

# Lincoln Southwest HIGH SCHOOL



## Student Handbook

7001 S. 14th Street | Lincoln, NE 68512 | 402-436-1306



**Lincoln**  
PUBLIC SCHOOLS



## **For Bilingual Liaisons:**

### **Español:**

Por favor llame a este número de teléfono si necesita servicios de intérpretes: 402-436-1938

### **Russian:**

Если вам требуются услуги переводчика пожалуйста позвоните по телефону: 402-436-1942

### **Vietnamese:**

Xin vui lòng gọi về số này nếu quý vị cần có dịch vụ thông dịch: 402-436-1939

### **Ukrainian:**

Будь ласка, зателефонуйте за цим номером, якщо вам потрібні послуги перекладу: 402-436-1786

### **Karen:**

ဝံသးရှုးကီးလိတဲစိနိာ်ဂံာ်အဝဲအံ့ဖဲနမ့ာ်လိာ်ဘာ်  
ပုဂံကတိာ်ကျိးထံတံာ်အတံာ်ဆိာ်ထွဲမၤစၤ 402-436-1769

### **Arabic:**

نرجو الإتصال على هذه الأرقام إذا كنتم تحتاج إلى  
خدمات الترجمة لمغلاّب العربية 402-436-1715

*All procedures, guidelines and dates outlined in these documents 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 bodies. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.*

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# LPS Student Calendar

# 2026

## JULY 2026

| 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 |    |

## OCTOBER 2026

| 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 2026

| 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 |    |    |    |    |    |

## NOVEMBER 2026





| 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 |    |    |    |    |    |




## SEPTEMBER 2026

| 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 |    |    |    |

## DECEMBER 2026

| 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 |    |    |

-  First Day for K, 6, & 9th Grades
-  All K-12 Students in Session
-  Last Day for Students
-  All Schools Not in Session

-  Schools Not in Session (Professional Learning/Planning Day)
-  Quarter Start Dates
-  Quarter End Dates

**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.

# LPS Student Calendar

# 2027

## JANUARY 2027

| 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 |    |    |    |    |    |    |

## APRIL 2027

| 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 |    |

## FEBRUARY 2027

| 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 |    |    |    |    |    |    |

## MAY 2027





| 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 |    |    |    |    |    |




## MARCH 2027

| 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 |    |    |    |

## JUNE 2027

| 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 |    |    |    |

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# Southwest High Special Dates

# 2026-27

## 1st Semester

|                   |  |
|-------------------|--|
| <b>Aug. 12</b>    | First Day of School (Freshman Day)             |
| <b>Aug. 13</b>    | First Day of School (All Grades)               |
| <b>Sept. 7-8</b>  | No School                                      |
| <b>Sept. 16</b>   | Parent Teacher Conferences                     |
| <b>Sept. 25</b>   | Homecoming Dance                               |
| <b>Oct. 13-14</b> | Finals   |
| <b>Oct. 15-16</b> | Fall Break                                     |
| <b>Oct. 19</b>    | No School                                      |
| <b>Nov. 5</b>     | Pre-ACT 10th Grade; No School grades 9, 11, 12 |
| <b>Nov. 12</b>    | Parent Teacher Conferences                     |
| <b>Nov. 25-27</b> | No School                                      |
| <b>Nov. 30</b>    | No School                                      |
| <b>Dec. 21-22</b> | Finals   |
| <b>Dec. 23</b>    | First Day of LPS Winter Break                  |

## 2nd Semester

|                  |  |
|------------------|--|
| <b>Jan. 5</b>    | Classes Resume                             |
| <b>Jan. 18</b>   | No School                                  |
| <b>Feb. 4</b>    | Parent Teacher Conferences                 |
| <b>Feb. 15</b>   | No School                                  |
| <b>Mar. 4-5</b>  | Finals                                     |
| <b>Mar. 8-12</b> | No School                                  |
| <b>Apr. 1</b>    | Parent Teacher Conferences                 |
| <b>Apr. 5</b>    | No School                                  |
| <b>Apr. 6</b>    | ACT 11th Grade; No School Grades 9, 10, 12 |
| <b>Apr. 14</b>   | Prom                                       |
| <b>Apr. 30</b>   | No School                                  |
| <b>May 19-20</b> | Finals                                     |
| <b>May 20</b>    | Last Day of Class for Students             |

## Intent of Handbook

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

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## Mission Statement

Lincoln Southwest High School will inspire an academic, creative, and flexible learning environment. Students, faculty, staff, and patrons will be challenged as a community of learners to reach their maximum potential in a safe, caring, multicultural, and technological environment.



## Southwest Belief Statements

Lincoln Southwest High School is a place where all students, faculty, staff, parents, and patrons can learn.

### We Believe In...

**Personalization** - a personalized approach to learning, which will help prepare each student for good citizenship and personal development for the next stage of life;

**Coherency** - the implementation of a coherent curriculum as a vehicle to provide students with the foundation to apply knowledge and skills for full participation in life in a democratic society;

**Time** - creating an environment in which learners have adequate time to actively participate in the learning process;

**Technology** - the integration of technology and training on a daily basis to ensure students will be able to comfortably participate in an increasingly technological society;

**Professional Development** - providing support and training to all faculty and staff so that they are equipped with adequate preparation and support to perform their responsibilities and continue their own learning;

**Leadership** - encouraging participation and involvement from both school and community members to partner and become leaders for learning.

# Southwest High School Bell Schedule



## Standard Bell Schedule

| PERIOD          | TIME  |
|-----------------|---|
| 00              | 7:15 - 8:00 am  |
| 01              | 8:15 - 9:45 am  |
| 02              | 9:51 - 11:21 am   |
| 03 First Lunch  | <b>11:27 - 11:53 am 1st Lunch</b><br>11:57 am - 1:27 pm 1st Lunch Class                                   |
| 03 Second Lunch | 11:27 am 12:11 pm 2nd Lunch Class<br><b>12:11 - 12:41 pm 2nd Lunch</b><br>12:45 - 1:27 pm 2nd Lunch Class |
| 03 Third Lunch  | 11:27 am - 12:57 pm 3rd Lunch Class<br><b>12:57 - 1:27 pm 3rd Lunch</b>                                   |
| 04              | 1:33 - 3:03 pm  |

## Tuesday Bell Schedule

| PERIOD          | TIME  |
|-----------------|---|
| 00              | 7:15 - 8:00 am  |
| 01              | 8:15 - 9:42 am  |
| 02              | 9:48 - 11:27 am   |
| 03 First Lunch  | <b>11:33 - 11:59 am 1st Lunch</b><br>12:03 - 1:30 pm 1st Lunch Class  |
| 03 Second Lunch | 11:33 am - 12:15 pm 2nd Lunch Class<br><b>12:15 - 12:45 pm 2nd Lunch</b><br>12:49 - 1:30 pm 2nd Lunch Class |
| 03 Third Lunch  | 11:33 am - 1:00 pm 3rd Lunch Class<br><b>1:00 - 1:30 pm 3rd Lunch</b>                                       |
| 04              | 1:36 - 3:03 pm  |

# LSW Final Exams

## Normal Final Exams Schedule

| TIME          | DAY 1   | DAY 2   |
|---------------|---------|---------|
| 9:00 - 10:30  | Block 1 | Block 3 |
| 10:45 - 12:15 | Block 2 | Block 4 |

## Arrival and Dismissal Plan

The school building will be open each school day at 7:00 a.m. The academic wing will open at 7:45 a.m. Unless students have arranged to meet with teachers, they are expected to remain in the commons or media center until 7:45 a.m. After dismissal each day, students are expected to remain in the commons, library, or in an assigned supervised area.

Note: Any altered schedules will be communicated to families via email and phone messages.

## Academic Integrity

Lincoln Southwest is committed to reinforcing high academic standards. Core values of diligence, civility, and honesty demonstrate academic integrity.

## Due Process Procedure

Any work that violates the rights of another in academic work or that involves misrepresentation of a student's work is considered dishonest.

1. The teacher and student will conference. The teacher may write a discipline referral.
2. Teacher calls and informs parents/guardians.
3. Teacher and/or administrator may meet with the student to determine if the student will be expected to complete an

alternative assignment / form of the assessment for full, partial, or no credit.

4. One instance of academic dishonesty may mean possible exclusion/dismissal from National Honor Society.
5. In the case of multiple events, additional and more severe consequences will follow (i.e., possible exclusion from the academic honors, additional disciplinary action, etc.).

## Context and Definitions

**Cheating:** Using or attempting to use unauthorized materials, information, or study aids to gain an unfair advantage over other students in any academic exercise. Examples include using notes/cell phones to obtain materials or talking during a test or exam; copying from another student's homework, class work, test, or quiz; and receiving information between exams in multiple sections of a course.

**Plagiarism:** Representing the words or ideas of another as one's own in any academic exercise. Examples include failing to enclose a direct quotation from a reference source in quotation marks or paraphrasing the words or ideas of another person without proper citation or documentation.

**Fabrication:** Falsifying or inventing information or citations in an academic exercise. Examples include making up fake statistics for an essay or padding a works cited page with references not cited in the text.

**Forgery:** Imitating or counterfeiting of images, documents, signatures, and the like.

**Multiple Submissions:** Submitting the same assignment in two or more courses without the prior permission of the respective instructors. Examples include using the same (or essentially the same) term paper/essay/speech in two classes without obtaining both instructors' permission.

**Misuse of Materials:** Abuse or unauthorized removal of academic materials from the classroom, library, or any other campus location. Examples include removing the pages from a book or magazine in the library, taking a book from the library without checking it out, taking

pictures of academic materials with a cell phone, or stealing an exam from a faculty member's office or desk.

**Misrepresentation:** Presenting false excuses or using deception to receive a higher grade or to avoid fulfilling the specific requirements of an assignment or course. Examples include giving a false excuse to miss a test or obtaining unauthorized help from another student on a take-home exam.

**Technology Misuse:** Disruptive, unethical, or illegal use of any electronic device, including any actions which violate the school's rule and regulations. Examples include but are not limited to: any unauthorized sharing of any test/quiz materials, storing notes on the cell phone/electronic device or calculator, sending text messages with questions, answers, or pop quiz warnings, use of artificial intelligence programs, etc.

**Facilitation of Academic Dishonesty:** Helping another student to violate any of these provisions. Examples include allowing a student to copy from your paper on homework, class work, or during an exam; informing another student of the contents of an exam before he/she takes it; writing a paper for another student who subsequently submits it for course credit; and transmitting a false excuse for another student to a faculty member.

*Adapted from Central Michigan University Policy on Academic Integrity, Clayton High School Plagiarism Policy, LHS Cheating and Plagiarism Procedures, LNS Academic Integrity Procedures, and LSE Academic Integrity Procedures.*

## Academic Information

### Honor Roll

Honor roll academic recognition will occur at the end of each semester. Each semester, honor roll is calculated based on the previous semester's coursework, including at least 25 graded credits (not including S/U) at a block school. Four categories of academic achievement will be recognized on honor roll:

1. **Honor Roll:** Students with a weighted semester GPA of 3.5 to 3.749 on a 5.0 weighted scale.
2. **Honor Roll with Distinction:** Students with a weighted semester GPA of 3.750 to 3.999 on a 5.0 weighted scale.
3. **Honor Roll with High Distinction:** Students with a weighted semester GPA of 4.000 to 4.249 on a 5.0 weighted scale.
4. **Honor Roll with Highest Distinction:** Students with a weighted semester GPA of 4.250 and above on a 5.0 weighted scale.

## 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 weighted 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:

1. **SUMMA CUM LAUDE** “with highest distinction” Students with cumulative weighted GPA of 4.250 and above on a 5.00 weighted scale.
2. **MAGNA CUM LAUDE** “with great distinction” Students with a cumulative weighted GPA of 4.000 to 4.249 on a 5.00 weighted scale.
3. **CUM LAUDE** “with distinction” Students with a cumulative weighted GPA of 3.750 to 3.999 on a 5.00 weighted scale.

## GPA

GPA will be computed each quarter. Both weighted and non-weighted GPAs will be noted on student transcripts.

## Grading System

A = 90-100%

B+ = 85-89%

B = 80-84%

C+ = 75-79%

C = 70-74%

D+ = 65-69%

D = 60-64%

F = Below 60%

S = Satisfactory

U = Unsatisfactory

INC = Incomplete

## National Honor Society

The purpose of National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render services, to promote worthy leadership and to encourage the development of character in all students. Membership in this chapter is based on scholarship, leadership, service, and character. Juniors who have a weighted GPA of 3.6 or higher and a minimum of 150 graded credits are eligible candidates. The selection process is described in full on the LSW website.

## Lincoln Public Schools District-Wide Athletic/Activities Code of Conduct

A copy of the Athletic/Activities/Clubs Code of Conduct can be found on the LPS website at: [home.LPS.org/athletics/packet](http://home.LPS.org/athletics/packet) (*refer to policies 6700 and 6740*).

## Alcohol, Drugs and Tobacco

The possession, use, selling, or distribution of alcohol, drugs, tobacco and/or look- alike substances is prohibited and disciplinary action will be taken, which may result in suspension. Drug dogs may be used to help ensure a safe environment.

# 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.

## 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.

## Athletic/Activities Participation

Students wishing to be eligible for participation in athletics or activities must have passed 20 credits the semester prior to the season. Students must also be concurrently enrolled in at least 15 credits during the season in which they are participants to maintain eligibility. Exceptions may be made for Seniors in good standing. The LSW Athletic/Activity Rules are in addition to the LPS and NSAA Rules. (Note: Maximum credits for a teacher assistant are 2.5).

## Scholar Athletic Awards

This award will be presented to all 9th - 12th grade students who have completed any high school sport season and maintained a GPA of 3.5 and above at the end of the first semester (quarters 1 & 2). Awards will be given one time annually to each student athlete who meets the requirements.

## Lincoln Southwest Attendance Policies

Regular attendance is vital for students to succeed in school. It is an important habit for teenagers to develop as most teens will soon have jobs and find their employer expects them to be at work every day. School attendance is so important that Nebraska law requires all children to attend school until the age of 18. When children are frequently absent from school, Nebraska law holds parents/guardians accountable. Nebraska law now requires schools inform the county attorney of every student who is absent 20 or more days, or the block equivalent, regardless of the reason. Following are the three attendance

absence codes that the county attorney counts against you when absent from school: Illness (IL), Parent Acknowledged (PA), and Truancy (TR). If a student sees a medical provider (appointment or documented illness or procedure) and brings a note from the provider to the attendance office, then the absence will be coded Medical Documentation (MD) and does not count in the absences noted toward the county attorney referral.

An electronic parent portal is used to record and share student information with parents and students. With this system, families are able to view attendance, grades, and assignments online. This information is live and can be accessed by parents any time they choose or by setting parameters for information to be sent to them on a regular basis.

To help us be as accurate as possible in reporting attendance, parents may report full day absences via ParentVue. If you call to report your student's absence, please include the following:

1. student name- please spell last name,
2. ID#,
3. how long (clock time) you expect them to be absent, and
4. reason that they are absent.

Communication should occur with the attendance office and teachers prior to any planned school absence. When a student leaves the building prior to the end of school or comes to the building after the school day has begun due to appointments, he/she/they should check in/out through the attendance office with applicable documentation.

For more information on LPS Attendance Policies, please see the [LPS Important Information Booklet](#).

## Make-Up Work

Students will be given two days to complete missing work from an excused absence.

When a student is absent for any reason, they should take the following steps.

1. Check Google Classroom for notes, directions, and assignments.
2. Check Synergy for new grades/assignments entered.

After checking these two locations, the student should email their teacher with any questions that remain. It is the responsibility of the student to communicate with their teacher about the absence and to complete the missing work outside of class time. Tests and quizzes may be taken in A100 before or after school.

If a student will be absent for multiple days because of a prearranged trip or event, a parent/guardian should contact their students' administrator at least two weeks in advance to create a plan for completing work that will be missed.

## Lincoln Southwest Tardy Policy

Arriving to class on time helps ensure that students do not miss instruction and allows each class to begin with clear expectations and minimal disruption. Excessive tardies can result in disciplinary consequences which may include meeting with administration, serving a lunch detention, ISS, or Out of School Suspension. Students involved in athletics and activities may result in further disciplinary action. More specifics connected to the Tardy Intervention Plan will be shared with students and parents at the start of the school year.

## Counseling Center Information

Check the Counseling webpage for current Counseling Center information.

Students who need counselor recommendation letters should complete a request for a letter of recommendation at least two weeks prior to the date that the letter must be mailed and provide a stamped, addressed envelope.

Parents are encouraged to call for an appointment with counselors to ensure counselor availability.

Students that retake a course to raise a grade must see their counselor and complete a *Retaking a Class to Raise a Grade* form. The course that is retaken must be the same as the original course in order for the grade to be changed.

Students may choose to receive a grade of satisfactory (S) or unsatisfactory (U) instead of a letter grade. Students must complete a Pass/Fail form that must be signed by the student, teacher, parent, and counselor. This form must be turned in by the specified deadline.

Students may only have 5 credits of Pass/Fail per term with a total of 30 credits between grades 9-12.

## Obtaining Student Transcripts

Students must request their transcript from the registrar's office. If a student is under 18, a parent must complete a transcript release form requesting the transcript. Transcripts will be available for pick up on the next business day. Official transcripts are signed by the registrar and placed in a sealed envelope.

## Schedule Change Procedure

### Before the Start of the Quarter:

1. Students are expected to select classes carefully during registration sessions in order to minimize the need for schedule changes.
2. All students will receive their schedules prior to the start of the

next school year. Students will be enrolled in the courses that will meet high school graduation requirements.

3. If there is a problem with class schedules in the upcoming quarter, please make an appointment with your counselor prior to the end of the current quarter.

**After the Start of the Quarter:**

1. Schedules that are incomplete or incorrect due to failures or students not meeting graduation demonstration requirements will be changed at the beginning of each quarter.
2. During days 1 and 2 of each quarter, students requesting a schedule change will need to make an appointment with their counselor. Counseling Center staff will review requests and may consult with administrators when questions arise. There will be NO walk-in schedule changes.
3. New classes cannot be added after the 3rd day of the quarter. Students may request to drop a class only for extenuating circumstances. Dropping a class can negatively affect class rank and future academic plans.
4. Please reference the “Athletic and Activities Participation” section on page 7 for NSAA eligibility requirements.
5. Students must attend the class in which they are enrolled unless and until they have been notified that a schedule change has been approved. Students who do not attend their scheduled class will be marked truant. Truancies will not be removed from the student’s attendance record.

# Lincoln Southwest Policies and Guidelines

## Building-Wide Expectations

Students at Lincoln Southwest are expected to be Safe, Open-Minded, Accountable, and Respectful at all times, in all locations.

Specific classrooms and curricular areas may have additional expectations, policies, and/or procedures.

## Dance Guidelines

School dances are scheduled from 8:00 p.m. until 11:00 p.m.

1. Homecoming is held at the high school. Prom is at a location other than LSW.
2. All dance attendees must show their student ID or some form of photo ID upon admittance to the dance.
3. Students must arrive to the dance(s) by 9:00 p.m. No admittance will be allowed after that time.
4. Once students exit the building, they may not return. LSW is not responsible for students who leave the dance prior to the dance ending.
5. All school rules apply.
6. Dance tickets will be available for purchase in person with the Bookkeeper or through StudentVUE/ParentVUE. Tickets can be purchased leading up to the dance and will be available for pick up the week of the dance.
7. School fines must be paid prior to purchasing dance tickets.
8. Concerns with poor attendance or behavior at school may affect eligibility to purchase dance tickets.
9. Supervisors reserve the right to remove students for inappropriate behavior/dancing. Mashing, crowd surfing, and other physical behaviors that are unsafe in the environment will be ground for removal.
10. LSW is not responsible for lost or stolen articles.

## **Fines, Fees and Expenses**

Fines are assessed against students for losing or damaging books, equipment, and other school or LPS property. Fees/fines can be viewed and paid via ParentVue or paid to the bookkeeper and a receipt will be provided. If the lost item is returned at a later date, a refund will be issued.

## **Food/Drink Policy**

No food or drink, other than water, is permitted in the instructional areas of the buildings. No food or beverages from outside vendors may be sold, delivered or distributed in the school building 30 minutes before and after school breakfast or lunch. Any sales, delivery or distribution of food or beverages, outside this timeframe, must have prior approval.

## **Lockers and Locks**

All lockers are the property of the Lincoln Public Schools and accessible to staff members when necessary. Students are responsible for the contents and appearance of their lockers. Only the school-issued locks may be placed on lockers. All others, unless previously authorized by the administration, will be cut off and replaced with a school lock by staff. Lost locks must be replaced at the student's expense. (The lock replacement fee is \$5.00). All decorations must be removable without causing any damage to the locker. A one time, non-refundable fee of \$5.00 will be charged at the initial locker check-out.

## **Lost and Found**

Personal items that students choose to bring to school are the responsibility of that student. Students are asked to bring only items that are necessary for school. The school and LPS staff are not responsible for items that are lost, stolen, or damaged. Campus Security maintains lost and found items in the security office near the front entrance of the school. Items not claimed at the end of each quarter will be donated to local agencies.

## Lunch Policy

Students remaining on campus may eat in the commons. Lunch trays are to remain inside the building. Students are not allowed to have food delivered to them from outside vendors during the school day. Backpacks are not allowed in the serving area of the lunchroom. Students remaining at LSW during their lunch period must remain in the commons or media center. Students are responsible for disposing of their waste and returning their trays and silverware to the designated location.

## Media Center Guidelines

The media center is the information hub for Silver Hawks. Students can use a wide variety of print and electronic resources from 7:30 a.m. to 4:00 p.m. daily. Students are also welcome to use the media center during lunch periods. Food and drink, except for water, are not allowed in the media center.

- Books are checked out for three weeks; magazines and test prep materials, one week.
- Students have off-site access to all of the media center's electronic resources on the LSW Media website: [wp.LPS.org/medialsw](http://wp.LPS.org/medialsw)

## Multi-Tiered Systems Of Support

This school-wide approach focuses on building a safe and positive environment in which all students can achieve social, emotional, and academic success.

In alignment with Lincoln Public Schools, Lincoln Southwest employs tiered interventions to support students.

**Tier 1:** Expectations and Supports for ALL Students

**Tier 2:** Supports for SOME Students

**Tier 3:** Supports for a FEW Students

## Parking

A current parking permit is required to park in the student parking lot. Students must complete the “Student Parking Application” form, show a valid driver’s license, current registration, proof of insurance and pay a \$5.00 fee to receive a parking permit. The parking permit must be visible in the rear window at all times. Permits are issued each year and only valid for that school year. Lost permits must be replaced at the student’s expense through the bookkeeper’s office. Replacement cost is \$3.00.

Vehicles not displaying a valid permit, blocking exits, entrances, drives, parked in the visitor lot, staff lot, or reserved parking, or otherwise illegally parked will be ticketed (fine is \$10) and may be towed at the owner’s expense. Vehicles will be towed at the owner’s expense when a student acquires four or more tickets for non-compliance.

Staff parking is in the north lot and a permit is required. Unauthorized vehicles parked in this lot will be ticketed and may be towed at the owner’s expense.

## Posting and Distribution of Information

All material posted or distributed must be school related and approved by the administration prior to distribution or display. Such items may only be posted in designated areas.

## Restrooms

Restrooms are to be used for their intended purposes, not as a place to congregate.

Students are expected to use the restroom and return to their assigned area in a timely manner.

## Student Identification Cards

Students must carry their LSW student IDs on their person at all times and be ready to display it upon request. Students will need the ID to check out materials from the Media Center, for entry to the building, for purchasing lunch in the cafeteria, and for admittance to dances.

There will be a \$3.00 fee for a replacement ID. There will also be a fee for a temporary ID. Students will be expected to either have their ID or pay \$1.00 for a temporary ID for admittance into the building. Failure to follow these guidelines will be considered grounds for disciplinary action.

## Valuables

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

## Visitors

Visitors accompanying students will not be accommodated during the school day. Contact an administrator with questions.

# Responsibilities of Students

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

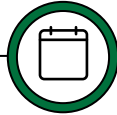
For the complete LPS Responsibilities of Students, please see the [LPS Important Information Booklet](#) on the LPS website.

The following topics are included in the LPS Important Information Booklet:

- Anti-Bullying Policy
- Cell Phones/Electronic Items Policy
- Computer Use Guidelines
- Dress Code Expectations
- Drug and Alcohol Policy including Vape Detector Protocols
- Multicultural Education and Equity
- Non-Discrimination and Anti-Harassment Policy
- Open and Closed Campus
- Safety/SRP
- Search and Seizure

# Mental and Behavioral Health Point of Contact

Mental health contacts for each LPS building can be found at the following website: [home.LPS.org/socialworkers/mental-behavioral-health-points-of-contact](http://home.LPS.org/socialworkers/mental-behavioral-health-points-of-contact)



## Calendar of Events

Please check the LSW website for all scheduled events at: [LSW.LPS.org](http://LSW.LPS.org)

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