

2018-2019 STUDENT HANDBOOK





LINCOLN NORTHEAST HIGH SCHOOL Home of the Rockets

2635 N. 63rd Street Lincoln, NE 68507 (402) 436-1303

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NAME: _____

PHONE NUMBERS

Main Office	402-436-2	1303, option #2
Attendance	402-436-1	1303, option #1
Athletics		402-436-1337
Cafeteria		402-436-1343
Counseling/Registrar		402-436-1303, opt. #3

FAX MACHINE NUMBERS

Main Office	402-436-1345
Counseling/Registrar	402-436-1351
Athletic Office	402-436-1353

NORTHEAST HIGH SCHOOL BELL SCHEDULES

SCHEDULE A - BASIC SCHEDULE Period 1 8:00-8:50 (50) Period 2 8:55-9:45 (50) Period 3 9:50-10:40 (50) Period 4 1st Lunch 1st Lunch 10:45-11:14 (29+6) Class 11:20-12:09 (49) Class 10:45-11:35 (50) 2nd Lunch 11:40-12:09 (29+6) Period 5 12:15-1:05 (50) Period 6 1:10-2:00 (50) Period 7 2:05-2:55 (50) Period 8 3:00-3:50 (50)	
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SCHEDULE T - BELL SCHEDULE (TUESDAY & FIRST 3 DAYS OF SCHOOL)
Period 1 8:00-8:41 (41)
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Period 3 9:32-10:25 (41)
Period 4
1st Lunch 10:30-10:59 (29+6)
Class 11:05-11:45 (40)
Class 10:30-11:11 (41)
2nd Lunch 11:16-11:45 (29+6)
Period 5 11:51-12:32 (41)
Period 6 12:37-1:18 (41)
Period 7 1:23-2:04 (41)
PLC2:15-3:15

ADDITIONAL BELL SCHEDULES ARE LISTED ON PAGE 13

All visitors must sign in upon arrival and receive a visitor's badge, which must be worn while in the school.

Visitors cannot bring any item considered to be a weapon in to the school.

Non-Northeast students, former students and graduates may visit staff at the end of the school day.

LINCOLN NORTHEAST HIGH SCHOOL CONTACTS

2635 North 63rd Street Lincoln, NE 68507 (402) 436-1303 http://lne.lps.org/



ADMINISTRATION

Keri Applebee	Principal
Darla Berks	Associate Principal
Mark Runyan	Associate Principal
Doug Weatherholt	Associate Principal
Clayton Heath	Athletic/Activity Directors
Jeff Pierce	Associate Athletic/Activity Directors
Ben Haney	Instructional Coordinator
Angela Bates	Assessment Coordinator
Susan Lowe	Special Education Coordinator
Perry Showers	Special Education Coordinator

COUNSELING

Marilynn Peaslee	Team Leader/A-Bq
Steve Burbach	Br-F
Michelle Looky	G-Ld
Malinda Jean-Baptiste	Le-Pg
Ralph Schnell	Ph-T
Kim Davis	U-Z, ELL
Carol Reed	Registrar

SECRETARIES

Beth Vaughn	Executive Secretary
Tina Sovereign	Receptionist
Kendall Rinehart	Assessment
Cindy Hennen	Athletic Office
Ashley Bolling	
Jessica Lundhurst	Counseling Center
Lischelle VanEngen	Bookkeeper
Sandra Ourada	Meal applications, Fee Waivers
Angie Upah	Parking
Heidi West	Special Education

OTHER KEY PERSONNEL

Russell Lloyd	Campus Security Supervisor
Mike Vaughn	Building Superintendent

A complete listing of all teaching staff is located on the LNE website.

Global citizens, acting as one community, achieving academic excellence, leadership and service.

NORTHEAST MISSION & MOTTO – RAD

Northeast High school is dedicated to educating all students by emphasizing positive **Relationships**, high **Academic** expectations and respect for **Diversity**.

NORTHEAST HIGH SCHOOL BELIEVES

- 1. In implementing research-based educational approaches;
- 2. Building a strong sense of academic and behavioral expectations in our students;
- 3. Fostering thriving relationships with students, parents and the community;
- 4. Acknowledging and celebrating cultural diversity;
- 5. Continuously assessing improvement by following best educational practice, and being about those best practices.

HOW DO WE PRACTICE THE NORTHEAST HIGH SCHOOL MISSION?

Positive Behavior Interventions and Support (PBIS) and Classroom Instruction That Works Edition 2 (CITW2) are frameworks that help us practice our mission. PBIS provides a framework for proactively teaching and supporting positive behavior for all students. CITW2 focuses on growing and developing the instructional practices in our school.

Additionally, Northeast High School has a School Improvement Committee that includes department chairs, administration and select teachers. This committee focuses on the building school improvement goals aimed at improving student achievement.

SCHOOL SONG – HAIL TO THE VARSITY



Hail to the Varsity Cheer them along the way Onward to Victory May they win again today We'll give a cheer for the Varsity Long may they reign supreme Shout till the echoes ring For the glory of Our Team



INTENT OF HANDBOOK

This handbook is intended as an addendum to the LPS Important Information Book to be used by students, parent/guardians and staff as a guide to the rules, regulations, and general information about Lincoln Northeast High School. Each student is responsible for becoming familiar with the handbook and knowing the information it contains.

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 ensure 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..

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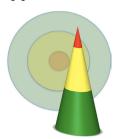


Positive Behavior Interventions and Supports (PBIS) is a research-based framework for proactively teaching and supporting positive behaviors for ALL students. This schoolwide approach to discipline focuses on building a safe and positive environment in which all students can achieve social, emotional,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

- Fewer behavior issues
- Increased time engaged in learning
- Improved school climate

The fundamental expectations developed by Lincoln Northeast:

- ٠ Respectful
- . Inclusive
- ٠ Safe
- Engaged



TIER 1

100% of students participate and should see an 80% response from students

SPF – Specific Positive Feedback

Research shows that you can improve behavior by 80% just by pointing out what someone is doing correctly.

ROCKET HOUSE – After school academic and social support.

Classroom lessons on LNE schoolwide and classroom expectations, R.I.S.E.; Respectful

Inclusive

Safe

Engaged

Data is used to guide decisions for staff training activities, student booster lessons, and other PBIS activities.

PBIS ACKNOWLEDGEMENTS

RISE to Success Cards: Immediate recognition of positive student behavior

RISE to Success Cards: Weekly parties recognizing three classrooms each week

BLITZ! Students recognized by administrators for following R.I.S.E.

Staff Rocket – Acknowledgement of commitment, hard work, appreciation, etc.



LNE PBIS Committee

Doug Weatherholt, Tier 1 PBIS Internal Coach Doug Weatherholt, Tier 2 PBIS Internal Coach Sara Mann.

LPS PBIS Coach

Stephanie Antholz Keri Applebee Lindsay Daniels Kim Davis Ben Haney Cheyenne Hartshorn Becca Hiller Malinda Jean Baptiste Shannon Marker Wendy Martin Molly Mellinger Sandra Ourada Sam Russell Jillian Schernikau Perry Showers Kristin Skorupa Jeff Soucie Jeff Stading Audrey Watson **Doug Weatherholt** Marty Wiese



Positive Behavior Interventions and Support

NORTHEAST **HIGH SCHOOL**



Celebrating more than 75 years of Rocket Pride

Serves 10-20% of our students

Through out the semester, a student is added to Tier 2 intervention if: the student has 2+ ODR (Office Discipline Referral) and/or the student has 3+ MBI (Minor Behavior Incidents) .

Student begin SPF+ (Specific Intentional Positive Feedback) with all teachers on the student's schedule (3 weeks)

the student is failing 2 or more classes

MENTORING - Based on grade level Watch List information (weekly)

If the student is not making progress

SAIG Social Academic Instructional Groups

ACADEMIC SKILLS -With HUB representative

- There are several groups available for students if SPF+ is not successful
 - Social or Academic Group The HUB, Central Access Point for Young Adults focuses on providing support and programs for young people to help with education, employment and empowerment. The nonprofit has staff based in several high schools in Lincoln Public Schools.
 - Restorative Practices Restorative Justice is a philosophy based on a set of principles that guide the response to conflict and harm and builds relationships in the school community
 - <u>HOPE</u> UNL- Kim Davis An eight week group designed to enhance a student's sense of well-being and provide them with ways to cope with stressors that might arise in his/her life either at school or elsewhere.
 - Mourning Hope Kim Davis Mourning Hope is a grief support network designed to serve children, teens, young adults and their caregivers who have experienced the serious illness or death of a loved one

If the student is still struggling,

ACADEMIC SYSTEMS

Individual students

Assessment based

High Intensity



BEHAVIORAL SYSTEMS

RESTORATIVE PRACTICES – Social skills

with Restorative Practices Coordinator

- Individual students
 - Assessment based
 - Intense, durable procedures

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS IN THE LINCOLN PUBLIC SCHOOLS

Positive Behavior Interventions and Supports (PBIS) is a framework for teaching procedures and techniques designed to help improve behavior. It involves procedures at the school-wide, classroom, and individual student levels.

The purpose of district-wide PBIS is to establish a climate in which appropriate behavior is the norm. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and then recognizing students for following our expectations is a more positive approach than only responding to misbehavior.

GUIDELINES FOR SUCCESS—R.I.S.E.

Respectful
nclusion
Safe
Engaged

Students are responsible to conducting themselves in a manner that will create a safe learning environment at Northeast High School. The Guidelines for Success outline what this acceptable behavior looks like throughout the school building. The matrix one page 6 outlines these expectations in detail.

PBIS IN ACTION AT LNE

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

- 1. Students at LNE have the opportunity to be acknowledged for displaying positive acts and following school wide expectations.
- 2. Northeast Guidelines for success/expectations are posted in classroom and non-classroom settings in the form of posters.
- 3. Northeast Guidelines for success/expectations are taught and retaught throughout the school year
- 4. Northeast Referral data is used to determine what behavior needs to be taught/re-taught.
- 5. PBIS news is sent out regularly to LNE staff and includes sharing of data, research, strategies, and other PBIS communications.
- 6. RAD Connection and Social Academic Instructional Groups developed to support students needing additional assistance.
- 7. Ongoing activities to contribute to staff development.
- 8. Weekly Rocket On cards are passed out to reinforce positive behavior.



Be Respectful

- Use only your device
- Use earbuds when appropriate and permitted

Be Responsible

- Use the device for educational purposes only
- Charge your device every night
- Bring device to school every day
- Keep keys on computers
- Make sure there is nothing between the keys and screen when closing the lid
- Personally monitor your Chromebook or hand to teacher if you leave the classroom for any reason

Be Safe

- Use two points of contact when carrying your device
- Carry the device in a closed position
- Carry your device by the base (the screen is not a handle)
- Keep technology away from food/liquid



DIGITAL CITIZENSHIP

FECHNOLOGY EXPECTATIONS

Be Respectful

- Use school appropriate language in posts
- Respond to posts politely
- Ask before posting photos
- Follow Directions

Be Responsible

- Report inappropriate "digital behavior" to an adult
- Report any problems or needed repairs immediately (stuhelp)

Be Safe

- Keep contact information/passwords private
- Visit appropriate sites and apps
- Understand that once you post something it will always be out there

NORTHEAST HIGH SCHOOL POLICIES

COURSEWORK POLICIES AND PRACTICES

The following are the practices and policies that are utilized across all classes at Lincoln Northeast High School.

GRADING PHILOSOPHY

At Lincoln Northeast, the purpose of grades and grading is:

To assess achievement and communicate the level at which students are meeting learning objectives

DEFINITION AND PURPOSE OF FORMATIVE WORK

Definition: purposeful activity or practice to enhance, facilitate, and/or reinforce learning.

Purposes of Formative work:

- check for understanding
- complete unfinished work
- enrich the curriculum
- facilitate successful course completion
- prepare for next lesson and/or assessment
- reinforce classroom instruction

FORMATIVE COURSEWORK POLICIES REDOING/REVISING FORMATIVE COURSEWORK

Students will be allowed redo and revisions of formative coursework for full credit during that unit of study. Scores for redos and revisions will be worth full credit. Redos and revisions are possible as long as assignments are turned in during the unit of study while a student still has an opportunity to benefit from learning the content.

LATE FORMATIVE COURSEWORK

It is important for students to demonstrate responsible learning by completing missing coursework. Late coursework will be accepted without penalty until the end of the unit (or later at teacher's discretion based on circumstances). Once coursework is turned in, earned credit will be recorded. Work that is not turned in during the unit of study will be considered missing. The teacher or school may make exceptions depending upon student circumstances.

MISSING FORMATIVE COURSEWORK

If formative work is missing, there is little evidence of student learning. Therefore, missing formative work will be assigned an "M" in the Synergy grade book indicating no credit has been earned. Teachers will make missing formative work available. Students are responsible for completing missing formative work. Once coursework is turned in (before the end of the unit), earned credit will be recorded. The teacher or school may make exceptions depending upon student circumstances.

SUMMATIVE COURSEWORK POLICIES

Definition and Purpose of Summative Assessments

Definition: Purposeful activity used to evaluate student learning at the end of a unit of study or end of a grading period.

Purpose: To determine the extent of student learning, skill acquisition, or academic achievement for a defined instructional period.

MISSING SUMMATIVE ASSESSMENTS/PROJECTS

If a student is missing a summative assessment, they have 10 school days from the due date to complete it. Assessments not completed within the 10 school day period may/will receive no credit for that specified summative assessment.

*IEP accommodations/modifications, extenuating circumstances are taken into consideration by the individual teacher of record (i.e. incompletes).

GRADE	POINTS	WEIGHTED POINTS	GRADING SCALE
Α	4.0	5.0	90-100
B+	3.5	4.5	85-89
В	3.0	4.0	80-84
C+	2.5	3.5	75-79
С	2.0	3.0	70-74
D+	1.5	1.5	65-69
D	1.0	1.0	60-64
F	0	0	59 & Be-
			low

SUMMATIVE REASSESSMENTS

Learning is a process and not all students will reach mastery at the same time, so additional assessment may be appropriate based on what is in the best interest of the student. Reassessment opportunities keep the focus on learning and achieving.

- In order to retake an assessment, additional effort by the student to demonstrate learning must be shown. Formative work may be required to earn a retake. A study session with the teacher may also be required. Teachers will determine when a student has shown that he/she is sufficiently prepared for reassessment.
- Summative reassessments may take alternative forms and should be completed by the end of the next grading period. The end of the semester is the final grading period or end of the quarter for quarter classes. Due to lack of time, the last unit of the semester/ quarter will not be reassessed.
- IEP accommodations/modifications are taken into consideration by the individual teacher of record.
- Extenuating circumstances are taken into consideration by the individual teacher of record.

*Some classes may be subject to district policy on reassessment.

EXTRA CREDIT POLICY

Extra Credit is not an option.

*Alternative academic opportunities will be provided for students to demonstrate essential learning proficiencies.

CHEATING/PLAGIARISM POLICY

LPS Responsibilities of Student -P.

Cheating or plagiarism is not tolerated at Northeast High School. When a student is suspected of cheating or plagiarism, due process will be followed. The teacher of record will confer with the student and listen to her/his explanation of the incident. If cheating or plagiarism is still alleged after this conversation, the parent/guardian will be notified and referral written to the alpha-administrator. Consequences begin with an assignment to In-School-Suspension (ISS, where the student will write a paragraph tied to the 3Be's (Be Respectful, Be Responsible, Be Safe). The student will again meet with the alpha- administrator, utilizing the Capstone Experience Procedure, and then will be expected to complete the assignment, according to teacher directions. In the case of repeated behavior, additional disciplinary consequences may be used.

STUDENT TRANSCRIPT

Official transcripts are obtained from the registrar, in the Counseling Center. Please allow 24 hour notice when requesting a transcript.

- UNL, UNO, UNK, SCC-Lincoln, NE Wesleyan, Chadron, Peru and Wayne State College transcripts will be sent electronically, directly to the Office of Admissions. No hard copy will be printed.
- Student (or parent/guardian) is expected to pick up those transcripts not sent electronically, and mail to the appropriate institution. The envelope is addressed to the college/university, or placed in an official transcript envelope for scholarships.

GRADUATION AND COMMENCEMENT

Also referred to as "graduation", commencement is the formal ceremony of recognition for graduating seniors. Participation in graduation and commencement is voluntary and may be denied. The three main reasons for denial of participation in commencement activities are:

- 1. Insufficient credits for graduation
- 2. Unpaid or unresolved fines
- 3. Prohibited behavior as outlined in the Student Handbook.

Seniors are required to attend a graduation meeting held during the week of final exams.

A senior who does not attend a graduation meeting may have his/her cap and gown held and the rental fees returned. The attendance requirement for this meeting may only be waived by the Principal under extraordinary circumstances.

Commencement is a formal ceremony, and a certain level of decorum is expected on the part of students, their families and friends. Seniors are, in part, responsible for the actions of those attending the ceremony in their honor. Inappropriate displays of celebration on the part of students, or by others on their behalf may result in diplomas being held until the situation and issues surrounding the disturbance can be evaluated and understood.

AWARDS AND HONORS

Honor Roll: To be on Honor Roll a student must carry a minimum of 25 credits of approved classes with a semester grade point average of 3.5 or better.

Scholastic Letters: Scholastic Letters are awarded to those students who achieve a weighted semester GPA of 4.0 or better for at least 25 credits of approved classes for any two consecutive semesters while at Lincoln Northeast.

Top 3%: These students are honored for having the highest-class rank in their grade.

Seven Semester Honor Roll: Graduating seniors are honored at commencement for having achieved Honor Roll status for each of the previous seven semesters.

National Honor Society: Membership in National Honor Society is a mark of student achievement. It signifies high standards of scholarship, service, leadership, and character. Students are eligible for membership in the National Honor Society if they have achieved at least a 3.5 GPA for at least four semesters of high school work and completed an information form showing evidence of service, leadership and character. A committee of five teachers approved by the principal (or a designee) selects members for induction as first semester juniors or seniors.

ATTENDANCE POLICY FOR NORTHEAST HIGH SCHOOL

See the LPS Important Information Booklet regarding district Student Attendance policies.

LPS Responsibilities of Students - S., T.

Your student is expected to be in class, on time, every day and every class period. Unless the attendance office is notified by a parent/guardian that the student will be absent from school. Tardiness and excessive absences affect student achievement. Attendance is vital to student success. Little can be accomplished when the student is not in school. The learning, which comes from the daily interaction between teachers and students, is irreplaceable. On the day of the absence, the parent/guardian is to call the **Attendance Office (402-436-1303, option #1.)**

NOTE: Athletics and Activities have additional attendance guidelines.

LEAVING SCHOOL and RETURNING DURING THE SCHOOL DAY

Any student needing to check out of school (doctor, dental etc.) during the day is expected to:

- always have a pass or permission from the Attendance secretary to leave school for any reason
- have a parent/guardian call the Attendance Office or provide a written note to the Attendance Secretary before going to the first class
- in emergencies, come to the office to make arrangements
- the student should check in and return any signed appointment slip to the Attendance Office when returning to school and before going to class.

CLOSED CAMPUS POLICY

See the LPS Important Information Booklet regarding High School Open/Closed Campus.

Exception to the Closed Campus is Off Campus Lunch available to junior and senior students only.

- The student must enter and exit for lunch using Door #35 at the Cafeteria /Commons/ Concourse, Door #27 at the west end of the Concourse or the Main Entrance, Door #1.
- When a student decides to leave the building for lunch, the expectation is that the student does not return to the building until the end of the lunch period (no earlier than 5 minutes before the next passing bell.)
- When returning early from lunch the student must wait in those areas until released for class by the bell/tone.
- The student must show the student photo ID when leaving and entering the building.

Parent/guardians or administrators have the right to rescind permission to leave campus for lunch at any time.

WEATHER DISMISSAL

See the LPS Important Information Booklet regarding Severe Weather Policy.

COMPUTER USE GUIDELINES

See the LPS Important Information Booklet regarding Technology Resource Use.

Use of personal headphones or earbuds in the Media Center is allowed and encouraged.

Using a proxy to access these activities is in violation of the Child Internet Protection Act and LPS district policy.

STUDENT PHOTO IDENTIFICATION CARDS (IDS)

See the LPS Important Information Booklet regarding Student Photo ID Cards.

If the student forgets to bring the ID card to school, he or she will be given an opportunity to be issued a maximum of three temporary ID cards per semester. If the student does not return the temporary ID card at the end of the school day there may be consequences if the student attempts to re-use the temporary ID from a prior date.

HALL PASSES

The student must have an approved pass from a staff member to be in the halls during class time.

NUISANCE ITEMS - LPS BOARD REGULATION 5420.4

See the LPS Important Information Booklet regarding Nuisance Items.

DISTRICT AND LNE CELL PHONE/ELECTRONIC DEVICES POLICY

Responsibilities of Students -O.

Students may use their cellular phones, all electronic devices, and accessories during lunch, breakfast, and passing times with no audible sound. Cell phones and other electronic devices (iPods, I Touches, 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. Students violating the policy may have their cellular phones, electronics, and/or accessories confiscated. Student failure to comply with staff request is insubordination and will result in disciplinary consequences. Updated May, 2016

DANCE GUIDELINES

LPS Responsibilities of Students -N

There are two school sponsored dances each year, Homecoming and Prom. School sponsored dances will be supervised by administration, staff, at least one campus supervisor and one police officer to ensure the comfort and safety of students.

- 1. Appropriate dress and behavior is expected. Any student who attends a school event under the influence will be subject to school discipline and notification of the proper authorities, which may result in a police citation.
- 2. The Northeast student must show his/her school ID at entrance.
- 3. One guest per Northeast student is allowed. The guest's name and school must be provided by the Northeast student at the time tickets are purchased.
- 4. The guest cannot be older than 21 years old and must have a photo ID.
- 5. Headgear and hats are not allowed, if worn the item must be checked in at the door.
- 6. Entry to the dance is closed 90 minutes after the dance has started.
- 7. Once a student leaves a dance, re-entry is not allowed.

DRESS CODE

LPS Responsibilities of Students - M

In order to provide a safe, orderly, non-distracting learning environment for students, all students attending Northeast High School during the instructional day will be expected to adhere to the following criteria:

- All shirts/tops must have two-inch or wider straps on both shoulders.
- Clothing that shows bare skin or undergarments can be considered inappropriate.
- Shorts and skirts should be of sufficient length, i.e. mid-thigh or longer.
- Jeans, pants, and shorts are to be worn at or above the hipbone. The practice of "sagging" is not an acceptable standard of dress.
- Headwear including hats, caps and hoods should be removed upon entering the building.
- Gang-related symbols worn, written, carried, displayed, or communicated will not be tolerated and are not allowed. This includes all bandanas.
- Items, drawings, clothing, or jewelry which exhibits nudity, makes sexual references, is profane, or carries double meaning is not appropriate.
- Clothing or jewelry that promotes the possession or consumption of beer, tobacco, alcohol, or illegal drugs or otherwise implicitly endorses illicit behaviors or violence is prohibited.
- Sunglasses are not permitted inside school.

Consideration will be made for a student who wears special clothing as required by religious affiliation or unique circumstances.

Coaches, sponsors, or teachers may have requirements for students who are in performing groups or represent the school as part of a traveling team.

In case of other extreme or undesirable dress or appearance that may be distracting to the learning environment, the student may be asked to change clothing or to leave school until the situation is corrected. The above list should not be considered exhaustive of all possible dress code issues.

HARASSMENT POLICY

Responsibilities of Students – B, D.

Harassment/bullying of another student or school employee, agent or official on the basis of the person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is not congruent with our school's mission statement or PBIS; to Be Safe, Be Respectful, Be Responsible.

Harassment includes any physical or verbal conduct which is related to a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability and which:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive school environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with a student's school performance; or
- 3. otherwise adversely affects a student's school opportunities.

BULLYING POLICY

See the LPS Important Information Booklet regarding Bullying.

LPS Board Policy 5482, Responsibilities of Students –B.

Bullying is defined as any ongoing pattern of unwanted aggressive behavior which may include physical, verbal or electronic abuse.

The staff will follow district policies and building procedures when harassment or bullying is identified.

SMOKING POLICY

Responsibilities of Students -N.,

The Board of Education has approved a policy that prohibits smoking or the possession of tobacco, including e-cigarettes, in school district buildings and on school grounds. Use or possession of tobacco by adults/students in district buildings is prohibited. The student is subject to disciplinary consequences for violating the policy. Smoking is prohibited within sight of school property, underage students may be ticketed for use of tobacco products.

LINCOLN NORTHEAST HIGH SCHOOL PROCEDURES

ACCESS/ENTRANCE TO THE BUILDING

The Main Entrance to the building, Door #1, will be opened at 7:50 a.m. each regular school day. With the exception of lunch time, there will be no other entrance to the building open during the instructional day. In order to maintain a secure building it is strictly prohibited for any student to grant access into the building to any known or unknown person from the outside. This includes propping or leaving a door open. Any student violating this expectation may be subject to disciplinary action.

ARRIVAL AND DISMISSAL

The student is expected to come directly to the building when arriving at school. Further, it is the expectation that the student attend and be on time to all classes.

SPECIAL PERMISSIONS

Any student wishing to see a teacher, go to the Media Center or see a counselor before school and during lunch is expected to get a pass, in advance, from the adult with whom the student will be meeting.

PERIOD 1 CLASS BEGINS AT 8:00 A.M.

- Students are expected to arrive no earlier than 7:30 a.m. at the Commons, Door #35 or Concourse, Door #27 entrances only.
- Students entering the Commons/Concourse at 7:30 a.m. will not be allowed into the halls until 7:50 a.m.
- Any students waiting outside at the Main Entrance, Door #1, will not be allowed into the halls until 7:50 a.m.

END OF DAY

- The regular dismissal time is 2:55 p.m. (PLC days 2:04 p.m.)
- Hallways are to be cleared by 3:10 p.m. (PLC days 2:15 p.m.)
- The student may wait for a ride only in the Cafeteria/Commons from 3:10 3:30 p.m. Supervision is provided at this location for that time period

SHORTENED SCHEDULE

- Dismissal from the building is within 5 minutes of the last class of the day.
- A student is not allowed in the halls 5 minutes after his/her dismissal time.
- With a prearranged pass, the student may work with an available teacher, go to the Media Center to work on homework or meet with a counselor.
- Students should exit the building and be off campus within 5 minutes of the end of their day.

BREAKFAST AT NORTHEAST HIGH SCHOOL

Breakfast is available at Northeast High School for less than the price of many energy drinks.

- Enter the school at the Cafeteria/Commons, Door #35, or the Concourse, Door #27
- Breakfast is served between 7:30 7:50 a.m.
- The serving area closes at 7:55 a.m.
- To ensure the student allows time to arrive at Period 1 before the bell, the student must get permission from one of the administrator /supervisors to have breakfast served 7:50 – 8:00 a.m.

ADDITIONAL BELL SCHEDULES

ASSEMBLY SCHEDULE

Period 1 Pass to P.2 Period 2 Dismissal from	8:40-8:45 8:45-10:50	(40) (5) (15)
Assembly		(50)
Students rtn to P. Class Period 3 Period 4 1st Lunch Class -2nd class arrival & 1st	10:10-10:50 10:55-11:35 11:40-12:09(12:15-12:49	(34)
Class 2nd Lunch		• •
Period 5 Period 6 Period 7 Period 8	1:40-2:20 2:25-3:00	(40) (40) (35) (35)

FINAL EXAM SCHEDULE

Final 1	.8:00-9:30	(90)
Break	.9:30-9:40	(10)
Final 2	9:40-11:10	(90)
Break1	l:10-11:20	(10)
Final 3 (Day 1 only)	11:20-12:50	(90)

SCHEDULE V - 30 MINUTE EARLY ASSEMBLY SCHEDULE

Early Assembly8:00-8:30 Period 18:40-9:25 Period 29:30-10:15 Period 310:20-11:05 Period 4	(30) (45) (45) (45)
1st Lunch11:10-11:39(2 Class11:45-12:29	29+6) (44)
Class11:10-11:55 2nd Lunch12:00-12:29(2	. ,
Period 512:35-1:20 Period 61:25-2:10 Period 72:15-3:00	(45) (45) (45)
Period 83:05-3:50	(45)

SCHEDULE B (RGDE) - 80 MINUTE TEST SCHEDULE Test Block......8:00-9:25 (85)

IEST DIOCK	8.00-9.25	(65)
Period 1	9:35-10:12	(37)
Period 2	.10:17-10:54	(37)
Period 3	.10:59-11:36	(37)
Period 4		
1st Lunch	.11:41-12:10(2	29+6)
Class	.12:16-12:52	(36)
Class	.11:41-12:18	(37)
2nd Lunch	.12:23-12:52(2	29+6)
Period 5	12:58-1:35	(37)
Period 6	1:40-2:17	(37)
Period 7	2:22-3:00	(38)
Period 8	3:05-3:42	(37)

EMERGENCY EVACUATIONS

When the fire alarm sounds all students and staff will leave the building immediately by the most direct route, following the organized plan of the school. The penalty for setting off a false alarm is suspension and appropriate legal action.

GRIEVANCE PROCEDURE

Grievances or complaints from a student or parent shall be initiated in the following manner:

- 1) Meeting with teacher or administrator to resolve conflict.
- 2) All grievances shall be submitted in writing to the principal. They should be as detailed as possible.
- 3) The principal, after receiving the grievance in writing, shall arrange a

meeting date, which is mutually convenient to all parties, involved. At this time, concerns and suggestions for improvements will be discussed.

4) Student or parent/guardian may appeal the principal's decision to the LPS Department of Student Services - 436-1650.

See the LPS Important Information Booklet regarding Communicating Concerns.

LOCKERS

For building security and student safety, the expectations for student use of lockers are:

- The student is responsible for the content and condition of the lockers
- The school assumes no liability for damage or theft of property
- The student is required to use only the locker furnished by the school
- Locker problems should be reported to the Main Office
- No more than two students will be allowed per locker
- The student is not to give the lock combination to another student(s)
- Ninth and tenth grade students are encouraged to have a locker
- The student may choose his/her locker partner, provided both students are together at the time the locker is assigned

There is a **\$5.00 non-refundable** locker rental fee for the purpose of repair and replacement. This fee is for the year and is required of all students using lockers. An additional \$5.00 will be charged to a student who has lost his/her lock.

Note: In maintaining discipline and providing a safe environment for students and staff, district employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. 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 that include, but are not limited to, safety, health, and discovery of the violation of a statute, policy, or rule.

See the LPS Important Information Booklet regarding Searches of Lockers and Other Types of Searches.

STUDENT FINES

LPS Board Policy 6440 notes that teachers and principals have the responsibility to recover losses or damages incurred by students when appropriate. Students need to be cleared in a timely manner and it is the responsibility of the student to resolve outstanding fines for lost or damaged textbooks or school materials.

At Northeast, the following student privileges may be revoked for any student who has not cleared fines in a timely manner:

- 1) participation in before school year photo days
- 2) locker check-out
- 3) student parking privileges (first come- first served)
- 4) participation in select groups or athletics
- 5) admission to Prom and Homecoming
- 6) participation on Northeast athletic teams
- 6) individual student fines/fees can be accessed through Synergy

IGNORED FINES WILL BE SENT TO A COLLECTION AGENCY.

**Graduating seniors who have fines will not participate in the graduation ceremony.

Procedure: Media fines should be paid to Room 102. Textbook fines or other contested fines need to be addressed with the individual teacher/coach who placed the fine.

STUDENT PARKING

The following is a list of requirements to be met each semester in order to receive or renew a student-parking permit:

- Senior or Junior standing
- All school fines cleared or paid in full
- Completed parking permit application signed by the student and parent/guardian
- Valid Nebraska driver's license. Valid vehicle registration.
- Proof of insurance
- Pay a \$10.00 one-time, annual, non-refundable parking decal fee for the school year.

Applications for a permit may be picked up in the Main Office. Completed forms and corresponding documentation should be taken to the office secretary in the Main Office who is in charge of parking permits. She will verify the prerequisites have been met and issue the permit. The permit will be a window sticker that must be properly attached to the inside of the rear window on the lower passenger corner. **Designated student parking is on a "first come, first served" basis for students with a Northeast-parking permit. When the student parking areas are full, students will be expected to park off campus.**

Any student who violates any of the parking regulations listed on the back of the application will be issued a citation and be subject to being towed at owner's expense.

A student permit for parking is a privilege and it can be taken away for any violation of school rules.

PROPERTY DESTRUCTION

See the LPS Important Information Booklet regarding Care of Property.

Destruction of school property may lead to disciplinary consequences. The student and/or parent/guardian will be required to make restitution.

PUBLIC RELEASE INFORMATION

The following information may be released to the public in regard to any student of the school district as necessity or desirability arises: Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of enrollment, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information.

Any student parent or guardian not wanting this information released to the public must make objection in writing to the principal. It is desirable to renew this objection at the beginning of each school year.

SKATEBOARDS

A student whose preferred mode of school transportation is a skateboard or scooter must check the skateboard or scooter into Room 201 upon arrival and collect from there when the school day is over. Skateboards or scooters should never be stored in student lockers and should not be ridden or used on school grounds.

RESOURCES @ LNE

COUNSELING CENTER

(Categories Social Competencies, Positive Identities, Empowerment & Support)

The Northeast Counseling department provides a comprehensive developmental program based on the American School Counseling Association (ASCA) national and state model. We are dedicated to educating all students in their academic achievement, career planning, and social emotional development, while emphasizing positive relations, high academic expectations, and a respect for diversity. Counselors advocate for all students and are in partnership with other educators, parents and community to prepare students to contribute at the highest level as productive members of society. Examples of community partners are: EducationQuest, Southeast Community College, University of Nebraska-Lincoln, Child Guidance Psychological Services, Upward Bound, and Educational Talent Search.

Each student is assigned a Counselor to assist with academics, career planning and social emotional development throughout high school. The student may ask his/her teacher for a pass to see the Counselor or may sign up for an appointment to see the Counselor. Students are encouraged to read the weekly Counseling Center Announcements read during 3rd period and posted on our website. In addition, juniors and seniors are encouraged to sign up to visit college admissions representatives who visit Northeast High School on a regular basis.

Peer Helpers: Peer Helpers are students who have completed a Peer Helping class to learn listening skills about issues teens deal with in society today. These students are nominated by their peers and selected through an interview process. They are available to meet with other students and make appropriate referrals when necessary.

Student Ambassadors and Peer Tutors: Student Ambassadors and Peer Tutors are senior students interested in serving in a leadership role to assist students. They receive training the summer before they become a Student Ambassador or Peer Tutor and receive elective credit. Student Ambassadors are assigned to the Counseling Center to serve as student Mediators, tour guides, provide assistance to visitors and to perform general duties. Peer Tutors are assigned to a classroom to work with students individually as a tutor in an academic area.

HEALTH OFFICE

(5. Caring School Climate)

A full-time nurse is available for students at Northeast. When a student feels ill, he/she must have a planner pass signed from his/ her teacher and report to the Health Office (Room 106). The time of arrival and departure will be recorded. Before a student is excused to go home, the nurse or health tech obtains permission from the parent/guardian. The student must then sign out in the Attendance Office.

We discourage taking medication at school. It should be taken at home immediately before or after school. If medications are brought to school, they shall be maintained in the Health Office. No one other than trained personnel shall administer the medication within the school. Contact the school nurse for a detailed explanation of the guidelines. A record of current immunizations needs to be on file in the Health Office.

MEDIA CENTER

(5. Caring School Climate, 25. Reading for Pleasure)

The Media Center is the information hub of Northeast. All students are encouraged to use the resources available. Students can use a wide variety of print and electronic resources, including the Internet. The Media Center is open for student use every school day from 7:30 a.m. to 3:30 p.m. Students are welcome to visit the Media Center during lunch periods to quietly read, study, or research. Students need to obtain a pass to visit the Media Center during lunch

Upon entering the Media Center the student is required to scan his/her student ID. During scheduled class time the student does not need to present a pass at the circulation desk to be in the Media Center. Food and drink, except water, are not allowed in this area. Compliance with all school policies is expected.

- Books are checked out for three weeks and magazines, overnight.
- All materials can be renewed as needed.
- A photocopy machine is available for student use at ten cents per copy.
- Personal printing from a computer is five cents per sheet
- Students have off-site access to all of the Media Center electronic resources on the Northeast website http://wp.lps.org/medialne.

For a list of Media Center hours or to search the online catalog and online database, please use our website at http://wp.lps.org/medialne.

CLUBS & ACTIVITIES

(18. Constructive Use of Time, 30. Positive Values)







CO-CURRICULAR ACTIVITIES

Upon the recommendation of the administrative staff, anyone displaying actions unbecoming a Northeast student may be prohibited from attending any or all school activities.

INTERSCHOLASTIC ACTIVITIES

The Board of Education encourages students to participate in co-curricular activities. Those choosing to participate are exercising a privilege, and the school may expect a high level of behavior and a reasonable level of academic performance.

LNE ATHLETIC CORE VALUES

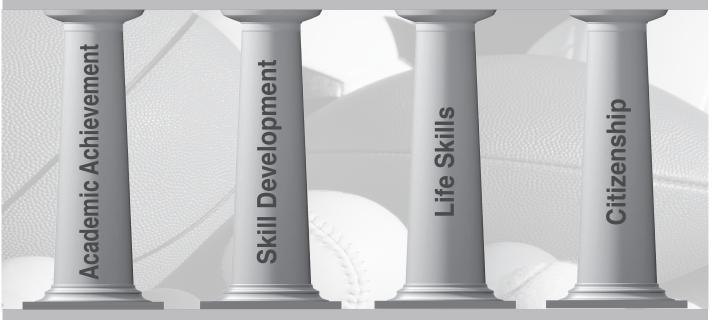
- Tradition: Community, Team Work, Family.
- Work Ethic: Hard Work, No Questions-No Complaints, Practice and play like a Champion
- Sportsmanship: Attitude, Thoughts, Actions, Respecting Coaches, Teammates, Opponents, Officials, Good Character in play, in class, and in life.
- Pride: Once a Rocket-Always a Rocket, Loyalty to the Black and White.

LPS ATHLETIC PROGRAM Purpose Statement

The core purpose of the Lincoln Public Schools Athletic Program is to offer students education-based opportunities to extend the learning experiences outside the classroom. These experiences aid in the overall growth of student-athletes by promoting academic achievement, skill development, life skills and citizenship.

The athletic program creates an environment that strives for excellence by encouraging student participation, supporting academic progress and promoting physical, social, emotional, and character development while creating a sense of community.





ACADEMIC ACHIEVEMENT-

Athletics complement and support academic achievement with the goal of 100% graduation rate for all student-athletes. Coaches are teachers who create a positive learning environment, build relationships, motivate and inspire.

SKILL DEVELOPMENT-

Athletics develop social, intellectual, emotional and physical skills. Working through the learning process, experiencing and growing through failures are all part of the pursuit of reaching maximum potential as both individuals and as a team.

LIFE SKILLS-

Student-athletes learn teamwork, collaboration, commitment, loyalty and leadership; all life skills that will have an impact outside of and beyond their athletic experience.

CITIZENSHIP-

Positive social behaviors and servant leadership are embedded within the athletic experience; modeling integrity, fairness, respect and sportsmanship as athletes compete with character.

ELIGIBILITY

The Lincoln Public Schools and the Nebraska School Activities Association require students to receive passing marks in 20 hours of credit the previous semester and be enrolled in 20 hours of credit for the current semester. (In order to graduate in four years from Lincoln Public Schools, a student must pass an average of 30 hours of credit per semester.)

SPORTSMANSHIP CODE

Participants and fans should:

- Remember high school sports are a part of the educational process.
- Maintain self-control at all times.
- Show support and enthusiasm by cheering your team not degrading the opponent.
- Applaud the outstanding performances of all athletes.
- Know, understand, and appreciate the rules of the contest.
- Respect the effort and decisions of contest officials.

INTERSCHOLASTIC SPORTS AT NORTHEAST

Fall Sports: Boys and Girls Cross Country, Football, Girls Golf, Girls Softball, Boys Tennis, Girls Volleyball **Winter Sports:** Boys and Girls Basketball, Unified Bowling, Boys and Girls Swimming and Diving, Wrestling **Spring Sports:** Boys Baseball, Boys Golf, Boys and Girls Soccer, Girls Tennis, Boys and Girls Track

WEBSITE INFORMATION

Athletic schedules on <u>heartlandathleticconference.org</u> Northeast calendar News and events on <u>http://ne.lps.org</u>

ACTIVITIES

(http://lne.lps.org/detail.html?id=3138)

Academic Decathlon Cheerleaders Debate Drama Future Business Leaders of America (FBLA) Family, Career and Community Leaders of America (FCCLA) Forensics National Honor Society (NHS) Quiz Bowl Rocket Crew Leader Science Olympiad Special Olympics Star Strutters Student Council Gifted Program

CLUBS/ORGANIZATIONS

(http://lne.lps.org/detail.html?id=3048)

Clubs provide students with opportunities to explore a wide variety of interests. Club offerings and sign up procedures are shared through the daily announcements. You can find a current list of clubs on the Northeast web page.

PARENT ORGANIZATIONS

Athletic Booster Club Music Booster Club N-ACTS

COMMUNITY CLUBS

Bowling, Campus Life, Trap Shooting Lincoln Public Schools

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 schoolsponsored 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/performances 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/performances 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.

NU163		







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.