

2017-2018 STUDENT HANDBOOK



LINCOLN SOUTHWEST HIGH SCHOOL

Home of the Silver Hawks

7001 S. 14th Street
Lincoln, NE 68512
(402) 436-1306



2017-2018 SOUTHWEST HIGH SPECIAL DATES:

1ST SEMESTER

August 11

Open House (1-3 p.m.)

August 14

First day of class for students

September 13

Parent Teacher Conferences

October 12-13

Finals

October 16-17

Schools not in session

November 15

Parent Teacher Conferences

November 22-24

Schools not in session

December 21-22

Finals

December 25

First day of LPS Winter Break

2ND SEMESTER

January 8

Classes resume

January 15

Schools not in session

February 6

Parent Teacher Conferences

March 8 & 9

Finals

March 12-16

Schools not in session

March 30

Schools not in session

April 11

Parent Teacher Conferences

May 23-24

Finals

May 24

Last day of class for student

All dates are subject to change.

2017-2018 Student Calendar

Lincoln Public Schools
Lincoln, Nebraska

Approved 2/16

2017 JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2018 JANUARY						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
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29	30					

NOVEMBER						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

Graduation Dates

Thursday, May 24, 2018

Bryan Community Focus Program (at East)

Sunday, May 27, 2018

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



**2017-2018
STUDENT HANDBOOK**



SOUTHWEST SILVER HAWKS



S

Safe

O

Open-Minded

A

Accountable

R

Respectful

THIS PLANNER BELONGS TO:

NAME: _____

ADDRESS: _____

CITY/TOWN: _____ ZIP: _____

PHONE: _____

Main Office: 436-1306
Website: www.lsw.lps.org

Visitors must report to the main office upon arrival.

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents/guardians and staff as a guide to the rules, regulations, and general information about Lincoln Southwest High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/Guardians 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 it does not 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 this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Adapted from the Lincoln East High School Intent of Handbook.

MISSION STATEMENT

Lincoln Southwest High School will inspire an academic, creative, and flexible learning environment. Students, faculty, staff, and patrons will be challenged as a community of learners to reach their maximum potential in a safe, caring, multicultural, and technological environment.

SOUTHWEST BELIEF STATEMENTS

Lincoln Southwest High School is a place where all students, faculty, staff, parents, and patrons can learn.

WE BELIEVE IN.....

Personalization - a personalized approach to learning, which will help prepare each student for good citizenship and personal development for the next stage of life;

Coherency - the implementation of a coherent curriculum as a vehicle to provide students with the foundation to apply knowledge and skills for full participation in life in a democratic society;

Time - creating an environment in which learners have adequate time to actively participate in the learning process;

Technology - the integration of technology and training on a daily basis to ensure students will be able to comfortably participate in an increasingly technological society;

Professional Development - providing support and training to all faculty and staff so that they are equipped with adequate preparation and support to perform their responsibilities and continue their own learning;

Leadership - encouraging participation and involvement from both school and community members to partner and become leaders for learning.

SOUTHWEST HIGH SCHOOL BELL SCHEDULE

STANDARD BELL SCHEDULE

00.....	7:15 - 8:00 a.m.	
01.....	8:15 - 9:45 a.m.	
02.....	9:51 - 11:21 a.m.	
03.....	11:21 - 11:51 a.m.	1st Lunch
	11:54 a.m. - 1:27 p.m.	1st Lunch Class
	11:27 - 11:54 a.m.	2nd Lunch Class
	11:54 a.m. - 12:24 p.m.	2nd Lunch
	12:27 - 1:27 p.m.	2nd Lunch Class
	11:27 a.m. - 12:27 p.m.	3rd Lunch Class
	12:27 - 12:57 p.m.	3rd Lunch
	1:00 - 1:27 p.m.	3rd Lunch Class
04.....	1:33 - 3:03 p.m.	

PLC EARLY RELEASE SCHEDULE

00.....	7:15 - 8:00 a.m.	
01.....	8:15 - 9:30 a.m.	
02.....	9:36 - 10:51 a.m.	
03.....	10:51 - 11:21 a.m.	1st Lunch
	11:27 a.m. - 12:42 p.m.	1st Lunch Class
	10:57 - 11:22 a.m.	2nd Lunch Class
	11:22 - 11:52 a.m.	2nd Lunch
	11:55 a.m. - 12:42 p.m.	2nd Lunch Class
	10:57 - 11:52 a.m.	3rd Lunch Class
	11:52 a.m. - 12:22 p.m.	3rd Lunch
	12:25 - 12:42 p.m.	3rd Lunch Class
04.....	12:48 - 2:03 p.m.	

(Bell Schedule is subject to change)

LSW FINAL EXAM PROCEDURES

It is the responsibility of the students to prepare themselves and study at least two or more days prior to their first day of final exams. Research has shown that cramming a day or a night before an exam does not lead to optimum performance on the summative assessment. Preparing in advance will make them ready for all possibilities regarding assessments. If there is a family obligation that conflicts with the LSW final exam schedule, please start the communication with your student's teacher and/or counselor so an arrangement can be made regarding final exams. Note, any altered final exam schedule will be communicated to families via email and phone message. Below is the normal end of term final exam schedule. In addition, there are three altered final exam schedule possibilities that will be decided on by the school's administrative team.

NORMAL FINAL EXAMS SCHEDULE

	Day 1	Day 2
09:00 – 10:30	Block 1	Block 3
10:45 – 12:15	Block 2	Block 4

ARRIVAL AND DISMISSAL PLAN

Students who are not supervised by an LSW staff member, prior to 7:00 or after 3:30, will not be allowed in the building. The exception is Tuesdays when we appreciate your assistance as students are dismissed at 2:03 so staff members may attend their Professional Learning Community (PLC) meetings. Students need to exit the building by 2:15 on Tuesdays unless they have administrative approval.

ACADEMIC INTEGRITY

Lincoln Southwest is committed to reinforcing high academic standards. Core values of diligence, civility, and honesty demonstrate academic integrity.

DUE PROCESS PROCEDURE

Any work that violates the rights of another in academic work or that involves misrepresentation of a student's work is considered dishonest.

1. The teacher and student will conference. 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 and determine consequence(s).
4. Teacher and administrator will determine if the student will be expected to complete an alternative assignment / form of the assessment for full, partial, or no credit. In addition, the student will complete the "Cheating/Plagiarism Assignment and Goal Setting" worksheet and review the responses to the questions with an administrator.
5. One instance of academic dishonesty may mean possible exclusion/dismissal from National Honor Society.
6. In the case of multiple events, additional and more severe consequences will follow (i.e. possible exclusion from the academic honors, additional disciplinary action, etc.)

CONTEXT AND DEFINITIONS

CHEATING - Using or attempting to use unauthorized materials, information, or study aids to gain an unfair advantage over other students in any academic exercise. Examples include using notes/cell phones to obtain materials or talking during a test or exam; copying from another student's homework, class work, test, or quiz; and receiving information between exams in multiple sections of a course.

PLAGIARISM - Representing the words or ideas of another as one's own in any academic exercise. Examples include failing to enclose a direct quotation from a reference source in quotation marks or paraphrasing the words or ideas of another person without proper citation or documentation.

FABRICATION - Falsifying or inventing information or citations in an academic exercise. Examples include making up fake statistics for an essay or padding a works cited page with references not cited in the text.

FORGERY - Imitating or counterfeiting of images, documents, signatures, and the like.

MULTIPLE SUBMISSIONS - Submitting the same assignment in two or more courses without the prior permission of the respective instructors. Examples include submitting the same (or essentially the same) term paper/essay in two classes without obtaining both instructors' permission or giving the same or essentially the same speech for credit in two classes without obtaining both instructors' permission.

MISUSE OF MATERIALS - Abuse or unauthorized removal of academic materials from the classroom, library, or any other campus location. Examples include removing the pages from a book or magazine in the library, taking a book from the library without checking it out, taking pictures of academic materials with a cell phone, or stealing an exam from a faculty member's office or desk.

MISREPRESENTATION - Presenting false excuses or using deception to receive a higher grade or to avoid fulfilling the specific requirements of an assignment or course. Examples include giving a false excuse to miss a test, or obtaining unauthorized help from another student on a take-home exam.

COMPUTER MISUSE - 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 computers of another school or agency in which students are performing part of their academic program.

CELL PHONE/ELECTRONIC DEVICE MISUSE - Misuse of cell phones, Apple watches, and any other electronic devices including but not limited to: storing notes on the cell phone/electronic device or calculator, sending text messages with questions, answers, or pop quiz warnings, looking up answers on the internet, and using a cell phone/electronic device camera to take pictures of the test/assignment.

FACILITATION OF ACADEMIC DISHONESTY - Helping another student to violate any of these provisions. Examples include allowing a student to copy from your paper on homework, class work, or during an exam; informing another student of the contents of an exam before he/she takes it; writing a paper for another student who subsequently submits it for course credit; and transmitting a false excuse for another student to a faculty member.

Adapted from Central Michigan University Policy on Academic Integrity, Clayton High School Plagiarism Policy, LHS Cheating and Plagiarism Procedures, LNS Academic Integrity Procedures, and LSE Academic Integrity Procedures

ACADEMIC INFORMATION

ACADEMIC LETTERS AND PINS

A student must have earned a weighted 4.0 in 60 credit hours of approved course work in each of two consecutive semesters (semester 1 = terms 1 & 2; semester 2 = terms 3 & 4) to earn an Academic Letter. The Academic Pin is presented to students who achieve this status in subsequent semesters.

TOP 3% OF CLASS

The top 3% of each class, 9th, 10th, 11th, and 12th is based on the number of grade points earned. Grade points are determined by multiplying the number of course credits by the grade earned in a course. In the event of a tie, all students achieving the required number of grade points are recognized.

CLASS RANK

Under the Board of Education approved system for determining class rank each course a student takes will be assigned class rank points. The number of points assigned for a course is determined by the grade a student earns in the course. Courses taken pass/fail (S/U) are not assigned points in this system.

GPA

GPA will be computed each term. Both weighted and non-weighted GPAs will be noted on student transcripts.

Grading System

A = 90-100%	S = Satisfactory
B+ = 85-89%	U = Unsatisfactory
B = 80-84%	INC = Incomplete
C+ = 75-79%	
C = 70-74%	For information regarding retaking
D+ = 65-69%	a class due to failure or to raise
D = 60-64%	a grade, please go to the LSW
F = Below 60%	Guidance webpage.

HONOR ROLL

To qualify for honor roll a student must have earned a weighted GPA of 3.5 weighted or above in a minimum of 30 credit hours of approved course work during a semester (semester 1= terms 1 & 2, semester 2 = terms 3 & 4).

NATIONAL HONOR SOCIETY

The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render services, to promote worthy leadership and to encourage the development of character in all students. Membership in this chapter is based on scholarship, leadership, service, and character. Juniors and seniors who have a weighted GPA of 3.75 or higher and a minimum of 150 graded credits are eligible candidates. Membership in NHS is an honor bestowed by faculty. The selection process is described in full on the LSW website.

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

A copy of the Athletic/Activities Code of Conduct can be found on the LSW website under Activities/Athletics at: lsw.lps.org (Refer to policies 6700 and 6740).



Athletic Code

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/performances with a minimum of the next four competitions/performances dates.

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

ALCOHOL, DRUGS AND TOBACCO

The possession, use, selling, or distribution of alcohol, drugs, tobacco and/or look-alike substances is prohibited and disciplinary action will be taken, which may result in suspension. Drug dogs may be used to help ensure a safe environment.

ATHLETIC/ACTIVITIES PARTICIPATION

Students wishing to be eligible for participation in athletics or activities must have passed 20 credits the semester prior to the season. Students must also be concurrently enrolled in at least 15 credits during the season in which they are participants to maintain eligibility. The LSW Athletic/Activity Rules are in addition to the LPS and NSAA Rules. (Note: Maximum credits for a teacher assistant are 2.5).

SCHOLAR ATHLETIC AWARDS

This award will be presented to all 9th - 12th grade students who have completed any high school sport season and maintained a GPA of 3.5 and above at the end of the first semester (Terms 1 & 2). Awards will be given one time annually to each student athlete who meets the requirements.

LINCOLN SOUTHWEST ATTENDANCE POLICIES

Regular attendance is vital for students to succeed in school. It is an important habit for teenagers to develop as most teens will soon have jobs and find their employer expects them to be at work every day. School attendance is so important that Nebraska law requires all children to attend school until the age of 18. When children are frequently absent from school, Nebraska law holds parents/guardians accountable. Nebraska law now requires a referral to the county attorney for every student who is absent 20 or more days, or the block equivalent, regardless of the reason. Following are the three attendance absence codes that the county attorney counts against you when absent from school: Illness (IL), Parental Acknowledged (PA), and Truancy (TR). If a student sees a medical provider (appointment or documented illness or procedure) and brings a note from the provider to

the attendance office, then the absence will be coded Medical Documentation (MD), and does not count in the absences noted toward the county attorney referral. However, these absences still count against a perfect attendance award.

An electronic parent portal is used to record and share student information with parents and students. With this system, families are able to view attendance, grades, and assignments online. This information is live and can be accessed by parents any time they choose or by setting parameters for information to be sent to them on a regular basis.

To help us be as accurate as possible in reporting attendance, please include the following when you call to report your student's attendance, **(1) student name- please spell last name, (2) ID#, (3) how long (clock time) you expect them to be absent, and (4) reason that they are absent.** Communication should occur with the attendance office and teachers prior to any planned school absence. When a student leaves the building prior to the end of school or comes to the building after the school day has begun due to appointments, he/she should check in/out through the attendance office with applicable documentation.

For more information on LPS Attendance Policies, please see the 2016-2017 Important Information Booklet.

LINCOLN SOUTHWEST TARDY POLICY

TARDY – Will be determined by the teacher's discretion. Example: If a student is not in the room when the bell rings.

1st Tardy-warning (conference with teacher/student)

2nd Tardy-student behavior intervention plan and contact home (conference with teacher/parent)

3rd Tardy-assigned to lunch detention

4th Tardy-assigned to lunch detention

5th Tardy-administrative referral (alpha)

- PLEASE notice there are no parent excused tardies.
- For every tardy after the 3rd, the student will serve lunch detention. If the student is a no-show or late to lunch detention, the student will then be assigned 2 lunch detentions. The 5th tardy will result in a referral to their administrator. Failure to complete lunch detention may result in administrative consequences or suspension.
- Tardy sweeps may occur at the discretion of administration. Students caught being tardy will serve a lunch detention regardless of their previous number of tardies.
- Students who come to class late without a pass will be marked tardy. If the teacher previously marked the student TR then that will need to be changed to TD (by the teacher).
- Students who come into school late from doctor's appointments, court, etc. with documentation from the doctor's office, court, etc. should sign-in at the attendance office. (Documentation must be provided or student will be marked tardy) All other students who are tardy should go directly to the classroom and sign-in there.
- When leaving the building early for any reason (except early dismissal for activities), please sign-out in the attendance office.

MAKE UP WORK

Students with excused absences are responsible to take the initiative to make up missed schoolwork. Teachers will allow a 2-day make up time for each day missed. Students leaving school for a school-sponsored event must make arrangements with their teachers prior to the absence.

Southwest accepts the responsibility to facilitate make up work for students who have an LSW excused absence, which includes parent approved or prearranged absences. Make up work may be requested when a student has been absent for 2 or more days. Our online grading & attendance system is also a great way for students & their families to keep current with student work and attendance.

COUNSELING CENTER INFORMATION

Check the Counseling webpage for current Counseling Center information.

Students who need counselor recommendation letters should complete a request for a letter of recommendation at least two weeks prior to the date that the letter must be mailed and provide a stamped, addressed envelope.

Parents are encouraged to call for an appointment with counselors to ensure counselor availability.

Students that retake a course to raise a grade must see their counselor and complete a *Retaking a Class to Raise a Grade* form. The course that is retaken must be the same as the original course in order for the grade to be changed.

Students may choose to receive a grade of satisfactory (S) or unsatisfactory (U) instead of a letter grade. Students must complete a Pass/Fail form that must be signed by the student, teacher, parent, and counselor. This form must be turned in by the specified deadline. Students may only have 5 credits of **Pass/Fail** per term with a total of 30 credits between grades 9-12.

OBTAINING STUDENT TRANSCRIPTS

Students must request their transcript from the registrar's office. If a student is under 18, a parent must complete a transcript release form requesting the transcript. Transcripts will be available for pick up on the next business day. Official transcripts are signed by the registrar and placed in a sealed envelope.

SCHEDULE CHANGE PROCEDURE

Before the Start of the Term:

1. Students are expected to select classes carefully during registration sessions in order to minimize the need for schedule changes.
2. All students will receive their schedules for the next school year at the end of the current school year. Students will be enrolled in the courses that will meet high school graduation requirements.

After the Start of the Term:

1. Schedules that are incomplete or incorrect due to failures or students not meeting graduation demonstration requirements will be changed at the beginning of each term.
2. During days 1 and 2 of each term, students requesting a schedule change will need to see a counselor and pick up a Late Change Request Form. The form must be completed and returned to the Counseling Center prior to action being taken on the request. Counseling Center staff will review requests and may consult with administrators when questions arise.
3. New classes cannot be added after the 3rd day of the term. Students may request to drop a class only for extenuating circumstances. Dropping a class can negatively affect class rank and future academic plans.

4. In order to participate in school sponsored athletics and activities, students must be enrolled in a minimum of 15 credits during the terms in which they are participating and must have earned at least 20 credits during the previous semester.

Students must attend the class in which they are enrolled unless and until they have been notified that a schedule change has been approved. Students who do not attend their scheduled class will be marked truant. Truancies will not be removed from the student's attendance record.

LINCOLN SOUTHWEST POLICIES AND GUIDELINES

BACKPACKS

Due to security concerns and classroom space constraints, we encourage all backpacks be kept in lockers during the school day.

BLOCK SCHEDULE

LSW offers a 4x4 block schedule where most classes are 90 minutes long and last for 1 term (9 weeks). This extended learning time provides an opportunity for active student engagement and a variety of teaching strategies.

BULLYING

Students have the right to attend school without feeling afraid. Bullying on the part of any student or group of students at any time shall not be tolerated. Students who bully another person shall be held accountable for their actions whether it occurs on school grounds, off school grounds at a school sponsored or approved function, activity, or event, or going to or from school on the school bus. Students who choose to violate this policy may be suspended from school.

Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students. Bullying behavior can be a threat of, or actual, physical harm, or can be verbal abuse of the student. Bullying can be a one-time occurrence or a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. Students who feel as though they are being bullied should report this to any staff member as soon as possible.

LSW COMPUTER USE GUIDELINES FOR STUDENTS

For more information on LPS computer use guidelines for students, please see the 2016-2017 Important Information Handbook.

DANCE GUIDELINES

School dances are scheduled from 8:00 p.m. until 11:00 p.m. (Prom 8:00 p.m. – 11:00 p.m.)

1. LSW dances are held at the high school. The exception is Prom.
2. A permission form must be completed for any guest, outside of LSW, prior to purchasing a ticket. Forms will be available in the main office.
3. All students must show their student ID or some form of photo ID upon admittance to the dance.
4. Students must arrive to the dance(s) by 9:00 p.m. No admittance will be allowed after that time.
5. Once students exit the building, they may not return. LSW is not responsible for students who leave the dance prior to the dance ending.
6. All school rules apply.

7. Dance tickets will be sold Tuesday through 1:00 p.m. Thursday, the week of the dance.
8. School fines must be paid prior to purchasing dance tickets.
9. Daily attendance may affect eligibility to purchase dance tickets. Students must have less than the equivalent of 10 days of truancies during the current semester of prom.
10. Supervisors reserve the right to remove students for inappropriate behavior/dancing.
11. LSW is not responsible for lost or stolen articles.

DISPLAYS OF AFFECTION

For more information on appropriate displays of affection, please see the 2017-2018 Important Information Handbook.

DRESS STANDARD

School is a formal environment and students are expected to dress in attire that is appropriate for school, does not cause undue notice, disrupts instruction, or that is dangerous to themselves or others. This includes, but is not limited to, the following examples: attire that is obscene or offensive, clothing that reveals excessive bare skin (tube tops, halter tops or spaghetti straps may not be worn without a t-shirt or other shirt over or under them. In addition skin should not be visible between person's pants and shirt (midriffs, sagging, etc.). No undergarments are to be visible – this includes boxer shorts, bra straps or swimwear. An article of clothing that is too revealing in any way will also be considered inappropriate, to be determined by LSW staff. Clothing or jewelry that makes reference to or advertises drugs, alcohol or tobacco, clothing or jewelry that is gang-related, clothing or jewelry that could be used as weapons (chains, spiked apparel), and clothing or jewelry that makes sexual references, may have a double meaning, or that exhibits nudity is not allowed. Head gear (caps, hats, bandanas, scarves, etc.) are not to be worn. It is recommended that winter coats not be worn in the building during the school day. Students whose clothing does not meet standards of acceptability will be asked to make adjustments. This may involve temporary dismissal from school to change clothing. In this case the time missed from class is to be made up.

ELECTRONIC ITEMS

Nuisance items and electronic devices including, but not limited to, cellular phones, head sets, i-pods, and/or computers/laptops should not be used/visible during instructional time. Should such items be used/visible they will be confiscated and may lead to disciplinary action. Students that are called to any school office are required to follow this same policy. Students may be asked to surrender their cell phones during an investigation. Students may lose the privilege to have electronic devices in the building if unable to responsibly manage them. LSW/LPS are not responsible for lost, stolen or damaged items.

(Note: Instructional time means a 90-minute class period).

EMERGENCY PROVISIONS

All regular drills are held as required by law throughout the school year and plans for the Emergency Exit System, Tornado Warning System, and Critical Incident Response are in place. Students are required to remain with their teacher during emergency situations for their own safety. Students should follow staff members' directions and emergency protocol.

FIELD TRIPS

Students must have a signed release from a parent/guardian prior to attending a field trip during the school year. Transportation may be either school buses or in student driven cars. Students who drive cars must verify insurance coverage as stated in the Board of Education standards.

FINES, FEES AND EXPENSES

Fines are assessed against students for losing or damaging books, equipment, and other school or LPS property, writing on lockers, etc. Fines are to be paid to the bookkeeper and a receipt will be provided. If the lost item is returned at a later date, a refund will be issued.

FOOD/DRINK POLICY

No food or drink, other than water, is permitted in the instructional areas of the buildings. No food or beverages from outside vendors may be sold, delivered or distributed in the school building 30 minutes before and after school breakfast or lunch. Any sales, delivery or distribution of food or beverages, outside this timeframe, must have prior approval. Students remaining on campus may eat in the commons and plaza areas. Lunch trays are to remain inside the building.

FUNDRAISING

All fundraising for clubs and/or activities of the Lincoln Public Schools shall be within the policies of the Board of Education. Fundraising activities must receive prior approval from the administration. All fundraising items are the responsibility of students and items or the value of the items will be billed to the student.

LOCKERS AND LOCKS

All lockers are the property of the Lincoln Public Schools and accessible to staff members when necessary. Students are responsible for the contents and appearance of their lockers. Only the school-issued locks may be placed on lockers. All others, unless previously authorized by the administration, will be cut off and replaced with a school lock by staff. Lost locks must be replaced at the student's expense. (The lock replacement fee is \$5.00). The inside of the locker may be personalized with appropriate materials that honor the worth and dignity of every person. All decorations must be removable without causing any damage to the locker. A one time, non-refundable fee of \$5.00 will be charged at the initial locker check-out.

LOST AND FOUND

Personal items that students choose to bring to school are the responsibility of that student. Students are asked to bring only items that are necessary for school. The school and LPS staff are not responsible for items that are lost, stolen, or damaged.

Campus Security maintains lost and found items in room 118. Items not claimed at the end of each term will be donated to local agencies.

MULTICULTURAL EDUCATION

For more information on LPS Multicultural Education policies, please see the 2017-2018 Important Information Handbook.

OPEN/CLOSED CAMPUS

The Board of Education has approved a limited closed campus policy for high schools (Regulation #5511.1). Students are NOT allowed to leave the building at any time during the day without permission from the administrative office. Students in grades 11 and 12, who have permission from their parents, may leave campus for lunch provided school rules are followed and students are prompt in returning to their afternoon classes.

PARKING

A current parking permit is required to park in the student parking lot. Students must complete the “Student Parking Application” form, show a valid driver’s license, current registration, proof of insurance and pay a \$5.00 fee to receive a parking permit. The parking permit must be visible in the rear window at all times. Permits are issued each year and only valid for that school year. Lost permits must be replaced at the student’s expense through the bookkeeper’s office. Replacement cost is \$3.00.

Vehicles not displaying a valid permit, blocking exits, entrances, drives, in the visitor or staff lot, or otherwise illegally parked will be ticketed (fine is \$10) and may be towed at the owner’s expense. Vehicles will be towed at the owner’s expense when a student acquires four or more tickets for non-compliance.

Staff parking is in the north lot and a permit is required. Unauthorized vehicles parked in this lot will be ticketed and may be towed at the owner’s expense.

POSTING AND DISTRIBUTION OF INFORMATION

All material posted or distributed must be school related and approved by the administration prior to distribution or display. Such items may only be posted in designated areas.

SEARCH AND SEIZURE, SEXTING

For more information on LPS policies regarding Search and Seizure and Sexting, please see the 2016-2017 Important Information Handbook.

STUDENT IDENTIFICATION CARDS

Students must wear their LSW student identification on an approved breakaway lanyard around their neck at all times. Students will need the ID to check out materials from the Media Center, for entry to the building, for eating lunch in the cafeteria, and for admittance to dances.

There will be a \$3.00 fee for a replacement ID. There will also be a fee for a temporary ID. Students will be expected to either have their ID or pay \$1.00 for a temporary ID for admittance into the building. Failure to follow these guidelines will be considered grounds for disciplinary action. Students with temporary ID’s may not be allowed to leave the building during the school day.

VALUABLES

Students should not bring large amounts of money or other valuable items to school. Neither Lincoln Southwest High School nor Lincoln Public Schools are responsible for lost, stolen, or damaged articles from lockers, vehicles, or other locations.

VISITORS

Visitors accompanying students will not be accommodated during the school day. Contact an administrator with questions.

MEDIA CENTER GUIDELINES

The media center is the information hub for Silver Hawks. Students can use a wide variety of print and electronic resources from 7:15 a.m. to 3:45 p.m. daily. Students are also welcome to use the media center during lunch periods; passes for lunch access may be obtained from the media center or main office. Food and drink, except for water, are not allowed in the media center.

- Books are checked out for three weeks; magazines and test prep materials, one week.
- Overdue fines are charged at the rate of five cents a school day per item.

- A copy machine is available for student use (10 cents per copy).
- Students have off-site access to all of the media center's electronic resources on the LSW Media website: <http://wp.lps.org/medialsw>

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a research-based framework for proactively teaching and supporting positive behaviors for ALL students. This school-wide approach to discipline focuses on building a safe and positive environment in which all students can achieve social, emotional, and academic success. The benefits of implementing PBIS include ---

- fewer behavior issues
- increased time engaged in learning
- improved school climate

While PBIS is used district wide in Lincoln Public Schools, Lincoln Southwest has developed unique school wide expectations. We refer to these expectations as S.O.A.R.

PBIS includes layers of support for students.

- Tier 1: Expectations and Supports for ALL Students
- Tier 2: Supports for SOME Students
- Tier 3: Supports for a FEW Students

GUIDELINES FOR SUCCESS- S.O.A.R.

Safe
Open-Minded
Accountable
Respectful

Students are responsible to conduct themselves in a manner that will create safe and positive opportunities for them at Southwest High School. S.O.A.R outlines what this acceptable behavior looks like throughout the school building. The matrix below outlines these expectations in detail.

PBIS IN ACTION AT LSW

The following list outlines some of the PBIS initiatives that are taking place at LSW:

1. Students at LSW have the opportunity to be acknowledged for displaying positive acts and following school wide expectations. When students are "caught" being respectful, responsible, or safe, staff members can award them with a "S.O.A.R" ticket. Students that receive these are entered into a weekly drawing. Students names are displayed on TV monitors.
2. LSW expectations for success (S.O.A.R.) are posted in both classrooms and non- classroom settings.
3. LSW expectations for success are taught and retaught throughout the school year.
4. LSW referral data is used to determine what behavior needs to be targeted.
5. Interventions and supports are offered to students based on our data.

NON-DISCRIMINATION AND ANTI-HARASSMENT EXPECTATIONS

For more information on LPS Non-Discrimination and Anti-Harassment Expectations, please see the 2017-2018 Important Information Handbook.

LINCOLN PUBLIC SCHOOLS

RESPONSIBILITIES OF STUDENTS *(Revised 5/2014)*

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others.

For the complete LPS Responsibilities of Students, please see the 2017-2018 Important Information Handbook.

**In the event that your planner gets lost,
an additional planner may be purchased in the main office for a \$5.00 fee.**

CALENDAR OF EVENTS

Please check the LSW website for all scheduled events at:

<http://lsw.lps.org/>



2018-2019 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 5/17

2018
JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2019
JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

MAY



S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

-  First and last days of class for students
-  Schools not in session

(PLC and Plan Days for 2018-2019 were not available at time of printing)

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.



LINCOLN BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, pregnancy, childbirth or related medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.