



LINCOLN SOUTHEAST HIGH SCHOOL STUDENT HANDBOOK

— 2025 - 2026 —



HOME OF THE KNIGHTS

2930 SOUTH 37TH STREET | LINCOLN, NE 68506
PHONE: 402-436-1304 | FAX: 402-436-1357 | LSE.LPS.ORG

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.

PLEASE NOTE:

All procedures, guidelines and dates outlined in this document are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.

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LPS STUDENT CALENDAR | 2025-26

JULY 2025

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		

AUGUST 2025

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

SEPTEMBER 2025

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OCTOBER 2025

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NOVEMBER 2025

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23	24	25	26	27	28	29
30						

DECEMBER 2025

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30	31			

JANUARY 2026

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25	26	27	28	29	30	31

FEBRUARY 2026

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MARCH 2026

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29	30	31				

APRIL 2026

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26	27	28	29	30		

MAY 2026

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

JUNE 2026

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

- First Day for K, 6, & 9th Grades
- First Day for 1-5, 7-8, & 10-12th Grades
- Last Day for Students
- All Schools Not in Session
- Schools Not in Session (*Professional Learning/Planning Day*)
- ▢ Quarter Start Dates
- ▢ Quarter End Dates

GRADUATION DATES

Tuesday, May 19, 2026 - Yankee Hill

Wednesday, May 20, 2026 - Independence Academy

Thursday, May 21, 2026 - Bryan Community Focus Program

At Pinnacle Bank Arena May 22-24, 2026

Fri: LSE | Sat: LNE, LSW, LNW, LNS | Sun: EHS, LHS, LSB

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.

LINCOLN SOUTHEAST STAFF

Principal	Tanner Penrod
Associate Principal	Rob Baltensperger
Associate Principal	Crystal Folden
Associate Principal	Jeremy Sevick
Special Education Coordinator	Antonio Horton
Assistant Special Education Coordinator	Seth Shanahan
Educational Coordinator	Ryan Gottula
Educational Coordinator	Kate Sims
Athletic Director	Kara Graham
Assistant Athletic Director	Jim Jacobsen
School Psychologist	Jennifer Calixte
School Community Intervention and Prevention (SCIP)	Jess Moser
School Nurse	Melissa Haitt
Principal's Administrative Professional	Kim Peters
Associate Principal's Administrative Professional (Folden)	Erin Davis
Associate Principal's Administrative Professional (Baltensperger)	Leyten Morley
Associate Principal's Administrative Professional (Sevick)	Kendra Parson
Athletic Director's Administrative Professional (Graham/Jacobsen)	Michelle Jones
Special Education Administrative Professional (Horton/Shanahan)	Christie Flynn
Educational Coordinator's Administrative Professional (Gottula/Sims)	Donna Wilke
Receptionist	Pam Anderson
Attendance Technician	Mimi Potter
Attendance Office (Parent Line)	Donna Wilke
Bookkeeper	Margaret Proffitt
Office Technician	Sandi Beyke
In School Suspension Supervisor/Knightly Success	Sara Hazen
Media Center Specialist	Sara Friest
Gifted Program	Sarah Currie
Cafeteria Manager	Tammie Rayburn

ADMINISTRATORS

A - Cos	Rob Baltensperger
Cot - Hog	Ryan Gottula
Hoh - Mi	Kate Sims
Mj - Se	Jeremy Sevick
Sf - Z	Crystal Folden

SPECIAL EDUCATION

A - J	Antonio Horton
K - Z	Seth Shanahan

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	Joe Coleman
Stp - Z	Liz Rock
School Social Worker A-0	Gretchen Baker
School Social Worker P-Z	Jess Moser
Registrar	Dawn Worrall
Counseling Administrative Professional	Kendra Parson

CLASS SCHEDULE

Period 0	7:00 a.m. - 7:50 a.m.
Period 1	8:00 a.m. - 8:50 a.m.
Period 2	8:55 a.m. - 9:45 a.m.
Period 3	9:50 a.m. - 10:40 a.m.
Period 4	10:45 a.m. - 11:40 a.m.
Period 5 - 1st Lunch	11:40 a.m. - 12:10 p.m.
Period 5 - 1st Lunch Class	12:15 p.m. - 1:10 p.m.
Period 5 - 2nd Lunch Class	11:45 a.m. - 12:10 p.m.
Period 5 - 2nd Lunch	12:10 p.m. - 12:40 p.m.
Period 5 - 2nd Lunch Class	12:45 p.m. - 1:10 p.m.
Period 5 - 3rd Lunch Class	11:45 a.m. - 12:40 p.m.
Period 5 - 3rd Lunch	12:40 p.m. - 1:10 p.m.
Period 6	1:15 p.m. - 2:05 p.m.
Period 7	2:10 p.m. - 3:00 p.m.

- 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 5th period classroom.
- **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 must arrive at Knight House by 3:15 to be admitted. Students arriving after 3:15 must have a pass from a staff member.
- 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.

LSE Main Office Hours | 6:30 a.m. - 4 p.m.
Counseling Center Hours | 7:30 a.m. - 4 p.m.
Athletic Office Hours | 7:30 a.m. - 4 p.m.

RULES AND REGULATIONS

For more information, please see 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

SA - School Activity

This option is not available on the mobile app.

PARENTVUE ABSENCE CODES

(MOBILE APP VERSION)

 **Unexcused Absent**

 **Excused**

 **Unexcused Tardy**

 **Excused Tardy**

 **Activity**

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

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.

PARENTVUE 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 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 Summer St.. It does not include the Bryan Center, Elementary Behavioral Skills Program (EBSP), Secondary Behavior Skills Program (SCSP) or CAPS at Bryan LGH.	Excused
EX	Expulsion	The student has been placed on expulsion but after a conference with Student Services has chose 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 absence 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.

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.

Food orders will not be accepted from food delivery companies (i.e. DoorDash, etc.) Only parents/guardians may deliver food to their student(s).

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

TR - Truant

The four stages of Not School Excused Absences is as follows:

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.

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.

*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.

TARDY PROCEDURE

Students must arrive on time to all classes. Each student at Southeast has five minutes between classes, with a warning bell sounding when one minute remains in the passing period. Teachers will mark late students as tardy unless they have a pass from their previous class or location.

Southeast will track student tardiness weekly and use a tiered system of consequences when students consistently arrive late to classes. Consequences include conferences with administrators, parent/guardian contact, detentions, parent meetings, and in-school or out-of-school suspension. For students arriving at class 15 or more minutes late, teachers may use discretion and assign detentions and/or write an office referral.

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 a 7th 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

Students must have an approved digital hall pass from a staff member to be in the halls during class time. 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 1,800 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 will be issued a permanent student ID and a break-away lanyard at the beginning of the year at no cost. If a student forgets to bring the ID card to school, they 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. Payments not made at time of purchase will be added to student's fees.

PHOTO ID CARD USAGE

- Students must carry their LSE student IDs on their person at all times and be ready to display it upon request.
- Students will also need to show or display their ID cards to purchase tickets for school activities, including all school dances.

LOCKERS, LOCKS AND SEARCHES

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.

Locks must remain with the assigned locker at all times. Fines will be assessed for lost locks and for any writing on or vandalism of the locker.

School administrators are authorized to conduct searches of students and their belongings (e.g. book bags, purses, etc.) 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.

VALUABLES

Students should not bring large amounts of money or other valuable items to school. Neither Lincoln Southeast High School nor Lincoln Public Schools are responsible for lost, stolen, or damaged items.

PROHIBITED ELECTRONIC DEVICES

The use of personal electronic devices during the instructional period can distract from the learning process. As students have individual Chromebooks and other electronic devices, students no longer need to use their personal electronic devices 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

- **DURING THE INSTRUCTIONAL PERIOD, ALL PERSONAL DEVICES SHOULD BE** powered off and out of sight.
- **CELL PHONE USE IS NOT ALLOWED AT ANY TIME IN RESTROOMS.**
- **STUDENTS MAY USE THEIR PERSONAL DEVICES** before/after school, between class periods, and during their assigned lunch.
- **PERSONAL DEVICES INCLUDE** Cell phones, headphones, earbuds, etc. / Smartwatches may be worn but not used for communication purposes.
- **AT THE BEGINNING OF EACH INSTRUCTIONAL PERIOD:**
Students will be reminded that their personal electronic devices should be powered off and out of sight. Students will be encouraged to place electronic devices in the designated storage location in the classroom
 1. The teacher will ask the student to put their electronic device in the designated storage location in the classroom. If the student complies with the teacher's request this does NOT count as an electronic device infraction.
 2. The teacher will contact the office for device collection. If the student turns over their device to the retrieving adult the device will be collected and held in the main office for the remainder of the day. The incident will be logged as an electronic device infraction.
 3. If a student refuses to turn in the device, the student will be removed from the classroom and escorted to a problem-solving location. The device will be collected for the remainder of the day and electronic device infraction will be logged. Refusal to turn over the device will result in further disciplinary action.

Compliance at any step will prevent movement to the next step.

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 Acknowledgment 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](https://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.

ELECTRONIC DEVICE INFRACTIONS

1ST INFRACTION

Returned to the student at the end of the school day.

2ND INFRACTION

Returned to the student at the end of the school day. Parent/guardian notified.

3RD INFRACTION

Return to the student at the end of the school day and a building-level in-school corrective plan developed. Parent/guardian notified.

HABITUAL NON-COMPLIANCE

The teacher will write a referral and the student's administrator will work with the student and family to determine a personalized plan to meet the expectation notified.

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

ELIGIBILITY FOR FREE AND REDUCED PRICED 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. 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.

\$1.50 - breakfast for secondary students

\$0.30 - reduced priced breakfast

\$2.85 - lunch for high school

\$0.40 - reduced priced lunch

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, [LPS.org](https://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.

STUDENT PARKING GUIDELINES

2025-2026

All vehicles parked in ANY LSE student parking lot must have a parking permit (see page 12). Parking in both A Lot (off of Van Dorn) and C Lot (off of 40th) will be on a first come first serve basis. Students with a parking pass can park in either the A or C Lot.

Unfortunately, due to limited on campus parking, parking on campus is not guaranteed and those who are unable to find parking will need to look for parking on the surrounding neighborhood side streets.

[LSE NEIGHBORHOOD PARKING MAP](#)

Students need to plan accordingly and arrive at LSE with enough time to find neighborhood parking if none is available on campus.

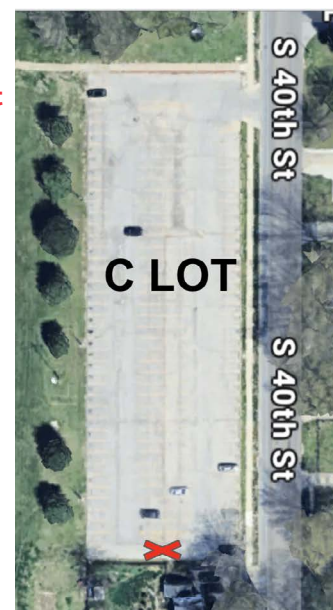
STUDENT PARKING EXPECTATIONS

- All student vehicles parked on campus must have a valid and visible parking permit decal displayed in the driver's side lower windshield.
- All student vehicles parked on campus must be in the A or C Lot (students are not allowed to park in staff lots, visitor stalls or other reserved areas).
- Do not park in the designated fire lanes, bus or loading zones.
- **Students must park within the lines of a single stall.**
 - **DO NOT PARK IN THE THRU LANES at the ends of the lanes - students are being forced to reverse the length of the lot, creating unsafe driving conditions for all**
 - **Due to the unsafe driving conditions this is creating, cars parked in a thru-lane may be towed without notice/warning (at the owner's expense)**
- Handicap stalls are reserved for vehicles with the appropriate, government issued, signage -this is monitored by LPD and citations will be issued in addition to the LSE tickets.
- Students are expected to drive safely on campus.

Student Parking Permits may be revoked due to failure to abide by these expectations



Cars parked in a thru lanes may be towed without prior notice or warning.



PARKING VIOLATIONS FOR STUDENTS NOT MEETING STUDENT PARKING EXPECTATIONS WITH THE EXCEPTION OF THRU LANE PARKING:

1st Violation

Written warning

2nd Violation

Written \$15.00 ticket

3rd Violation

Written \$15.00 ticket

4th Violation

Tow at owner's expense (This costs around \$170.00 - Capital Towing)

PARKING VIOLATIONS FOR STUDENTS PARKING IN A THRU LANE:

1st Violation

Tow at owner's expense

ADDITIONAL INFORMATION REGARDING STUDENT PARKING AT LSE

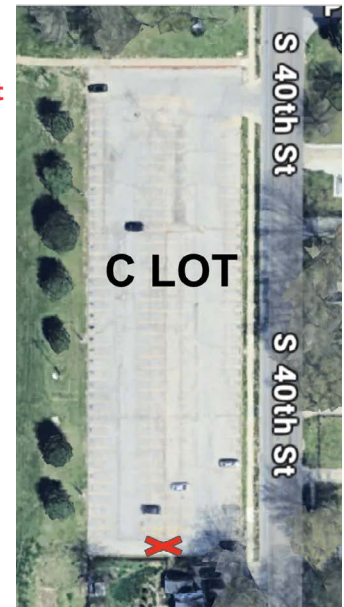
- Students that submit a parking permit application are agreeing to follow all LSE Student Parking Expectations.
- Violations of the LSE Student Parking Expectations may result in the loss of parking privileges.
- Any vehicle parked on Lincoln Public Schools property is subject to be searched based on suspicion of violation of school rules or criminal offense.
- LPS/LSE is not financially responsible for any damage that may occur to your vehicle if it is towed.

LSE PARKING / PARKING PERMIT PROCESS AND GUIDELINES:

1. Students with a valid driver's license can apply for a parking permit (while available) if they have cleared all fines/fees owed to LPS.



Cars parked in a thru lanes may be towed without prior notice or warning.



- Questions regarding fines/fees should be directed to the main office / Questions regarding payment options/plans should be directed to your administrator.
2. Students must submit the Parking Application (LPS Jump Code CFM9)
 - If you have a permanent change to your primary vehicle during the school year, you must come to the main office to register the new vehicle, and pick up a new parking permit decal. If you are temporarily driving a different vehicle, you must sign in your vehicle BEFORE your first class at Door 18; failure to do so will make you responsible for the ticket.

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.

DISTRICT DRESS CODE GUIDELINES

- 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 the hoods may not conceal the students face. 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 bandannas, 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. Repeated violations could result in school consequences.
4. Students will not be allowed to return to classes until they are in compliance with the school dress code.

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.

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

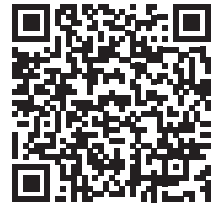
HEALTH SERVICES

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.

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. Go to home.LPS.org/socialworkers/mental-behavioral-health-points-of-contact or scan the QR code.



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, 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.

MULTI-TIERED SYSTEMS OF SUPPORT

PAR BEHAVIOR FRAMEWORK INTRODUCTION

Lincoln Public Schools is committed to positive behavior grounded in supports for ALL students that build strong and safe school communities. Supports for student wellbeing and positive behavior have a direct impact on instructional outcomes, school climate, and safety. Using evidence-based practices to support student behavior promotes equitable outcomes for all students. The PAR framework encompasses evidence-based practices, preventative strategies, consistent and clear accountability, and restorative approaches to address behavior in educational settings.

Knight PRIDE is the acronym used for school-wide expectations at Southeast.



Be accountable for
your learning
and actions

Show kindness and
acceptance towards
yourself and others

Do the right thing,
even when it is
difficult and nobody
is looking

Set goals, work hard,
and keep trying

Be engaged and do
your best at all times



C L A S S R O O M

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.

Students should head straight to Knight House after school and not exit the school building. If unforeseen circumstances arise students should communicate with Southeast secure entrance monitor and/or Southeast administration.

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.

HIGH SCHOOL GRADE SCALE

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

GRADE VALUES OF WEIGHTED CLASSES

LETTER GRADE	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	

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.

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:

- Accounting D 1
- Advanced Algebra D
- Anatomy/Physiology D
- Biology D
- Calculus III
- Chemistry D
- English 10D
- Physics D
- Pre-Calculus D
- Wealth Building & Financial Management
- ALL Advancement Placement (AP) Courses

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

SYNERGY GRADEBOOK CODES

SYNERGY CODE	CODE DESCRIPTION	WHAT IT MEANS...
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 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.

ADVANCEMENT 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

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 LETTER 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

Juniors 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 spring of their junior year. Eligibility will be based on the student's weighted GPA (3.6 or higher) through the fall semester for their junior year. Maintenance of a weighted GPA of 3.6 or higher is required for continued membership.

GRADUATION HONORS

The Laude Latin model will be used to recognize academic excellence at the conclusion of a student's high school career. Students will work to compete against the criterion for academic honors – rather than other students. A student's final cumulative GPA following the second to last quarter of high school (or term three for a block school) will be used to determine the level of honor on a student's high school transcript, diploma, and for academic recognition at commencement exercises. The following three levels of academic honors will be used:

SUMMA CUM LAUDE (WITH HIGHEST DISTINCTION)	MAGNA CUM LAUDE (WITH GREAT DISTINCTION)	CUM LAUDE (WITH DISTINCTION)
4.250+ Students with cumulative GPA of 4.250 and above on a 4.00 weighted scale.	4.000 to 4.24 Students with cumulative GPA of 4.000 to 4.24 on a 4.00 weighted scale.	3.750 to 3.999 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 will have a private conversation with the student to explain what was observed and to get the student's perspective about what the student did. The teacher uses professional judgment to determine if they believe the student was academically dishonest. If the teacher determines the student was academically dishonest, 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.
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** – 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** – is the use or close imitation of the work, language or ideas of another or of unapproved sources such as artificial intelligence (AI) technology (e.g. ChatGPT) unless such use is explicitly approved by the teacher and the representation of them as one's own original work. Teachers will instruct students in appropriate research and citation practices and the harms of copyright piracy.
- **FABRICATION** – 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** – the imitating or counterfeiting of images, documents, signatures, and the like.
- **OBSTRUCTION** – any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- **MULTIPLE SUBMISSION** – 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** – assisting or attempting to assist another person in any act of academic dishonesty.
- **COMPUTER MISUSE** – 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** – 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: 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 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.
- Thclass.lps.org email is a DISTRICT-WIDE messaging system. It cannot accept messages from or send messages to any address beyond 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.

LSE COUNSELORS

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

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 approved by a teacher and must check in with the person at the desk.

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.

LSE SOCIAL WORKERS

- **A-O**Gretchen Baker
- **P-Z**Jess Moser

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 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
- Bryan College of Health Sciences
- Chadron State College
- Concordia University, Nebraska
- Creighton University
- Doane University
- Hastings College
- Midland University
- Nebraska Wesleyan University
- Peru State College
- Southeast Community College - Beatrice (SCC)
- Southeast Community College - Lincoln (SCC)
- Southeast Community College - Milford (SCC)
- Union College
- University of Nebraska-Kearney (UNK)
- University of Nebraska-Lincoln (UNL)
- University of Nebraska-Omaha (UNO)
- 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 [LSE.LPS.org](https://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 sponsorship, student interest and approval of club constitution. To view a list of clubs available at LSE, visit the Club page on the LSE website available at this link: [LSE.LPS.org/clubs](https://lse.lps.org/clubs)

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*
- Countesses and Noblemen*
- Court Choir*
- Black and Gold
- Knight Sounds*
- 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 (reserve, junior varsity, and varsity), Shirettes (Dance Team), and Step Chain.

ATHLETICS

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

FALL

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

WINTER

- Girls Basketball
- Boys Basketball
- Boys/Girls Bowling
- Boys/Girls Swimming
- Boys/Girls Wrestling
- Unified Bowling

SPRING

- Baseball
- Boys Golf
- Boys/Girls Soccer
- Girls Tennis
- Boys/Girls Track & Field
- Unified Track

DANCES

All student fees and fines must be paid to be able to purchase tickets for homecoming and prom.

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

(Refer to Policies 6700 and 6740)

PURPOSE

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

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 time frame 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.

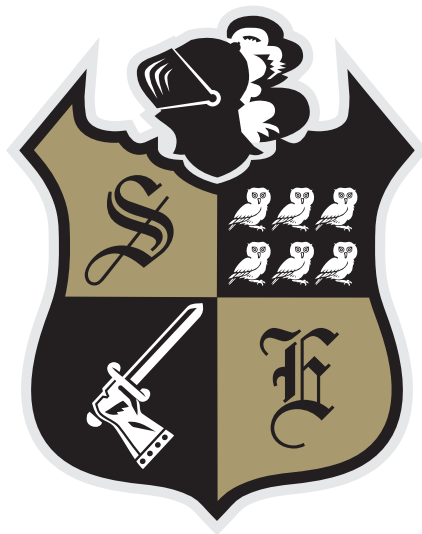
NEXT OFFENSE

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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John Skretta, Interim Superintendent

5/25

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.