

Lincoln Southeast High School



2930 South 37th Street
Lincoln, NE 68506

402-436-1304
Fax 402-436-1357

<http://lse.lps.org>

2022 - 2023 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.

2022-2023 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 4/20

JULY 2022

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

JANUARY 2023

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

AUGUST 2022

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

FEBRUARY 2023

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

SEPTEMBER 2022

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

MARCH 2023

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 2022

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

APRIL 2023

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30						

NOVEMBER 2022

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13	14	15	16	17	18	19
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27	28	29	30			

MAY 2023

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

DECEMBER 2022

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

JUNE 2023

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

- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates □ Quarter end dates

Rev. 4/8/22

GRADUATION DATES

Thursday, May 18, 2023: Yankee Hill Program
Thursday, May 18, 2023: Independence Academy
Thursday, May 25, 2023: Bryan Community Focus Program
Friday, Saturday and Sunday, May 26-28, 2023
Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW

Calendar Options for Families: 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.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

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SOUTHEAST STAFF

Principal	Tanner Penrod
Associate Principal	Rob Baltensperger
Associate Principal	Crystal Folden
Associate Principal	Jeremy Sevick
Special Education Coordinator	Tresa Wilson
Assistant Special Education Coordinator	Kim Gruber
Educational Coordinator	Sara Jones
Educational Coordinator	Colleen McBride
Athletic Director	Kara Graham
Assistant Athletic Director	Jim Jacobsen
School Psychologist	Tami Redfield
SCIP (School Community Intervention and Prevention)	Jess Moser
School Nurse	Joan Creger
Principal's Secretary	Pat Monk
Associate Principal's Secretary (Folden)	Stacey Field
Associate Principal's Secretary (Baltensperger)	Dawn Vogt
Associate Principal's Secretary (Sevick)	Blanca Padilla
Athletic Director's Secretary (Graham/Jacobsen)	Michelle Jones
Special Education Secretary (Wilson/Gruber)	Christie Flynn
Educational Coordinator's Secretary (Jones/McBride)	Rose Salazar-White
Receptionist	Deb Keith
Attendance Technician	Mimi Potter
Attendance Office (Parent Line)	Rose Salazar-White
Bookkeeper	Margaret Proffitt
Office Technician	Sandi Beyke
In School Suspension Supervisor/Knightly Success	Sara Hazen
Media Center Specialist.....	Sara Friest
Gifted Program.....	Lora Curtis
Cafeteria Manager.....	Tammie Rayburn

ADMINISTRATORS

A - Cos	Rob Baltensperger
Cot - Hog	Sara Jones
Hoh- Mi	Colleen McBride
Mj - Se	Jeremy Sevick
Sf - Z	Crystal Folden

Special Education

A - J	Kim Gruber
K - Z	Tresa Wilson

COUNSELING CENTER

A - B	ReeAnna Armagost
C - F	Jennifer Bass
G - J	Kelsey Lorimer
K - Mi	Craig Penner
Mj - Pi	Kelley Winter (Team Leader)
Pj - Sto	Skyler Reising
Stp - Z	Liz Rock
School Social Worker	Gretchen Baker
School Social Worker	Jess Moser
Registrar	Dawn Worrall
Counseling Secretary	Blanca Padilla

CLASS SCHEDULE

Daily Schedule:

The Cafeteria is open for breakfast at 6:45 a.m. for students with a 7 a.m. class and again from 7:30 a.m. to 7:50 a.m. for all other students.

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)

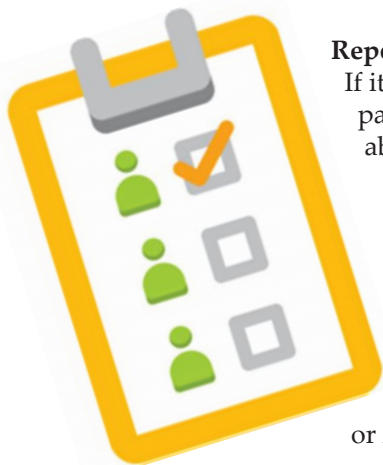
LSE Main Office Hours: 6:30 am - 4 pm
Counseling Center Hours: 7:30 am - 4 pm
Athletic Office Hours: 7:30 am - 4 pm

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.



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.

The circumstances for all absences from school will be reported as *School Excused* or *Not School Excused*. Please refer to the following ParentVue absence definitions:

School Excused Absences

In order for an absence to be School Excused the parent/guardian must provide the school with documentation to demonstrate that the absence was beyond the control of the parent or child. This could include but is not limited to illness documented by a doctor, death of a family member, court, or suspension. Absence from class for school-related activities such as field trips are also school excused. If viewing ParentVue on a computer, School Excused Absences are further defined by hovering over the absence code. These absence codes include MD (medical), AD (administrative), SE (school excused), SU (suspension) and SA (school activity). This option is not available on the mobile app.

Not School Excused Absences

Not School Excused Absences are those absences in which the parent communicates with the school that the student will be absent and includes illness (without a doctor's documentation), medical appointments, and vacations as well as other absences in which the parent has not communicated a reason for the student's absence. If viewing ParentVue on a computer, Not School Excused Absences are further defined by hovering over the absence code. These absence codes are: IL (illness), PA (parent acknowledged), and TR (truant). This option is not available on the mobile app.

Excessive absences seriously impact a student's ability to succeed in school and are a violation of school rules. If a student is excessively absent, an administrator will send a written notice to the parent explaining the consequences of further absences. If absences that are Not School Excused continue, one or more meetings will be held between the school (a school attendance officer, a school administrator or designee, and/or a school social worker) to develop a collaborative plan to reduce barriers to attendance. If the results of these efforts are ineffective or if a dangerous condition exists, a report on the circumstances may be made to the county attorney.

Parent Vue Absence Codes (Mobile App Version)



Unexcused Absent



Excused



Activity



Unexcused Tardy



Excused Tardy

Parent Vue Absence Codes (Desktop Computer Version)

Days of Attendance														
Legend	Excused	Tardy	Unexcused			Activity			N/S Not Scheduled					
Date	Reason	Periods												
		0	1	2	3	4	5	6	7	8	9	10	11	12

The following Absence Codes may be viewed on a desktop computer when hovering over the attendance icon. They are not available when using the mobile app.

Code	Descriptor	Description	Attendance Impact
TR	Truant	A student is truant from school when he/she is absent without the knowledge and permission of the parent and the building administration.	Unexcused
TD	Tardy	Students are tardy if they are not in their assigned classrooms when the class is scheduled to begin unless excused by permission from the building principal or designee.	Tardy
AD	Administrative	The student is not in his/her scheduled class, but is working with an administrator, counselor or nurse.	Excused
AP	Alternative Placement	The student is attending an LPS program at a location other than their home school or a Rule 18 facility. LPS programs include: Lancaster County Youth Services, Homebound students and RTC (Residential Treatment Centers) programs. The RTC programs include Turning Point RTC (girls) at 1430 South St. and Child Guidance RTC (boys) at 904 Sumner St.. It does not include the Bryan Center, Elementary Behavioral Skills Program (EBSP), Secondary Behavior Skills Program (SBSP) or CAPS at Bryan LGH.	Excused
EX	Expulsion	The student has been placed on expulsion but after a conference with Student Services has chosen to attend an alternative school.	Excused
IL	Illness	Student is ill.	Unexcused
IS	In-School Suspension	The student is not in his/her scheduled class, but is attending an assigned, supervised, alternative placement in the building.	Excused
MD	Medical	Documentation from a medical provider verifying the student's absence is due to illness. This would also include absences due to a student being sent home by LPS Health Office Personnel. This would not include dentist appointment, physicals, etc.	Excused
PA	Parent Acknowledged	The parent has informed the school of the student's absence.	Unexcused
SA	School Activity	The student is not in his/her scheduled class, but is attending an assigned, school-organized activity that is supervised by school staff.	Activity
SE	School Excused	Absences excused by school administration.	Excused
SS	Student Services	Student Services Use Only	Excused
SU	Suspended	The student has been denied attendance in school by a school administrator	Excused

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

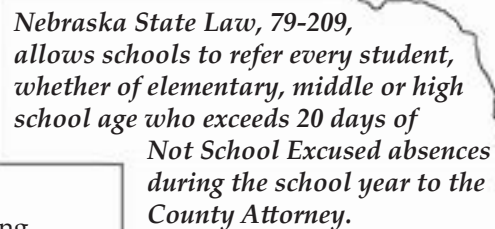
Participation in regularly scheduled classes is required on the day of an activity for the student to be eligible for participation on that day. This includes all sanctioned activities, such as athletics, performing arts, speech, debate, etc.

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.

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 time.

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. Student/Administrator Conference with student; parent contact made and student assigned 50 minute detention.
- 5th Contact:** Technician and administrator review the student's file. Student will be assigned additional consequences by administrator.

Tardy Sweep Procedures

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 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.



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.

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. There is no fee to use a locker. At the time the locker is issued, the student is asked to sign a contract agreeing to maintain proper care of the locker. Lockers may be shared, provided each additional student completes the contract.

Locks must remain with the assigned locker at all times. A fine will be assessed if there is any writing on or any vandalism of the locker. Lockers may be reserved on Knight Readiness Days or at any time in the main office.

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.

PROHIBITED ELECTRONIC DEVICES

The use of cell phones during the class period can distract from the learning process. As students have with the introduction of Chromebooks and other electronic devices, 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 phone use is NOT allowed in the classroom.

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

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.

1. For first offense, students will serve a 50-minute detention, and then can pick up their phone in the office afterwards.
2. 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.
3. For third offense, student will be placed on a two week phone plan where they are required to turn in their phone(s) as well as possible in-school suspension.
4. For 4th offense, a meeting with parent(s), student, and administration will be held to look at further consequences, or interventions.

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 record-ing following the request of the person recorded. Students who engage in such recording or who fail to delete the record-ing 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.

CAFETERIA RULES

The Cafeteria is open for breakfast at 6:45 a.m. for students with a 7 a.m. class and again from 7:30 a.m. to 7:50 a.m. for all other students. 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.

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 MySchoolBucks or by calling LSE Cafeteria Manager Tammie Rayburn or Nutrition Services at the District Office. Payment for school meals may be made on-line at MySchoolBucks.com. Note that a transaction fee will be charged for credit card payments. (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.

**A NEW FREE AND
REDUCED MEAL
APPLICATION IS
REQUIRED
EACH
SCHOOL YEAR.**

*Free and reduced
applications are not
renewable – they do not
carry over from year to year*

Eligibility for Free and Reduced Price Meals

A NEW FREE AND REDUCED MEAL APPLICATION IS REQUIRED EACH SCHOOL YEAR. Free and reduced applications are not renewable – they do not carry over from year to year. Families who receive a letter from Lincoln Public Schools Nutrition Services Department stating that their children have been Direct Certified for free meal benefits do not need to complete an application – please make sure all the school age children in your home are included in this letter. If one or more of your children are not listed - please call the Nutrition Services office at 402-436-1746.

Free and Reduced Meal Application will be available on-line at lps.org. The on-line application is fast and secure taking only one to two working days to process. If you apply on-line and have an e-mail address registered with LPS you will receive an e-mail notification as soon as your application has been processed. Paper applications may take as long as ten (10) working days to process. Parents/Guardians are responsible for paying for school meals or supplying a sack lunch from home until meal benefits have been determined. Nutrition Services is not responsible for lost paper applications.

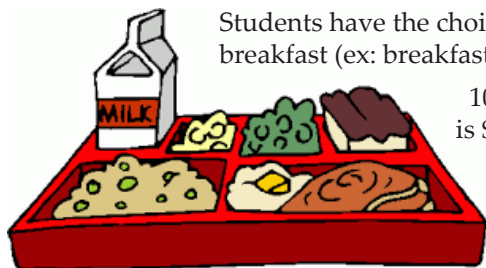
Finger Scanning and Bar Codes

Student(s) may purchase meals by scanning their finger image, or scanning a card with a bar code. Information pertaining to finger scan imaging is available on the Nutrition Services web page. Parents may opt out of the finger scan imaging process for their child by notifying the school office.

Food Allergies Requiring a Special Diet

The “Medical Statement for Students Requiring Special Meals” (available on the Nutrition Services web page) must be completed and signed by a Physician and turned into the school Health Office. After submitting the form, please plan to send a meal with your child for up to three days so that our staff has time to order the foods necessary to accommodate your student’s diet restrictions.

Student Meal Prices



Students have the choice of selecting a cold breakfast (ex: cereal and mini breakfast bar) or hot breakfast (ex: breakfast pizza). In addition to the hot or cold breakfast entrée, a student will receive

100% fruit juice, low fat milk and optional ½ c serving of fruit. Breakfast is \$1.50 for secondary students. Reduced priced breakfast is 30 cents.

Lunch is \$2.80 for high school. Cow’s milk is 50 cents a carton. School lunch consists of a choice of two or more hot entrees, chef salad or meatless entrée plus a salad, vegetable, fruit and milk. Reduced priced lunch is 40 cents.

Menu App

Download the FREE LPS “Meal Viewer” from your mobile app store. This app includes pictures of the food items, nutritional information and special diet information. You can also view menus on your computer by visiting the LPS homepage and clicking on “Meal Menus”.

ELECTRONIC FEE WAIVERS

The District’s policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches are generally provided a fee waiver or are provided the necessary materials or equipment without charge. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities and for use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for a fee waiver. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

The fee waiver is completed electronically and will be available July 1st under Popular Pages on the homepage of the district website, www.lps.org, under the Free/Reduced Lunch link. Additional information concerning fee waivers, including what items are covered by the waiver, is available in the Important Information Handbook or by contacting the principal of your child’s school.

PARKING

When it comes to parking at Lincoln Southeast High School, our number one goal is to provide a safe, orderly and positive parking experience for all of our students. A few general reminders for all parking lots at LSE are:

1. Drive at a slow rate of speed.
2. Be mindful of pedestrians walking through parking lots.
3. Obey all posted signage.
4. Only right hand turns are permitted when exiting our student A Lot and C Lot.
5. No student drop off or pickup in the Staff Lot.
6. Do not park in non-designated parking areas.



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 a student loses their decal, there is a \$5 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.

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.

Effective January 2019 - Consequences for violating the LSE parking policies:

1. On a 1st violation, a written warning will be placed under the windshield wiper of the vehicle in violation. This written notice will serve as the only warning to the vehicle's driver. The vehicle license plate # will be recorded in the LSE Main Office. Unfortunately, we will have no other ability to notify the owner of the vehicle in violation, because we can no longer look up the owner information of a vehicle.
2. On a 2nd violation, the violating vehicle will be towed from the LSE parking lot, at vehicle owner's expense.

Please contact Capital Towing, 402-475-7676, for information regarding towed vehicles.

The cost to retrieve a vehicle from the impound lot is determined by Capital Towing. While towing is not our first choice, it has become necessary to help ensure a safe, orderly and fair parking environment for our students and staff.

The parking lot along 40th Street, **C Lot**, is first come, first serve and open to all LSE students. While a permit is not required to park in C Lot, there is posted signage informing students to park in designated stalls only. As with our A Lot policy, a 2nd violation in C Lot will also result in vehicle being towed at owner's expense.

General Reminders for C Lot:

- Park in designated stalls only
- No parking in yellow, diagonal line areas
- No parking at the ends of rows
- No parking along the red emergency curb
- Right hand turn only when exiting the lot
- No parking on the grass

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.

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.

APPEARANCE AND DRESS



DISTRICT DRESS CODE GUIDELINES

Clothing must be appropriate for school settings in order to provide a safe and orderly environment for all students to learn. The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians, although, the school administration maintains the right to determine the appropriateness or suitability of any student attire.

Allowable Dress and Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides. Fabric covering all private parts must not be see through.
- Clothing must cover undergarments and all private parts.
 - All tops must have straps
 - All tops must meet the top of the pants
 - Wearing pants below the waistline is not allowed.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Head wear is allowable as long as it follows other areas of the dress code and the student is easily identifiable.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress and Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- 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.
- Dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff (examples include bandanas, gang signs).
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Clothing with words, pictures, or phrases that depicts violence or intimidation may not be worn (examples include images of guns, knives and any other items generally considered to be a weapon)

Students who are in violation of the school dress code will:

1. Be educated on the reason this clothing is not allowed in a school setting, and when possible be given the opportunity to remove the item(s).
2. Be given the opportunity to change into school issued clothing in order to find items that are appropriate to wear.
3. When the first two are not viable options, the student's parent will be contacted to bring appropriate clothing for the student to change into.
4. Repeated violations could result in school consequences.
5. Students will not be allowed to return to classes until they are in compliance with the school dress code.

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 has been pre-approved.

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.

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.

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.

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, sub-stance 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 Counseling Center or the Lincoln/Lancaster County SCIP Coordinator at 402-327-6841

MULTI-TIERED SYSTEMS OF SUPPORT

FOR BEHAVIOR (MTSS-B) IN THE LINCOLN PUBLIC SCHOOLS

Lincoln Public Schools uses a multi-tiered system of support for behavior (MTSS-B) 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 a district-wide MTSS-B 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 MTSS-B.

<div>  <h1>KNIGHT</h1>  </div>				
P	R	I	D	E
Personal Responsibility Be accountable for your learning and actions	Respect Show kindness and acceptance towards yourself and others	Integrity Do the right thing, even when it is difficult and no one is looking	Determination Set goals, work hard, and keep trying	Excellence Be engaged and do your best at all times
<ul style="list-style-type: none"> • Student ID visible at all times • Be in class on time and limit distractions • Have necessary materials and Chromebooks charged • Actively participate and complete assignments 	<ul style="list-style-type: none"> • Consider others' viewpoints and disagree appropriately • Use school appropriate language • Follow classroom expectations and procedures 	<ul style="list-style-type: none"> • Do your own work • Be honest and follow through on your word • Advocate for yourself and others • Be accepting of others' differences 	<ul style="list-style-type: none"> • Listen and follow directions right away • Learn from mistakes and overcome difficulties • Use time and ask for help so you can accomplish your goals 	<ul style="list-style-type: none"> • Take advantage of school supports • Get involved and connected • Represent yourself in a positive way • Contribute to a safe and positive classroom community
<div>  <h1>CLASSROOM</h1> </div>				

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.

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	

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 UNL classes (with the exception of math and foreign language), or independent studies.

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

LPS Best Practices for Communicating Grades for Students and Parents

In LPS, our goal is to effectively and consistently communicate academic progress with students and parents/guardians. In order to meet this goal, LPS developed these guidelines for calculating, entering, and communicating grades. These guidelines are meant to help students and parents/guardians interpret student grades in useful ways.

Teachers, school administrators, and district curriculum specialists work together to determine how to grade and communicate students' learning. This document describes grading practices that are common (standardized) across instruction in secondary schools. Curriculum specialists and others may provide more specific advice for teachers in other documents (i.e., curriculum specialists provide grading templates for teachers in each curriculum area via Synergy gradebook). Ultimately, teachers design classroom assessment systems to do two things: Emphasize the importance of practice and using feedback (formative assessment processes), and Provide grades that clearly communicate student achievement on LPS content/skill standards (summative assessment processes). Teachers work to ensure that grades clearly communicate academic achievement and minimize the impact of other factors, such as student behavior/compliance.

The goal of this document is to describe grading practices that are consistent across all classrooms.

Summative and Formative Assessments

- Summative assessments and assignments (calculated as 80% of the overall grade)
 - Summative assessments are used to evaluate student learning (assessments OF learning), skill acquisition, and academic achievement at the conclusion of a defined instructional period.
 - Typical examples of summative assessment processes are unit tests/exams, projects, papers, and other examples of student work showing the current level of knowledge/skills.
- Formative assessments and assignments (calculated as 20% of the overall grade)
 - Formative assessments provide ongoing and timely feedback that instructors can use to modify their teaching and students can use to improve their learning (assessments FOR learning). Typically, teachers use student responses on these practice opportunities to determine what needs to be clarified or re-taught and/or students use feedback from the practice opportunity to try again (student practice).
 - Typical examples of formative assessment processes are entry/exit tickets, discussions, individual practice, drafts of papers, additional practice items done at home or in class, short quizzes, and other processes that help students show their learning in anticipation of summative assessment events.

Grading Scale

Synergy Gradebook uses the following scale to assign letter grades based on calculated averages.

90% = A	85% = B+	80% = B	75% = C+	70% = C	65% = D+	60% = D	Below 60% = F
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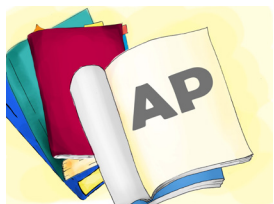
Synergy Gradebook Codes

<i>Synergy Code</i>	<i>Code Description</i>	<i>What it means...</i>
EX	Excused	Used to indicate an assignment is excused and does not need to be completed. It has no effect on the grade.
M	Missing	Used to indicate an assignment is missing. It calculates as a zero until the assignment is turned in and graded.
INC	Incomplete	Used to indicate an assignment is not complete enough to score. It does not affect the grade unless the teacher enters the INC with a score. The code should be removed once the assignment is revised, and then a new grade should be entered.
Grade (space) L	Late Assignment	Used to communicate timeliness/work habits. The grade is included in the overall average.
R	Retaught	Used to indicate that an assignment was regraded after re-teaching or re-assessing.
Blank	Not Yet Graded	Used to indicate that an assignment/assessment still needs to be graded.
AB	Absent	Used to indicate that a student was absent while this work was completed. It calculates as a zero, but it can still be turned in for credit. It is included in missing marks/ reports.
0 (Zero)	No credit	Used to indicate that the student received a grade of zero/no credit. Teachers use this code carefully (and infrequently) because a grade of zero can significantly lower an overall average and misrepresent student achievement. Instead of a zero, teachers more often use the "M" code for work that hasn't been turned in or "INC" for work that isn't ready to be scored yet. Teachers may have to change a grade to a zero if student work is so late that it is no longer practical or useful for students to submit it for credit.

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 Lora Curtis, 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 UNL 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 and 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:

When Lincoln Public Schools implemented a weighted grade policy, the Lincoln Southeast High School administrative team decided to honor the students in good standing who show a 4.0-weighted GPA each semester grades 9-12. In recognition of these students, the Lincoln Southeast Student Council initiated the Academic Wall of Honor in 1989.

The students whose names and photographs appear on the Academic Wall of Honor, located in the LSE Commons, are students who were enrolled in eight (8) semesters at Lincoln Southeast High School, were enrolled in at least 25 hours of letter-graded classes each of those eight (8) semesters, and have maintained a 4.0-weighted GPA for each of those eight (8) semesters. A student will not achieve Wall of Honor status if a grade of "F", "U" or "INC" is received in any class. The 25 hours of letter-graded classes cannot include any classes taken Pass/Fail.



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.

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,

COMMUNICATIONS

Lincoln Public Schools welcomes parental involvement in the education of their children and recognizes that parental involvement increases student success. It is Lincoln Public Schools' policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children.

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 weekly (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.

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.

Google Mail

Google Mail (Gmail) is a web-based email service that provides students the ability to receive notifications from Google Docs, Synergy Communications, and email from teachers. Some key things to know about this email environment are:

- The LPS Gmail server address is class.lps.org – students will have the address of studentID@class.lps.org and staff will have username@class.lps.org.
- class.lps.org email is a DISTRICT-WIDE messaging system. It cannot accept messages from or send messages to any address beyond lse.lps.org
- Because we have set this up as a closed system, some functionality that is available on regular Google Mail is not available on LPS Google Apps (example: chat, hangouts, etc).
- The easiest way for students to access their LPS Gmail account is to use the LPS Portal (students' home page on the Chromebook).



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 and must scan in when entering the Counseling Center.

LSE COUNSELORS

A - B ReeAnna Armagost
C - F Jennifer Bass
G - J Kelsey Lorimer
K - Mi Craig Penner
Mj - Pi Kelley Winter (Team Leader)
Pb - Sto Skyler Reising
Stp - Z Liz Rock

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.

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.

Health Record

A health record is maintained by the school nurse for each student and kept in the Health 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> or on the iPad in the Counseling Center. Please plan ahead for college and scholarship deadlines.

We are able to access the following colleges and universities through an on-line portal. Transcripts will be uploaded to these colleges within 48 hours after the request was made:

Bellevue University	Peru State College
Bryan College of Health Sciences	Southeast Community College - Beatrice (SCC)
Chadron State College	Southeast Community College - Lincoln (SCC)
Concordia University, Nebraska	Southeast Community College - Milford (SCC)
Creighton University	Union College
Doane University	University of Nebraska Kearney (UNK)
Hastings College	University of Nebraska Lincoln (UNL)
Midland University	University of Nebraska Omaha (UNO)
Nebraska Wesleyan University	Wayne State College

Transcripts for College Bound Student Athletes may also be uploaded to the NCAA or NAIA through an on-line portal. Students may also order unofficial transcripts to be sent to a non LPS email.

Students must mail transcripts for colleges or universities not listed above. Official transcripts are placed in an envelope and may be picked up from the Counseling Center 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.

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, are 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 spon-sorship, student interest and approval of club constitution. The following clubs were active in 2022:

Anime Club	Houseplant Club	Sign Language
Book Club	Key Club	Southeast Pals
Business Club	KnightVision	Star Wars Club
Canada Club	Latino Multicultural Student Forum	Strategy Card Club Ultimate Club
Chess Club	Math Club	Step Club
Drama Club	Native American Caucus	Treble Acapella
Fellowship of Christian Athletes	Neature Club	US History Club
FCCLA	Pickleball	Waterpolo
Feminist Club	Robotics	Yoga Club
German Club	Science Olympiad	Young Democrats
Harry Potter Club	SAGA (Sexuality and Gender Acceptance)	Young Life
HOSA (Health Occupation Students of America)	Self Care	Young Republicans

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
Concert 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	WINTER	SPRING
Boys/Girls Cross-Country	Girls Basketball	Boys/Girls Track & Field
Football	Boys Basketball	Boys/Girls Soccer
Girls Golf	Boys/Girls Swimming	Baseball
Softball	Wrestling	Girls Tennis
Boys Tennis		
Volleyball		



**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.

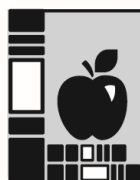
Next Offense

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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7/22

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.