



# **2023-2024** STUDENT HANDBOOK



**LINCOLN HIGH SCHOOL**  
*Home of the Links*

2229 J Street | Lincoln, NE 68510  
(402) 436-1301

# 2023-2024 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/23/21



## SPECIAL DATES

**JULY** 2023

S	M	T	W	T	F	S
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**JANUARY** 2024

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**AUGUST** 2023

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**FEBRUARY** 2024

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**SEPTEMBER** 2023

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**MARCH** 2024

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**OCTOBER** 2023

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**APRIL** 2024

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**NOVEMBER** 2023

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**MAY** 2024

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**DECEMBER** 2023

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**JUNE** 2024

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### August, 2023

- 14 ..... 1st Day of School 9th Graders
- 15 ..... 1st Day of School for ALL Students
- 16 ..... 1st Day of School for 10th-12th Grade
- 23 ..... Open House and Link-Up

### September

- 4 ..... NO School
- 12 ..... Parent Teacher Conferences 4:00 pm-7:00 pm
- 27 ..... Lifetouch Picture Re-Takes

### October

- 6 ..... Homecoming Game @ 4:30 pm (Seacrest);  
..... Dance @ 8:30 pm at LHS
- 16-17 ..... NO School
- 18 ..... Start of Quarter 2

### November

- 2 ..... Pre ACT Test (only 10th Graders report to school)
- 7 ..... Fall Honors/NHS Convocation (time TBA)
- 9 ..... Parent Teacher Conferences 4:00 pm-7:00 pm
- 22-24 ..... NO School

### December

- 20-22 ..... FINALS
- 22 ..... End of Semester 1/Quarter 2
- 25-29 ..... NO School

### January, 2024

- 1-5 ..... NO School
- 8 ..... Start of Semester 2/Quarter 3
- 15 ..... NO SCHOOL

### February

- 1 ..... Parent Teacher Conferences 4:00 pm-7:00 pm
- 8 ..... Honors Convocation (time TBA)
- 19 ..... NO School

### March

- 11-15 ..... NO School
- 18 ..... Start Quarter 4
- 29 ..... NO School

### April

- 9 ..... ACT Test (only 11th Graders report to school)
- 11 ..... Parent Teacher Conferences 4:00 pm-7:00 pm
- 13 ..... Prom 8:30 pm-11:30 pm

### May

- 13 ..... Senior Honors Convocation (Time TBA)
- 21-23 ..... FINALS
- 23 ..... End of Semester 2/Quarter 4
- 25 ..... Graduation @ 3:00 pm

- 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. 6/5/23

#### GRADUATION DATES

Friday, May 17, 2024: Yankee Hill & Independence Academy

Thursday, May 23, 2024: Bryan Community Focus Program

Friday, Saturday and Sunday, May 24-26, 2024

Fri: LSW

Sat: LNS/East/LHS/LNW | Sun: LSE/LNE

**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.



## CLASS SCHEDULE

### Bell Schedule

- Period 0 = 7:00-7:50
- Period 1 = 8:00-8:50
- Period 2 = 8:56-9:51
- Period 3 = 9:57-10:47
- Period 4 = 10:53-11:43
- Period 5 = 11:43-1:13
- Period 6 = 1:19-2:09
- Period 7 = 2:15-3:05

### Lunch Schedule

- A Lunch = 11:43-12:13
- A Class = 12:18-1:13
- B Class = 11:49-12:14
- B Lunch = 12:14-12:43
- B Class = 12:48-1:13
- C Class = 11:49-12:44
- C Lunch = 12:44-1:13

### Tuesday PLC Schedule

- Period 0 = 7:00-7:50
- Period 1 = 8:00-8:40
- Period 2 = 8:46-9:31
- Period 3 = 9:37-10:17
- Period 4 = 10:23-11:03
- Period 5 = 11:03-12:33
- Period 6 = 12:39-1:19
- Period 7 = 1:25-3:15
- PLC = 1:25-2:05

### PLC Lunch Schedule

- A Lunch = 11:03-11:33
- A Class = 11:38-12:33
- B Class = 11:09-11:34
- B Lunch = 11:34-12:03
- B Class = 12:08-12:33
- C Class = 11:09-12:04
- C Lunch = 12:04-12:33

## LINCOLN HIGH SCHOOL MISSION

At Lincoln High School, our mission is to prepare each student to use multiple perspectives and individual talents to live, learn, and work in a diverse society. Within this mission, we have a commitment to equity. In our commitment to equity, we strive to build awareness, understanding, and to challenge individual, collective, and systemic racism present at LHS and in the world beyond. To require teachers to actionably improve daily classroom practice to create equitable opportunities and outcomes—for all students. To change policies and systems that create inequities within our school. You will see evidence of our school mission and our goal of building equity in all facets of our school.

## LINCOLN HIGH'S FOUR LINKS



**Unity** Better Together



**Diversity** Strength in Differences



**Tradition** Make Your Mark



**Excellence** Be the Best You



## LHS'S APPROACH TO DISCIPLINE

*The Lincoln High School community believes that in order to create an environment of high academic achievement, we must collectively commit to building strong relationships with students and their families while involving them in the disciplinary process. We believe in assigning consequences that are logical, developmental, restorative, and effective in reducing the likelihood of recurrence.*

The actions we take in response to student misbehavior have enormous implications on school culture, students' social development, and ultimately student achievement. Our approach must have clear actions for behaviors while also allowing for nuance and discretion, as we are working with adolescents who we have been given the opportunity to help grow and develop. Our policies seek to achieve the following:

- Create a shared responsibility of student discipline
- See parents/guardians as allies and partners
- Seek consequences that maximize student time in class
- Outline consequences that repair harm as opposed to punish
- Use every incident as a learning opportunity

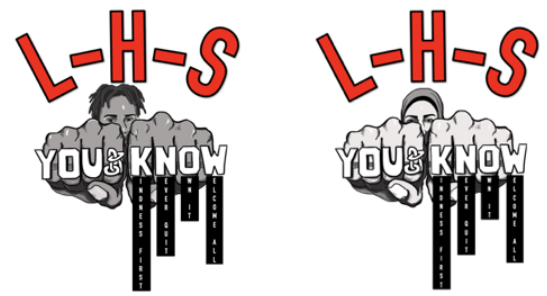
## RESTORATIVE PRACTICES

At Lincoln High, we strive to be a community that leads and responds using restorative practices. The fundamental premise of restorative practices is that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things with them, rather than to them or for them. These practices can be seen in our routines, our language, and our response to discipline.

**CONNECTION CIRCLES:** A basic premise of restorative practices is that many of young adults' struggles academically and socially are a direct consequence of the overall loss of connectedness in our society. Connection Circles are a step toward building these connections in a classroom where students circle up, share about themselves, and listen to others. As a consequence of fostering relationships and a sense of belonging, academic performance flourishes too. *Connection is the energy that is created between people when they feel seen, heard, and valued—when they can give and receive without judgement.*

**RESTORATIVE LANGUAGE:** When speaking to students, we strive to use language that communicates care. Using affective language where we express our feelings and how one's actions impact themselves and others, we foster relationships while also using each interaction as a growth opportunity. *One of the greatest predictors of academic success is the student's perception of "Does the teacher like me?"*

**RESTORATIVE CONVERSATIONS:** At Lincoln High, we believe that conflict is an opportunity for growth and that relationships are built and developed through sharing, listening, and understanding the perspective of others. Whether it's between adults and students or student to student, we believe in the power of working to restore what has been damaged by sitting down and having a dialogue. We have teachers, counselors, administrators and even students who are trained to facilitate these discussions and help resolve conflict and make things right. *One of the most sincere forms of respect is listening to what the other has to say.*



## LHS SCHOOLWIDE EXPECTATIONS

**KINDNESS FIRST** We lead with empathy. We lead with love. We are intentional about building connections and believe that strong relationships are foundational to building a successful school community. Showing care and kindness are prerequisites to teaching and learning.

**NEVER QUIT** Growth can only happen when we take risks and persevere. We value grit, resilience, and a growth mindset. We believe in taking advantage of opportunities and recognize that the measure of success is not in the moment but in the change over time. Our attitude and habits demonstrate a desire to achieve at our highest level.

**OWN IT** Our academic success starts with us: showing up every day ready to work, and getting the support you need. We recognize, acknowledge, and value the contributions of others in our community and understand that we have a shared responsibility in our community's success. As a restorative community, we engage in restorative practices through conversations, sharing experiences, and taking responsibility.

**WELCOME ALL** At Lincoln High, we value everyone, regardless of background, where you come from, what language you speak, how you identify, or with whom you associate. We demonstrate inclusivity by creating a welcoming community, and by ensuring that students are seen in the curriculum, the stories we study, and the perspectives we hear. We strive to make our community a safe and welcoming space for everyone.



## CAFETERIA

### ENTRY

All 9th and 10th graders are required to eat on-campus for lunch.

- Students enter the cafeteria through the doors on the west side.
- Students must display their ID when going through the lunch line.
- Students must wait in line. Food is first come, first served.

### DURING LUNCH

- All students must be seated during lunch. Students are not allowed to walk around and move from table to table.
- Accidents happen. Students should report any spills that may occur so a staff member can assist the student in the cleanup.
- Items, including food, should not be thrown, flicked, or kicked.

### EXIT

- Students should stay seated until a staff member dismisses them over the loudspeaker.
- Students should dispose of any garbage and recycling, and stack their trays in a designated area.

### CONSEQUENCES FOR NOT BEHAVING APPROPRIATELY IN THE CAFETERIA

- Student may be required to perform lunch duty for one or more days.
- Student may be banned from the cafeteria for one or more days.
- Repeated or excessive misbehavior may result in a suspension.

## HALLWAY POLICY

We want to limit student presence in the hallways to designated transition times as well as necessary movements (restroom, locker, office, etc.).

When a student is not in their assigned area, they will receive a hallway infraction. These infractions indicate the potential of lost instructional time. Students will receive a Hallway Infraction for the following reasons:

### EXCESSIVE LATENESS (2+ MINUTES LATE)

Attendance is taken every period. Students who are not in the classroom when the bell rings will be marked tardy (TD). A student who shows up excessively late, more than two minutes after the bell has rang, will receive a Hallway Infraction written by their classroom teacher.

### IN HALLWAY WITHOUT A PASS

Students who are in the hallway during class time must either be on an e-Hall pass or have a designated pass with them (yellow pass from staff member or lanyard with an official LHS pass).

### HALLWAY SWEEPS

Admin will conduct periodic hallway sweeps throughout the day. Students who are in the hallway, after the sweep is called, will receive a Hallway Infraction written by administration.

### OFF-CAMPUS LUNCH

Students who are in 9th and 10th grade must remain on campus for the entirety of the school day. If they are seen off-campus during school hours, they will receive a Hallway Infraction written by administration.

### FAILURE TO USE ASSIGNED RESTROOM

The e-Hall Pass system will instruct students which available restroom is the closest. This will help to ensure students miss the least amount of class time possible. Students who fail to use the assigned restroom will receive a Hallway Infraction written by administration.

### CONGREGATING IN RESTROOM

Restrooms are intended for students and staff to address their personal hygiene needs. There is no reason that students should be congregating in the restroom or spending time in there for any purpose, other than hygiene needs. Students who are found to be congregating in the restroom will receive a Hallway Infraction written by administration.

### ABUSE OF HALLWAY PASS

Any student who is using a pass, other than for its intended purpose, will receive a Hallway Infraction.

### CONSEQUENCES FOR HALLWAY INFRACTIONS (PER WEEK)

# of Infractions	Consequence
2	Parent Contact
4	ODR + Tuesday Detention
6	ODR + Reduced Hallway Passes
8	ODR + Hallway Escort
>8 or repeated weekly escalation	ISS/OSS
	Shortened Schedule
	Alternate Passing Periods
	Concern Referral
	Referral to SS
	Parent Meeting
	Team Meeting

## ELECTRONIC POLICY

Decreasing distractions while increasing engagement, focus, and learning.

### WHEN IS PHONE USE ALLOWED?

The only times in which you will be allowed to use your personal electronic devices like phones, smart watches, and earbuds are:

- before and after school
- between classes periods (six minutes)
- during lunch (38 minutes)

### WHAT HAPPENS WHEN THE POLICY IS VIOLATED?

During class, you must turn them off and put them away. This means personal electronic devices should not be used, seen, or heard at any point during the class period under any circumstances. If you use your device during class, the following requests will be made.

#### 1ST REQUEST, PHONE CONFISCATED FOR THE PERIOD

The teacher will instruct you to put your device in the designated storage area in the classroom. You will receive your device at the end of the period.

#### 2ND REQUEST, PHONE CONFISCATED FOR THE DAY

If you do not follow the teacher's instruction and refuse to put your device in the storage area for the remainder of the period, the teacher will complete a Phone Confiscation Request (PCR). Staff will come to the room to collect your device and it will be in the AP Office (Room 200) for the remainder of the day. It will be given back to you at the end of the school day.

- Teacher Contacts Home
- Electronic Device Infraction Written by Office (Regulation 5420.4)
- Office Discipline Referral Written by Teacher (optional)

#### 3RD REQUEST, PHONE CONFISCATED FOR THE DAY + CLASSROOM REMOVAL

If you refuse to turn over your phone for the day, you will be removed from the classroom and escorted to the office where you will meet with an administrator.

- Admin Contacts Home
- Electronic Device Infraction Written by Office (Regulation 5420.4)
- Office Discipline Referral Written by Administrator

*\*\*Note, the student will not be allowed to go to subsequent classes until they comply with the request.*

If a student is accessing a personal electronic device in the hallway during the instructional period, the student will be returned to their classroom and asked to put their device in the designated storage area for that classroom. This will be considered the 1st Request and it will be made by the adult who is bringing the student to the room and enforced by the classroom teacher. A student who follows this request will get their device back at the end of class. If they do not comply, they will move to the 2nd request.

## ELECTRONIC DEVICE INFRACTIONS

A student who refuses to put their device in the designated storage area when asked, will receive an Electronic Device Infraction (it will be an ODR).

**1ST AND 2ND OFFENSE:** Returned to the student at the end of the school day and the parent will be notified by the teacher. Offense logged by Office.

**3RD OFFENSE:** Returned to the student at the end of the school day and a building-level in-school corrective plan developed. Offense logged by Office.

### ADDITIONAL INFORMATION ABOUT CELL PHONES & PERSONAL ELECTRONIC DEVICES

- 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 violates the LPS Responsibilities of Students (Policy 5480).
- If a student brings their device to class, they do so at their own risk and, in doing so, specifically agree to hold Lincoln Public Schools harmless from all liability, damages, claims, costs, expenses, or other charges of any kind or nature whatsoever resulting from bringing their device to class.
- The infractions ladder of consequences resets at semester.

## STAFF AUTHORITY

All LHS staff have authority and responsibility to respectfully 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.





## MENTAL HEALTH SERVICES

At Lincoln High, we recognize that there are many factors and situations that can make learning more difficult for students. Our Lincoln High Counseling Team is knowledgeable about these barriers and works with students, families, other school staff, and community agencies to identify resources and strategies to help solve problems. This may include:

- Connecting families to assistance for food, clothing, or housing needs
- Providing referrals to medical and mental health providers
- Meeting with students who are unable to focus in the classroom due to a difficulty or crisis
- Checking in on students who need support during challenging times
- Collaborating with parents, teachers, staff, and community providers around individual student needs while at school

Our counseling team consists of school counselors and social workers. School counselors are professional school advocates who provide support that addresses academic, career, and personal/social development. School social workers are licensed mental health professionals.

You can connect with your Lincoln High School Counseling Team by email through the staff directory or by stopping in to the Counseling Center. All students must have a pass and are asked to check in upon entering the Counseling Center and to check out when leaving. If you need support in any way, our Counseling Team looks forward to talking more with you!

## HEALTH SERVICES

The Health Office staff provides health counseling, administers first-aid for injury or emergency situations, and assists students requiring medication/treatment.

All students are required to check in upon entering the Health Office and to check out when leaving. Students must have a pass when traveling to and from the Health Office. All students must wear their student ID around their neck. Medication given at school must have parent/guardian written consent prior to administration. Also a physician's (or other licensed prescriber's) authorization is required for medication to be given at school for all prescription and over-the-counter medication. The prescriber's authorization may be on the pharmacy label attached to the bottle, or in the case of over-the-counter products, by a separate prescription provided to the health office.

Any student injured during the instructional day in the school building or on the schools' grounds must report to the Health Office so first aid can be provided. If the injury is more severe, the nurse will be notified to go to the student and an assessment will be made before the student is moved. Families will be notified of serious injuries. Acetaminophen and ibuprofen may be provided to students in the Health Office after written parent/guardian consent is received in the Health Office.

Written parent/guardian consent is good for the current school year and must be renewed every year. Formulary consent forms are available in the Health Office.

## RESTROOM POLICIES

We want all students and staff to have access to restrooms that are clean, safe, and being used for their intended purpose.

The intended purpose of a restroom is to provide a designated space for individuals to address their personal hygiene needs and use the toilet. We want these spaces to be comfortable to use by all staff and students. Any student violating the rules below is subject to being searched and potential disciplinary action.

### MAINTAIN CLEANLINESS

Keep the restroom clean and tidy by flushing the toilet, throwing paper towels into the garbage bin, disposing of waste properly, and reporting any maintenance issues (out of paper towels for example) to staff.

### USE PROPER HYGIENE

Wash your hands thoroughly with soap and water after using the restroom to maintain personal hygiene. Additionally, dispose of paper towels or other waste materials in designated bins.

### USE FOR ITS INTENDED PURPOSE

Utilize the restroom solely for its intended purpose. Avoid engaging in disruptive or inappropriate activities, such as loitering, phone use, vandalism, or vaping.

## REPORT CONCERNS OR INCIDENTS

If you encounter any issues in the restroom, such as damaged facilities, inadequate supplies, or incidents of bullying or harassment, report them to the school administration or staff as soon as possible.

### ONE PERSON PER STALL

Stalls are designed for individuals to use the facilities with privacy. Having more than one person in a stall indicates that it is being used for something other than its intended purpose.

### USE THE ASSIGNED RESTROOM FOR YOUR LOCATION

Students are not permitted to use the restroom of their choice, but instead must use the restroom assigned to them by the e-Hall Pass system or their location. For example, if it's a passing period and your previous and next classes are in the north building, you are not allowed to use a restroom in the south building.

Remember, these rules aim to maintain a clean, safe, and respectful environment for everyone using the high school restroom facilities.

## DRESS CODE

For information regarding Dress Code, please refer to the LPS Important Information Booklet. This information can be found in the Student Services Common Practices section, on page 48. The LPS Important Information Booklet can be found on the front page of the LPS website ([lps.org](https://lps.org)) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

## SCHOOL SEARCH & 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 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.

## PROCEDURES

### IDS

All students must have their current LHS student identification (ID) on their bodies. This is in line with LPS Policy 6412, which requires all high school students to visually display their official LPS student photo ID cards. The ID must be visible at all times and cannot be in a student's wallet, backpack, or any other place that is not visible to staff members who pass them in the hallways.



## **LANGUAGE**

Students should use language that is appropriate for the school environment. This includes refraining from the use of profanity as well as language that is crude, vulgar, or potentially offensive to other community members. Students should also be mindful of the volume and tone of their words, keeping in mind that how their language is received is often based not on what you say, but how you say it.

## **CHROMEBOOKS**

Students should bring their Chromebooks to school every day, fully charged. Students should also adhere to the school's technology policy and refrain from inappropriate use of their technology.

## **WARNING BELL**

Students have six minutes between classes. When there are two minutes remaining in the passing period, the warning bell will sound. At this point, all students should be walking to their classes. No students should be standing around conversing once this warning bell has sounded.

## **CONGREGATING**

Our hallways are often very crowded. Students should not sit on stairwells or congregate in high traffic areas such as:

- On or near the stairs
- Near doorways
- In the middle of the hallway

## **AFTER-SCHOOL POLICY**

Within 10 minutes after the final bell students are required to report to a supervised area such as sponsored activities, study hall, or the weight room. All other students will be required to exit the school building. Students who are outside but on school property must continue to follow the schoolwide expectations. Failure to do so may result in the student being asked to leave school property.

## **LOST & FOUND**

A lost and found department is maintained in the Associate Principal's (AP) Office, Room 200. Students finding items should take them to campus security. Lost items are tagged and kept for 30 days and then given to local agencies.

## **STUDENT VALUABLES**

Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. Lincoln High School or Lincoln Public Schools is not responsible for lost or stolen articles.

## **STUDENT LUNCH PERIOD**

All students have one lunch period. School Board policy allows juniors and seniors to leave campus during lunch. Freshmen and sophomores must stay on campus during lunch. Food items are to be eaten in the designated areas only.

## **EXITING THE BUILDING**

Students who exit the building, must have parent permission communicated in writing or via phone to school personnel. If a student exits the building without permission and attempts to return, they will be subject to a search, parent contact, and possible disciplinary action such as detention/time owed, ISS, or Saturday School.

## **ACADEMIC AND ATTENDANCE REQUIREMENTS TO ATTEND LINCOLN HIGH DANCES**

A student who would like to attend a Lincoln High dance needs to meet the following requirements:

- Ten or less trancies per semester (not the entire school year)
- Cannot be failing two or more classes
- All fines (including library) must be paid in full

Guests must be 20 years of age or younger. All guests must complete a dance guest form which will be reviewed by the resource officer and administration. Forms are available from the AP Office. The guest form must be sent from the high school the student attends. If the guest is not a student, they must have a parent signature. Ninth and tenth grade students may attend prom, but must attend with a junior or senior. Both students must be present when purchasing tickets for the dance. All grades are eligible to attend the homecoming dance.



### HANGING UP SIGNS/POSTERS

Any group wishing to display posters or other informational material must have approval from the AP Office. These materials will be stamped for approval. If materials are displayed without approval, they will be taken down immediately. Materials posted for display should only be placed on brick and not any other part of the wall, using an adhesive that is strong enough to hold.

### STUDENT VALUABLES

Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. Lincoln High School or Lincoln Public Schools is not responsible for lost or stolen articles.

### STUDENT LUNCH PERIOD

All students have one lunch period. School Board policy allows juniors and seniors to leave campus during lunch. Freshmen and sophomores must stay on campus during lunch. Food items are to be eaten in the designated areas only.

### EXITING THE BUILDING

Students who exit the building, must have parent permission communicated in writing or via phone to school personnel. If a student exits the building without permission and attempts to return, they will be subject to a search, parent contact, and possible disciplinary action such as detention/time owed, ISS, or Saturday School.

## HALLWAY TRAFFIC PLAN

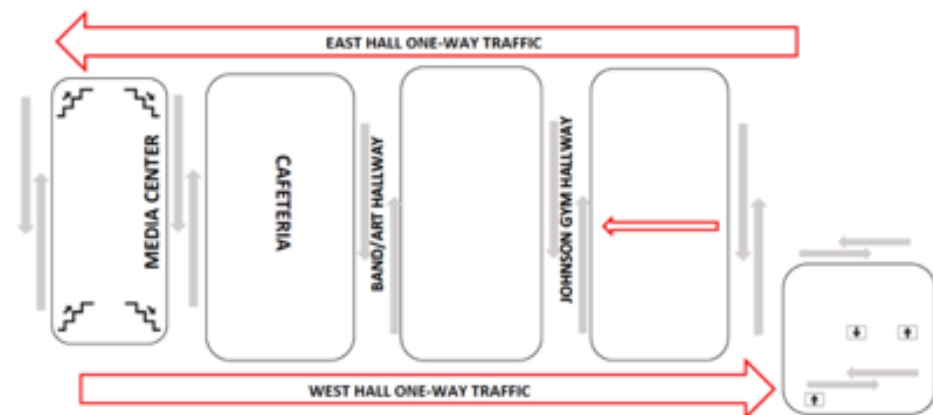
Many of the main hallways running North & South will be one way (see map below). Students should map out their routes to each of their classes. While sometimes the route may not be the most efficient one in terms of distance, it will be the most efficient in terms of time (best traffic flow).

### HALLWAYS

- Main (North) Building:
  - The West Hallway will be one-way traffic going South.
  - The East Hallway will be one-way traffic going North.
  - All hallways that run east/west will be two-way traffic.
- Halls Connecting Johnson Hall to South Building
  - Weight Room Hall: one-way traffic going North.
  - Locker Room Hall: one-way traffic going South.
- South Building
  - The halls running north/south in South Building will all be two-way traffic.
- Westside Sidewalk
  - This will be open during passing periods. The only re-entry points will be North & South doors.
- One-Way Traffic
  - One-way traffic patterns apply during morning arrival, passing periods, lunchtime, and dismissal. The purpose of one-way traffic is to create the most efficient and safest traffic pattern for students when transitioning to class. During class time, if a student is in the hallway (e.g., going to the office), the student may take the shortest route regardless of traffic pattern, as the hallway should be nearly vacant.
- Stay to Your Right
  - In hallways that are two-way traffic, students must walk on the right side of the hallway. This will minimize collisions and create the most efficient flow.

### STAIRWELLS

- All stairwells are two-way, but students must follow the signs to know which side of the stairwell to walk on to ensure smooth traffic flow.



## ACADEMIC INTEGRITY

Lincoln High students are expected to be honest and truthful in presenting their work.

### CHEATING

The following actions are considered cheating and are not acceptable when submitting assignments or assessments for class credit:

- Copying from someone else's work on a test, quiz, or assignment
- Allowing another student to copy your work
- Completing work for another student
- Presenting materials on any assignment or test as your own work when it is the work of another person or source
- Passing answers from a quiz or test to another student in the same class or another class

### PLAGIARISM

Plagiarism is a serious form of cheating. It is not acceptable to use material (words, ideas, images, or data) from a website, book, periodical, or other resource without properly giving credit to the source.

The following actions are considered plagiarism and are therefore unacceptable:

- Using the words and/or research of any author or source without the proper use of quotation marks, footnotes, and a Works Cited page (ask your teacher what form of citation/documentation is required on a particular assignment)
- Cutting or pasting passages from a website or other source into the text of your own writing and representing it as your own original work
- Copying words from a print source and representing it as your own
- Closely paraphrasing or revising the words from any source as a form of less obvious copying
- Purchasing, downloading, or borrowing papers or other assignments from the internet, by mail, or another student or resource

If a student is caught cheating or plagiarizing:

1. Students will receive due process. The teacher has a private conversation with the student to explain what he/she observed and to get the student's perspective about what the student did. The teacher uses professional judgment to determine if he/she believes the student was cheating. If the teacher determines the student was cheating, the teacher must write a discipline referral.
2. Teacher calls home and informs parents.
3. Administrator will meet with the student to process the referral.
4. Administrator will assign appropriate consequences.
5. Students will be expected to complete the original assignment or an alternative assignment/form of the assessment, for full credit, 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 the case of multiple events, additional and more severe consequences will follow.

### INDEPENDENT STUDY

All students planning to take Independent Study must complete a contract for Independent Study. The contracts must be submitted for approval prior to the end of the fourth week of the semester. The forms and procedures for Independent Study are available in the AP Office.

### FUNDRAISING

All fundraising for clubs and/or activities of the Lincoln Public Schools shall be within the policies of the Board of Education. All fundraisers must be approved by the AP at least two weeks prior to the starting date. In general, fundraising projects must provide something of value for the person who donates to the fund. Students participating in fundraising through their club or organization are responsible for the total amount of the items they sell or check out. Items or the value of those items will be billed to the students. Payment or returned items will be required.

***\*LPS POLICY PROHIBITS SELLING RAFFLES AND GAMES OF CHANCE. Members of each club and/or activity should plan their projects in advance, working cooperatively with their staff sponsor.***

### MAKE-UP WORK

For all absences students must take the initiative to make up for missed schoolwork. Teachers will allow adequate time to make up work. The school staff accepts the responsibility to help students make up work in connection with absences. Make-up work may be requested through the AP Office for extended absences.



## MEDIA CENTER/COMPUTER LAB

The Lincoln High School Media Center and General Purpose Lab are open daily for student use. All students are welcome to use the resources available in the media center. For a list of hours or to search the online catalog and online database suite, please visit our website at <http://wp.lps.org/medialhs>

Students are required to scan their student ID upon entering. During scheduled class time, students must present a pass at the checkout desk. Food and drink are not allowed in the media center. Compliance with all school policies is expected.

The main purpose of the computers in the media center and general-purpose lab is for educational use. Due to the Child Internet Protection Act (CIPA) and bandwidth limitations, students are asked to refrain from the following activities:

- Playing games
- Using social media
- Downloading software
- Watching non-educational video clips

Using a proxy to access these activities is in violation of the Child Internet Protection Act and district policy. Students and staff are expected to follow LPS District Computer Use Guidelines. Personal printing carries a required charge of five cents per page, but there is no charge for printing class assignments. Students and staff are expected to follow LPS District Computer Use Guidelines.



## GRADES

The marks used for reporting student progress and points for each in high school are as follows:

Grade	Non-Weighted	Scale	Weighted	
A	4	90-100	5.0	INC - Incomplete
B+	3.5	85-89	4.5	CON - Conditional
B	3	80-84	4.0	W - Withdrew
C+	2.5	75-79	3.5	S - Satisfactory
C	2	70-74	3.0	U - Unsatisfactory
D+	1.5	65-69	No Weighting	
D	1 (passing)	60-64	No Weighting	
F	0 (failing)	0-59	No Weighting	

Weighted grades are given for some identified, district-wide high school courses. Courses which offer weighted grades are selected by a district committee and reviewed yearly.

### GRADES: PASS/FAIL

Each student shall be limited to elect an Satisfactory/Unsatisfactory (S/U) mark for ten credit points of course work in any one semester and a maximum of thirty credit points of course work in grades nine through twelve. S/U grades are not computed in honor roll or class rank.

### GRADES WEIGHTED

Weighted grades are given for designated district-wide high school courses. Courses which offer weighted grades are selected by a district committee and reviewed yearly. More information on weighted grades and graduation requirements is available in the counseling center.

### GRADES WITHDRAWING

The District policy regarding grading options for students who drop a class is as follows: If a student withdraws from a semester or quarter class during weeks one through three of the class, no notation goes on their cumulative record. If a student withdraws during weeks four through eleven of a semester class (week four through five in a quarter class), a "W" will be placed on the student's record. If a student withdraws during weeks twelve through eighteen of a semester class (weeks six through nine in a quarter class), an "F" will be placed in 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 designee.

### 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; the evidence of reaching that expected level may be test scores and/or coursework. The counseling center has more information about graduation requirements.

## ACADEMIC HONORS

### CLASS RANK

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.
  - a. The weighted GPA will be used to calculate all academic honors.
  - b. This model will replace the practice of using class rank on all official LPS documents.
  - c. In the event that a miscalculation occurs honors may be awarded after the fact, but honors mistakenly awarded will not be retracted.

Honors will be determined following the second to last semester of high school, and the student is required to graduate by the end of the next semester. The District will provide documentation for identification of students in the top half of the class if requested.

### NATIONAL HONOR SOCIETY

This national organization honors outstanding senior students who excel in scholarship, leadership, citizenship, and service to the school. To be considered for election, a student must have completed 150 credit hours in grades 9-11 (75 in NCAA Core Curriculum) and have a GPA of 3.5 or higher at the end of the junior year. Selection is made by a committee of faculty members on the basis of the student’s overall record.

### HONOR ROLL

In order to qualify for the Honor Roll, a student must have earned 25 hours with a GPA of 3.50 or higher. Courses taken for marks of S and U shall not be included when computing honor roll. Students meeting the requirements for Honor Roll are recognized at an Honors Convocation and a certificate is awarded to each honoree.

### ACADEMIC LETTER

To earn an academic letter, a student must have earned 25 hours credit in both semesters of the previous year with a GPA of 4.0 (weighted) or higher.

## THEATRE ETIQUETTE

The Lincoln High School Ted Sorensen Theatre is a performance space where our students can display their talents and share them with audiences of adults and peers. This venerable theatre is a central piece to Lincoln High. Each school year, students and adult audiences at Lincoln High School have the opportunity to attend many performances, assemblies, and rallies with outstanding speakers and performers. Numerous music, speaking, and dramatic events are also held outside the school day. We owe it to the performers and those in the audience to enjoy an atmosphere that is supportive and respectful.

As we want the best possible environment for our audiences, we ask that these rules be followed:

1. NO food or drink (including water) will be allowed in the theatre.
2. When the lights dim, the audience should be quiet. (Applause and laughter at appropriate times is appreciated.)
3. No jumping between, on, or over the seats. No jumping off or sitting on the edge of the stage. (Please keep your feet off the seats and the front wall. No leaning over the balcony.)
4. No electronic devices can be used in the theatre; they should be OFF.
5. The school dress code will be followed.
6. Please care for your children in a way that minimizes distractions to the audiences or performers.
7. Please stay seated; exiting is only allowed between acts, during intermissions, and for emergencies.
8. Please do not touch the curtains.
9. You may not leave the theatre until you are dismissed. (The bell does not necessarily signal your dismissal from the theatre.)
10. No flash cameras are to be used in the theatre.

## SEARCHES OF STUDENTS & PROPERTY

### REGULATION 5420.7

In maintaining discipline and providing a safe environment for students and staff, district employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. School administrators or designees 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 or designee determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. Administrators or designees 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 the violation of a statute, policy or rule. Student lockers, desks, and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school.

When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search. Vehicles parked on LHS property are subject to search by the administration.



## ACTIVITIES/ATHLETICS ELIGIBILITY

Any student who is a member of any activity or organization that either performs or participates in any type of interscholastic competitive events must be academically eligible. Eligibility is earned when:

In the semester immediately preceding membership, the student has passed at least 25 credits, and the student must be enrolled in 30 credits during the semester of participation and pass at least 25 credits. Students will need to check with the activity sponsor to determine eligibility requirements. Waivers of these guidelines may be allowed with an administrator-approved contract.

If students meet the eligibility requirements, they may compete on Lincoln High's Varsity, Junior Varsity, Reserve or Freshman teams depending upon their year in school and ability to perform at the required level. All information concerning athletic teams can be obtained from the athletic office.

Students should know all rules of the Nebraska School Activities Association and Lincoln Public School that affect their opportunity to participate in the competitive programs at Lincoln High School. Please read the rules carefully. These must be reviewed every semester in order to determine the eligibility of each student. Students should confirm their eligibility if they plan to participate in interscholastic competition. Questions about rules should be directed to the coach, athletic director, or principal.

### Mental and Behavioral Health Point of Contact



Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports.

## PARKING

### STUDENT PARKING

Student parking is available in the following places: Student Lot south of Randolph Street; Student Lot just off Capital Parkway to the NW of the apartments; Public Lot north of Capitol Parkway by Lewis Fields; and any legal street parking. Students may not park in any staff parking lots between 7:00 a.m. and 3:30 p.m. Students should park only in marked stalls. Cars blocking exits, entrances, driving areas, other students' cars, red zones, or are parked illegally may be towed at the drivers' expense. Students will not be called from class to move their vehicles.

### STAFF PARKING

Staff parking is assigned and a permit is required. Staff lots are located north and east of the main building and gym area, and south of Lincoln High. Violators will be towed without warning if they park in staff parking lots.



# LPS 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, TOBACCO AND DRUG VIOLATION CONSEQUENCES

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

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

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

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

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

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

**STUDENTS**  
Remain in the area until the "All Clear" is indicated

**ADULTS**  
Close and lock door  
Business as usual  
Account for students and adults



## **SECURE! Get inside. Lock outside doors.**

**STUDENTS**  
Return inside  
Business as usual  
Monitored entry or controlled release of students as information increases

**ADULTS**  
Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Account for students and adults



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

**STUDENTS**  
Move away from sight  
Maintain silence  
Do not open the door

**ADULTS**  
Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Account for students and adults  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

**STUDENTS**  
Evacuate to specified location  
Bring your phone  
Instructions may be provided about retaining or leaving belongings

**ADULTS**  
Lead evacuation to specified location  
Account for students and adults  
Notify if missing, extra or injured students or adults



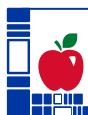
## **SHELTER! Hazard and safety strategy.**

**STUDENTS**

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

**ADULTS**  
Lead safety strategy  
Account for students and adults

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### **LINCOLN BOARD OF EDUCATION**

5905 O Street • Lincoln, NE 68510

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



## **NON-DISCRIMINATION**

Lincoln High School is committed to providing a safe and supportive environment for all students. Discrimination on the basis of race, ethnicity, religion, gender, sexual orientation, age or ability is unacceptable at Lincoln High. Behaviors which discriminate and attitudes which are prejudicial threaten to destroy the environment of understanding and mutual respect that must prevail if LHS is to fulfill its purpose. At Lincoln 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 free of harassment from spectators and participants.

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