school grounds but sponsored by the school or associated with the school system.

## **STUDENT COUNCIL**

The LSE Student Council is made up of selected members from all four grades and is the representative group for students at Southeast. Students need to apply and elections are held each spring. Regular activities organized by STUCO include Homecoming, Penny Wars, Make-a-Wish and Student Forums.

## **AMBASSADORS**

The LSE Student Ambassador program was developed to help transition and welcome new students into the LSE community and work with other students to maintain positive relationships with one another. Students receive training in conflict resolution, mediation as well as peer relationships. Students are recommended for the ambassador program by staff members of LSE.



## CLUBS

A variety of clubs, covering a wide range of topics, is available for students to join. These clubs meet either on Club Day (held once a month) or at designated times after school. Clubs are subject to change depending on sponsorship, student interest and approval of club constitution.

A Little Knight Reading	Anime	Asian Caucus	Chess
DECA	Drama/Thespians	Empty Bowls Pottery	FBLA
FCA	Film Club	French	GLBTSA
Key	Latino/Hispanic Caucus	Math	Minecraft
Native American Caucus	Nature	No Limits	One Direction
P.A.R.T.Y.	Pitch	Power	Prayer
Psychology	Quidditch	Rugby	Science Olympiad
Sign Language	Southeast Pals	STAC	Strategy Cards
SAWC	Trap	Ultimate	Water Rockers
Young Democrats	Young Life	Young Republicans	

## MUSIC

Marching Band	Symphonic Band	Wind Ensemble	Orchestra
*Jazz Band	*Color Guard	*Ars Nova	*Bel Canto
*Countesses and Noblemen	*Court Choir	*Excalibur	*Knight Sounds
*Queens Court	*Singing Knights		

## PUBLICATIONS

Clarion: Newspaper	Shield: Yearbook	From the Depths: Literary Magazine
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## SPIRIT GROUPS \* Auditions held each spring

*Cheerleaders: ( <i>freshmen, reserve, junior varsity, varsity</i> )	*Shirettes; Dance Team	*Step Chain
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*\* Auditions held each spring*

## LINCOLN PUBLIC SCHOOLS DISTRICT-WIDE ATHLETIC/ACTIVITIES CODE OF CONDUCT

*(Refer to Policies 6700 and 6740)*

### PURPOSE OF THE CODE OF CONDUCT

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the School District's policies, procedures and rules.

## **SCOPE OF THE CODE OF CONDUCT**

The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the School District which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include, but are not limited to: all activities identified in policy 6700, intramurals and other school-sponsored organizations and activities or those designated as such by the Associate Superintendent for Instruction. The Code of Conduct also applies to participation in school-sponsored activities such as school dances.

A participant means a student who participates in, has participated in or will participate in an extracurricular activity.

**When:** The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the timeframe which begins with the official starting day of the fall sport season or activity established by the NSAA and extends to the last day of the spring sport or activity season established by the NSAA, if any, whether or not the student is a participant in an activity at the time of such conduct. The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a student in a Career and Technical Student Organization plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

**Where:** The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension. Refer to Policy 6740.

## **CONSEQUENCES**

*(Refer to Regulation 6740.2)*

Students who violate the Code of Conduct or coach or sponsor rules or regulations may be disciplined by suspension for up to one calendar year from the date of the finding or violation.

## **ALCOHOL, TOBACCO AND DRUG VIOLATION CONSEQUENCES**

### **First Offense**

*Self-Report:* The student will be ineligible for 14 calendar days of interscholastic competition/performance with a minimum of the next two competitions/performance dates. During the suspension, the student must schedule a meeting with the school's School Community Intervention Program (SCIP) coordinator and complete an assigned drug education course.

*Non-Report:* The student will be ineligible for 21 calendar days of interscholastic competition/performance with a minimum of the next three competitions/performance dates. During the suspension, the student must schedule a meeting with the school's SCIP coordinator and complete an assigned drug education course.

### **Second Offense**

*Self-Report:* The student will be ineligible for 28 calendar days of interscholastic competition/performance with a minimum of the next four competitions/performance dates.

*Non-Report:* The student will be ineligible for 42 calendar days of interscholastic competition/performance with a minimum of the next six competitions/performance dates.

**Next Offense**

The student will be ineligible to participate for one calendar year. If an additional violation occurs within that suspension year, suspension dates will be adjusted and based on that subsequent violation showing one calendar year from that last violation.

**PROCEDURES FOR SUSPENSION**

*(Refer to Regulation 6740.1)*

Students may be suspended by the principal or his/her designee from practices or participation in interscholastic competition or participation in co-curricular activities for violation of rules and standards of behavior adopted by the Lincoln Board of Education or the administrative staff of the school.2) 436-1304