



# 2019-2020 STUDENT HANDBOOK



**LINCOLN EAST HIGH SCHOOL**

*Home of the Spartans*

1000 S. 70th Street • Lincoln, NE 68510

(402) 436-1302

<http://ehs.lps.org>

# 2019-2020 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Amended 1/19

2019 JULY							2020 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6			1	2	3	4
7	8	9	10	11	12	13		5	6	7	8	9	10
14	15	16	17	18	19	20		12	13	14	15	16	17
21	22	23	24	25	26	27		19	20	21	22	23	24
28	29	30	31					26	27	28	29	30	31

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

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

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

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

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

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

**Thursday, May 21, 2020**

Bryan Community Focus Program (at TBA)

**Sunday, May 24, 2020**

PBA: LNE/EHS/LSE | Devaney: LSW/LNS/LHS



#### PHONE NUMBERS

Main Office ..... (402) 436-1302  
 Athletic Office ..... (402) 436-1313  
 Crime Stoppers ..... (402) 475-3600

#### FAX MACHINES

Administration ..... (402) 436-1325  
 Athletic Office ..... (402) 436-1331  
 Registrar ..... (402) 436-1329

## EAST HIGH SCHOOL BELL SCHEDULE

### REGULAR SCHEDULE

Warning Bell ..... 7:55  
 Period 1 ..... 8:00-8:48  
 Period 2 ..... 8:53-9:41  
 Period 3 ..... 9:46-10:35  
 Period 4 ..... 10:40-11:28  
 \*1 minute for pledge\*  
 Period 6 ..... 12:26-1:14  
 Period 7 ..... 1:19-2:07  
 Period 8 ..... 2:12-3:00

### TUESDAY LEARNING TEAM SCHEDULE

Warning Bell ..... 7:55  
 Period 1 ..... 8:00-8:40  
 Period 2 ..... 8:45-9:25  
 Period 3 ..... 9:30-10:15  
 \*1 minute for pledge\*  
 \*4 minutes for PBIS lesson\*  
 Period 4 ..... 10:20-11:00  
 Period 5 ..... 11:05-11:45  
 Period 6 ..... 11:50-12:30  
 Period 7 ..... 12:35-1:15  
 Period 8 ..... 1:20-2:00

### A.M. ACTIVITY SCHEDULE

Warning Bell ..... 7:55  
 Period 1 ..... 8:00-8:43  
 Period 2 ..... 8:48-9:31  
 ACTIVITY ..... 9:36-10:12  
 Period 3 ..... 10:17-11:00  
 Period 4 ..... 11:05-11:48  
 Period 5 ..... 11:53-12:36  
 Period 6 ..... 12:41-1:24  
 Period 7 ..... 1:29-2:12  
 Period 8 ..... 2:17-3:00

### P.M. ACTIVITY SCHEDULE

Warning Bell ..... 7:55  
 Period 1 ..... 8:00-8:43  
 Period 2 ..... 8:48-9:31  
 Period 3 ..... 9:36-10:19  
 Period 4 ..... 10:24-11:07  
 Period 5 ..... 11:12-11:55  
 Period 6 ..... 12:00-12:43  
 Period 7 ..... 12:48-1:31  
 ACTIVITY ..... 1:36-2:12  
 Period 8 ..... 2:17-3:00



## **LINCOLN EAST HIGH SCHOOL ADMINISTRATIVE STAFF**

Ms. Susan Cassata .....	Principal
Mr. David Bell .....	Associate Principal
Mrs. Jennie Anderson .....	Associate Principal
Mr. Casey Fries .....	Associate Principal
Mr. Zachary Limbach .....	Athletic Director
Mr. Matt Davis .....	Assistant Athletic Director
Ms. Julie Harder .....	Instructional Coordinator
Mr. Scott DeBoer .....	Student Services Coordinator
Mr. Karl Lautenschlager .....	Instructional Coordinator
Mrs. Tara Troy .....	Special Ed Coordinator
Mrs. Tracy Nelson .....	Assistant Special Ed Coordinator

## **DEPARTMENT CHAIRS**

Ms. Kelli Dornbos .....	Art
Mr. Matt Maw .....	Business
Mr. William Dimon .....	English
Mrs. Brittany Wiley .....	Family & Consumer Science
Mr. Jon Heithold .....	Industrial Technology
Mr. John Matzke .....	Mathematics
Ms. Abby Zimmerma .....	Media
Mr. Del Whitman .....	Music
Mr. Jeff Rutledge .....	PE/Health Education
TBA .....	Science
Mr. Kevin Rippe .....	Social Studies
Ms. Paula Bright .....	Special Education
Ms. Lori Hemmett .....	Counseling
Ms. Lisa Maupin .....	World Language

## **MISSION STATEMENT**

The mission of our East community is to foster the development of our artistic, athletic, and academic selves by establishing a respectful, empathetic environment that values diversity, global citizenship, and civic responsibility.

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**CONTINUOUS SCHOOL IMPROVEMENT GOALS**

- Increase achievement in learning for all students.
- Increase engagement in learning for all students.

**INTENT OF HANDBOOK**

This handbook is intended to be used by students, parents/guardians and staff as a guide to the rules, regulations, and general information about Lincoln East High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents/Guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so it does not cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until  
the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



**STANDARD  
RESPONSE PROTOCOL  
EXTENDED**

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## **WEATHER DISMISSAL**

Please see the Important Information Booklet for this information at [lps.org](https://lps.org).

## **ATTENDANCE POLICY**

Students are expected to be in class on time every day every period, unless the office is notified by the parent/guardian that the student will be absent from school. Tardies and excessive absences affect student achievement. On the day of an absence, the parent/guardian is to call the Attendance Office (436-1312). This number is operational 24 hours 7 days a week. If the school has not been notified as to the reason why a student was absent within two school days, the absence is considered a truancy. Tardies and excessive absences may result in the following consequences: detention, parent/guardian conferences, in-school suspension/out of school suspension, district office referral and county attorney referral. Students involved in extra-curricular activities are expected to attend all scheduled class periods in order to participate in a practice or contest that day. Exception: medical appointments, school/activity business, and prearranged approved absences.

**LEAVING SCHOOL & RETURNING TO SCHOOL DURING THE DAY** – Students needing to check out of school (doctor, dental, etc.) during the school day should:

- Always have permission from the office in order to leave school for any reason.
- Have the parent/guardian call the Attendance Office or bring a written note to the office before going to their first class.
- In emergencies, come to the Attendance Office to make arrangements.
- Return signed appointment slips to the Attendance Office.
- Anytime students return during the school day, they should check in at the Attendance Office before going to class.
- 9th and 10th grade students leaving during lunch must be checked out and accompanied by a parent off campus.

**HOMEWORK REQUESTS** – For pre-arranged absences students must contact their teachers for assignments. Teachers may require work to be completed before the absence. Parent/guardians can request homework through the main office when a student will miss two or more days due to illness. Homework can be collected from the office after 3:00 p.m. the following day. Parents/guardians may contact teachers through email on their own if they prefer.

## **MULTICULTURAL EDUCATION**

Please see the Important Information Booklet for this information at [lps.org](https://lps.org).

## **EAST HIGH SCHOOL PROCEDURES**

**ENTRANCE TO THE BUILDING** – The main entrance of East High is Door #1. Building hours are 7:00 a.m. to 4:00 p.m. Students are expected to be at their after school activities, in designated areas or exiting the building 5 minutes after the end of the school day. Students should have rides pick them up by 4:00 p.m. No other entrances will be open prior to or during the school 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. Students violating this expectation may be subject to disciplinary action.

**PARKING REGULATIONS – *Parking on campus is a privilege not a right. Any student observed driving recklessly may have this privilege revoked.*** All student parking is located at the Seacrest Field parking lot, south of East High (includes gravel lot). All other parking areas adjacent to the school building are assigned to visitors and staff only. It is imperative that students adhere to all parking requirements. Parents, please use the drop-off and pick-up zones when dropping off/picking up your students.

**THE RESPONSIBILITY OF FINDING AN AUTHORIZED PARKING SPACE RESTS WITH THE DRIVER OF THE VEHICLE.**

Students who are parked illegally (i.e., students must park between the lines and only in marked stalls) will receive a parking ticket. **The curbs painted red are fire lanes.** Vehicles parked in a fire lane will receive a parking ticket. Tickets issued to students will cost the student \$10.00 for each ticket received. A student's vehicle may be towed (at the owner's expense): 1) after receiving one or more parking tickets in the staff lot or fire lanes; 2) after receiving two or more parking tickets in the student lot. Vehicles parked illegally may be towed without warning. All students who park their vehicles on campus must have their student parking TAG hanging on their rearview mirror whenever parked at East High School during the school day. A tag costs \$2. You must present your car registration to purchase a tag. Failure to display your tag will result in the vehicle being ticketed. The person to whom the tag is assigned is responsible for all fines charged to that sticker. If you lose your tag, you must report it lost as soon as possible.

**OUTSIDE FOOD & DRINK ITEMS** – Outside food and drink items are to be consumed in designated eating areas only. No outside food or drink items are to be consumed in the classrooms. Outside food and drink items are NOT to be stored in lockers.

**LUNCH PERIOD** – The Lincoln Board of Education has approved a limited closed campus policy for high school students. High school students are not allowed to leave the building at any time during the day without permission from the administrative office. Students may eat in the cafeteria or assigned areas only.

- All food is to be eaten **ONLY** in the cafeteria or outdoor eating area (when open) during lunch.
- Each student will be assigned one lunch period.
- Freshmen and sophomore students are limited to designated outside eating areas. They are not to go to the parking lots or across the driveway.
- Sophomore and freshman may leave campus for lunch only with their parent/guardian. 9th and 10th grade students leaving during lunch must be checked out and accompanied by a parent off campus.
- Students in 11th and 12th grade have permission to leave for lunch per board policy. If you have special concerns about your child leaving during lunch, please visit with your students alpha administrator.
- Parents/guardians or administrators have the right to rescind this permission any time.
- Students in grades 11 and 12 must show their student I.D. badge when leaving and upon returning to school.

**DRESS AND GROOMING** – Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean, neatly dressed and wearing shoes. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Any questions concerning appropriateness of dress will be handled on an individual basis.

The following are considered inappropriate student dress:



1. Jewelry/clothing that carries derogatory connotations, obscenities, suggestive messages, association with gangs, (colors, symbols, & bandanas), illegal activities, or any reference to drugs, alcohol, tobacco, or violence.
2. Chains and/or spiked jewelry and other items deemed to be unsafe, illegal or inappropriate for school.
3. Bare midriffs, strapless top (two straps required), backless tops. Pants shall be worn at waist level. Shorts and skirts must cover the entire buttocks.
4. **No head apparel (e.g. hats, caps, bandanas, etc.) will be worn in building from the time you enter the building until the end of the school day (3:00 p.m.).** They are not to be worn or carried in the building. Please put all such apparel away upon entering the building. With prior approval, exceptions for medical, health or religious reasons may be considered.
5. Jewelry and/or clothing which is unnecessarily distracting to the learning environment or deemed unacceptable by faculty. This includes clothing that does not cover the chest or buttocks.

**ALCOHOL AND OTHER DRUGS** – Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, imitation controlled substance, e-cigarette vapor products, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.

**SMOKING/VAPING** – The Board of Education policy prohibits the possession and/or use of tobacco, vaping devices and E-cigarettes on Lincoln Public Schools property or at any activity connected to Lincoln Public Schools. Students who violate this policy will be subject to a suspension, with the possibility of additional consequences based on the situation and the student’s previous disciplinary history. Any lighters, tobacco products, vaporizers or other items that violate school rules will be confiscated and may only be retrieved by the student’s guardian, regardless of the student’s age. Students participating in East Athletic/Activities are held to an additional standard and must adhere to the Code of Conduct for Extra Curricular Activities.

**INAPPROPRIATE DISPLAY OF AFFECTION** – (Public displays of affection deemed inappropriate by public standards) Lewd or inappropriate affection – kissing, touching, sustained hugging, contact of a sexual nature will not be tolerated. Violation of this rule may result in the following disciplinary actions: detention, parent/guardian conference, in-school suspension/out of school suspension, district office referral.

**ELECTRONICS POLICY** – Students who bring electronic devices to school do so at their own risk. The district is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices. Use of electronic devices during classtime is under the teacher’s supervision and usage is to enhance the classroom learning. Turning in and storage of electronic devices may be requested by teachers at any time to enhance classroom learning. Violations of the policy expectations will be enforced by the teacher for initial infractions, which may include confiscation of the item for the remainder of the school day, and a phone call home. Repeated violations will follow due process and a referral will be written to the student’s administrator of record.

**UNACCEPTABLE USE OF MEDIA** – Students are prohibited from using personal or school video documentation devices for the purpose of recording behavior such as illegal activities, immoral or pornographic activities, activities which invade the privacy of others, or activities which violate Board or school policies or procedures. The use of social media that negatively impacts the school day such misuses will be dealt with as serious school rule violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

**LOCKERS** – As property of the Lincoln Public Schools, lockers are accessible to Lincoln East staff members as necessary. Students are responsible for the contents of their lockers. East High School is not responsible for thefts. Students may personalize their lockers with appropriate materials which honor the worth and dignity of every human being. Appropriate materials are NOT profane, abusive, indecent or derogatory toward a group or individual based upon race, gender, national origin or religion. All decorations must be removable without causing any damage to the locker. Writing on the inside or outside of the locker is not allowed. Students must use school issued padlocks for all lockers. Outside locks will be cut off at student's expense.

**POSTING ITEMS IN THE BUILDING** – Any signs must be approved and stamped in the main office before being posted in the building.

**DANCE PROCEDURES** – East High only sponsors two dances a year Homecoming and Prom. School sponsored dances will be supervised by administration, staff, at least one campus supervisor and one police officer to insure the comfort and safety of students. The sponsor will work closely with the associate principal in charge of student activities.

### **1. Admittance**

- a. All dance tickets will be pre-sold. Students will need to clear Synergy student fees and fines before a ticket will be sold to them. No ticket sales will be done at the door. At Homecoming and Prom all non-East High students must be registered with the office at the time of ticket purchase. The registration will include the attendee's name and school they attend. Guest must be enrolled in high school and/or under the age of 21. All dance attendees will be admitted with a ticket and a picture ID.
- b. A strict no re-entry policy will be enforced. Once the student exits the door, the student must leave the premises. Students failing to leave the premises may be ticketed for trespassing.

### **2. Student Conduct**

- a. Students who attend school events while under the influence of alcohol or drugs will be subject to school discipline and notification of proper authorities, which may result in a police citation. Breathalyzer tests may be administered as deemed necessary.
- b. Students needing to call for rides home will be expected to make contact at least 15 minutes prior to the ending time of the dance. The building will be cleared within 15 minutes following the dance, with the exception of the clean-up crew.

**FEES, FINES, EXPENSES** – Fines are assessed against students losing or damaging books, tools, etc. These fines are to be paid in the main office. If an item (lost) is turned in later, the student is given a refund. Synergy student fees and fines include such things as returning textbooks, library books, athletic equipment, or paying fines or fees, including parking fines. All bills incurred at East High School should be paid for and a receipt obtained in the main office.

**STUDENT IDENTIFICATION CARDS** – The Board of Education recently adopted Lincoln Public Schools (LPS) Policy 6412, which requires all high school students to visually display their official LPS student photo identification (ID) cards. Students will be required to wear their school ID cards at all times in school. ID cards are not to be defaced or personalized in any way. If this occurs, student may be required to purchase a new permanent ID. Appropriate adjustments will be made when students are in certain specific courses such as physical education, industrial technology, etc. This practice will require that students will wear lanyards worn around their necks. 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. There will be no cost to the students for the initial ID cards and lanyards, however, students will be assessed a fee for permanent ID cards for \$3.00 and temporary replacement ID cards for \$1.00 after that point. The ID cards will be used as an automated way for students to access their lunch accounts and pay for their school lunches. ID cards will also be used to monitor students' arrival and departure from specific areas of the building including counseling office, media center, nurses office and returning from lunch. Students will also need to show or display their ID cards to purchase all tickets for school activities. As usual, students will be required to have their ID cards and tickets to enter all school dances.

**LOST AND FOUND** – All items found and turned in to the office are kept in the campus security office. After 30 days, if not claimed, the lost and found items will be turned over to a charitable organization. East High School is not responsible for any items turned in to the Campus Security office.

**HAZING, BULLYING, AND INTIMIDATION** – Lincoln East does not approve of hazing, bullying or intimidation on or off school property and will cooperate with parents if they wish to bring legal action against those who did the hazing, bullying or intimidation. Anyone caught hazing, bullying or intimidating another student on school property will be subject to suspension or expulsion. Refer to Discipline - Due Process section.

**HALL PASSES** – Students must have a written pass from a staff member to be in the halls during class time.

**VISITORS** – Lincoln East does not accommodate visiting friends or relatives to attend classes or shadow students.

**ACADEMIC DISHONESTY** – “Any act that violates the rights of another in academic work or that involves misrepresentation of a student’s work is considered dishonest. Scholastic dishonesty includes (but is not limited to) cheating on assignments and examinations; plagiarism, which means misrepresenting as one’s own work that which has been done by another student; submitting the same or substantially similar papers for more than one course without the consent of all instructors concerned; depriving another of necessary course materials; or sabotaging another’s work.”

**PLAGIARISM** – Using someone else’s exact words or ideas, or phrasing and representing those words or ideas as your own is a serious offense known as plagiarism. “Ideas or phrasing” includes written or spoken material, from whole papers and paragraphs, to sentences and phrases – but it also includes statistics, lab results, artwork, etc. “Someone else” can mean a professional source, such as a published writer or critic in a book, magazine, encyclopedia, or journal; an electronic resource such as material discovered on the World Wide Web; another student, friend or family member at this school or anywhere else; a paper-writing “service” (online or otherwise) that offers to sell papers for a fee or a free service. This was adapted from Guide to Writing Research Papers, MLA <http://webster.Comment.edu/mla.plagiarism.shtml>. Students need to be aware of and adhere to their teachers’ policies on plagiarism.

**INSUBORDINATION** – Insubordination is defined as a failure to respond appropriately to any reasonable request by a staff member. This includes but is not limited to the use of improper language and failure to identify yourself to any staff member. Such action will result in disciplinary procedures from the principal's office ranging from verbal reprimand to suspension.

**SCHOOL SEARCH AND SEIZURE** – To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

**PERSONAL SEARCHES** – A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of or under the influence of, illegal or unauthorized materials. If a search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

**LOCKER SEARCHES** – Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

**AUTOMOBILE SEARCHES** – Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

**SEIZURE OF ILLEGAL MATERIALS** – If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

This policy is reprinted with the permission of the National School Boards Association's Council of School Attorneys.

**TELEPHONE MESSAGES** – Only in the case of family emergencies will attempts be made to contact the student. An office phone is available for student use with permission.

**YEARBOOK PHOTOGRAPHS** – Seniors are encouraged to schedule their senior pictures during the summer. Pictures must be delivered to the yearbook staff no later than November 1. Each student must be sure that the photo meets all the specifications distributed by the staff in the spring. Yearbook pictures for grades 9, 10, and 11 are taken during Readiness Days.

**ANIMALS ON SCHOOL PROPERTY** – For the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation. Having your pet in the car with you when you pick up your child is acceptable. Animals brought to school as Pet Therapy animals will follow the Pet Therapy Guidelines and service animals are permitted in accordance with Policy 3972. Thank you for your assistance with this.

***Please note: East High is a latex safe environment and strives to keep food services nut-free.***

# **LINCOLN EAST COUNSELING PROGRAM**

## **COUNSELORS:**

Ms. Diane Wilson-Dunning	(A-CH)
Ms. Katie Wenz	(CE-GE)
Mr. Joe Schlegelmilch	(GF-J)
Mr. Al Carothers	(K-MC)
Ms. Lori Hemmett	(MD-PA)
Ms. Karen Dress	(PB-SP)
Ms Kristin Murphy	(SQ-Z)

## **COUNSELOR DUTIES:**

- Academic Program Planning (registration, 5-year plans, credit earned, etc)
- Rotate as Response Counselor
- Respond to immediate personal, social, and educational crises of students
- Respond to administration, staff, and parents as consultants in emergency student issues
- Serve as academic advisors
- Write letters of recommendation and help with admission to post-secondary institutions (college, technical/community college, university, etc.)
- Inform about and help interpret testing information
- Deal with personal and social adjustment issues

**TESTING INFORMATION** – Information is also available on the Lincoln East High Website at <http://ehs.lps.org> under Counseling Center.

**TRANSCRIPTS** – Two transcripts of grades are available from the registrar at no charge. For any additional transcripts, a small fee will be required to cover mailing and printing expenses. A parent/ guardian signature must be on file before any transcripts can be forwarded. Most colleges or universities require the transcript to be sent directly by East High School. Transcripts are available to students for scholarships and colleges who indicate the high school does not have to send them directly. Forms are available in the counseling center for you to request your transcripts. If the college is not in Lincoln, NE, you will need to furnish the mailing address.

**WORK PERMITS** – Several state and federal statutes address themselves to regulating the employment of students under the age of sixteen. Students under age sixteen shall be permitted employment when school is in session only if certain requirements are satisfied and a work permit has been issued. Applications for work permits can be obtained in the Counseling Center.

**RECORDS** – The following records are maintained by East High School:

**Permanent Individual Record** – The Permanent Individual Record (PIR) is the main record maintained by the school. In addition to courses taken and grades and credit earned the PIR contains identification data, a chronological record of the schools attended, residence (including parent/guardian name and address), employer of parent/guardian and dates of entry and withdrawal.

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

**Health Records** – The health record is maintained by the school nurse and is located in the Nurse's Office. Upon graduation from high school students may take this record with them. If it is not claimed by the student, it is destroyed.

**Testing Records** – The results of standardized tests administered by the school district or that are administered by outside agencies such as the American College Test (ACT) Corporation, College Entrance Examination Board (PSAT, SAT), or the National Merit Scholarship Corporation are not posted on the student’s PIR.

**Repeating a Class** – If a student retakes a class either due to failure or to raise the grade, the student will need to pick up a “Request to Repeat a Class” form from the registrar’s office prior to taking the class in order to replace the old grade on the student’s permanent record. Reminder: The course that is retaken must be the same as the original course.

**GRADUATION REQUIREMENTS - CLASS OF 2015 AND BEYOND**

Credit Area	Courses and Special Conditions	Credits
CTE & Fine Arts.....	(at least 5 credits in each).....	20
Take Charge.....		5
Economics, Economics Perspectives.....		5
English (including Oral Communication) .....		40
Human Beh, Psych, Soc or Fam/Crises .....		5
Mathematics .....	(Algebra & Geometry required) .....	30
Physical Education .....		10
Health .....		2.5
Science .....	(earth, physical and life required) .....	30
Social Studies.....		30
Civics.....		5
Geography .....		5
Government & Politics .....		5
World History .....		5
U. S. History .....		10
Technology .....		5
Electives.....		62.5

*Minimum of 245 credits are required for graduation*

**HIGH SCHOOL  
GRADUATION DEMONSTRATION REQUIREMENTS**

The Lincoln Board of Education adopted graduation demonstration requirements to ensure that all students who graduate from high school are skilled in reading, writing and math. A graduation demonstration is evidence that a student has reached an expected level of achievement.

**READING** – Students who graduate must meet the reading demonstration requirement. The reading demonstration verifies students’ vocabulary knowledge and reading comprehension skills. Students may meet the requirement in one of four ways:

- Pass the Reading Graduation Demonstration Exam (RGDE), or
- For a new student coming into the district they must receive 70% or higher on the reading subtest of a nationally normed achievement test in the 9th grade or later, or
- Score at or above the 70th percentile rank in the Reading Subtest of the tenth grade PLAN test, or
- Receive a C+ or better in a “Reading Advancement” course.

The reading exam consists of three newspaper selections and 30 multiple-choice questions.

## GRADING

**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 permanent record.

Letter Grade	Non Weighted	Weighted	District Wide Grading Scale Letter Grade	Percentage
A	4.0	5.0	A	90-100
B+	3.5	4.5	B+	85-89
B	3.0	4.0	B	80-84
C+	2.5	3.5	C+	75-79
C	2.0	3.0	C	70-74
D+	1.5	1.5	D+	65-69
D	1.0 passing	1.0	D	60-64
F	0.0 failing	0.0	F	59 or below

**PARENTVUE** – This application allows adults with educational rights to view their student's grades and attendance in a real time atmosphere. By using credentials issued you by the District and accepting the User Authorization Policy, you will be able to view your student's current information. If you do not have credentials, please contact the main office for directions.

**SATISFACTORY–UNSATISFACTORY (PASS/FAIL)** – The mark of S (satisfactory) and U (unsatisfactory) may be used instead of the usual four-point scale under the following conditions: Secondary students may elect to have part of their work evaluated with a mark of S (satisfactory) or U (unsatisfactory) as follows:

- Requests for S/U marks which are approved in writing by the student's counselor and parent and filed in the school office by the beginning of the 12th week of the semester shall be honored. (The request forms shall indicate that some colleges and universities might not accept credits marked satisfactory)
- Requests for marks to be reversed from S/U to A-F shall be honored any time during the current grading period.
- Courses taken for marks of S and U shall not be included when computing honor roll or class rank.
- Each individual shall be limited to elect an S/U mark for ten credit points of course work in any one semester and to thirty credit points of course work in grades nine through twelve.
- Pass/Fail grades will not count toward core course requirements.

**WITHDRAWING FROM CLASS** – A student may withdraw from a 9th-12th grade semester or quarter class during weeks one through three without notation. If a student withdraws during weeks four through 11 of a semester class (weeks four through five in a quarter class), a "W" will be placed on the student record. If a student withdraws during weeks 12 through 18 of a semester class (weeks six through nine in a quarter class) an "F" will be placed on the student record unless approval is granted for either a "W" or an "INC" to be placed on the student record. Approval is granted by the principal or her/his designee.

**GRADE POINT AVERAGE AND RANK IN CLASS** – For the graduating classes of 2019 and 2020 only. The class ranking system that is used in the Lincoln Public Schools is based on a point system and not grade point average. Students receive value points for classes that they have taken that reflect the grade, credits earned and the difficulty of the class. For example a student who takes a weighted AP course, earns 5 hours of credit, and receives an A would be awarded 5 points. A student who takes an unweighted course, received 5 hours of credit, and receives an A would be awarded 4 points. Value points are prorated depending on course difficulty, number of credit hours, and the grade earned. A student who takes a full load of seven courses per semester and more difficult courses would receive more value points. The class rank system is capped at 35 hours a semester so that all students have equal opportunity when class rank is calculated. The class rank points are listed from highest to lowest and a rank is assigned to each student. Students who take less than 7 courses because of sports, work or other opportunities would not have as high a rank as other students even though their GPA may be higher. Students, who also take courses off campus, such as at a college, do not have these courses added to their class rank.

**HONOR ROLL** – Honor Roll is based on semester grades. Students must be registered for a minimum of 25 graded credit hours with a 3.5 weighted grade-point-average excluding courses graded pass/fail, work-study and assistant assignments for which credit is earned, and correspondence courses.

**ACADEMIC LETTER STANDARD** – Students receive an academic letter when they have earned a cumulative GPA of 4.0 or above (on the weighted grade scale) in a minimum of 25 credit hours of graded course work for each of two consecutive semesters at East. Recipients are honored at the Honors Convocation each spring, receiving a chenille letter for the initial honor and a pin for each subsequent honor.

**FINAL EXAMS** – All students are required to participate in a final exam or graded activity at the completion of each semester. Schedules for finals will be available before the end of each semester.

**INCOMPLETE GRADES** – When a student and a teacher are in agreement that a course, which has not been completed during an extended time period, an Incomplete contract may be developed by the teacher. This contract must include work that is acceptable and a date by which the incomplete is to be finished. The contract must be filed with the above portions of the contract or the grade will result in an “F” for the course.

**REGISTRATION** – Registering for classes is a responsibility, which all students should pursue seriously. The courses selected should be: 1) applicable toward graduation requirements, 2) compatible with one’s abilities, interests, previous achievements and past performance and 3) consistent with educational and career plans. It is through the application of these three criteria that course selections become relevant and worthy of the time and effort required of high school level study. Counselors assist by working with students and parents to create a LINCOLN EAST FIVE-YEAR PLAN.

**Second Semester** schedule changes may be done during the 1st semester prior to 3:00 p.m. on December 1st.

**SENIOR CHECK** – At the conclusion of the 11th grade, students will receive a mailing verifying progress toward graduation. Students should use the senior check to assure a schedule that will result in graduation.



## STUDENT ACTIVITIES

Lincoln East Senior High School conducts a program of student activities which supplement and enhance the instructional program and which provide opportunities for students in areas where they have special talents or interests. Research shows a strong relationship between success in school activities and success later in life. Lincoln Public Schools and Lincoln East High School guidelines, policies and rules are strictly enforced while students are participating in or attending an extra-curricular activity.

### LPS DISTRICT-WIDE EXTRA CURRICULAR (ATHLETIC/ACTIVITIES) CODE OF CONDUCT

Refer to Policies 6700 and 6740.

#### Purpose of the Code of Conduct

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



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

#### Scope of the Code of Conduct

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

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

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

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

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

## Consequences

Refer to Regulation 6740.2.

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



## ALCOHOL, TOBACCO AND DRUG VIOLATION CONSEQUENCES

### First Offense

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

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

### Second Offense

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

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

### Next Offense

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

### Procedures for Suspension

Refer to Regulation 6740.1.

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



**ATTENDANCE** – Board Regulation 6720.3 regarding attendance days of activities [School Attendance on Days of Scheduled Activities](#). Students are required to attend regularly scheduled classes on the day they participate in a student activity. They may be excused from class to participate in the student activity or they may be excused from class for reasons consistent with District policy and regulation except that students who are absent due to illness may not participate. Unless specifically excused for an activity or other reasons consistent with District policy and regulation, students are required to attend regularly scheduled classes on the day they participate.

**ACTIVITY FUND** – Lincoln East Senior High School maintains an Activity Fund by which it will account for the receipts and expenditures involved in the Activity Program. Accounting is done according to procedures established by the Office of Business Affairs.

**DEPOSITS** – All receipts collected for an activity from any source must be deposited in the

appropriate activity account by the sponsor through the bookkeeper. The bookkeeper will post the amount to the proper account and deposit the receipts in the bank, then issue the sponsor a receipt.

**DISBURSEMENTS** – All requests for money will require a requisition signed by the activity sponsor and approved by the administration.

**ACTIVITIES**

Apollonaires	Flag Corps	Vocal and Instrumental Music
Cheerleaders	Speech	Play Production
Debate	Journalism	

**CLUBS:** *An updated list is available on the East High website.*

**ATHLETICS**

<b>Fall Sports</b>	<b>Men</b> Cross Country Football Tennis	<b>Women</b> Cross Country Golf Volleyball Softball
<b>Winter Sports</b>	Basketball Swimming/Diving Wrestling Unified Bowling	Basketball Swimming/Diving Unified Bowling
<b>Spring Sports</b>	Baseball Golf Soccer Track	Tennis Track Soccer

**SPORTS SCHEDULES** – There is a link to Rschool website on the Lincoln East High website at <http://www.heartlandathleticconference.org>.



**ATHLETIC TRANSPORTATION** – Lincoln East High School athletes who are transported out of town for athletic contests are to travel to and from the events on school-provided transportation. It is necessary, for local events, for athletes to provide their own transportation to the site of the contest. Team members travel to and from out-of-town events as a unit. Parents or guardians may submit a written request to have parents personally pick up their student-athlete following a contest.

**NSAA MINIMUM REQUIREMENTS FOR ATHLETIC ELIGIBILITY** – Student athletes are subject to all rules of the Nebraska School Activities Association and the Lincoln Public Schools that affect their opportunity to participate in the athletic program at East High School. Any questions may be referred to the Athletic Office.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 25 hours per week and regular in attendance.
3. Student must be enrolled in some high school on or before the 11th school day of the current semester.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. If a student reaches age 15 prior to August 1 and is in the seventh or eighth grade, the

student may be eligible for competition in the high school program, but would no longer be eligible in his/her middle school program.

6. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school attendance.
7. Student must have been enrolled in school the immediate preceding semester.
8. Student must have received 20 semester hours of credit from the immediate preceding semester.
9. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
10. A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
11. A student shall not participate on an all-star team while a high school undergraduate.
12. A student shall be ineligible to represent a school in interscholastic competition at the varsity level if the school is located in a school district other than the district in which his/her parents/guardians maintain their domicile. (Check with school administrator for an interpretation of rules if the school district where parents/guardians reside has no high school or if there are two or more high schools in a district.)
13. A student is ineligible if his/her parents have changed their domicile to another school district and the student has remained in former school, which is in a different school district. (EXCEPTION: If parents have moved after school has started, the student will be eligible to compete for the remainder of the school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attended the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved.)
14. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Board of Control for their review and a ruling.
15. A student shall not participate in a contest under an assumed name.
16. A student must maintain his/her amateur status.
17. A student who transfers from one high school to another within the same district without an accompanying change in domicile by his/her parents becomes ineligible for interscholastic varsity competition for a period of ninety school days.
18. A ninth grade student who makes a high school varsity squad has her/his eligibility credited to that high school and any subsequent change in enrollment or change to another school may result in the student becoming ineligible for ninety school days.

**PHYSICAL EXAMINATION AND PARENT'S CONSENT/ATHLETICS** – The Nebraska School Activities Association and the Lincoln Public Schools Board of Education requires each student who participates in any phase of the athletic program to have her/his parent's consent, an annual physical examination and an emergency information report. The required forms are available from the Director of Athletics or at <https://home.lps.org/athletics/packet/>. All forms must be properly processed and on file with the athletic director prior to any prospective team member participating in any interscholastic athletic team practice. The physical examination and parent consent forms must be completed after May 1 to be used for the following school year.

# **MEDIA CENTER**

## **HOURS**

**Library:** Tuesday and Friday – 7:30 a.m. to 4:00 p.m.

Monday, Wednesday and Thursday – 7:30 a.m. to 4:30 p.m.

**AV:** Mon.-Fri. – 7:15 a.m. to 4:00 p.m.

## **RULES**

- Drink containers and food must be stowed in bags.
- Students must have a pass from their sending teacher and sign in and out at the Media Center Desk.
- Students must have a pass from their assigning teacher in order to access the Internet.

## **CHECK-OUT INFORMATION**

- Books may be checked out for three weeks.
- Reference Books may not be checked out.
- Magazines may be checked out for one week.
- Fines for all materials are a nickel (\$.05) per day.
- It is the student's responsibility to either renew or return materials on their due dates.

The charge for lost materials is based on replacement costs.

## **LIBRARY SERVICES INCLUDE**

- Orientation and instruction on the use of the Media Center and its resources.
- Reference services for locating information.
- Locating sources of information or materials not available in East's Media Center.
- Training and assistance with the use of the computer.
- Copies for student use (\$.05 B/W & \$.50 color per page)

# **COMPUTER SERVICES**

## **COMPUTER USE GUIDELINES**

1. I will respect copyright laws, and will not make unauthorized copies of software unless the original is clearly labeled shareware or in the public domain.
2. I will not access information that may be obscene or offensive toward any other individuals, nor will I place any such information on the network or Internet.
3. I will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person's files.
4. I will not use the computer systems to disturb or harass other computer users.
5. **I will use the computer equipment to meet instructional objectives, and NOT AS ENTERTAINMENT.**
6. I will not waste or take supplies and will print only when necessary to appropriate printers.
7. I will not use the network for financial gain or any commercial or illegal activity.
8. I will not engage in vandalism, including bypassing security systems, harming or destroying any data on the LPS network or the Internet, or intentionally share computer viruses.
9. I understand that the Lincoln Public School is not responsible for any expenses I incur or purchases I make while accessing any on-line service such as the Internet.

10. Students are allowed to use E-mail only with teacher permission for school assignments.
11. Copying or altering any LPS or other school district websites including teacher websites either privately or publicly is prohibited.
12. I understand that violation of the above statements will make me subject to disciplinary action and can include the immediate suspension of my computer privileges.

## **HEALTH SERVICES**

The school nurse provides illness and health counseling, administers first aid procedures in injury or emergency situations, assists students requiring medications and supervises and maintains immunization and physical examination records as required by Nebraska Law.

**ILLNESS AND HEALTH COUNSELING** – Any student not feeling well or becoming ill during the school day, should report to the Health Office. If the situation warrants, the parents/guardians will be notified and the student sent home.

If a student has been absent from school for three days or more due to a communicable disease or injury he/she is to report to the health office to be readmitted to classes.

When there is a health issue or problem, the nurse is available to discuss it with the student and, if necessary, with the parents. The Health Office is open from 7:15 a.m. to 3:15 p.m. daily.

**INJURY AND FIRST AID** – Any student injured before, during or after school, in the school building or on the school grounds, should report to the Health Office so proper first aid can be given. If the injury is more severe, the nurse should be notified to come and assess the injury before the student is moved. If there is a serious injury, the parents will be notified.

**HEAD INJURIES** – If your student sustains a head injury or concussion at any time, please notify the East High Health Office 402-436-1302 prompt 6.

**MEDICATION** – Prescriptions and over the counter drugs are not allowed in school. Medications will be administered by health office only for promoting a child's learning experience, for first aid or emergency purposes, or for management of a medical condition. Please contact the health office for more information regarding medication administration guidelines.

**PHYSICAL EXAMINATION AND IMMUNIZATION** – Any questions about immunizations, please contact the East High Health Office or Health Services at 402-436-1302 prompt 6.

**WELLNESS CHECK** – Refer to Regulation 5420.3.

When a student is in school or at an off-campus school activity and the student is suspected of using alcohol, tobacco, or other drugs, the reason for the suspicion should be reported to a building administrator or other designated person(s).

## **LINCOLN PUBLIC SCHOOLS**

### **RESPONSIBILITIES OF STUDENTS** *(Revised 5/2014)*

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

#### **I. Establishment of Policies, Rules and Regulations**

The Board of Education has established written policies, rules and regulations of general application governing student conduct in all schools. In addition, principals, within their

schools, may establish written rules and regulations not inconsistent with those established by the Board.

## II. Areas of Prohibited Student Conduct

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school, function, activity or purpose or interfere with the health, safety, well being or the rights of other students, staff or visitors.

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment. A student who engages in the conduct may be suspended and referred to the Department of Student Services for a conference to determine whether a long-term suspension, expulsion, or mandatory reassignment is appropriate. The conduct is covered by the school rules where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event:

- A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- B. Use of violence, force, coercion, threat, intimidation, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
- C. Willfully causing or attempting to cause substantial damage to property, including the setting of a fire of any magnitude, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- D. Knowingly and intentionally engaging in bullying. Bullying is defined as any ongoing pattern of unwanted, aggressive behavior which may include physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. (Lincoln Public Schools Policy 5482)
- E. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon economic status, race, ethnic background, culture, gender, sexual orientation, religion, age or ability.
- F. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
- G. Knowingly and intentionally using force in causing or attempting to cause personal injury to a school employee, school volunteer, or a student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- H. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

- I. Knowingly and intentionally possessing, using, or transmitting a dangerous weapon other than a firearm. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- J. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device."
- K. Public indecency or sexual conduct.
- L. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense, if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- M. Dressing or grooming in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; or dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- N. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, imitation controlled substance, e-cigarette vapor products, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant
- O. Violation of technology guidelines.
- P. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
- Q. Recording the image or voice of another person with an electronic device, without the express permission of the person recorded or the failure to promptly delete such a recording following the request of the person recorded.
- R. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
- S. Truancy or failure to attend assigned classes or assigned activities.
- T. Tardiness to school, assigned classes or assigned activities.
- U. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
- V. Repeated violation of any of the rules adopted by the School District or the school.

Students may also be suspended from school for up to five school days by the building administration for conduct constituting grounds for expulsion or other violations of rules and



standards of behavior adopted by the Board of Education or the administrative or teaching staff which occur on or off school grounds if such conduct interferes with school purposes or there is a connection between such conduct and school.

In addition, administrators and teachers may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, in-school suspensions, or restriction of extracurricular activity. Students are responsible for complying with such disciplinary measures and may be further disciplined for a failure to serve such assigned discipline as directed.

## **DISCIPLINE – DUE PROCESS**

It is the common goal of students, parents, faculty and administration of East High School to achieve a school atmosphere that is conducive to learning. In order to achieve this, East High will continue to review frequently and distribute a set of reasonable and fair rules and policies.

Due process procedures will be adhered to at East High. The “Due Process” procedures at East High School provide for:

1. Written statement of rules and procedures to students;
2. Referral, teacher contact with individual student(s) and an opportunity for the student to reply;
3. Informing all parties concerned. Parent-student understanding/knowledge of certain basic unacceptable behavior items is necessary. These are published and reviewed each school year and mailed to parents/students of East High School for their information. Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment.

To help improve the instructional environment, all students attending East High School are expected to:

1. Respond courteously and respectfully to staff members when asked to identify themselves.
2. Be in the place designated on their daily schedule.
3. Maintain a sufficient number of classes to allow satisfactory progress toward graduation. East High School offers seven instructional periods a day. To graduate in four years, a student must earn credit in an average of six classes per quarter. These classes should be in consecutive periods; if not, the student will be assigned to a supervised area between assigned class periods.
4. Leave the building after their last class unless they are studying in the Media Center, working under the supervision of staff member, or waiting in the commons area for an after-school activity.
5. Prohibited is the use or possession of tobacco inside the building or on school property.
6. Consume food and beverage items in the designated areas only.
7. Prohibited is the use or possession of any alcoholic beverage, drug or other agent, which if injected, ingested, or inhaled might alter the student’s behavior while attending class or participating in a school-sponsored/sanctioned activity.
8. Avoid behaviors that are disruptive to instruction, such as the use of electronic devices players or telephones in classrooms and hallways.

9. Act in accordance with rules established by the Lincoln Board of Education for all students in the Lincoln Public Schools as published in "The Rights and Responsibilities of Students in the Lincoln Public Schools."

The consequences imposed for failure to comply with these expectations will follow the due process requirements and procedures as approved by the Lincoln Board of Education.

Students, who commit flagrant violations or repeated infractions of the Student Code of Conduct, will be suspended immediately from East High School and be referred to the Department of Student Services. Flagrant violations are:

1. Any physical assault to a staff member;
2. Unprovoked physical assault upon another student;
3. Willful destruction of school property;
4. Use of vulgar or obscene language to a staff member in performance of their assigned duties; and
5. Willfully disobeying a teacher request.
6. Possession of, and/or bringing onto school property, any item considered a weapon by school authorities.
7. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, illicit substance, controlled substance or being under the influence of any of the above, or possession of drug paraphernalia.

**STAFF AUTHORITY** – Staff have authority and responsibility to warn and correct students anywhere in the building, on the school grounds or at school-sponsored functions for misconduct. Students are expected to show respect and cooperation to staff members dealing with problem situations.

## **NON-DISCRIMINATION AND ANTI-HARASSMENT EXPECTATIONS FOR LINCOLN EAST HIGH SCHOOL**

Lincoln East High School is committed to providing a safe and supportive environment for all students. Discrimination on the basis of race, ethnicity, religion, sex, sexual orientation, age or ability is unacceptable here. Behaviors, which discriminate and attitudes, which are prejudicial, threaten to destroy the environment of understanding and mutual respect that must prevail if East is to fulfill its purposes.

At Lincoln East High School, students, parents, and staff members can expect:

- a welcoming environment, free from prejudice, where all people are valued;
- opportunities to develop a positive self-image that includes pride in their heritage and pride in their identities; opportunities to acquire the attitudes, skills, and knowledge needed to accept and appreciate our common humanity and reject prejudicial and discriminatory attitudes and behaviors;
- an environment at activities free of harassment from spectators and participants from other schools.

The principles of anti racism and educational equity, which are intended to insure equity of access and treatment for all learners, are to be reflected in all documents and services provided by the school. East will actively investigate violations that occur within the school community.

**WHAT IS RACIAL AND PREJUDICIAL HARASSMENT?** – A person or group of one racial or ethnic origin against a person or group of a different racial or ethnic origin, or incitement to

commit such an act may define racial harassment as any hostile or offensive act or expression. Such behavior includes:

- derogatory name calling
- insults and/or racist jokes
- practical jokes which may result in awkwardness or embarrassment
- unwelcome remarks or innuendoes
- taunting or ridicule of any individual
- being excluded because of one's race
- exclusion from normal conversation
- unfair allocation of work and responsibilities
- racist graffiti or vandalism
- derogatory or offensive pictures and materials
- the production or distribution of hate literature
- verbal abuse and threats and intimidation
- physical attack
- use of derisive slang terms concerning ethnicity, religion, age, sex, sexual orientation, or ability

Other kinds of harassment based on ethnicity, religion, sex, sexual orientation, age or ability may also take these same forms or similar ones. Harassment of any kind is unacceptable at East High School.

**ADDRESSING AND RESOLVING AN INCIDENT OF HARASSMENT** – When an incident is reported which violates the intent of these expectations, the alleged behavior will be evaluated by considering the context of the particular circumstances, including the nature, frequency, intensity, location, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of harassment, a serious incident, even if isolated, can be sufficient to warrant investigation.

The person(s) investigating the act shall make a record of the incident, including the names of the parties involved and the efforts at resolution. All parties will be notified of the entire contents of the report. Every effort will be made to take steps to focus on correction and education of the parties involved.

A full description of the response process is available in the principal's office.

*These expectations support LPS Educational Equity Policy #2130 and Multi-cultural Education Policy #2135.*

## **LPS POLICIES AND REGULATIONS RELATED TO CYBERBULLYING**

Lincoln Public Schools Policy 5482: Anti-Bullying, Revised 6/2008

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff. Bullying means any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behavior.

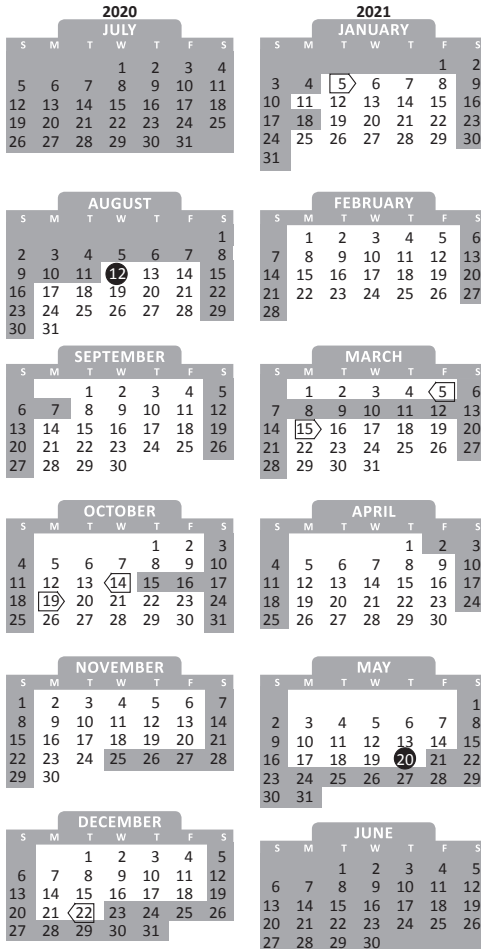
# 2020-2021 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 5/18



- First and last days of class for students
- Schools not in session
- Quarter start dates
- ◇ Quarter end dates

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



## **LINCOLN BOARD OF EDUCATION**

5905 O Street • Lincoln, NE 68510

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