

Lincoln Southeast High School



2930 South 37th Street
Lincoln, NE 68506

402-436-1304
Fax 402-436-1357

<http://lse.lps.org>

2018 - 2019 Handbook

Lincoln Southeast High School



Mission Statement:

Learning, Leadership and Service

Vision Statement:

**Inspiring excellence in all of our students
through innovative teachers, invested community,
involved families and inclusive programs.**

INTENT OF HANDBOOK

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

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

2018-2019 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 5/17

2018 JULY							2019 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											

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

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

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

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

DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						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 23, 2019

Bryan Community Focus Program (*at East*)

Sunday, May 26, 2019

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

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SOUTHEAST STAFF

Principal	Brent Toalson
Associate Principal	Brent Ailes
Associate Principal	Rob Baltensperger
Associate Principal	Jeff Stoehr
Special Education Coordinator	Heidi Moore
Assistant Special Education Coordinator	Kelsie Banks
Educational Coordinator	Crystal Folden
Educational Coordinator	Danielle Suhr
Athletic Director	JJ Toczek
Assistant Athletic Director	Kara Graham
School Psychologist	Alice Dingle
SCIP (School Community Intervention and Prevention)	Morgan Young
School Nurse	Joan Creger
Principal's Secretary	Pat Monk
Associate Principal's Secretary (Ailes)	Sheena Christner
Associate Principal's Secretary (Baltensperger)	Shelby Chopp
Associate Principal's Secretary (Stoehr)	Barb Sullivan
Athletic Director's Secretary (Toczek/Graham)	Tami Friend
Special Education Secretary (Moore/Banks)	Yvonne MacDonald
Educational Coordinator's Secretary (Folden/Suhr)	Kaydee Smith
Receptionist	Deb Keith
Attendance Technician	Mimi Potter
Attendance Office (Parent Line)	Lily Daro
Bookkeeper	Margaret Proffitt
Academic Resource Supervisor/Knightly Success	Allie Bax
Transition Program	Amanda Wiegert
Media Center Specialist	Jean Hellwege
Gifted Program	Brianne Clark
Cafeteria Manager	Tammie Rayburn

DEPARTMENT CHAIRS

Art.....	Melody Jones
Business	Jodi Gehr
Family Consumer Science.....	Mary Stauffer
Language Arts	Sara Danielson
Math	Sherry West
Music.....	RJ Metteer
Physical Education.....	Heather Leader
Science.....	Cindy Karel
Skilled & Technical Science.....	Aaron Svik
Social Studies	Chad Blatchford
Special Education	Kayla Belden
World Language	Kristen Tangen
Media Specialist.....	Jean Hellwege

COUNSELING CENTER

A - B	ReeAnna Armagost
C - Fo	Jennifer Bass
Fp - Jon	Kelsey Lorimer
Joo - Med	Marti Mueting
Mee - Re	Kelley Winter
Rf - To	Skyler Reising
Tp - Z	Kelcy Sass (Team Leader)
School Social Worker	Gretchen Baker
School Social Worker	Morgan Young
Registrar	Dawn Worrall
Counseling Secretary	Barb Sullivan

CLASS SCHEDULE

Daily Schedule : Monday, Wednesday, Thursday & Friday

The Cafeteria is open for breakfast from 6:45 a.m. to 7:50 a.m. every day.

Each student's lunch schedule is determined by their 6th period classroom.

1st Period 7:00 a.m. - 7:50 a.m.
 2nd Period 8:00 a.m. - 8:50 a.m.
 3rd Period 8:55 a.m. - 9:45 a.m.
 4th Period 9:50 a.m. - 10:40 a.m.
 5th Period 10:45 a.m. - 11:40 a.m.

1st Lunch 11:40 a.m. - 12:10 p.m.
 6th Period 12:15 p.m. - 1:10 p.m.

6th Period 11:45 a.m. - 12:10 p.m.
2nd Lunch 12:10 p.m. - 12:40 p.m.
 6th Period 12:45 p.m. - 1:10 p.m.

6th Period 11:45 a.m. - 12:40 p.m.
3rd Lunch 12:40 p.m. - 1:10 p.m.

7th Period 1:15 p.m. - 2:05 p.m.
 8th Period 2:10 p.m. - 3:00 p.m.

Knight House
is an after school program offering a safe and supervised place to study or hang out after school until 5:00 p.m.

Students not involved in after school activities or working with LSE staff or teachers must exit the building within 15 minutes of their last class period.

Tuesday (PLC) Schedule

1st Period 7:00 a.m. - 7:50 a.m.
 2nd Period 8:00 a.m. - 8:40 a.m.
 3rd Period 8:45 a.m. - 9:25 a.m.
 4th Period 9:30 a.m. - 10:10 a.m.
 5th Period 10:15 a.m. - 11:00 a.m.

1st Lunch 11:00 a.m. - 11:30 a.m.
 6th Period 11:35 a.m. - 12:30 p.m.

6th Period 11:05 a.m. - 11:30 a.m.
2nd Lunch 11:30 a.m. - 12:00 p.m.
 6th Period 12:05 p.m. - 12:30 p.m.

6th Period 11:05 a.m. - 12:00 p.m.
3rd Lunch 12:00 p.m. - 12:30 p.m.

7th Period 12:35 p.m. - 1:15 p.m.
 8th Period 1:20 p.m. - 2:00 p.m.

(PLC Teachers 2:10 pm - 3:20 pm)

LSE Main Office Hours: 6:30 am - 4 pm
Counseling Center Hours: 7:30 am - 4 pm
Athletic Office Hours: 7:30 am - 4 pm

Tuesday Pep Rally Schedule:

December 4, 2018 & March 19, 2019

"Pep rally" schedule will also be used for school-wide assemblies.

1st Period 7:00 a.m. - 7:50 am
 2nd Period 8:00 a.m. - 8:31 am
 3rd Period 8:36 a.m. - 9:07 am
Pep Rally **9:12 a.m. - 10:00 am**
 4th Period 10:05 a.m. - 10:36 am
 5th Period 10:41 a.m. - 11:17 am

1st Lunch 11:17 a.m. - 11:47 am
 6th Period 11:52 a.m. - 12:47 pm

6th Period 11:22 a.m. - 11:47 a.m.
2nd Lunch 11:47 a.m. - 12:17 p.m.
 6th Period 12:22 p.m. - 12:47 p.m.

6th Period 11:22 a.m. - 12:17 p.m.
3rd Lunch 12:17 p.m. - 12:47 p.m.

7th Period 12:52 p.m. - 1:23 p.m.
 8th Period 1:28 p.m. - 2:00 p.m.

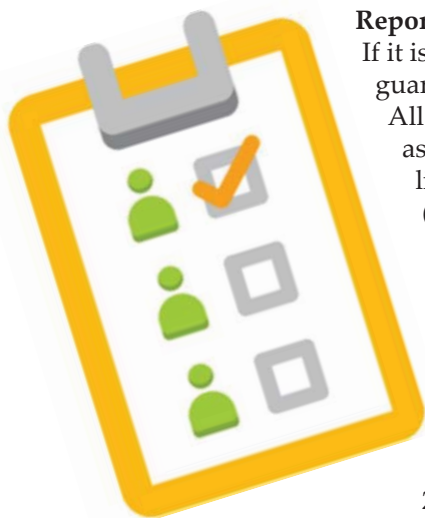
(PLC Teachers 2:10 pm - 3:20 pm)

LINCOLN SOUTHEAST HIGH SCHOOL RULES AND REGULATIONS

For more information, please see the Lincoln Public Schools "Important Information Book"

ATTENDANCE

Uninterrupted attendance in regularly scheduled classes allows students to obtain maximum benefit from the District's instruction program. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged. An absence from school will be reported as *School Excused* or *Not School Excused*.



Reporting an Absence

If it is necessary for a student to be absent from school, it is the responsibility of the parent/guardian to notify the Attendance Office (**402-436-1304 option 1**) to report the absence. All absences must be verified within 48 hours to avoid having absences remain listed as trancies in the student's attendance record. The attendance office will not remove listed trancies once the 48-hour period is expired. A 24-hour phone line is available (402-436-1304 option 1). Please identify your student by name and student I.D. number and leave the reason for absence.

Leaving School Early

Students needing to leave school early to attend doctor and dentist appointments, funeral, etc. during the school day must:

1. Have parent/guardian call the Attendance Office or bring a written excuse to the attendance office before going to their first class. A pass will be sent to the student.
2. In emergency situations, the parent/guardian must come to the Attendance Office to make arrangements for the student to leave.
3. Return signed appointment slips to the Attendance Office upon return to school.

When students know of an absence in advance, they are encouraged to make up the work before the absence by requesting homework from teachers and/or accessing google classroom on their Chromebook.

Activity Eligibility

Participation in regularly scheduled classes is required on the day of an activity for the student to be eligible for participation on that day. This includes all sanctioned activities, such as athletics, performing arts, speech, debate, etc.

STATE LAW REGARDING ATTENDANCE

Based on School Board Policy (Reg. 5140.1), the school may report to the County Attorney when a collaborative plan involving the school, guardian, and the student to reduce barriers to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. Absence codes that make up the excessive absences include: IL - Illness, PA - Parent Acknowledged and TR-Truant. The four stages of Not School Excused Absences follow.

Stage 1 - (5 days of absence in quarter/10 days for the year): School notifies parent/guardian that student has reached Stage 1 in the attendance process. School staff reviews student's attendance history and meets with student about their problematic attendance.

Stage 2 - (10 days of absence): School notifies parent/guardian that student has reached Stage 2 in the attendance process. School staff reviews student's attendance history and meets with student about their problematic attendance. School contacts parent/guardian to schedule a Collaborative Plan meeting.

Nebraska State Law, 79-209, allows schools to refer every student, whether of elementary, middle or high school age who exceeds 20 days of Not School Excused absences during the school year to the County Attorney.

Stage 3 - (15 days of absence): School notifies parent/guardian that student has reached Stage 3 in the attendance process. School staff reviews student's attendance history and meets with student about their problematic attendance. A meeting may be held with parent/guardian to review student's collaborative plan and to add additional measures if warranted.

Stage 4 - (More than 20 days of absence): School sends the following documents to the County Attorney: Stage 4 County Attorney Referral Letter, Collaborative Plan(s), dates the stage letters were sent and the dates meetings were held with student and their parent/guardian(s). School sends Stage 4 County Attorney Referral Letter to parent/guardian.

Parents/guardians of high school students can monitor their student's attendance on Synergy ParentVue.



Knight Pride

Classroom

PERSONAL RESPONSIBILITY

To be accountable for actions, choices and the results.

- Student ID visible and on lanyard around neck
- Be on time
- Bring all necessary materials
- Follow safety rules of each classroom
- Complete assignments and ask for missing work

RESPECT

To show consideration, appreciation and acceptance.

- Consider others' viewpoints
- Use appropriate language
- Follow the dress code policy
- Use personal technology when instructed by the teacher

INTEGRITY

To be honest, kind and sincere in words and in actions.

- Do your own work
- Help others
- Be accepting of others' differences
- Do the right thing even if it's hard
- Follow through on your word

DETERMINATION

To set goals and meet expectations.

- Learn from mistakes and overcome difficulties
- Be active, engaged and present
- Listen and follow directions the first time
- Use school resources

EXCELLENCE

To strive to do the best at all times.

- Earn the best grade possible
- Get involved and connected
- Challenge yourself and LIVE ABOVE THE LINE!

TARDY PROCEDURE

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



- **1st Contact:** Teacher conference with student.
- **2nd Contact:** Teacher conference with student and contacts parent/guardian.
- **3rd Contact:** Teacher assigns 30 minute detention or other arranged consequence.
- **4th Contact:** Students are referred to Administrator/Attendance Technician. Conference with student; parent contact made and student assigned 50 minute detention.
- **5th Contact:** Students are referred to Administrator/Attendance Technician. Technician and administrator review the student's file. Student will be assigned additional consequences per administrator including but not limited to before/after school detention, In School Suspension, or referral to Students Services.

Tardy Sweep Procedures

Prior to the 1-minute bell, staff will begin to warn students to go to class. When the tardy bell rings, all staff with a class will close their doors, which remain locked at all times. Teachers will not allow students to enter their classroom without a pass during the Tardy Sweep and will instead direct them to a staff member in the hallway. Staff and administrators will gather the students who remained in the hallway and Administrators will have a clipboard to assign students to detention. Students will sign to acknowledge they received the detention. Students will then receive a pass to proceed to class.

Students will have two (2) days to complete their 30-minute after school detention. After school Tardy Sweep detention will be served in a specified room, separate from the "regular" after school detention. Students without an 8th period may serve their detention in a pre-arranged location and time with an Administrator. Students who fail to complete their detention will have a conference with an Administrator. The Administrator will contact the student's parent/guardian and notify them that the detention doubled, to a 60-minute detention. Failure to serve the doubled detention will result in further consequences.

PASSES

Passes release students for portions of the school day for specific reasons (work, doctor/dentist appointments, health, etc.). Students holding passes are expected to arrive and leave the building without excessive tardiness, loitering and disruption.



CLOSED/OPEN CAMPUS

Board of Education policy allows only Juniors and Seniors, with parent permission, to leave campus for lunch. Juniors and Seniors will be required to scan in with ID cards before leaving school campus for lunch and upon return to school. **Freshmen and Sophomores are required to remain inside the school building at all times, including lunch.** It is recommended that parents deposit lunch money into their student's account to reinforce this policy. All students are required to return to their classes on times.

END OF SCHOOL DAY PROCEDURE

Students not involved in after school activities or working with LSE staff or teachers must exit the building within 15 minutes of their last class period.

STUDENT PHOTO ID CARDS

The Board of Education adopted Lincoln Public Schools (LPS) Regulation 6412.1, which requires all high school students to visually display their official LPS student photo identification (ID) card. The visibly displayed ID cards add another dimension of safety and security to help identify students who are associated with each school. Students are required to scan in with their ID cards to enter and leave the building, which is accessible only through Door 1 (main entrance) and/or Door 18 (Commons entrance) during the school day. ID cards are also used as an automated way for students to access their lunch accounts and pay for their school lunches. With over 2,000 students attending school at LSE, the ID cards also help build positive relationships between students and staff where staff members do not always have the opportunity to know every student's name.

Students are required to wear their school ID card at all times in school on a break-away lanyard around their neck. Appropriate adjustments will be made when students are in certain specific courses such as physical education, industrial arts, etc. Students are required to scan in with their ID card in the main office, counseling center, media center and health office. Students will also need to show or display their ID cards to purchase tickets for school activities, including all school dances.

During Knight Readiness Days in August, students will have their picture taken, ID card made, and school issued break-away lanyard given to them at no cost. If a student forgets to bring the ID card to school, he or she will be given an opportunity to receive a temporary or a permanent ID replacement card. Students will be assessed \$4 for a replacement ID and lanyard, \$3 for a replacement ID, or \$1 for a temporary ID (three allowed per semester). Excessive use of temporary ID's may result in disciplinary action by LSE administration.



Knight Pride

Hallway

PERSONAL RESPONSIBILITY

To be accountable for actions, choices and the results.

Wear student ID on lanyard and visible
Use restroom and get a drink before class
Gather all necessary materials for class
Keep moving in the hallways
Enter/Exit the building through designated doors
Follow directions from all adults

RESPECT

To show consideration, appreciation and acceptance.

Use appropriate language and volume
Be considerate of others' space and property
Be polite to others and allow them to pass
Avoid interrupting classes
Follow the dress code policy
Use personal technology responsibly

INTEGRITY

To be honest, kind and sincere in words and in actions.

Be present for all classes
Arrive on time and be prepared
Respect personal and school property
Have a valid pass to be in the hall during class time

DETERMINATION

To set goals and meet expectations.

Be on time everyday
Be present everyday
Help others

EXCELLENCE

To strive to do the best at all times.

Avoid PDA
Serve the community
Keep the school grounds clean

PROHIBITED ELECTRONIC DEVICES

Cell phones and other electronic devices (iPods, iTouches, smart watches 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. With the introduction of Chromebooks to our school, students no longer need to use his or her cell phone for classroom instruction. In the case of an emergency, parents/guardians can get in touch with their student by contacting the main office.

CELL PHONE POLICY

Cell phones use will be allowed in designated areas (Green Zones).

These areas are:

- **Cafeteria**
- **Media Center** (when it's not a class)
- **Gym** (when it's not a class)
- **Hallways before school, after school, and during the five minute passing periods.** Once the bell rings, hallways turn into Red Zones.

Cell phone use will NOT be allowed in areas designated as Red Zones.

These areas are:

- **Classrooms** (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.
- **Offices** (Main office, Counseling Center, Health Center)
- **Bathrooms**
- **Locker Rooms**
- **Hallways during class periods**

Consequences for use of cell phones/prohibited devices in Classrooms or in the Media Center:

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



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

CHROMEBOOKS

LPS supports the implementation of digital curriculum and systems for learning by providing students grades 2-12 with a Chromebook. All parents/guardians are required to sign a PA (Parental Acknowledgement of Instructional Technology in LPS Secondary Classrooms) and have the option to enroll in an LPS Student Electronic Chromebook Assurance Program designed to protect students and families from full financial responsibility for device repairs and/or replacement. Chromebook malfunctions or damage should be reported to the Media Center.

LPS Chromebooks are able to connect to the Internet from wireless networks (Wi-Fi) at home or in public. Student devices are subject to the LPS Internet filter both on and off of the LPS network. Students cannot access anything on the Chromebook at home that they cannot access from an LPS classroom. While the Chromebook thrives with an internet connection, one is not required for it to be valuable as many Google and Chrome applications allow for offline access. Students without Internet access at home may apply for a Hot Spot by contacting their Counselor.



Knight Pride

Technology

PERSONAL RESPONSIBILITY

To be accountable for actions, choices and the results.

Use only your device
Charge your device every night
Bring your device to school every day
Personally monitor your Chromebook
In class: Use two points of contact when carrying your device
Between classes: Carry your device in the protective sleeve

RESPECT

To show consideration, appreciation and acceptance.

Use ear-buds when appropriate and permitted
Keep keys on computers
Make sure there is nothing between the keys and screen when closing the lid
Ask before posting media
In restrooms and locker rooms, device **MUST** be kept in the protective sleeve

INTEGRITY

To be honest, kind and sincere in words and in actions.

Use the device for educational purposes only
Use school appropriate language in posts
Respond to posts politely
Keep contact information/passwords private
Report inappropriate "digital behavior" to an adult

DETERMINATION

To set goals and meet expectations.

Follow directions on Chromebook use
Continue to try when technology is not working properly
Challenge yourself to use technology to reach your goals

EXCELLENCE

To strive to do the best at all times.

Report any problems or needed repairs immediately (stuhelp)
Visit appropriate sites and apps
Understand that once you post something it will always be out there

APPEARANCE AND DRESS



In order to provide a safe and orderly environment for all students to learn, clothing must meet with health and safety codes, and be appropriate. Any question concerning appropriateness of dress will be handled on an individual basis. Teachers have been instructed to refer students to the office whose appearance or attire causes undue notice and/or disrupts instruction. The final decision regarding attire will be made by the Principal or designee.

Violations of the dress code will result in the student being asked to remove or change the apparel item(s). Students will be given the opportunity to visit the school clothing closet or call a parent/guardian to bring items that are appropriate to wear. Dress code violations may also result the student being sent home to change clothes or in disciplinary action which could include suspension.

Students should not wear:

- Coats during the instruction day. Coats are to be kept in lockers until students exit the building.
- Hats and distracting headwear. Baseball hats, caps, visors, etc. are not allowed in and cannot be carried around the building. Students may wear hoodies, but must keep the hood off their heads. Considerations will be made for students who wear special clothing as required by religious beliefs, disability, or convey a particular message protected by law.
- Bandanas, scarves, jewelry and clothing that carry derogatory connotations, obscenities, suggestive messages or images, or that promote illegal activities such as alcohol, drugs, or violence.
- Bandanas, scarves, jewelry and clothing that are gang-related.
- Clothing or jewelry that could be used as a weapon.
- Clothing that shows an excessive amount of bare skin and/or undergarments. Shirts must touch the top of the pants, have a back and straps on both sides, and may not be low cut. Pants may not be worn in a sagging manner, so that a student's undergarments show.
- Clothing (or items) that are distracting to the school environment, such as blankets, pillows, animal ears, slippers, etc.

CAFETERIA RULES

The cafeteria is open for breakfast from 6:45-7:50 a.m. and during 6th period each day. Each student's lunch schedule is determined by their 6th period classroom. Hot and cold lunches and a la carte items are available. As a participant in the LPS Recycling Program, LSE diverted 57% of cafeteria waste from the landfill last year.

Students are expected to:

- deposit waste in recycling and/or trash receptacles;
 - return all trays and utensils to the dish window;
 - leave the tables and floors clean for others;
 - remain seated until the bell rings for dismissal.
- Students who abuse cafeteria expectations will be subject to disciplinary action.

2018-19 Nutrition Services High School Meal Prices:

Lunch: Student Full Priced - \$2.80	Breakfast: Student Full Priced - \$1.50
Lunch: Student Reduced - \$.40	Breakfast: Student Reduced - \$.30

LUNCH ACCOUNTS

The cafeteria has a computerized cash deposit system called My School Bucks. Money is deposited in the student's personal account to be accessed by a barcode on the student's ID card. When the balance becomes low, the cashier alerts the student that a deposit needs to be made and an e-mail is sent to the student's parent/guardian. Families are able to check their meal account balances by following the link at lps.org to My School Bucks or by calling LSE Cafeteria Manager Tammie Rayburn or Nutrition Services at the District Office.

Payment for school meals may be made online at My School Bucks. A transaction fee of \$1.95 for credit/debit card is assessed. (Deposits can be made into multiple student accounts during one transaction.) Cash or check payments for meals can also be made at school. Families are encouraged to prepay for meals and regularly check their student's account balance. Any balance remaining in a pre-paid account shall carry over into the next school year. Cash may also be used to pay for food.

Eligibility for Free and Reduced Price Meals

Families of students who may be eligible for free or reduced price school meals must submit a new application each new school year to determine eligibility. Electronic applications can be found at <https://home.lps.org/ns/free-reduced>. A copy of the application can also be printed from the LPS web site. Paper applications are available in the main office at Southeast and at District Office in the Nutrition Services Office (5905 O Street).

An application must be submitted on or after July 1 to be considered for the new school year. A parent may apply for free or reduced meal benefits at any time during the school year. Until eligibility for free and reduced price meals is determined the student will be charged for meals at the full meal price (paid) rate. Once a student is determined eligible to receive free or reduced price meals, the status remains effective for the duration of the school year.



Knight Pride

Cafeteria

PERSONAL RESPONSIBILITY

To be accountable for actions, choices and the results.

Wear student ID on lanyard and visible
Leave bags/Chromebooks in designated area
Follow restroom procedures
Start moving to class when dismissed
Use personal technology responsibly

RESPECT

To show consideration, appreciation and acceptance.

Use conversational volume
Be polite to others
Use appropriate language
Follow the dress code policy



INTEGRITY

To be honest, kind and sincere in words and in actions.

Wait your turn in line
Clean up after yourself – Take your tray back
Throw away trash
Empty liquid containers into designated bins
Be respectful and welcoming of others



DETERMINATION

To set goals and meet expectations.

Make healthy choices
Help others
Stay seated until dismissed

EXCELLENCE

To strive to do the best at all times.

Make LSE a better place
Represent yourself and school in a positive way

LOCKERS AND LOCKS

Locker information is mailed to all students prior to school starting. Only those locks issued by the school are to be used on all lockers, including gym lockers. Students pay a \$5.00 useage fee when the lock is issued. Locks must remain with the assigned locker at all times. At the time the locker is issued, the student is asked to sign a contract agreeing to maintain proper care of the locker. A fine will be assessed if there is any writing on or any vandalism of the locker.

School administrators are authorized to conduct searches of students and their property as well as property of the district in order to enforce compliance with statutes, policies and rules. A search may be conducted when an administrator determines there is reason to believe it could disclose evidence of a violation of a statute, policy or rule. Administrators are also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of a violation of a statute, policy or rule.



PARKING

Seniors park in the lot north and east of the North Gym, called A Lot. If room allows, there may be a drawing for random juniors to receive a parking decal for A Lot. Parking decals will allow Seniors (and random Juniors) to park in A Lot on a first come, first serve basis. Recipients must correctly display their parking decal in the back window of their vehicle. There is a \$5 charge for the decal at the time they are distributed. If decals are not displayed correctly, students will be fined \$20. If a student loses their decal, there is a \$10 charge to replace it.

Parking applications are completed in the spring of a student's junior year of high school to prepare for their senior year. Decals will be distributed to students during Knight Readiness Days. Students will not be allowed to purchase a parking decal until they have paid all fines on their Synergy profile. Leading up to a student's senior year, if they have earned 3 or more parking violations on LSE property, they may lose their ability to earn an A Lot parking pass during their senior year or may be assigned a spot furthest from the building.



The parking lot along 40th Street, C Lot, is first come first serve and open to all LSE students. In addition, there is limited parking available on Sheridan Blvd., Van Dorn, and on a few of the neighborhood streets. It is important to follow the directions of the posted street signs because parking is restricted in many areas.

Any serious infringement of the parking rules could lead to the loss of parking privileges. All cars must be parked in one space and no parking is allowed on the grass or on the end of rows. If an accident

happens in the school parking lot, please report it immediately to the office.

All LSE parking violations will result in a \$20 fine. If any violation occurs, cars will be towed or issued a ticket. The third parking violation may result in the student's car being towed. If your car is towed, you will find it at Capital Towing, 101 Charleston, 402-477-7676.

FEES, FINES, EXPENSES

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

DESTRUCTION OF SCHOOL PROPERTY

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

TRESPASSING

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

ALCOHOL and DRUG VIOLATIONS

Lincoln Public Schools implements regulations and practices which ensure compliance with the Federal Drug-Free Schools and Communities Act. Each student is held to a standard of conduct for student behavior which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol in school buildings, grounds or as a part of any of the school's activities. Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Lincoln Public Schools does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to confer with the parent/guardian on a referral of the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

TOBACCO/NICOTINE USAGE

The Board of Education prohibits smoking or the use of tobacco, matches, and lighters in school district buildings and on school grounds. The school district grounds at LSE are identified as all campus areas inside city sidewalks. The policy statement by the Board of Education is as follows: Use of tobacco in district buildings and school district grounds is prohibited. School building principals are authorized to suspend students as necessary for violations. In addition, any imitation substances, electronic cigarettes or any chemicals that can alter your state of being are prohibited at Southeast High School. 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.

STUDENT SUPPORTS

HEALTH SERVICES

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



Illness at school – Students who become ill at school during the school day should report to the Health Office.

Injury and First Aid – Any student injury before, during or after school on school grounds should be reported to the Health Office.

Medication – Acetaminophen and ibuprofen may be given at school with written parent permission. These are called formulary medication. Other medication given at school must have written physician and parent permission. This is according to Nebraska law. Medication must be provided in its original container.

Physical Examination and Immunization – Nebraska State Statutes 79-444 and 79-444.01 require evidence of physical examination by a qualified physician within six months prior to entrance into kindergarten and the seventh grade, or in the case of a transfer from out of the district, to any grade.

Students must have a pass from their teacher and scan in when entering the Health Office, unless the situation is an emergency.

SOCIAL WORKERS

By teaming with school administrators, counselors, teachers, families, community agencies, school nurses, and school psychologists, School Social Workers work to support the mission of success for all students. Southeast currently has two Social Workers who assist students with family issues, grief, mental health concerns, stress, substance abuse, trauma, and violence. Referrals to meet with Social Workers are accepted from school staff, family members, students, PBIS Teams, SCIP Teams, office referrals and attendance data. Southeast Social Workers can be reached by calling the LSE Counseling Center at 402-436-1304, option 3.

SCHOOL COMMUNITY INTERVENTION PROGRAM (SCIP)

SCIP is a student assistance program that works with families, schools and the community to support student behavioral, mental and emotional health. When schools, parents and the community build a collaborative relationship of support around students, they are more capable of reaching their full potential. SCIP can assist parents in identifying behaviors or concerns that may be interfering in a student's ability to learn, seek solutions, and explore options, which will increase student's opportunities to be successful in school. In addition to in-school supports, SCIP collaborates with community behavioral health agencies to offer another layer of support to students and families. To refer your student to SCIP or to find out more about the program please contact LSE SCIP Team Leader Morgan Young or the Lincoln/Lancaster County SCIP Coordinator at 402-327-6841

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS



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 core component of PBIS.

KNIGHT HOUSE

Knight House is an after school program located in the Media Center. Any student who wants a safe and supervised place to study or hang out after school can go the Media Center until 5:00 p.m. Advanced reservations are not needed, but students must arrive by 3:15 p.m. or present a pass signed by a teacher or staff member for admittance. LSE staff and youth development workers from the Lighthouse will be available to assist students with academic, personal or social issues.

ACADEMICS

GRADES AND GRADING

Grade reports are issued at the end of each nine-week period. The nine-week grades are primarily for information and are not recorded as part of the permanent record. Grades for quarter classes are final grades. Grades indicate the student's standing at the time of the report. Final semester grades are recorded on the student's permanent record.

WEIGHTED GRADES

Weighted grades are given for some identified, district-wide courses. Courses which offer weighted grades are selected by the district and reviewed yearly. Only a grade of "C" and above will be weighted.

High School Grade Scale

A	90 - 100
B+	85 - 89
B	80 - 84
C+	75 - 79
C	70 - 74
D+	65 - 69
D	60 - 64
F	Below 60

The GPA on transcripts will show both regular and weighted GPA. No weighted grades will be allowed for mentored or UN-L classes (with the exception of math and foreign language), or independent studies.

Grade values of weighted classes:

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

Classes with weighted grades are:

Adv. Algebra D, Adv. Chemistry, Anatomy/Physiology D, AP 2D Design, AP Calculus, AP Calculus D, AP French, AP GoPo, AP Lang/Comp, AP Lit/Comp, AP Macro Econ, AP Physics, AP Psychology, AP Statistics, AP US History, AP World History, Biology D, CEA, Chemistry D, College Accounting, College Personal Finance, English 10 D, Physics D, Pre-Cal D, Sociology D, AP Art History, AP Human Geography, AP Drawing Portfolio, AP German, AP Spanish

GIFTED PROGRAM

Lincoln Southeast High School offers a comprehensive building program of services for gifted and talented students. The academic program at LSE includes Advanced Placement, differentiated and advanced classes which provide rigor and challenge. Students who “outstrip” the curriculum offerings at LSE may enroll in advanced classes at UNL. Highly gifted students may also request a mentor for studies that extend beyond LPS curriculum OR proceed at a much greater pace or in greater depth than regular program classes. Mentorships are not available for courses that are offered in the regular curriculum. All requests for special services (student or parent) should be directed to Brianne Clark, who will convene a Data Gathering Team to consider any requests for gifted services.

ADVANCED PLACEMENT (AP) COURSES

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

INDEPENDENT STUDY

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

ACADEMIC EXPERIENCES OUTSIDE OF LPS CURRICULUM

Students are encouraged to report their academic experiences outside the regular Lincoln Public Schools curriculum to their counselor for a special notation to be made on the official school transcript indicating the program and location. Examples include advanced math courses through a University or taking courses through the UN-L High School.

Such experiences will not, however, be computed with courses and grades for the official grade point average, class rank or graduation requirements unless a request for transfer credit is approved prior to participating in the experience. Preapproval for Transfer Credit forms are available in the Counseling Center.

KNIGHTLY SUCCESS

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

ACADEMIC HONORS

Academic excellence is recognized at Lincoln Southeast High School through Honors Convocations held each Fall and Spring. Graduating seniors are honored at a Senior Scholarship and Awards Program in May. In addition, the National Honor Society holds an Induction Ceremony in the Fall. Students and families are invited to attend.



Honor Roll:

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

Academic Letters and Pins:

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

Wall of Honor:

Students who achieve a 4.0 weighted GPA all eight semesters of their high school tenure (grades 9-12) at Southeast High School will be featured with an individual photograph and name plaque in a framed display located in The Commons. This criteria remains in effect for all students entering high school by the fall semester of 2017 and graduating by the end of the spring semester of 2021. The criteria for students entering high school in the fall of 2018 and graduating by the end of the spring semester of 2022 will be to have a letter grade of A in every class they completed in during their high school career at Lincoln Southeast High School. A student will not achieve Wall of Honor status if a grade of "F", "U" or "INC" is received in any class.



National Honor Society:

Seniors who meet the criteria for Scholarship, Leadership, Character and Service as established by the National Honor Society (NHS) may be invited to apply for membership in the Lincoln Southeast High School Chapter of the National Honor Society.

NHS membership is determined by the LSE Faculty Council after receipt and review of a completed application by the eligible student during the Fall of their senior year.

Per National Honor Society requirements, all members are required to be involved in service on behalf of others in the community by serving on one committee or two service projects during the school year. NHS members have a variety of opportunities for leadership within the National Honor Society, including five elected officer positions.

Class Rank Points:

Each student's class rank points will be computed at the end of each semester. Class Rank remains in effect for all students entering high school by the fall semester of 2016 and graduating by the end of the spring semester 2020.

Top 3%:

This section remains in effect for all students entering high school by the fall semester of 2016 and graduating by the end of the spring semester of 2020. Students whose class rank points place them in the top 3% of their class will receive a certificate. Second semester seniors receive a medallion to wear during the Commencement Ceremony.

Graduation Honors:

Starting with the class of 2021, the Laude Latin model will be used to recognize academic excellence at the conclusion of a student's high school career.

1. SUMMA CUM LAUDE "with highest distinction": Students with cumulative GPA of 4.250 and above on a 4.00 weighted scale.
2. MAGNA CUM LAUDE "with great distinction": Students with cumulative GPA of 4.000 to 4.249 on a 4.00 weighted scale.
3. CUM LAUDE "with distinction": Students with cumulative GPA of 3.750 to 3.999 on a 4.00 weighted scale.

ACADEMIC INTEGRITY PROCEDURES

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

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

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



DEFINITIONS

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

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

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

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

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

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

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

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

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

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

COMMUNICATIONS

Information can be easily found on the LSE website: <http://lse.lps.org> and through the following formats:

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

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



Gifted Newsletter - The Gifted Newsletter features the unique work of students, notice of parent meetings, resources for students and parents, references to the Southeast Building Gifted Plan and updates on the LSE Gifted Design Team.

Counseling Center Parent Newsletter - Grade specific announcements, information and important deadlines can be found on the Counseling Center Parent Newsletter located on the Counseling link at <http://lse.lps.org>.

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

Google Classroom - Students are encouraged to utilize Google Classroom to communicate with teachers for assignments and announcements, to keep track of deadlines, and to receive direct, real-time feedback and grades. Important announcements from the Counseling Center are also posted on Google Classroom.

STUDENT SERVICES

COUNSELING CENTER

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

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

Seeing Your Counselor

Counseling Center hours are 7:30 a.m. to 4:00 p.m. Students can see their counselor before or after school, or during lunch and are encouraged to sign up on the iPad in the Counseling Center to schedule an appointment. If a counselor visit is necessary during class time, students must have a pass signed by a teacher.

LSE COUNSELORS

A - B ReeAnna Armagost
Cf - Fo Jennifer Bass
Fp - Jon Kelsy Lorimer
Joo - Med Marti Mueting
Mee - Re Kelley Winter
Rf - To Skyler Reising
Tp - Z Kelcy Sass (Team Leader)

Schedules

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

TRANSCRIPTS/RECORDS

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

Cumulative Scholarship Record: The Cumulative Scholarship Record is the school's permanent record of courses taken, grades achieved and credit earned. It is from this record that transcripts are created for educational or employment purposes. Students who wish to have transcripts submitted to agencies or individuals outside of the school should make this request, in writing, to the registrar. The registrar requests a 24-hour notice for transcript requests. Students and/or parents are responsible for picking up and mailing the transcript to the institution of their choice.

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

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

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

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

Conduct and Behavior Records: Records are maintained as a result of inappropriate student behavior.

HOW TO REQUEST A TRANSCRIPT:

CURRENT STUDENTS:

Transcripts are available from the Lincoln Southeast Registrar's Office at no charge. Current Students who are under the age of 18 and would like to request a transcript must first submit a Transcript Request Permission Form that has been completed by a Parent or Guardian. The signed Transcript Request Permission Form only needs to be submitted once per school year. If you are a Current Student who is over the age of 18, the Transcript Request Permission Form must be completed by you. We cannot accept transcript requests from the parents or guardians of students who are over the age of 18.

Once the Transcript Request Permission Form has been completed and turned in to our School Registrar, Dawn Worrall in Room C104a, you may request transcripts under the Counseling link at <http://lse.lps.org>. Transcripts are placed in an envelope and may be picked up 48 hours after the request has been made through the portal. Please allow additional time when making multiple transcript requests.

PREVIOUS STUDENTS:

Transcripts are available at the Lincoln Southeast Registrar's Office for students who have graduated within one year. Transcripts for students who graduated after one year can be requested by calling Student Services at 402-436-1000.

Confidentiality of Records:

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

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

STUDENT ACTIVITIES

Lincoln Southeast High School has many different activities and opportunities for students. For more information on the groups listed below and other activities offered, visit the LSE Activities page at www.lse.lps.org. Lincoln Public Schools and Lincoln Southeast High School guidelines, policies and rules are strictly enforced while students are participating in or attending an extra-curricular activity. This includes activities off school grounds but sponsored by the school or associated with the school system.

STUDENT COUNCIL

The LSE Student Council is made up of selected members from all four grades and is the representative group for students at Southeast. Students need to apply and elections are held each spring. One of the major activities organized by STUCO is Homecoming.



AMBASSADORS

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

CLUBS

A variety of clubs, covering a wide range of topics, is available for students to join. These clubs meet either on Club Day (held once a month) or at designated times after school. Clubs are subject to change depending on sponsorship, student interest and approval of club constitution. The following clubs were active in 2017-18:

African American/Biracial/Multiracial Forum	HOSA (Health Occupation Students of America)	Sign Language Club
Anime Club	Key Club	Song Writing Club
Asian Caucus	KnightVision	Southeast Pals
Chess Club	Knights of Hip Hop	Star Wars Club
Chil'ax Club	LTAB (Louder Than A Bomb)	Strategy Card Club
Club Latino	Math Club	Student Advocates for World Change (SAWC)
DECA	Mayors Club	Student Body Left
DFA (Dedicated Fan Association)	Photography Club	Students Together Against Cancer (STAC)
Drama Club/Theatrical Troup 2106	Police Academy Club	Ultimate Club
Empty Bowls Pottery Club	Prom Club	Yoga Club
Environmental Club	Prostart Culinary Competition	Young Life
Fellowship of Christian Athletes	Psychology Club	Young Republicans
Feminist Club	Rocket Club	
French Club	Rugby	
Future Business Leaders of America (FBLA)	Science Olympiad	
German Club	SAGA (Sexuality and Gender Acceptance)	

PERFORMING ARTS

LSE offers many opportunities to participate in instrumental music, vocal music and theatre.



Instrumental Music:

Marching Band
Symphonic Band
*Wind Ensemble
Orchestra
Jazz Band (*Varsity)
*Color Guard
Basketball Band

Vocal Music

*Ars Nova
*Bel Canto
*Countesses and Noblemen
*Court Choir
Black and Gold
*Knight Sounds
*Queens Court
Singing Knights

Theatre

**Fall Play
**One Act
**Spring Musical

* Auditions held each spring
** See LSE Performing Arts Calendar for Audition dates

PUBLICATIONS

LSE offers involvement in several student publications, including: Clarion (Newspaper), Shield (Yearbook) and From the Depths (Literary Magazine).

SPIRIT GROUPS

Auditions are held each spring for LSE spirit groups, including: Cheerleaders (freshmen, reserve, junior varsity, and varsity), Shirettes (Dance Team), and Step Chain

ATHLETICS

Lincoln Southeast High School offers the following 20 inter-scholastic sports:

FALL

Boys/Girls Cross-Country
Football
Girls Golf
Boys Tennis
Volleyball

WINTER

Girls Basketball
Boys Basketball
Boys/Girls Swimming
Wrestling

SPRING

Boys/Girls Track & Field
Boys/Girls Soccer
Baseball
Girls Tennis



**Unified Bowling begins in October and ends in December.*

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

(Refer to Policies 6700 and 6740)

PURPOSE OF THE CODE OF CONDUCT

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

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

SCOPE OF THE CODE OF CONDUCT

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

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

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

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

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

CONSEQUENCES (Refer to Regulation 6740.2)

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

ALCOHOL, DRUG & TOBACCO VIOLATION CONSEQUENCES

First Offense

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

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

Second Offense

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

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


Next Offense

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

PROCEDURES FOR SUSPENSION (Refer to Regulation 6740.1)

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

LINCOLN BOARD OF EDUCATION 5905 O Street • Lincoln, NE 68510



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5/17

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.