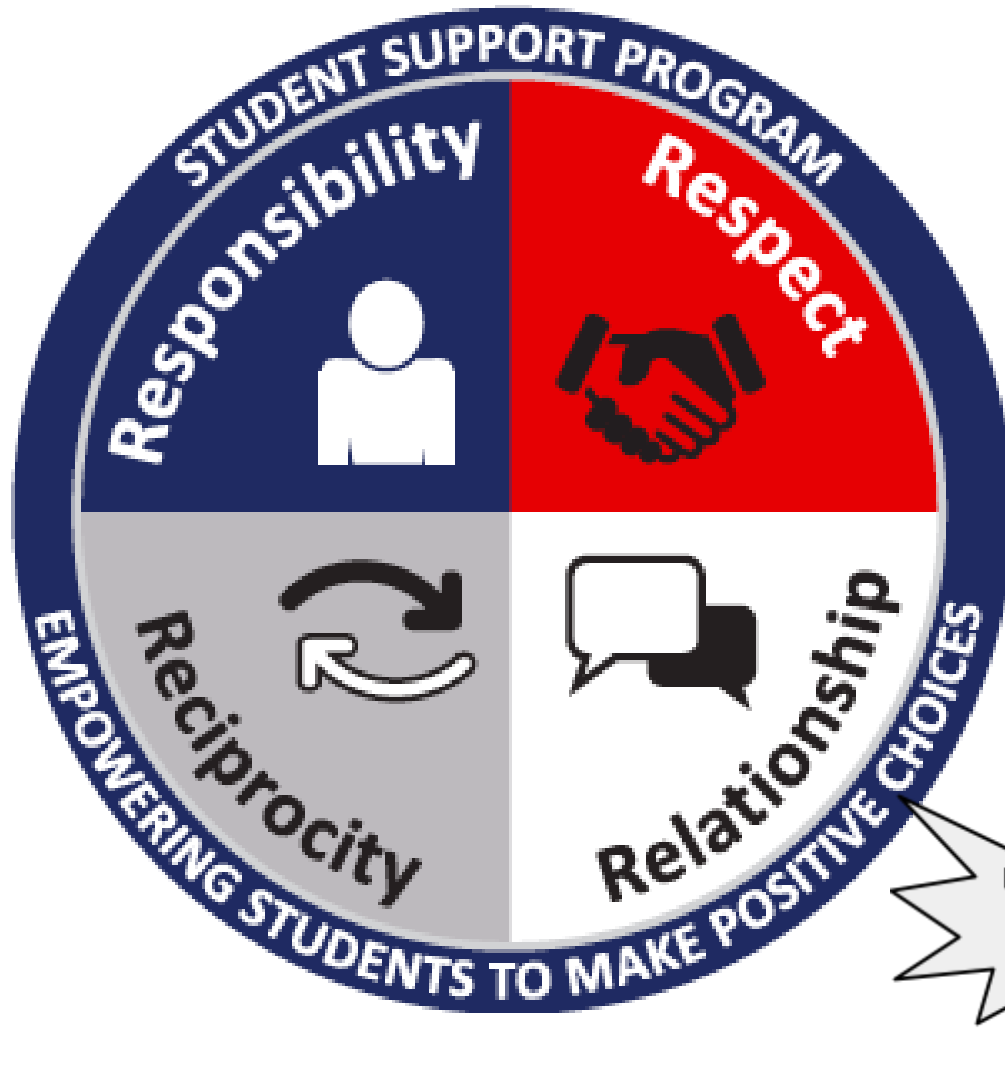


# Student Support Program

## High School Student Handbook



The Student Support System Logo with text Empowering Students to Make Positive Choices and with the words Responsibility, Respect, Reciprocity and Relationship.

## **Student Support Program**

*The Student Support Program is part of the Student Services department and the program is an opportunity for students in both middle and high school to continue their academic progress during times of transition, long-term suspensions, or expulsions in a smaller, more structured environment. Through a structured, predictable, and safe environment, our students are able to find a great deal of success which will give them the opportunity to be able to return to a traditional school setting and make positive choices.*

1801 S. 40th St.  
(North side of the building - Door #8)

Lincoln, NE 68506

(402) 436-1694

Coordinator: Ashley Dotson - [adotson@lps.org](mailto:adotson@lps.org)

High School teacher: Dan Monroe [dmonroe@lps.org](mailto:dmonroe@lps.org)

<https://ssp.lps.org>

### **Intent of Handbook:**

This handbook is intended to be used by students, parents/guardians, and staff as a guide to the rules, expectations, and general information about the Student Support Program. The Student Support Program prides itself in having high expectations for all students. The expectations outlined in this handbook have been developed to support all students be successful. 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 expectations contained in this handbook.

Although the information found in the handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a contract. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.

### **Student Code of Conduct**

Students tend to thrive academically and behaviorally in an environment that is structured, safe, respectful, and one where everyone is held responsible for their own actions. Lincoln Public School's Responsibilities of Students can be found on page 10 of this handbook.

### **Attendance**

High school students are required to be in attendance from 8:30 a.m. to 2:00 p.m., Monday through Friday. High school students arriving after 9:00 a.m. will be considered tardy.

Communication must be received from a parent/guardian when a student is absent or tardy. If the Student Support Program does not receive communication from a parent/guardian, their student will be considered truant for the day. **Truancies will not be changed to parent acknowledged after 2 school days.**

In the event that a student needs to be picked up early, please call the Student Support Program main office and communicate when the student will be leaving. The parent/guardian will need to enter the Student Support Program main office when they arrive and sign their student out. To minimize disruptions, it is requested that appointments be scheduled before or after the school day.

### **Breakfast/Lunch**

Breakfast will be offered to all students arriving by 9:00 a.m. Students can bring their own lunch or purchase a LPS meal to be eaten. Those students bringing their lunch, need to do so in a bag that has their name on it and it must not require refrigeration or heating up at the Student Support Program. **Students are not to bring in any bottled liquids including but not limited to water, soda, juice, sports drinks, and so forth.** Any items brought into the Student Support Program not complying with these

guidelines will be expected to be given to Student Support Program staff. Students are not allowed to share food items. Candy or gum is not allowed. Lunch items must be consumed only during their scheduled times.

A student's meal account can be funded either online or a check may be written and sent with a student to be turned into the Student Support Program main office. If a student received free/reduced lunch prior to being enrolled at the Student Support Program, that will continue at the program and no additional paperwork needs to be completed.

### **Student Health Policy**

The health technician and/or nurse is available for accidents, illness, medical advice, health screening, referral, and as a classroom resource. Medications that must be given during the school day require the original prescription and an LPS Medication Permit, signed by the parent/guardian.

### **Arrival Procedure**

High school students are expected to walk directly to the north door 8 entrance when they arrive on campus at or after 8:30 a.m.

At no time should students be congregating on campus in a location other than the Student Support Program's designated waiting area. If students arrive earlier than their assigned attendance time, they are not allowed to loiter on campus before the school day and will be asked to wait off of campus.

For the safety of all students and visitors, students are to be dropped off using the bus lane on the north side of the building. Parents/guardians are not to park in the parking lot and have their student cross the parking lot and traffic to enter the building through door 8.

### **Dismissal Procedure**

High school students will be dismissed at 2:00 p.m. everyday. For safety and supervision reasons, students are not to be on campus after 2:15 p.m. everyday. Students are not allowed to loiter on campus after the school day and will be asked to wait off of campus for transportation.

For the safety of all students and visitors, students are to be picked up using the bus lane on the north side of the building. Parents/guardians are not to park in the parking lot and have their student cross traffic and the parking lot to enter the vehicle.

### **Transportation**

Students with a driving permit are allowed to drive their vehicle to and from school. All student vehicles are to be parked on the north side of the building by door 8. Student Support Program students are not to give rides to peers that also attend the Student Support Program unless verbal permission by both students' parents/guardians has been given to the administrator.

Students who attend the Student Support Program have the option of riding the city StarTran bus. Information on where student bus passes can be purchased can be found at <https://www.lincoln.ne.gov/city/ltu/startran/passes-fares.htm>. Bus route information can be found at <https://www.lincoln.ne.gov/city/ltu/startran/>.

For reasons of liability and safety, skateboards, scooters, roller blades and “wheelie” type shoes are NOT allowed on school property and therefore cannot be used as means of transportation to school. Students may ride bicycles to and from school. For the safety of others, once on school property students should dismount their bicycle and walk it to the bike rack near door 8. It is strongly recommended students wear a helmet to and from school and do have a bike lock. Lincoln Public Schools is not responsible for theft or damage to a bicycle parked on school property.

### **Academics**

High school students will be enrolled in classes that meet graduation requirements they have not yet met via APEX Learning which is a digital curriculum accessed on the computer. While at the Student Support Program, students are expected to do school work and other activities assigned by the teacher for the duration of the school day.

### **Academic Honesty Policy**

The student body and staff are opposed to all cheating, plagiarism, and dishonesty. To support this policy, certain safeguards are in place for academic security. For such a policy to be meaningful, the support of all students and parents/guardians is required.

1. **Cheating:** Any intentional giving/discussing/using of external assistance relating to the examination, test, quiz, or assignment without the express permission of the teacher. This includes the use of Google or any other website other than Apex to find information in order to answer questions.
2. **Fabrication:** Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
3. **Unauthorized collaboration:** Intentional collaboration of an examination, test, quiz, or assignment between a student and another student or person that is not permissible. This includes sharing notes, assignments, study guides, and other documents of the sort.
4. **Plagiarism:** Any intentional use of another’s ideas, words, or work as one’s own. Plagiarism includes the misuse of published/copyrighted material, whether written or visual, and/or the work of other students.
5. **Theft or alteration of materials:** Any intentional or unauthorized taking, concealment, or alteration of student, teacher, office, or media center materials.
6. **Pattern of test avoidance:** A pattern of absences on test or quiz days or days with major assignment due days for the apparent advantage of performing better at a later date or outside of the classroom when working on quizzes or for gaining extra working/studying time.
7. **Pressure of unsubstantiated grade changes:** Any student request for a raised grade that is not based on mistakes in correction, recording, averaging, or other clerical error.
8. **Abusive conduct with computers and the network:** Includes, but is not limited to, prohibited use, damage or theft of system hardware or software; the altering or any system software or software configurations; placing unlawful information, computer viruses, or harmful programs on any computer; and pirating copyrighted software.
9. **Prohibited Use:** Transmission of any material in violation of any federal or state law is prohibited. This includes but is not limited to, distribution of:

1. Information that violates or infringes upon the rights of any other person.
  2. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
  3. Advertisements, solicitations, or political lobbying.
  4. Information that encourages the use of controlled substances or the use of the system for purpose of inciting a crime.
10. **Unauthorized electronic entry:** Any entry without permission. Accessing, downloading, and/or printing of materials that are considered by staff to be pornographic, unlawful, obscene, or otherwise objectionable.

All students will have due process in the handling of the infractions listed in this policy. Possible penalties for infractions include: parent/guardian notification, lowering of academic grade, removal from class with a grade of an F, detention, suspension, and removal.

### **Grades**

Lincoln Public Schools utilizes the student information system called Synergy. Synergy allows parents, guardians, and students to view secured information related to grades, attendance, and assignments using Lincoln Public School's website at <http://www.lps.org>. If a parent or guardian does not have a username and password for Synergy, they should contact the registrar at their student's home school to obtain that information. If a valid email address is given to the Student Support Program, parents and guardians will receive an email update of their student's progress every Sunday from the online platform, Apex Learning. Additionally, parents/guardians are encouraged to reach out to their student's teacher for updates as Synergy may not always have the most current information due to the nature of student grades changing numerous times in a given day.

### **Chromebooks**

All students are expected to keep their Chromebooks at home for the duration of time at SSP. High school students are able to utilize their Chromebooks to complete assignments as needed.

### **Technology Policy**

#### **Student Movement with Devices**

1. Devices will be carried with two hands at the base. The device should be carried in front of the student's body during this transition. This includes moving between classrooms.
2. All devices will stay in the classroom and be kept overnight for students.

#### **Devices in the Instructional Setting**

1. When in use, devices should always be on a flat surface (not on laps).
2. If the device is not in use, the lid should be closed.
3. If a student needs to move within the classroom, carry the device with two hands on the base during the transition. Students are not picking up the device by the screen.
4. Students should never share their device log-in & password with anyone or allow others to use their device.

#### **Appropriate Use of Devices**

1. Students should use their device only for assigned work and activities.
2. Inappropriate use of devices includes but is not limited to:

Emailing other students non-curriculum/school related material from LPS or personal email accounts, playing online games during classroom instruction, accessing social media of any kind, Internet usage without teacher permission. Internet is limited to sites required for your coursework. There will be no web surfing, online shopping, playing of games unless given permission by the teacher.

Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time if deemed necessary.

### **Multi-Tiered Systems of Support for Behavior (MTSS-B)**

At the Student Support Program:

- Students will be respectful.
- Students will take responsibility and accept consequences.
- Students will build relationships with staff and peers.
- Students will demonstrate reciprocity.

Our objectives for all students at the Student Support Program are:

1. Students will know what positive behavior is.
2. Students will be able to identify what positive behavior looks like and consistently engage in demonstrating positive behavior.
3. Students will understand why positive behavior is important to their overall success as students and as members of our community.

Students will be taught and given multiple opportunities to practice and demonstrate positive behavior in every environment they are in at the Student Support Program. Staff will explicitly teach students what positive behavior is, looks like, sounds like, and give opportunities for students to practice skills using 15 different positive behavior target skills that students will be expected to consistently engage in.

Positive Behavior Target Skills:

- |                                      |                          |
|--------------------------------------|--------------------------|
| • Following Instructions             | • Having a Conversation  |
| • Accepting Criticism or Consequence | • Asking for Help        |
| • Accepting "No" for an Answer       | • Asking Permission      |
| • Greeting Others                    | • Staying on Task        |
| • Getting the Teacher's Attention    | • Sharing Something      |
| • Disagreeing Appropriately          | • Working with Others    |
| • Making an Apology                  | • Listening              |
|                                      | • Appropriate Voice Tone |

Student behavior will be monitored while they are attending the Student Support Program using a goal sheet. The goal sheet will document each student's consistency in completing classroom tasks, following directions the first time, and having positive interpersonal interactions with adults and peers. Such behavior tracking will provide data that may help with determining a particular student's success rate at the program and behavioral areas in which more support is needed. Home schools may find it helpful to continue a behavior goal sheet with your student upon their return to their home school.

Behavior Ratings (based on goal sheet):

- Positive (95% or above)  
Positive Behavior- Consistent positive behaviors
- Neutral (90% - 94%)  
Neutral Behavior- Habitual positive behaviors but lack consistency
- Concern (89% or below)  
Concern Behavior- Inconsistent positive behaviors

MTSS-B Vocabulary

In Class Movement:

An in class movement occurs within the student's regular classroom setting and is intended to provide a safe place where the disruptive behavior can stop. The student is not in trouble. The movement provides an opportunity for the student to reset their behavior and continue learning.

Out of Class Movement:

An out of class movement is a safe place in another environment that is utilized when a student needs an alternate setting to reset their behavior in order for themselves and others to continue to learn.

Restorative Questions Processing Sheet:

A form that is used to support a student in their reflection on what happened, what the student was thinking at the time, what they have thought about since, who their behavior has impacted and in what way, and how do they make things right in order to move forward.

Processing:

A discussion between an adult and student used to develop a plan for the student to be accountable for and change their disruptive behavior. Processing must occur before a student returns to class from an out of class movement. This processing is based on restorative practices which includes what happened, what the student was thinking at the time, what they have thought about since, who their behavior has impacted and in what way, and how they make things right in order to move forward.

Goal Sheet:

A daily visual of goals the student is working on to help them have positive behavior.

### **Restorative Practices**

At the Student Support Program, we utilize Restorative Practices. Restorative Practices is a proactive approach to behavior management that is inspired by the practices and philosophy of Restorative Justice. The priority of Restorative Practices is to repair the harm that was done to relationships instead of prioritizing and assigning blame or punishment by intentionally building a community and developing relationships within that community. Restorative practices enables the program to establish a safe and productive learning environment where students can continue to work on social, emotional, problem-solving, conflict resolution, and academic skills all while building relationships with adults and peers.

The Student Support Program utilizes in a variety of ways. Staff utilize a restorative mindset along with restorative language. The restorative processes that are used include restorative conferences, circle rituals and structures, restorative language, and development of classroom guidelines and values. These processes are used to establish routines and practices, teach self-awareness, respond to harmful behaviors, and provide students an opportunity to reflect on the harm caused and how to repair relationships.

### **Handle With Care**

#### **Policy 5506**

Use of Restraints and Seclusion Restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students and be conducted in accordance with procedures developed by the administration.

Reviewed and Affirmed by the Board: Last Revision: Original Adoption or Oldest Version: Related Policies and Regulations: Legal Reference: LINCOLN PUBLIC SCHOOLS LINCOLN, NEBRASKA 2022-06-28 2012-06-26 2012-06-26 NDE Rule 10

If students are to be a threat to self, others, and/or property staff who have been trained in Handle With Care are able to utilize the proper restraint techniques in order to keep themselves, the student, and other students safe.

### **Telephone**

Students may use a designated phone in the main office with permission.

### **Drug Free Campus**

The Student Support Program campus is a drug/tobacco free campus and regardless of a student's age. Drugs, tobacco, lighters, and the like are not to be brought onto campus for any reason.

### **Pocket Turnouts and Student Belongings**

Each school day, Student Support Program staff utilize pocket turnouts and will inspect all items brought by students. All items, including cell phones, brought into the program will not be allowed in the classroom and will be stored in the office for students. Items will be returned at the end of the day. The Student Support Program staff are not responsible for anything brought into the building that is lost, stolen, or broken. Students are not to bring excessive items such as accessories, makeup, nuisance items, and the like to the Student Support Program.

Students attending the Student Support Program are not allowed to bring backpacks or bags/purses of any kind to school under any circumstances.

### **Dress Code**

All students will be expected to adhere to specific dress code expectations while in attendance at the Student Support Program. Students who are not in dress code will not be allowed to proceed with their day and enter the classroom until the issue is remediated. When students are determined to be in



violation of the dress code, they will be asked to correct it. In certain situations, parents and guardians may be contacted in order for dress code appropriate clothing to be provided for the student. Parents/guardians will also be notified for repeated violations. Additional disciplinary action may follow depending on the circumstances. Acceptable clothing is determined at the discretion of the Student Support Program administration. In the event that a student or parent/guardian is uncertain as to whether a particular item is consistent with the dress code guidelines, the student or parent/guardian should contact the administrator for approval. Consideration will be made for students who wear special clothing as required by religious beliefs or disability.

**\*\*See page 8 of this handbook for dress code details pertaining to what does and does not meet the Student Support Program's dress code policy.**

### **Student Support Program Dress Code**

Students **will** wear:

- Collared shirt with sleeves - may be short or long sleeved but not sleeveless
  - Shirts must be tucked in at the waistband all day
  - Sweaters and crewneck sweatshirts are allowed as long as the collar of the shirt worn underneath is seen
  - ¼ zip pullovers with a collar can serve as a student's collared shirt as long as the pullover's collar folds down and the pullover can be tucked into pants
    - ¼ zip pullovers, sweaters, and crewneck sweatshirts must be pocket-free
- Pants/jeans that do not sag below the hips and are free from holes, shredding, or fringes and go to the ankle
  - Typically cotton, corduroy, polyester, wool, denim, or fabric blends are appropriate materials for pants
  - Jeans with holes in them must have material that covers skin (limited layers of pants)
  - Pants must be cargo-pocket free
- Closed toe shoes or boots
- Belt if pants sag below the hips
- One ponytail holder in the hair is allowed

Students **will not** wear:

- Uncollared shirts (t-shirts, tank tops, hoodies, etc.)
- Midriff collared shirt that cannot be tucked in
- Clothing that shows undergarments, is revealing, or exposes excessive skin
- Shorts / Capris / Joggers / Rolled pants / Leggings
- Athletic pants such as sweats, yoga, warm-ups, scrubs, etc.
- Coats and/or hoodies are not to be worn during the school day and will be stored until the end of the day if worn to the program
  - Items that zip, snap, or button up are considered to be coats
- Sweaters with pockets
- Sagging pants
- Jewelry, chains, watches, earrings, gages, spacers, or hair accessories while in the building
- Hats, bandanas, headbands, or head gear of any kind may not be worn while inside the building
- Scrunchies, hair bows, or any other hair accessory outside of a ponytail holder

- Students may not wear clothing that is offensive or makes inappropriate references including but not limited to gangs, crime/violence related messages, alcohol, drugs, tobacco, have sexual connotation, nudity, profanity, depictions of profane gestures, double meanings, abusive towards others, etc.
- Any clothing that violates any item on the Lincoln Public Schools Responsibilities of Students Code of Conduct

Students should not mark on themselves or others with writing utensils.

## **Standard Response Protocol (SRP)**

**“IN AN EMERGENCY, WHEN YOU HEAR IT, DO IT.”**

Lincoln Public Schools and the Student Support Program follow a standard response protocol to respond to emergency events in order to provide for the safety of students and staff. Drills are held periodically during the year to ensure speed and efficiency in getting students in their assigned places of safety. We have four types of responses.

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

Students remain in the area until the “All Clear” is indicated. Staff will close and lock doors. Staff takes roll. Business as usual.

**SECURE!** (Secure the Perimeter)

Outside groups return to the building. Exterior doors are secured. Staff takes roll. Increased situational awareness. Business as usual.

**LOCKDOWN!** (Locks, Lights, Out of Sight)

Classroom doors are locked. Lights are turned off. Students and staff move to a position out of sight. Staff takes roll. Maintain silence and wait for a first responder to open the door.

**EVACUATE!** (Specific directions to follow: ie. “Fire Drill”)

Leave all items behind. Form a line and follow staff to location. Follow directions of first responders if present. Staff takes roll.

**SHELTER!** (Specific Directions to follow)

Students and staff will shelter for a tornado, hazmat situation, or other threat. Students cover, hold, and remain silent. Staff takes roll.

Parents/guardians are reminded that in the event of an actual Tornado Warning, per Lincoln Public Schools policy, students will not be dismissed to parents and guardians until the warning has been lifted. Students and staff will remain in their designated tornado shelter areas until the warning has been lifted. Parents/guardians are welcome to seek shelter in the building until that time if they are on campus.

APEX Information:

1. LPS.org
2. Search bar: portal
3. Login using student information
4. Click on APEX
5. Courses for APEX will appear