



LINCOLN PUBLIC
SCHOOLS
LINCOLN, NEBRASKA



IMPORTANT INFORMATION BOOKLET 2012•2013



WWW.LPS.ORG
(402) 436-1000

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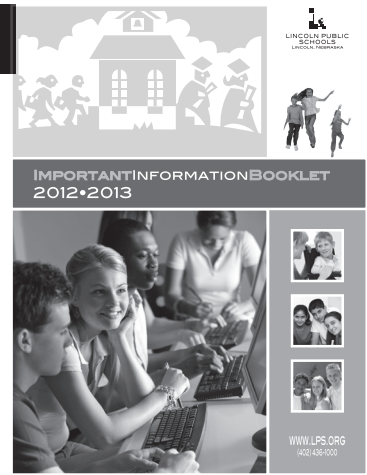
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FOUNDATION FOR LINCOLN PUBLIC SCHOOLS

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Additional forms which need to be completed for all students are available from school offices or may be sent home on the first day of school.





**NOTICE OF
RETURNED
CHECKS**

**Effective May 1, 2004
Lincoln Public Schools
implemented a new bad
check program for all
checks returned by the
bank. For each returned
check, the person will be
required to pay Lincoln
Public Schools a service
fee of \$20.**

THE IMPORTANT INFORMATION BOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable School District policies, and state and federal statutes and regulations. The information provided in this book is subject to change without notice. If you have any questions or concerns please feel free to call 436-1000 or the individual department phone number listed at the beginning of each section.



Lincoln Public Schools

P.O. Box 82889 • Lincoln, NE 68501 • (402) 436-1000

August 2012

Dear Parents, Guardians and Families:

Welcome to Lincoln Public Schools.

I believe you and your children will appreciate and enjoy your experience with our school district, a place where the community's children are nurtured, strengthened and educated – a dynamic learning environment that ensures each student reaches high levels of academic achievement.

Lincoln Public Schools is dedicated to serving the diverse needs of our students and the diverse needs of our families, creating a supportive, caring setting that provides opportunities for every student to achieve their personal best. Our students engage in powerful learning experiences, mastering rigorous lessons necessary to be successful in college, careers and as citizens of our global community.

You are an important and critical partner in your child's journey of public education. Helping all students reach their greatest potential requires a team of dedicated people, so we work in collaboration with families – with an outstanding team of teachers, support staff and administrators – to engage in continuous efforts that challenge and support. This commitment to educational quality results in classrooms of innovation, challenge and distinction.

Lincoln Public Schools is the second largest public school district in Nebraska, renowned for its proud history and long-standing legacy of educational excellence. The school district boasts a unique combination: a tradition of tough academic standards and achievement while also a tradition of warm, family-friendly surroundings. The school district is growing and thriving, serving students from early childhood and kindergarten through their senior year in high school.

We are here to work with you and to share the joy of learning with your child. Please feel free to visit your child's classroom, attend school activities and meet our teachers and staff. We look forward to working with you.

Sincerely,

Edward F. Zimmer, President
Lincoln Board of Education

Stephen C. Joel, Superintendent
Lincoln Public Schools



LINCOLN BOARD OF EDUCATION (402) 436-1601



The Lincoln Board of Education is committed to providing the highest quality education for all students in Lincoln Public Schools. The Board sees the primary mission of the schools to be the development of responsible adults:

- who are productive citizens of a pluralistic community, nation and world;
- who are prepared to learn throughout their lives; and
- who are appreciative of the arts, history and culture.

As the elected governing body of the School District, the Board believes in sharing its decision-making processes with parents, students, other citizens and staff members. Board Members are elected by district to four-year terms and serve without pay.

Board meetings are normally held on the second and fourth Tuesday of each month. Both meetings are held at 6 p.m. and are held at the County-City Building, 555 S. 10th Street.

Opinions may be expressed to the Board in writing, and will be distributed to Board Members.

Written comments to the Board may be addressed to:

Lincoln Board of Education
Lincoln Public Schools
 P.O. Box 82889
 Lincoln, NE 68501

All Board meetings are televised live on cable channel 5. All meetings are rebroadcast the following Thursday at 7 p.m. on cable channel 21.

KATHY DANEK

District #1—Term Expires—May 2013



4261 Knox
 68504
 Phone
 (402) 464-8549

RICHARD MEGINNIS

District #2—Term Expires—May 2015



2720 Katy Circle
 68506
 Phone
 (402) 489-2745

BARBARA A. BAIER

District #3—Term Expires—May 2013



727 South 18th Street
 68508
 Phone
 (402) 475-7291

ED ZIMMER (president)

District #4—Term Expires—May 2015



3350 M Street
 68510
 Phone
 (402) 430-7814

KEVIN KELLER

District #5—Term Expires—May 2013



7200 Grand Oaks Drive
 68516
 Phone
 (402) 327-8432

KATIE MCLEESE

STEPHENSON (vice president)

District #6—Term Expires—May 2015



600 Lakewood Drive
 68510
 Phone
 (402) 560-8070

DON MAYHEW

District #7—Term Expires—May 2013



5041 South 30th Street
 68516
 Phone
 (402) 730-0370

STEPHEN C. JOEL

Superintendent of Schools



P.O. Box 82889
 68501
 Business Phone
 (402) 436-1601

JAMES GESSFORD

Legal Counsel to Board of Education



Suite 1400
 233 South 13th Street
 68508
 Business Phone
 (402) 476-9200



Visit us on the Web at: www.lps.org

DISTRICT BOARD BOUNDARY MAP



Lincoln Public Schools Board of Education Districts

DISTRICT 1

Kathy Danek
4261 Knox (68504)
Phone: (402) 464-8549

DISTRICT 4

Ed Zimmer
3350 M Street (68510)
Phone: (402) 430-7814

DISTRICT 6

Katie McLeese Stephenson
600 Lakewood Drive (68510)
Phone: (402) 560-8070

DISTRICT 2

Richard Meginnis
2720 Katy Circle (68506)
Phone: (402) 489-2745

DISTRICT 5

Kevin Keller
7200 Grand Oaks Drive (68516)
Phone: (402) 327-8432

DISTRICT 7

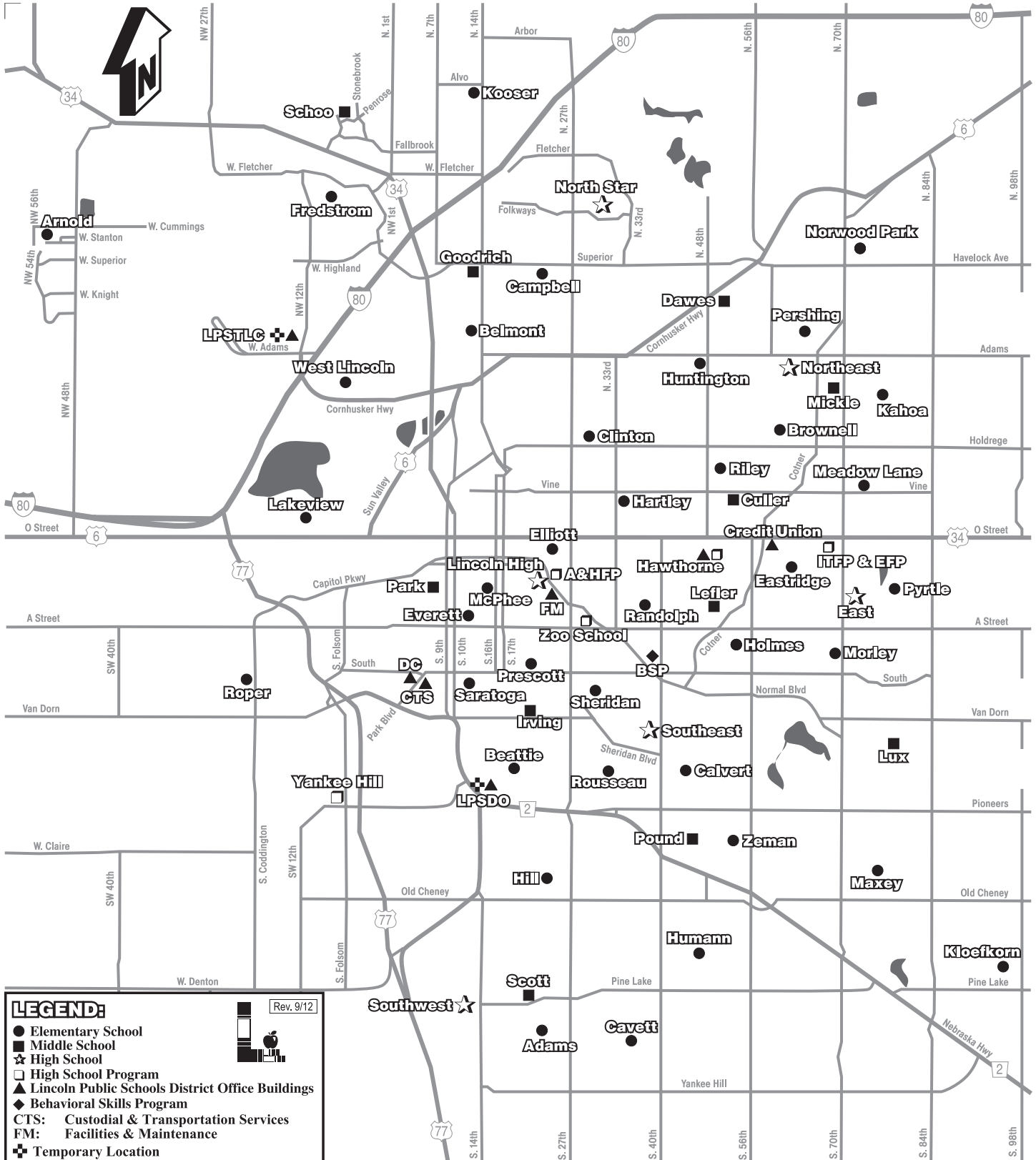
Don Mayhew
5041 South 30th Street (68516)
Phone: (402) 730-0370

DISTRICT 3

Barbara A. Baier
727 South 18th Street (68508)
Phone: (402) 475-7291



DISTRICT MAP



For any questions regarding school boundaries, please contact the Department of Student Services at (402) 436-1680.



SCHOOL DIRECTORY

School (grades) Principal
phone address

HIGH SCHOOLS & PROGRAMS

Lincoln High (9-12) Dr. Michael Wortman
(402) 436-1301 2229 J St. (10)

East (9-12) Susan Cassata
(402) 436-1302 1000 S. 70th St. (10)

North Star (9-12) Vann Price
(402) 436-1305 5801 N. 33 ST (04)

Northeast (9-12) Kurt Glathar
(402) 436-1303 2635 N. 63rd St. (07)

Southeast (9-12) Brent Toalson
(402) 436-1304 2930 S. 37th St. (06)

Southwest (9-12) Robert Slauson
(402) 436-1306 7001 S. 14th St. (12)

Arts & Humanities

Focus Program (9-12) TBA
(402) 436-1785 ... 643 S. 25th St., Suite 15 (10)

Bryan Community (10-12) Dr. Mindy Roberts
(402) 436-1308 300 S. 48th St. (10)

Information Technology

Focus Program (9-12) TBA
(402) 436-1776 .. 301 S. 68th St. Place, 4th Floor (10)

Entrepreneurship

Focus Program (11-12) TBA
(402) 436-1715 .. 301 S. 68th St. Place, 4th Floor (10)

Science Focus Program

(Zoo School) (9-12) TBA
(402) 436-1780 1222 S. 27th St. (02)

Yankee Hill Program (9-12) ... Barb Fitzgerald
(402) 436-1927 865 W. Burnham (22)

Lancaster Cnty. YSC (9-12) .. Randall Farmer
(402) 441-6817 1200 Radcliff (12)

MIDDLE SCHOOLS

Culler (6-8) Gary Czapla
(402) 436-1210 5201 Vine St. (04)

Dawes (6-8) Angie Zabawa
(402) 436-1211 5130 Colfax (04)

Goodrich (6-8) Rachele Conner
(402) 436-1213 4600 Lewis Ave. (21)

Irving (6-8) Hugh McDermott
(402) 436-1214 2745 S. 22nd St. (02)

Lefler (6-8) Kelly Schrad
(402) 436-1215 1100 S. 48th St. (10)

Lux (6-8) Bill Bucher
(402) 436-1220 7800 High St. (06)

Mickle (6-8) Gene Thompson
(402) 436-1216 2500 N. 67th St. (07)

Park (6-8) Ryan Zabawa
(402) 436-1212 855 S. 8th St. (08)

Pound (6-8) Dr. Chris Deibler
(402) 436-1217 4740 S. 45th St. (16)

Schoo (6-8) Bill Schulenberg
(402) 436-1222 700 Penrose Dr. (21)

Scott (6-8) Dave Knudsen
(402) 436-1218 2200 Pine Lake Rd. (12)

**Sherrill Educational Center/
Behavioral Skills Program** (K-8) Susan Glissman
(402) 436-1924 340 N. 56th St. (04)

ELEMENTARY SCHOOLS

Adams (K-5) Cindy Schwaninger
(402) 436-1121 . 7401 Jacobs Creek Dr. (12)

Arnold (PreK-5) J.J. Wilkins
(402) 436-1120 5000 Mike Scholl St. (24)

Beattie (K-5) Kathleen Dering
(402) 436-1123 1901 Calvert St. (02)

Belmont (PreK-5) Polly Bowhay
(402) 436-1124 3425 N. 14th St. (21)

Brownell (PreK-5) Chris Schefdore
(402) 436-1127 ... 6000 Aylesworth Ave. (05)

Calvert (K-5) Sandi Carrington-Robertson
(402) 436-1130 3709 S. 46th St. (06)

Campbell (PreK-5) Julie Lawler
(402) 436-1129 2200 Dodge (21)

Cavett (PreK-5) Jeff Vercellino
(402) 436-1131 7701 S. 36th St. (16)

Clinton (PreK-5) Dr. Terry Neddenriep
(402) 436-1132 1520 N. 29th St. (04)

Eastridge (PreK-5) Deb Dabbert
(402) 436-1135 6245 L St. (10)

Elliott (K-5) Mona Manley
(402) 436-1136 225 S. 25th St. (10)

Everett (PreK-5) Michelle Suarez
(402) 436-1159 1123 C St. (02)

Fredstrom (PreK-5) Vicki Schulenberg
(402) 436-1140 5700 N.W. 10th St. (21)

Hartley (PreK-5) Jeff Rust
(402) 436-1139 730 N. 33rd St. (03)

Hill (K-5) Michelle Phillips
(402) 436-1142 5230 Tipperary Trail (12)

Holmes (PreK-5) Haeven Pedersen
(402) 436-1143 5230 Sumner St. (06)

Humann (PreK-5) Randy Oltman
(402) 436-1145 ... 6720 Rockwood Lane (16)

Huntington (PreK-5) Rik Devney
(402) 436-1144 2900 N. 46th St. (04)

Kahoa (PreK-5) Russ Reckewey
(402) 436-1147 7700 Leighton Ave. (07)

Kloefkorn (PreK-5) Sue Braun
(402) 436-1148 ... 6601 Glass Ridge Dr. (26)

Kooser (K-5) Ann Jablonski
(402) 436-1146 7301 N. 13th St. (21)

Lakeview (K-5) Scott Nelson
(402) 436-1149 300 Capitol Beach Blvd. (28)

Maxey (PreK-5) Suzanne Reimers
(402) 436-1153 5200 S. 75th St. (16)

McPhee (PreK-5) Elaine Simpson
(402) 436-1150 820 Goodhue Blvd. (08)

Meadow Lane (PreK-5) ... Ryan Knippelmeyer
(402) 436-1151 7200 Vine St. (05)

Morley (K-5) Molly Bates
(402) 436-1154 6800 Monterey Dr. (06)

Norwood Park (PreK-5) Pam Hale
(402) 436-1155 4710 N. 72nd St. (07)

Pershing (PreK-5) Rhonda True
(402) 436-1160 6402 Judson St. (07)

Prescott (PreK-5) Ruth Ann Wylie
(402) 436-1161 1930 S. 20th St. (02)

Pyrtle (K-5) Paula Baker
(402) 436-1162 721 Cottonwood Dr. (10)

Randolph (K-5) Dr. Wendy Bonaiuto
(402) 436-1163 1024 S. 37th St. (10)

Riley (PreK-5) Jeff Bjorkman
(402) 436-1164 5021 Orchard St. (04)

Roper (PreK-5) Tim Muggy
(402) 436-1170 ...2323 S. Coddington Ave. (22)

Rousseau (K-5) Wendy Badje
(402) 436-1165 3701 S. 33rd St. (06)

Saratoga (PreK-5) Kathy Fleming
(402) 436-1166 2215 S. 13th St. (02)

Sheridan (PreK-5) Dr. De Ann Currin
(402) 436-1167 3100 Plymouth Ave. (02)

West Lincoln (PreK-5) Scott Schwartz
(402) 436-1168 630 W. Dawes Ave. (21)

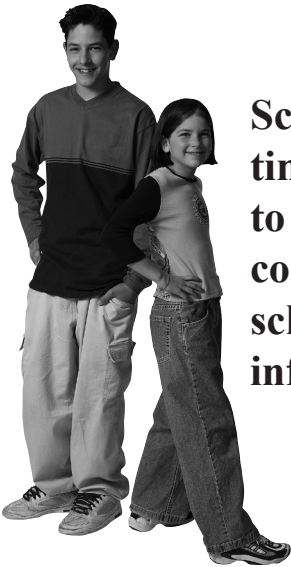
Zeman (K-5) Donna Williams
(402) 436-1169 4900 S. 52nd St. (16)

**Sherrill Educational Center/
Behavioral Skills Program** (K-8) Susan Glissman
(402) 436-1924 340 N. 56th St. (04)



Visit us on the Web at: www.lps.org

SCHOOL START/END TIMES



School start and end times may be subject to change. Please contact individual schools for more information.

ELEMENTARY

Adams	8:15	2:53
Arnold	9:00	3:38
Beattie	8:15	2:53
Belmont	8:15	2:55
Brownell	9:00	3:38
Calvert	8:15	2:53
Campbell	9:00	3:38
Cavett	8:15	2:53
Clinton	8:15	2:53
Eastridge	9:00	3:38
Elliott	9:00	3:38
Everett	8:15	2:53
Fredstrom	8:15	2:53
Hartley	9:00	3:38
Hill	8:15	2:53
Holmes	8:15	2:53
Humann	9:00	3:38
Huntington	8:15	2:53
Kahoa	9:00	3:38
Kloefkorn	8:15	2:53
Kooser	8:15	2:53
Lakeview	9:00	3:38
Maxey	9:00	3:38
McPhee	9:00	3:38
Meadow Lane	9:00	3:38
Morley	9:00	3:38
Norwood Park	9:00	3:38
Pershing	8:15	2:53
Prescott	9:00	3:38
Pyrtle	9:00	3:38
Randolph	9:00	3:38
Riley	8:55	3:38
Roper	8:15	2:53
Rousseau	9:00	3:38
Saratoga	8:15	2:53
Sheridan	9:00	3:38
West Lincoln	9:00	3:38
Zeman	8:15	2:53

HIGH SCHOOLS

	<i>Start (a.m.)</i>	<i>End (p.m.)</i>
Lincoln High	8:00	3:00
East High	8:00	3:00
North Star High	7:00	3:01
Northeast High	8:00	2:54
Southeast High	7:00	3:35
Southwest High	8:15	3:03
Arts & Humanities Focus Program	10:00	3:00
Bryan Community	9:00	2:40
Entrepreneurship Focus Program	8:00	12:30
Information Technology F.P.	7:35/1:35	9:10/3:10
Science Focus Program	10:00	3:00

MIDDLE SCHOOLS

Culler	8:00	2:58
Dawes	8:00	2:58
Goodrich	8:00	2:58
Irving	8:00	2:58
Lefler	8:00	2:58
Lux	8:00	2:58
Mickle	8:00	2:58
Park	8:00	2:58
Pound	8:00	2:58
Schoo	8:00	2:58
Scott	8:00	2:58

KINDERGARTEN

All schools offer all-day kindergarten



ATHLETICS AND ACTIVITIES (402) 436-1811

Intramural & Interscholastic Athletic Participation Guidelines

INTRAMURAL PROGRAMS

Intramural programs are authorized under the following philosophy: The goal of the intramural program within Lincoln Public Schools is to offer activities that encompass the interests and needs of all students. The activities involved stem from skills taught in the physical education classroom or from special interests of students. The program provided is intended to provide for a variety of activities with carry-over value for students in everyday life.

The organization of intramurals is in supervised team, individual, or group activities in which students in a school participate or compete voluntarily.

INTERSCHOLASTIC ATHLETIC PROGRAMS

The interscholastic athletic program of Lincoln Public Schools is considered an integral part of the total educational program. Pupils participate of their own accord and with parents' knowledge and consent.

If the student, parents or coach feels the student is not in good physical condition, participation will not be permitted. If there is a question regarding participation, the school principal and/or athletic director should be notified of the student's physical condition.

In case of injury received either in practice or in a game, only temporary first aid will be provided. The school cannot perform or be held responsible for any required medical attention, nor can it assume or be liable for loss or damage suffered because of injury to pupils. If a parent or family physician cannot be located in case of an injury, Lincoln Public Schools staff is authorized to use their best judgment in obtaining competent medical care and service. Parents are obligated to pay for professional medical and/or related services; the school shall not be liable for the payment of such services. Insurance coverage is recommended for all participants at parents' expense. **PARENTS ARE URGED TO PURCHASE THE ACCIDENT COVERAGE THEY PREFER.** (*Please see the Student Accident Insurance section in this book if you need to purchase insurance coverage.*)

An annual physical examination is required each year after May 1 by the Board of Education and the Nebraska School Activities Association. Each student who participates in any phase of the interscholastic athletic program must have an annual physical examination after May 1 of each year. This certifies that the athlete is qualified for the entire school year.

Physical Examination Reports, Parents' Consent Record, Emergency Information Report forms and Parent/Student Letter should be completed and returned to the school athletic director. Physical exam reports will be recorded on the nurse's permanent school health record. All other forms will be filed in the office of the school athletic director. These forms are available from the athletic director or school office. Lincoln Public Schools does not accept a physical examination completed by a chiropractor for participation in interscholastic athletics.

A list of conduct which would result in suspension from practices, participation in interscholastic competition or in co-curricular activities is available in all secondary schools or in the LPS Athletic Director's Office, 436-1811.

WARNING

The purpose of this **warning** is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with the best coaching, the use of the best protective equipment and strict observance of the rules, injuries are still a possibility.

TRANSFERS

A student enrolled in a high school will have their eligibility credited to that high school. Any subsequent transfer to another school, unless there has been a change in domicile by his/her legal parents, shall render the student ineligible for varsity competition for 90 school days.

Option enrollment and transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the next school year prior to March 15; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office in writing, postmarked no later than March 15. Those students who did not have their enrollment forms signed, delivered and accepted prior to March 15, shall be ineligible for 90 school days, with such transfers being subject to hardship waiver guidelines.

Once the transfer papers have been signed, filed and the NSAA has been notified, the student could complete that year of eligibility in the school the student was leaving. The student would, however, become ineligible for ninety (90) school days the next fall if the student were to change his/her mind and decide not to transfer.



Visit us on the Web at: www.lps.org

ATHLETICS AND ACTIVITIES CONTINUED (402) 436-1811

ACTIVITY/ATHLETIC RECRUITING

Any communication, either written or verbal, directed to the student and/or parent/guardian, in an effort to persuade them to attend a school outside of their attendance area, shall be considered undue influence upon the school selection decision-making process of a student or parent/guardian. Undue influence exerted by any Lincoln Public Schools employee, volunteer sponsor or volunteer coach shall constitute an attempt to recruit. Any Lincoln Public Schools employee, volunteer sponsor or volunteer coach found to be recruiting will be disciplined accordingly.

Age Limitation & Academic Requirements for Interscholastic Athletic/Activity Participation

AGE LIMITATION

No student shall be eligible for interschool competition who has attained the age of 19 years except as follows: A student who becomes 19 years of age on or after August 1 shall be eligible on the basis of age until the end of the current school year.

ACADEMIC REQUIREMENTS

A student in grade seven or eight who reaches age 15 prior to August 1 may participate on a high school team.

All students who choose to participate in activities or athletics for which a stipend is provided to teachers, sponsors or coaches, are required to maintain at least the following **minimum** standard:

- a) have on school record credit for 20 hours of school work for the immediate preceding semester prior to participation. Students enrolled in schools with modular scheduling are required to be enrolled in a minimum of 15 credit hours per quarter and must have passed a total of 20 credit hours the previous semester; and
- b) be taking 20 credit hours of instruction per week during the semester of participation (modular scheduling is 15 credit hours per quarter). In the case of unusual circumstances, the participant, guardian or representative may discuss the matter with the appropriate school personnel and seek a waiver from this regulation.

Individual high school requirements may vary. Please check with the school you will be attending for its requirements.

In the case of alleged infraction of this regulation the participant may be suspended from practice, participation in co-curricular activities of a selected class or interscholastic competition. In any case, the due process procedures adopted by the Lincoln Board of Education will be followed.

A list of the classes, activities or athletics to which this regulation applies is available from the LPS Athletic Director, (402) 436-1811.



Lincoln Public Schools
Community News
CONNECTING WITH OUR COMMUNITY

Community News is a monthly publication for elementary and middle school students in Lincoln Public Schools. It includes information for students and parents on activities outside of school.

Non-profit organizations and youth-serving agencies may buy space in *Community News* to tell students and their families about enrichment programs or events for youth in the Lincoln area. *Community News* is supported financially by the non-profit organizations who advertise.

FOR MORE INFORMATION CALL CATHY TOWNSLEY AT (402) 436-1610



COMMUNICATION SERVICES (402) 436-1610

Communications

Community News (Free Times) is a publication distributed each month during the school year to Lincoln Public Schools elementary and middle school students. It is a monthly guide for students and parents to meaningful activities available through non-profit community agencies in Lincoln. *Community News* is a self-supported publication. For more information about *Community News*, contact Communication Services at 436-1610.

The *LPS Annual Report* is distributed to the entire community.

EdNotes is an electronic newsletter as well as on the LPS website about Lincoln Public Schools for District employees. *EdNotes* features articles about issues facing the Board of Education, curriculum, instruction, student activities and staff recognition.

Educational programming produced or sponsored by Lincoln Public Schools is aired on cable channel 5 and 21. A variety of programs, topics and activities are featured. LPS also offers a Website - www.lps.org - as well as Facebook and Twitter.

Smoke-Free Environment

Lincoln Board of Education policy declares all Lincoln Public Schools buildings and grounds smoke-free.

The District has created the smoke-free environment in an effort to send a healthy message to Lincoln's more than 33,000 students.

We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for Lincoln's children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our Board's policy. Seacrest Field, Den Hartog Fields and individual school athletic fields are included in the smoke-free environment.

Severe Weather Policy

The Superintendent of Schools is authorized by the Lincoln Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

DECISION TO CLOSE SCHOOLS

Lincoln Public Schools has developed a mass communication system to assist in notifying parents of school closings due to weather. In addition, the district will continue to notify all media outlets of any school closing due to weather. Recognizing that in some cases bad weather could affect various forms of technology, each informational outlet supports other informational systems. Radio, television, and the mass communication system are different ways for various families to receive school closing information. As soon as a decision is made on a school closure day, the media will be notified.

Because the LPS mass communication system will be calling over 20,000 homes and families affecting over 33,000 students, the system could require about 40-45 minutes to complete all calls.

If a decision to close the schools the next day is made the evening before, the district will initiate calls to ensure notification of families by approximately 10:00 p.m. However, as often is the case, the school closing decision can not be made until early morning. In those cases, phone calls to homes will begin as early as 5:15 a.m. the day of the school closing.

In addition, the District will place an announcement of school closings as soon as possible on the LPS Web site - www.lps.org.

Announcements about other Nebraska school closings are included in Lincoln radio and television broadcasts. Students and parents will want to pay special attention to which public School District is being closed.

AFTER SCHOOL STARTS

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

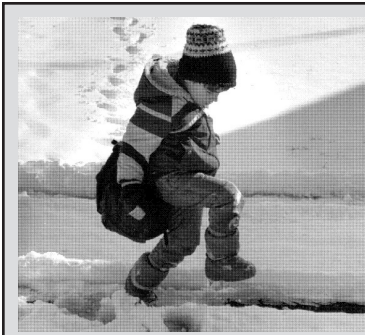
PARENTAL DECISIONS

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.



Visit us on the Web at: www.lps.org

COMMUNICATION SERVICES CONTINUED (402) 436-1610



It is the practice of Lincoln Public Schools that schools remain open in inclement weather whenever possible. Parents may decide to keep their children home during inclement weather even if schools have not been closed by the Superintendent.

The Superintendent recognizes that weather throughout the city and student transportation options may vary making it necessary for parents to make the final decisions regarding whether their children will attend school.

Students whose parents notify school that they will be staying home due to inclement weather will have an excused absence.

For more information, call (402) 436-1000.

WHAT NOT TO DO

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members.

Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

LPSDO Telephone Contacts

LPS officials always urge families and parents to begin with the classroom teacher or appropriate specialist for their questions and concerns.

If a parent or guardian is not satisfied after talking with teachers and specialists, then they should contact the school administrators to discuss the issue.

Finally, however, if parents have gone through all the levels at a school and are still not satisfied, they might need to go further and contact someone at LPS District Offices, located at 3801 S. 14th and 949 W. Bond. To help find the appropriate contact, here is a simple guide to help you work your way through the system at LPS District Offices.

LPSDO MAIN DEPARTMENTS

Athletics	(402) 436-1811
Business Affairs	(402) 436-1635
Communication Services	(402) 436-1610
Community Outreach.....	(402) 436-1610
Curriculum	(402) 436-1808
Facility Use	(402) 436-1072 x82036
Federal Programs	(402) 436-1988
Foundation for LPS.....	(402) 436-1612
Human Resources	(402) 436-1582
Instruction, Department of	(402) 436-1626
Library Media Services.....	(402) 436-1628

Multicultural Office	(402) 436-1604
Nutrition Services	(402) 436-1747
Risk Management	(402) 436-1760
Special Education.....	(402) 436-1905
Student Services.....	(402) 436-1688
Superintendent's Office	(402) 436-1601
Transportation	(402) 436-1073

LPSDO FREQUENTLY CALLED NUMBERS

Accidents, Student or Patron

Risk Management (Sue Wright)	(402) 436-1759
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Americans with Disabilities Act

(Marla Styles)	(402) 436-1579
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Assistance for Activities

(Cathy Townsley)	(402) 436-1610
<i>Financial assistance for athletic shoes, physicals, caps & gowns, etc.</i>	

Athletics

LPS Athletic Department (Karen Hand)	(402) 436-1811
<i>General information for district-wide athletics</i>	

Attendance Areas, School

Student Services (Deb Wilkins)	(402) 436-1680
<i>Attendance Areas, School Boundaries, Maps</i>	

Buses and Transportation

LPS Department of Transportation	(402) 436-1073
<i>Regarding cost, schedules, availability, etc.</i>	

Child Abuse

Counseling Services	(402) 436-1650
<i>Reporting potential cases</i>	

College Entrance Testing Dates

(Nancy Sedlak)	(402) 436-1658
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Computers

Computer Help Desk	(402) 436-1735
<i>Assistance and referral for a variety of hardware and software topics</i>	



COMMUNICATION SERVICES CONTINUED (402) 436-1610

Counseling Issues

(Russ Uhing) (402) 436-1650

Issues regarding student counseling

Crisis Response Team

Year round, 24 hours a day (402) 473-7954

Curriculum

Director of Curriculum (Jadi Miller) (402) 436-1634

Curriculum Specialists

Art/Visual (Nancy Childs) (402) 436-1813

Career/Technical Educ. (Carol Andringa) (402) 436-1819

English/Reading–Elem. (Karen Saunders) (402) 436-1804

English/Reading–Secondary (David Smith) ... (402) 436-1803

Gifted (Joan Jacobs) (402) 436-1822

Math (Matt Larson) (402) 436-1801

Music Supervisor (Ray Lowther) (402) 436-1631

Physical Educ./Health (Marybell Avery) (402) 436-1812

Science (Kirsten Smith) (402) 436-1802

Social Studies (Randy Ernst) (402) 436-1805

World Languages (Jami Swanson) (402) 436-1814

Custodial Services

CTS (Bill McCoy) (402) 436-1073

Regarding conditions of your child's school

Dental Exams

Health Services (Marge Theel) (402) 436-1655

Drug Problems Reported in School

Student Services (402) 436-1653 or (402) 436-1652

Educational Equity

Student Services (Russ Uhing) (402) 436-1650

For assistance or to express concerns

Educational Technology Coordinator

(Darin Raguse) (402) 458-3132

English Language Learners

Federal Programs (402) 436-1998 or (402) 436-1989

Enrolling New Students

(Deb Wilkins) (402) 436-1680

Expulsions from School

(James Boedeker) (402) 436-1653

(Russ Uhing) (402) 436-1650

Focus Programs for H.S. Students

Department of Instruction (TBA) (402) 436-1637

Arts & Humanities, Entrepreneurship, Science, and Technology

Focus Programs

Gifted Programs

Curriculum Department (Joan Jacobs) (402) 436-1822

Information on student qualifications, etc.

Graduation Demonstration Exams

Evaluation and Assessment (402) 436-1792

Or call the appropriate curriculum specialist

Graduation Demonstration Requirements

Writing (Kimberly Samuelson) (402) 436-1823

Reading (Alinda Stelk) (402) 436-1823

Math (Sue Graupner) (402) 436-1828

Head Start

Federal Programs (402) 436-1995

Homeless Students

Homeless Coordinator (Russ Uhing) (402) 436-1650

Human Resources (Nancy Biggs) (402) 436-1575

Immunization

Health Services (Marge Theel) (402) 436-1655

Regarding rules and regulations

Instructional Technology Coordinator

(Tim Hahn) (402) 458-3133

Job Applications

Human Resources (402) 436-1582

For employment with Lincoln Public Schools

Kindergarten

General Questions (Jadi Miller) (402) 436-1634

Library

Library Media Services (Mary Reiman) (402) 436-1627

Information regarding library books and programs

Lunches, Breakfasts

Free/Reduced Applications (TBA) (402) 436-1746

Special Diets (Jessie Coffey) (402) 436-1745

Working in a School Kitchen (Mary French) (402) 436-1766

WebSMARTT System (Jodi Lewis) (402) 436-1743

Maintenance

(Scott Wieskamp) (402) 436-1072

Music Program

Curriculum Department (Ray Lowther) (402) 436-1631

Vocal, instrumental, group availability, instruments

Race Relations

Multicultural Office (Thomas Christie) (402) 436-1604

Information regarding multicultural issues

Recycling

FM (Marti Franti) (402) 436-1072

Information on programs throughout the district

Rehabilitation Act (Section 504)

(Russ Uhing) (402) 436-1650

Returned Checks

Accounting Department (402) 436-1762

School Year Student Calendars

TBA (402) 436-1637

Seacrest Field

Facilities (402) 436-1811 or (402) 436-1081

Sexual Harassment

Title IX Officer

(Nancy Biggs) (402) 436-1575



Visit us on the Web at: www.lps.org

COMMUNICATION SERVICES CONTINUED (402) 436-1610

Special Education

(Jenny Fundus) (402) 436-1905
IEP, Transportation, and all general questions

Staff Development (402) 436-1851

State Standards for Middle & High Schools

Reading, Speaking or Listening (David Smith) .. (402) 436-1803

Math (402) 436-1801

Student Records

(Deb Wilkins)..... (402) 436-1680

Student Transcripts

Student Services (Rosemary Eastwood) (402) 436-1688

Student Transfers

(Terry Walker) (402) 436-1684

Summer School

Dept. of Instruction (Russ Uhing) (402) 436-1652

Information regarding Summer School

Teachers

Dept. of Instruction (Jane Stavem) (402) 436-1625

Regarding concerns about a teacher

Test Results, District and Schools

Evaluation and Assessment..... (402) 436-1795

Tickets, Athletic Activity Tickets

LPS Athletic Department..... (402) 436-1811

Activity Tickets for Sporting Events

Translators

Federal Programs (402) 436-1988

Volunteering/Helping Schools

Volunteers in Schools (402) 436-1610

TeamMates Mentoring Program

(Walter Powell)..... (402) 436-1990

Information on mentoring a youth

Work Experience Program

Curriculum Department (402) 436-1819

Work Permits

Curriculum Department (402) 436-1821

HEALTH SERVICES (402) 436-1655

Student Health Information

STUDENT ILLNESSES

School health personnel will notify parents/guardians when a student needs to be sent home from school due to illness. Conditions requiring a student to be sent home include: Temperature 100°F. or greater, vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment form so that you can be reached if your child becomes ill or injured while at school.

Please inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.



GUIDELINES FOR ADMINISTERING MEDICATION

Parents/guardians must provide a signed written consent for the child to be given medication at school prior to medication being given. **A consent form is included in the back of this booklet.**

Medications (prescription and over the counter) must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications also require a physician's authorization to be given at school. Please limit the amount of medication provided to the school, to a two-week supply.

EMERGENCY MEDICATIONS

As required by state law, Lincoln Public Schools has in place an *Emergency Protocol*, which calls for the administration of medications (epinephrine by injection and albuterol by inhalation) in the event of **life-threatening** allergic reaction or asthma. The protocol is administered by trained personnel, with oversight by physicians on the District Medical Advisory Committee. In every emergency, efforts are made to contact parents/guardians immediately, so it is important to make sure this information is kept up to date in the school office. Please contact the school nurse for more information about the protocol.



HEALTH SERVICES CONTINUED (402) 436-1655

Students in Lincoln Public Schools with the diagnosis of asthma or severe allergy may be permitted to carry inhalers or Epipens® for self-administration. Authorization to do so is coordinated by the school nurse and requires parental/guardian as well as physician consent. Students with diabetes may carry glucose sources and other supplies for self-treatment when authorization is in place to do so. For more information about the management of these and other health concerns in the school setting, parents/guardians are encouraged to contact the school nurse assigned to their child's building.

SCHOOL HEALTH SCREENING _____

Nebraska statute requires school-age health screening. Children in preschool and kindergarten through fourth grade, seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. The screening program also includes students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school health screening program must provide screening results from a medical provider, dated no earlier than May 1 of the current calendar year, by December 1.

PHYSICAL EXAMINATION _____

Evidence of a physical examination by a qualified physician, PA, or APRN is required within six months prior to the entrance of the child into Early Childhood classes, kindergarten and the seventh grade or in the case of transfer from out of state to any other grade. A parent or guardian who objects must submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office. Additional physical exam requirements may apply for athletic participation.

VISUAL EVALUATION _____

Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within 6 months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade. No such examination shall be required of any child whose parent or guardian objects in writing.



GUIDELINES FOR HEAD LICE _____

IN ORDER TO:

- Better control a nuisance condition;
 - Reduce absenteeism due to head lice; and
 - Involve parents as partners with the school in control efforts...
1. Children will be sent home from school for live head lice. In the event the child has TWO cases of live lice in a semester, he or she will be sent home until free of both live lice and nits (eggs).
 2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
 3. A child who is sent home from school for head lice should miss no more than two school days.
 4. A child who has been sent home from school due to head lice must come to the health office for inspection before returning to class.
 5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
 6. Families are encouraged to report head lice to the school health office.
 7. Individual buildings will perform classroom-wide or school-wide head checks as needed in order to control the condition at school.

**Nit removal will be emphasized for effective management of the condition.*

For more information call the nurse at your child's school or Department of Student Services, Office of Health Services, (402) 436-1655.

IMMUNIZATION REQUIREMENTS _____

Students must show proof of immunization upon enrollment in Lincoln's public schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement which is available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.



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HEALTH SERVICES CONTINUED (402) 436-1655

PLEASE NOTE

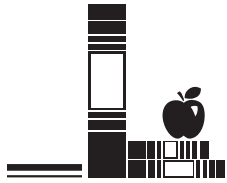
¹ **Minimum intervals for Hepatitis B Vaccination** are a) 28 days between doses #1 and #2, b) 112 days between #1 and #3, c) 56 days between dose #2 and #3 d) the minimum age for dose #3 is 164 days of age, e) for those receiving the alternate two-dose schedule (approved product: RecombivaxHB) the interval between #1 and #2 must be 122 days or more. The alternate two-dose schedule may be administered between ages 11 and 15 years and must be completed before the 16th birthday.

² **The requirement for Varicella** (chicken pox) may also be met with a signed statement from parent or health care provider that the student has had varicella disease. The year of disease must be stated.

For waiver information please call (402) 436-1655 or contact the school nurse at the school of enrollment.



STUDENT GROUP	REQUIRED VACCINES
<p>2-5 year olds enrolled in a school based program not licensed as a child care provider</p>	<ul style="list-style-type: none"> • 4 doses of DtaP, DTP, or DT vaccine; • 3 doses of Polio vaccine; • 1 dose of MMR given no earlier than four (4) days before the first birthday; • 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age; • 3 doses of Hepatitis B vaccine given according to minimum interval guidelines¹; and • 1 dose of Varicella vaccine².
<p>Students entering school for the first time (Kindergarten or 1st grade)</p> <p>Students entering 7th grade</p> <p>Transfer students from out-of-state regardless of grade (includes foreign students)</p>	<ul style="list-style-type: none"> • 3 doses of DtaP, DTP, DT, or Td vaccine with at least one dose given no earlier than four (4) days before the fourth birthday; • 3 doses of Polio vaccine; • 2 doses of MMR vaccine with the first dose given no earlier than four (4) days before the first birthday and the two doses separated by at least 28 days. Repeat after Varicella vaccine; • 3 doses of pediatric Hepatitis B vaccine, or if the alternate Hepatitis B schedule is used, 2 doses of adult Hep B specified for adolescents 11-15 years of age. Doses must meet minimum interval guidelines¹ to be considered valid; and • 2 doses of Varicella vaccine² with the first dose given no earlier than four (4) days before the first birthday and the two doses separated by at least 28 days. • For 7th Grade Only: 1 dose of Tdap (must contain pertussis booster)—this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.
<p>All students NOT listed above</p>	<ul style="list-style-type: none"> • 3 doses of DtaP, DTP, DT, or Td vaccine; • 3 doses of Polio vaccine; • 2 doses of MMR vaccine given no earlier than four (4) days before the first birthday and separated by at least 28 days; • 3 doses of Hepatitis B vaccine, or if the alternate Hepatitis B schedule is used, 2 doses of Hep B vaccine approved for adolescents age 11-15. Doses must meet minimum interval guidelines¹ in order to be considered valid. • 2 doses of Varicella² vaccine with the first dose given no earlier than four (4) days before the first birthday and the two doses separated by at least 28 days.



Lincoln Public Schools

P.O. Box 82889 • Lincoln, NE 68501 • (402) 436-1000 • (Fax) 436-1620

May 2012

Dear Lincoln Public Schools Parent and Student:

The Nebraska Legislature has passed a law requiring School Districts to adopt a policy on student fees. The Lincoln Board of Education adopted the attached policy at its May 22, 2012 meeting.

Attached is the Lincoln Public Schools "Student Fees Policy" and a description of programs/materials/supplies covered by the policy. A fee waiver application is included with the policy.

The student fees policy does not represent a major change for Lincoln Public Schools. The most significant change is the opportunity for students who qualify for free or reduced-price lunches to apply for fee waivers specifically for 1) participation in extra-curricular activities, and 2) use of a musical instrument in optional music courses. Completed applications should be returned to the principal's office of the school that the student attends.

If you have questions about this policy or about the application, please contact the principal of your student's school.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Jane Stavem".

Dr. Jane Stavem
Associate Superintendent
for Instruction

cc: Building Principals



DIVISION OF INSTRUCTION (402) 436-1626

■ Student Fees Policy

STUDENT FEES POLICY 5520

The Board of Education of Lincoln Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fees Authorization Act.

The District’s general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs, and services. The District’s general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be accepted from time to time. The policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the 2012-2013 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for Non-specialized Attire Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses, and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial technology, chemical or chemical-physical classes which involve exposure to hot molten

metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding, or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings. Teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or Consumable Items and Miscellaneous

- a. Extracurricular Activities: Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- b. Courses
 - i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
 - ii. Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
 - iii. Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.



DIVISION OF INSTRUCTION CONTINUED (402) 436-1626

iv. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

v. Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities—Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g., choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extracurricular Activities—Fees for Participation

Any fees for participation in extracurricular activities for the 2012-2013 school year are further specified in Appendix "1."

Admission fees are charged for extracurricular activities and events.

5. Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means "tuition and other fees only associated with obtaining credit from a postsecondary educational institution." For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

6. Transportation

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

7. Copies of Student Files or Records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian, or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the student's files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in Before-and-After-School or Pre-kindergarten Services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

9. Participation in Summer School or Night School

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for fees charged for correspondence courses.



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DIVISION OF INSTRUCTION CONTINUED (402) 436-1626

10. Breakfast and Lunch Programs

Students shall be responsible for items which students purchase from the District’s breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

11. Waiver Policy

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 under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) 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 free or reduced-price lunches for purposes of this section. Students or their parents are encouraged to 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 conclusion of the activity.

12. Distribution of Policy

The Superintendent or the Superintendent’s designee shall publish the District’s student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District, or to every household in which at least one student resides, at no cost.

13. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from or on the behalf of students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**Date of Adoption
(or Last Revision):**

5/22/2012

**Related Policies and
Regulations:**

6320, 6320.1, 6440

Legal Reference:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 (The Public Elementary and Secondary Student Fee Authorization Act); Nebraska Constitution, Article VII, section 1.; Neb. Rev. Stat. §§ 79-241, 79-605, and 79-611 (transportation); Neb. Rev. Stat. § 79-2,104 (student files or records); Neb. Rev. Stat. §79-715 (eye-protective devices); Neb. Rev. Stat. §79-737 (liability of students for damages to school books); Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services); Neb. Rev. Stat. §§79-1106 to 79-1108.3 (accelerated or differentiated curriculum program)





DIVISION OF INSTRUCTION CONTINUED (402) 436-1626

**Appendix “1” to the 2012-2013 Student Fee Policy of
Lincoln Public Schools Additional Specifications of Required Materials and Fees¹**

PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE (ANTICIPATED OR MAXIMUM) ² OR SPECIFIC MATERIAL REQUIRED
ELEMENTARY PROGRAMS		
Physical Education classes	Appropriate clothing (non-specialized attire)	Soft-soled shoes
Music (Optional band courses)	Musical instruments	Musical instruments and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures and a “gig bag,” etc.). Limited instruments available for use by any student. Rental fee of \$50 for use of school-owned instrument.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None — necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are allowed, but not required, to bring items from class supply lists which may be distributed by the office or individual teachers.
Science Fair (Optional)	Appropriate materials	Display board, materials for experiment or demonstration.
Field Trips	Transportation and admission costs of field trips	None — costs of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required, to contribute for field trip costs of up to \$6 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$100 per class may be charged.
Copies	Use of school copiers	Five cents (.05) per page (when charges apply).
School Meals		Breakfast — \$1.20 Lunch — \$2.15 Prices are based on one Type A meal per day, will vary depending on the number of meals or items purchased by the student and may be adjusted during the year. . .
SECONDARY PROGRAM		
Physical Education classes	Appropriate clothing (non-specialized attire)	Soft-soled shoes, shorts, shirt.
Science Fair (Optional)	Appropriate materials	Display board, material for experiment or demonstration.
Field Trips	Transportation and admission costs of field trips	None — costs of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required, to contribute for field trip costs of up to \$6 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.



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DIVISION OF INSTRUCTION CONTINUED (402) 436-1626

PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE (ANTICIPATED OR MAXIMUM) ² OR SPECIFIC MATERIAL REQUIRED
Music (Optional band courses)	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.). Limited instruments available for use by any student. Rental fee of \$50 for use of school-owned instrument.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None — necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are allowed, but not required, to bring items from class supply lists which may be distributed by the office or individual teachers.
Advanced math or science classes	Specialized calculators	Calculators are provided for use in the classroom. Students are encouraged, but not required, to purchase such equipment for their personal use.
Copies	Use of school copiers	Five cents (.05) per page when charges apply.
School Meals		Breakfast — \$1.40 Lunch — Middle School: \$2.35 High School: \$2.50 Prices are based on one Type A meal per day, will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
Postsecondary education classes	Tuition and fees for college courses taken for credit	None — Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs and tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test and ACT test, are optional and to be paid directly to the private companies involved.
Student Identification	Photo identification cards	\$3 per duplicate..
Summer school courses	Classes offered during the summer, or at night, if any	Five credit-hour class: \$200
Locker usage	Use of school padlock and/or locker	Fee of \$10 per year will be required.
Parking	Use of school parking lot during school day	\$20 per year maximum. Students will be required to sign and display a parking permit.

EXTRACURRICULAR AND OTHER PROGRAMS

Athletics and Activities

1. Admission	Spectator fees for admission to athletic events	\$5 per event maximum. Students may purchase a 10-punch Activity Ticket for \$10. For District and Conference events hosted by the school, cost to be set by NSAA but not to exceed \$10 per event.
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to students' physician or clinic.
3. Equipment and attire (Athletics, Cheerleading, Flag Corps, and Dance Teams)	Students are responsible for required equipment & attire appropriate to the sport or activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity and dress attire suitable for team travel. Shoes appropriate for the activity are required. Optional items for which students are responsible include: personal athletic bags, hair ties, sweatbands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: <i>(see next page)</i>



DIVISION OF INSTRUCTION CONTINUED (402) 436-1626

PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE (ANTICIPATED OR MAXIMUM) ² OR SPECIFIC MATERIAL REQUIRED
		Baseball..... Baseball glove Basketball..... No additional Tennis..... Tennis racquet Cross Country No additional Football No additional Golf Clubs Soccer..... No additional Softball..... Softball glove Swimming/Diving..... Swimsuit Track No additional Volleyball..... Volleyball knee pads Wrestling..... No additional Cheerleading, Shoes, approved uniforms, jacket, poms Flag Corps and and other accessories, Dance Team Squads..... not to exceed \$1,000
Equipment and Attire (Instrumental Music Groups)	Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity.	Uniforms for marching bands and concert band are provided by the district. Required items for particular groups include the following: Marching band Shoes, gloves, t-shirt Symphony Concert black dress Jazz Band Shirts and pants
Equipment and Attire (Vocal Music Groups)	Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity.	Required items include performance clothes, including shoes, as selected by members of the groups and the director, at a cost not to exceed \$300.
Equipment and Attire (Competitive Forensics)	Appropriate clothing (non-specialized attire); supplies	Business/professional attire, t-shirt, materials for visual aids.
4. All-State Music Groups	Audition fees	\$20
5. Travel meals	Meals	Students are responsible for their own meals while traveling.
6. Locker use	Padlock for gym locker	Usage fee of \$10 may be required.
7. Camps, clinics and festivals	Registration and other costs of caps, clinics or festivals	Students are responsible for the cost of all clinics, camps, festivals and conditioning programs. Any personal items purchased at camps, clinics or festivals, such as t-shirts, shall be at the student's expense.



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DIVISION OF INSTRUCTION CONTINUED (402) 436-1626

PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE (ANTICIPATED OR MAXIMUM) ² OR SPECIFIC MATERIAL REQUIRED
CLUBS/ORGANIZATIONS		
Future Business Leaders of America (FBLA)	State and national dues, meals and activities	Annual dues not to exceed \$25 per club.
Future Career/Community Leaders (FCCLA)	State and national dues, meals and activities	Annual dues not to exceed \$25 per club.
National Honor Society	State and national dues, meals and activities	Annual dues not to exceed \$25 per club.
VICA/Skills USA	State and national dues, meals and activities	Annual dues not to exceed \$25 per club.
Distributive Education Club of America (DECA)	State and national dues, meals and activities	Annual dues not to exceed \$25 per club.
FBLA/DECA competition	Registration fees	\$50
Music Honor Society	Dues	\$10
Synchronized Swim Club	Appropriate attire	Swimsuit
International Thespian Society	Dues	\$30
Student Council	State and national dues, meals and activities	Annual dues not to exceed \$50 per club.
SOCIAL AND RECOGNITION ACTIVITIES		
School plays, musicals and social activities	Admission to events	\$10 per play or activity
School dances	Admission to prom, homecoming, etc.	\$25 per event
Senior recognition	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page and class composite picture.
Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for costs of school-sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$3,000 per student. If the trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school-sponsored if: it is not supervised or administered by the school, attendance on the trip does not count toward graduation credit or grade advancement and participation on the trip is voluntary for students.

¹ This listing is a part of the 2012-2013 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.
² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2012-2013 school year.



MULTICULTURAL OFFICE (402) 436-1605

Multicultural Advisory Committee

The Multicultural Advisory Committee (MAC) is a community-based committee created by the Superintendent to give recommendations/advice to help the District in compliance with its Multicultural Policy.

If you are interested in being a member of the LPS Multicultural Advisory Committee, please call the Multicultural Office at (402) 436-1605.

MULTICULTURAL POLICY _____

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans; and
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race; and
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Lincoln Public Schools, it shall also be the policy and practice of this District to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

NUTRITION SERVICES (402) 436-1747

Online Prepayment for School Meals

Online prepayment is available using a credit card or checking account. Nominal fees apply.

To create a parent web payment account, begin by visiting www.lps.org. On the left-hand side, click on “Buy Student Meals”, click on **Create new account**. Enter the student ID number for one of your students and the birth date. Click Submit. This brings you to a form where you create your User Name and Password. This is your account so enter a username and password you will remember easily. You may also enter an e-mail address if you would like to receive notification of a low or negative student account balance. Set up your security questions - the answers to these questions will be needed if at any time you forget your password. Once you have filled in the form, click on Create Account and Log In. Once logged in, all students in your household will appear with their current account information. At any time you can view the student’s balance and make deposits in their accounts. Deposits take one business day to register online if made after 8:00 p.m.

School Cafeteria Accounts

To access their cafeteria account each student has their own personal pin number (PIN).

Money is deposited into the student’s personal cafeteria account (called a prepayment), and when food is purchased the computer subtracts the cost from the student’s balance.

The money in the student’s account can be distributed three ways:

- 1) for school breakfast and lunch meals only;
- 2) for school meals, snacks and seconds;
- 3) for cash only, to be spent as wished for breakfast, lunch, snacks and seconds.

A parent or guardian may indicate on their check or send a note how they want the money distributed in their student’s account. If no notation is made, funds will be placed in cash.

A suggestion for the amount of prepayment would be \$45 for elementary students, \$47 for middle school students and \$50 for high school students. This would provide lunch meals for four weeks. For breakfast, an additional \$24-\$28 would be needed. More money would also be needed to purchase snacks and seconds.

Any amount of money may be deposited. Cash may also be used to pay for food at time of purchase.

Reduced price meals will be 40 cents per lunch meal and 30 cents per breakfast meal.



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NUTRITION SERVICES CONTINUED (402) 436-1747

The advantages of depositing money in an account are parents or guardians know where the money is going, faster service and a student doesn't have to carry money each day.

Students **must not lend** their PIN to other students. This would result in their account being charged and depleted.

Whether a lunch is free, reduced price or a paid meal, the cash register will show zero amount due as long as there is money in the account when needed.

When a student's account gets down to the last few dollars the cashier will alert the student.

At any time the cashier can inform the student of their balance. Balances may also be viewed on the Internet at: www.lps.org.

If a student runs out of money in their account, they will be asked to pay the balance due or not take snacks or seconds. The parent/guardian is responsible to pay for all school meal purchases made by the child.

If a student, parent or guardian has questions or concerns about their account, please talk to the cafeteria manager or call the Nutrition Services office at (402) 436-1743.

Money in an account will be transferred from one school to another if a student changes schools within Lincoln Public Schools during the school year.

All account balances will be carried over to the next school year each year. Balances on accounts at the end of the school year (whether credit or debt), will be in the students' accounts when they return to school. Money owed will be subtracted from the deposit made at the start of the school year.

Refunds are made only when a student moves out of the District. Money will only be refunded from accounts according to the following two guidelines.

1. Current LPS students returning to Lincoln Public Schools for the next school year will not be eligible for a refund unless their year-end account balance is or exceeds \$20.00. **All refunds must be requested at the student's current school before the last day of school.**
2. After that, only students leaving Lincoln Public Schools will have their accounts refunded. The money will be refunded at Lincoln Public Schools (temporarily located in the Celerion building at 3801 S. 14th Street) in the Accounting Department, starting the second week after school gets out. Any amounts not claimed by July 15 for students leaving Lincoln Public Schools will revert to the Nutrition Services Department.

Parents should closely monitor how much money they put into their student's account at the end of the school year to ensure the account balance over the summer isn't higher than they would like. Cash is always welcome.

Students who have left Lincoln Public Schools in one school year and return in another school year will have their former negative balance reinstated.

Charging: No snack foods, milk or seconds may be charged. Parents are responsible for paying for their child's food. A parent or guardian may request that no charges be allowed on their child's account by calling (402) 436-1743.

Prepayments: Prepayments may be mailed or sent with your child to the school to the attention of the cafeteria manager. Write your child's personal pin number and name on the check. At the beginning of the school year prepayments may be made at the school's open house. Prepayments may be made before school at a designated time, or during breakfast and lunch serving times. Online prepayment can also be made at www.lps.org.

Free and Reduced Price Meal Application

ONLINE MEAL APPLICATION _____ FAST, CONVENIENT WAY TO APPLY:

Go to www.lps.org; under "Popular Pages" on the left hand side go to "Free and Reduced Meal Applications;" click on the online application; fill out the meal application and hit submit. If the application has been completed correctly, you will receive an Application Number.

Applicants filling out meal applications will receive a letter through the US Post Office informing them of their meal status. **Keep this letter for your records.**

Free/Reduced Applications submitted online are processed faster.

VERIFICATION _____

Your eligibility may be checked at any time during the school year. School officials may ask you to send acceptable papers and/or documents which prove your child(ren) is eligible for free or reduced price meal benefits.

FAMILY INCOME _____

For families not receiving Supplemental Nutrition Assistance Program (SNAP) formerly the Food Stamp Program, FDPIR (Food Distribution Program on Indian Reservations) or TANF (Temporary Assistance for Needy Families)





NUTRITION SERVICES CONTINUED (402) 436-1747

INCOME TO REPORT _____

Earnings from Work

- Wages/salaries/tips
- Strike benefits
- Unemployment compensation
- Worker’s compensation
- Net income from self-owned business or farm

Welfare/Child Support/Alimony

- Public assistance payments
- Welfare payments
- Alimony/child support payments

Social Security/Pension/Retirement

- Pensions
- Supplemental Security Income
- Retirement income
- Veteran’s payments
- Social Security

Other Income

- Disability benefits
- Cash withdrawn from savings
- Interest/Dividends
- Income from Estates/Trusts/Investments
- Regular contributions from persons not living in the household
- Net royalties/annuities/net rental income
- Any other money that may be available to pay for the children’s meals.

NOTE _____

- Any income earned by students from **regular** full-time or part-time jobs must be reported.
- List gross income, the amount earned before taxes and other deductions.

DO NOT REPORT _____

- Scholarships or other educational benefits
- Value of SNAP benefits
- If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

FAMILY SIZE _____

You must include all people living in your household, related or unrelated, and their income. You must include yourself and all children who live with you.

**SNAP _____
Supplemental Nutrition Assistance Program (formerly the Food Stamp Program)**

If you had students enrolled in Lincoln Public Schools during the previous school year, and you qualified for SNAP on July 1, the students will automatically be qualified for free meals.

If you have any questions, please call the Nutrition Services Department at (402) 436-1746.

Non-discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write:

**USDA
Director, Office of Civil Rights
1400 Independence Ave, S.W.
Washington D.C. 20250-9410**

or call (866) 632-9992 (voice), (800) 877-8339 (TTY), or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

RISK MANAGEMENT (402) 436-1760

■ Student Accident Insurance

Lincoln Public Schools does not provide medical payments insurance for student injuries that occur at school or during school-related activities. However, LPS does make available the opportunity for parents to enroll their student(s) in an accident insurance program.

Brochures related to this program are available in the office of each school and also in the athletic office of each high school. If you are interested in securing more information about this program, please contact your school office/athletic office. Enrollment is direct with the company.



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TRANSPORTATION (402) 436-1073

ELIGIBILITY FOR BUS TRANSPORTATION (TO/FROM SCHOOL) _____

The District will provide for the transportation to and from school for all students eligible under the provisions of state law, including elementary and middle school students residing over four miles from the school in the attendance area within

which they reside, special education students whose individual education plan (IEP) requires transportation as essential to learning, and students who have been moved for the benefit of the District in instances to relieve overcrowding, major facility renovations, or efficiency in the use of buildings and/or staff. If you have questions concerning LPS transportation service, please call (402) 436-1073.

SPECIAL EDUCATION (402) 436-1905

Special Education Identification and Placement Procedure

WHAT DOES SPECIAL EDUCATION MEAN? _____

Special Education means specially designed instruction. Specially designed instruction means adapting as appropriate to the needs of an eligible child the content, methodology, or delivery of instruction to address the unique needs of the child that result from the child's disability and to ensure access to the general curriculum so that the child can meet the educational standards within the jurisdiction of the public school district.

Special Education is provided at no cost to the parent, to meet the unique needs of a child with a verified disability, including classroom instruction, home instruction, instruction in hospitals and institutions, and instruction in physical education. The term includes travel training, vocational education, speech-language pathology, occupational therapy and physical therapy if the service consists of specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.

HOW ARE STUDENTS WITH DISABILITIES IDENTIFIED? _____

Referrals are made by teachers or parents to a Student Assistance Team. The Student Assistance Team problem solves and recommends general education interventions prior to recommending formal evaluations. A Response to Intervention Plan is developed and if a child does not respond adequately to the general education instruction and interventions, a multidisciplinary team evaluation may be conducted.

Parents must provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held

with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

STUDENTS WHO MAY BENEFIT _____

A student verified as having autism, behavior disorder, developmental delay, hearing impairment, mental handicap, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

INDEPENDENT EVALUATION _____

If a parent disagrees with an evaluation completed by the School District, a parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the School District will arrange for further evaluation at public expense. If School District officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

REEVALUATION _____

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data for the student and will identify what additional data, if any, are needed. The School District shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

INDIVIDUAL EDUCATION PROGRAM (IEP) _____

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents which specifies programs and services that will be provided by the schools. If necessary, the District will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.



SPECIAL EDUCATION CONTINUED (402) 436-1905

Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the School District;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be, participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or School District.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting.

The School District will provide parents with a copy of the IEP.

PLACEMENT _____

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The School District must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs requires specialized educational techniques which are not available in current settings.

Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested.

Written notice shall be given to parents a reasonable time before the School District:

1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

ALTERNATIVE PROGRAMS _____

Parents have a right to know about available private and public programs, other than those offered by the schools. The School District staff will provide information about those programs on request. If parents place the student in one of those programs, however, the School District is not required to pay for the student's education.

TRANSPORTATION OF STUDENTS RECEIVING SPECIAL EDUCATION _____

The District Special Education Department will make arrangements for transportation for eligible students. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Individual special conditions may warrant special education students to be transported to their assigned schools. If parents are dissatisfied with a transportation decision, they may appeal to the District's Director of Special Education.

ACCESS TO STUDENT RECORDS Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the School District in providing educational services.

NONPUBLIC SCHOOL STUDENTS _____

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students. The IEP Team for resident students with disabilities determine appropriate services which may occur in the nonpublic or public school. Nonresident students with disabilities in a nonpublic school may have a Services Plan from Lincoln Public Schools or an IEP from the student's resident school district.

PARENTAL REVIEW OF PROGRAMS _____

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

PLANS AND BUDGET _____

With the exception of personally identifiable student records, District special education plans and budgets are available for public inspection.

This is a summary of the Lincoln Public Schools District plan for special education students. Anyone interested in obtaining a copy of the complete District policy or a copy of the Nebraska Department of Education Rule 51 or Rule 55 (appeal process)



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SPECIAL EDUCATION CONTINUED (402) 436-1905

may contact the Director of Special Education, Lincoln Public Schools District Offices, P.O. Box 82889, Lincoln, NE 68501, or telephone (402) 436-1905.

STUDENT REFERRALS FOR SPECIAL PROGRAMS _____

Some of the students attending Lincoln Public Schools are eligible for programs suited to their specific needs.

SPECIAL EDUCATION _____

Students with possible learning, behavioral or physical difficulties may be referred to a school multidisciplinary evaluation team. The team will determine whether the child is eligible to receive services in a special education program.

Parents who feel their child may qualify for special education services should contact their school principal.

Gifted Program

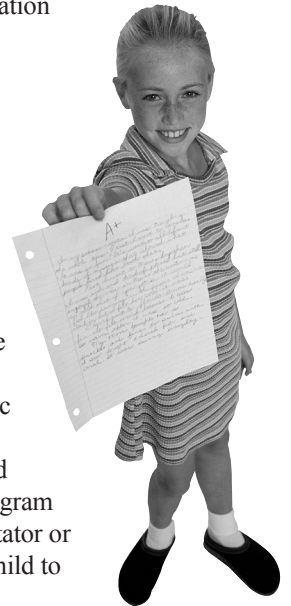
The Lincoln Board of Education recognizes that the student population includes students with exceptional academic abilities. The students have a need for educational services which are consistent with their ability levels and learning characteristics. Lincoln Public Schools will make available to those students learning opportunities which will help them to:

- develop high levels of knowledge and skills in their areas of competence at rates of learning suited to their abilities
- develop attitudes and skills needed for in-depth study and self-directed learning
- learn from and interact with others of similar abilities
- develop both leadership and support role skills and attitudes
- understand and use their abilities

Students in the LPS gifted program usually demonstrate several of the following learning characteristics:

1. Extraordinary quantity of information
2. Advanced comprehension
3. High level of verbal ability
4. Ability to think in abstract terms
5. Ability to form concepts
6. Keen sense of humor
7. A sense of justice
8. High achievement
9. Outstanding products
10. High past performance

Students may be identified as eligible for the gifted program by scoring in the upper two percent on an academic aptitude test or by the data gathering process. Parents who think their child may be a candidate for the gifted program may notify the school building facilitator or principal that they would like their child to be considered for further evaluation.



STUDENT SERVICES (402) 436-1688

Parental Involvement

Throughout this book the term “Parents” refers to both natural or adoptive parents and to legal guardians.

Lincoln Public Schools welcomes parental involvement in the education of their children. We recognize 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. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

- A. Parental involvement is a part of the ongoing and timely planning, review and improvement of District and building programs.
- B. Parents are encouraged to support the implementation of District policies and regulations.
- C. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
- D. Textbooks, tests and other curriculum materials used in the District are available for review by parents upon request.
- E. Parents are provided access to records of students according to law and school policy.
- F. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.



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- G. Testing occurs in this School District as determined to be appropriate by District staff to assure proper measurement of educational progress and achievement.
- H. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
- I. Participation in surveys of students occurs in this District when determined appropriate by District staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with District policy. Timely written parental requests to remove students from such surveys will be granted in accordance with District policy (6620, 6620.1, 6621, 6621.1). In some cases (see Regulation 6621.1), parent permission must be given before the survey is administered.
- J. Parents are invited to express their concerns, share their ideas and advocate for their children's education with Board Members, administrators and staff.
- K. School District staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

It is also the policy of Lincoln Public Schools to implement programs, activities and procedures for the involvement of parents in Title I programs consistent with the Title I laws, as amended by the No Child Left Behind Act of 2001. Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Birth Certificate Requirements

State legislation (43-2007, sections 2-5) requires that a certified copy of a student's birth certificate must be used when enrolling a new student in school. If your child is registering with Lincoln Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Vital Records, 1033 O Street, Suite 130, Lincoln, NE 68508. Office hours are 8 a.m. to 5 p.m., Monday-Friday, (402) 471-2871. There is a fee per certificate.

Please note: The document parents receive from the hospital

looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the State of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Goals for Students

The Lincoln Board of Education adopted a set of goals in 1991 recognizing that students enter school with diverse talents, interests and needs. Throughout the course of our students' public school education we want them to develop to their greatest potential. It is the intent of the Board and staff of Lincoln Public Schools that all students, to the degree they are able, will:

1. Demonstrate competence and fluency in the essential skills of reading, writing, speaking, listening and mathematics.
2. Think critically and creatively, using higher order thinking skills to make decisions, solve problems and create new perspectives and possibilities.
3. Understand the important ideas from the arts, humanities, sciences and mathematics and understand the relationships among them.
4. Demonstrate the knowledge, skills and attitudes essential for living in a democracy and becoming a contributing member of society.
5. Understand and celebrate the diversity and interdependence of our pluralistic, multicultural community, nation and world.
6. Respect and care for themselves and others.
7. Respect and care for the natural environment.
8. Work with others productively and cooperatively.
9. Develop the skills and attitudes essential to enter the work force.
10. Become a lifelong learner.
11. Demonstrate the knowledge and skills essential for achieving lifelong health.

Application for Special Attendance Permit

Students, K-8, wishing to attend a school other than the one in their attendance area must complete an **Application for**



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Special Attendance Permit. Applications may be completed at the student’s current school. The permit may be left at the school where it will be forwarded to LPS Student Services for action. Decisions of approval or denial are based upon building capacity. Exceptions are made with building administrator input and are based on individual needs and circumstances.

Requests to transfer for the fall of the 2012-2013 school year were due in LPS Student Services by January 4, 2012. Using information from principals regarding building capacity, action was taken on requests for 2012-2013 during the month of February 2012. Families were informed by U.S. mail whether or not the permit was approved.

The filing deadline to transfer for the 2013-2014 school year is January 9, 2013 for students currently in grades K-7.

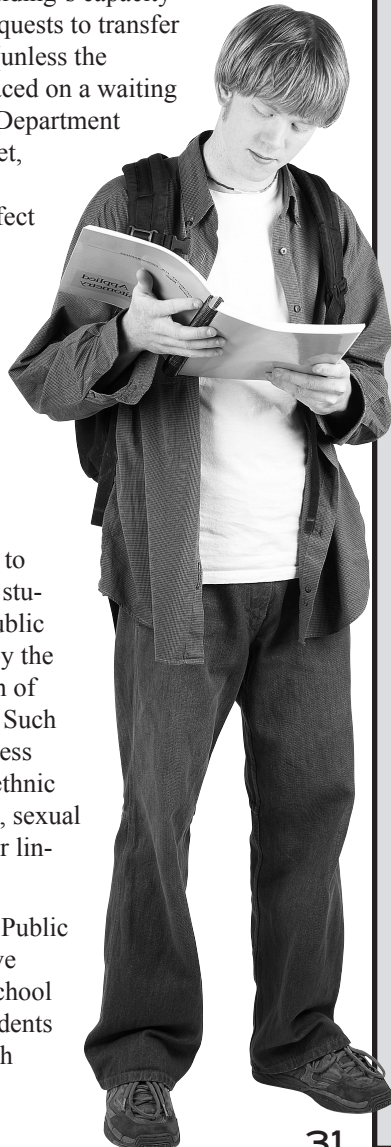
All students currently in grade 8 must file a *High School Choice Form* by March 15, 2013 for automatic approval. The only restriction may be if the building’s capacity requires closing it to transfer. Any requests to transfer coming after the March 15 deadline (unless the student is new to Lincoln) will be placed on a waiting list in the order of arrival date at the Department of Student Services, 300 S. 48th Street, Lincoln, Nebraska, 68510. Transfer requests are expected to remain in effect for an entire school year.

Educational Equity

THE POLICY

Lincoln Public Schools is committed to the concept of educational equity for students, staff and patrons of Lincoln Public Schools. In all programs conducted by the School District, the dignity and worth of all human beings will be recognized. Such recognition shall be extended regardless of a person’s economic status, race, ethnic background, culture, religion, gender, sexual orientation, age or mental, physical or linguistic ability.

In addition it is the policy of Lincoln Public Schools to assure that all students have equal opportunity to take part in all school programs. The material used with students is to represent all types of people, both male and female, in a variety of jobs, skills and leadership. Lincoln Public



Notice of Nondiscrimination

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

TITLE VI (*discrimination or harassment based on race/color/national origin*)
Students: Russ Uhing, Dir. of Student Services/Equity Admin., 300 S. 48th Street, Lincoln, NE 68510, (402) 436-1650 (duhing@lps.org).
Employees: Dr. Nancy Biggs, Assoc. Supt. for Human Resources, PO Box 82889, Lincoln, NE 68501, (402) 436-1575 (nbiggs@lps.org).
 Others: Thomas Christie – Multicultural Admin., PO Box 82889, Lincoln, NE 68501, (402) 436-1604 (christt@lps.org).

TITLE IX (*discrimination or harassment based on sex; gender equity*)
 Dr. Nancy Biggs, Assoc. Supt. for Human Resources, PO Box 82889, Lincoln, NE 68501 (402) 436-1575 (nbiggs@lps.org).

SECTION 504
 Russ Uhing, Dir. of Student Services and 504 Coordinator, 300 S. 48th Street, Lincoln, NE 68510, (402) 436-1650 (duhing@lps.org).

AMERICANS WITH DISABILITIES ACT (ADA)
 Marla Styles, ADA Coordinator, PO Box 82889, Lincoln, NE 68501, (402) 436-1579 (mstyles@lps.org).

Complaints or concerns involving discrimination or needs for accomodation or access should be addressed to the appropriate coordinator.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U. S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Other Important Contacts

If you would like more information about the policy as it relates to curriculum, classrooms, practices, student activities or any part of school life, call any of the following:

For assistance or to express concern, call:
 Russ Uhing, Equity Administrator(402) 436-1650
duhing@lps.org

In matters related to instruction, call:
 Jane Stavem, Assoc. Supt. for Instr.(402) 436-1625
jstavem@lps.org

In matters related to homeless students call:
 Deila Steiner, Homeless Coordinator(402) 436-1980
dsteiner@lps.org

In matters related to curriculum, call:
 Jadi Miller, Dir. of Curriculum(402) 436-1634
jmiller7@lps.org

For assistance concerning special education, call:
 Jenny Fundus, Dir. of Special Ed.(402) 436-1932
jfundus@lps.org

LPS District Offices(402) 436-1000
 Every effort will be made to find a fair solution.



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Schools is committed to providing an environment free of harassment based on economic status, race, ethnic background, culture, religion, gender, sexual orientation, age or mental, physical or linguistic ability.

COMPLAINTS

If you feel you or someone you know has not been treated fairly, you have three options: **1)** get more information to try to resolve it with a staff member who knows about the situation; **2)** talk to your principal or a central office administrator who can advise you; **3)** write to Lincoln Public Schools Equity Administrator, Box 82889, Lincoln, NE 68501.

If you send in the complaint form in the back of this book, a School District official will gather as many details as possible. That information will then be forwarded to the School District's Educational Equity Monitoring Task Force, a group of citizens and school staff members. The task force will assign a team to thoroughly investigate your complaint and will make recommendations for changes if your complaint is justified. Your name will not be used unless you authorize it. Under no circumstances will any threats or retaliation be permitted to be made against an individual for alleging in good faith a violation of this policy. Complaints regarding sexual harassment will not be handled by the task force, but by a District administrator.

Guidelines for Religious Holidays

The Lincoln School District complies with the First Amendment to the United States Constitution.

The First Amendment requires that public schools neither promote nor interfere with the practice of religion. This requirement sometimes presents some difficult situations for schools. For one thing, schools are expected to teach about many facets of society, including the moral, ethical and religious values held by people in that society. For another, schools are a part of the fabric of our American society—and so is religious practice. Schools are required to be a part of practically all activities that go on in a community, including religious holidays, while avoiding either the promoting of religious practices or interference with religious practices.

To further complicate the situation, some religious observances have evolved into cultural, secular observances, while still retaining religious meaning for many Americans. Christmas, Easter and Hanukkah are examples of religious holidays that are now observed as cultural events. Other holidays have their origins in religion, but have lost practically all religious mean-

ing in terms of the way most Americans observe the holidays. Valentine's Day and Halloween are examples.

The issue for schools is how to allow students to be a part of American society's observance of such events and yet not require any student to participate in an observance which conflicts with the student's religious beliefs.

To avoid interfering with the religious practices of students, efforts are made to avoid scheduling major tests and major student activities on dates of religious significance. If you are concerned about any particular date on which there might be a school conflict with your family's religious activities, please call your child's school.

In an effort to deal with this admittedly complex situation, Lincoln Public Schools has developed guidelines with advice from citizens, religious leaders and staff members. The guidelines are intended to help staff members be sensitive to the problems surrounding religious events without robbing those events of their luster as part of our American heritage. Guidelines are as follows:

All activities included in the instructional program shall be inclusive and pluralistic—that is, students of varying cultural, ethnic and religious heritage should be able to feel included and feel comfortable being included.

1. The role that diverse religious traditions have played in the historical development of our society should be recognized.
2. A school program or student performance should not be a forum for religious worship—all school programs should serve an educational purpose.
3. Student participation in any program, or performance (e.g., music) which may involve religious materials which a student may find personally objectionable should be voluntary.
4. Persons who are authorities on a particular culture or religion may serve as resources in the classroom.
5. Religious symbols may be used as teaching aids when used objectively to teach about a religious heritage.
6. Christmas trees, Santa Claus, and Easter eggs and bunnies are considered to be secular, seasonal symbols and may be displayed provided they do not disrupt the instructional program for students.
7. Holiday parties may be held as long as they do not become religious observances, as long as all children can be included or positive alternatives provided for those who choose not to participate.
8. In ceremonial functions, opening and closing remarks are used instead of invocations and benedictions.
9. Because baccalaureate is a traditionally religious service, it is sponsored by a community group rather than by the School District.

We appreciate the support Lincoln parents have traditionally given to Lincoln Public Schools. Your cooperation with the schools as they attempt to follow these guidelines will be most helpful. If you have any questions about the guidelines,



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or wish to express any concern, please talk with the principal at your child’s school or call Russ Uhing, educational equity administrator, (402) 436-1650; or Stephen C. Joel, Superintendent, (402) 436-1601.

Rights and Responsibilities of Students

The term “parents” is used to refer both to natural or adoptive parents and to legal guardians.

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.

I. ESTABLISHMENT OF POLICIES, RULES AND REGULATIONS

The Board of Education has established written policies, rules and regulations of general application governing student conduct in all schools. In addition, principals, within their schools, may establish written rules and regulations not inconsistent with those established by the Board.

II. AREAS OF PROHIBITED STUDENT CONDUCT

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school, function, activity or purpose or interfere with the health, safety, well being or the rights of other students, staff or visitors.

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment. A student who engages in the conduct may be suspended and referred to the Department of Student Services for a conference to determine whether a long-term suspension, expulsion, or mandatory reassignment is appropriate. The conduct is covered by the school rules where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee’s designee, or at a school-sponsored activity or athletic event:

A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

- B. Use of violence, force, coercion, threat, intimidation, bullying, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
- C. Willfully causing or attempting to cause substantial damage to property, including the setting of a fire of any magnitude, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- D. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
- E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student, or making a threat which causes or may be expected to cause a disruption to school operations.
- F. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- G. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- H. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in Section 28-401, of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, controlled substance or inhalant.
- I. Truancy or failure to attend assigned classes or assigned activities.
- J. Tardiness to school, assigned classes or assigned activities.
- K. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon economic status, race, ethnic background, culture, gender, sexual orientation, religion, age or ability.
- L. Public indecency or sexual conduct.
- M. Repeated violation of any of the rules adopted by the School District or the school.
- N. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.



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- O. Dressing or grooming in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; or dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- P. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
- Q. Recording the image or voice of another person with an electronic device, without the express permission of the person recorded or the failure to promptly delete such a recording following the request of the person recorded.
- R. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
- S. Violation of technology guidelines.
- T. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense, if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- U. Knowingly and intentionally using force in causing or attempting to cause personal injury to a school employee, school volunteer, or a student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- V. Knowingly and intentionally possessing, using, or transmitting a dangerous weapon other than a firearm. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- W. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device."

Students may also be suspended from school for up to five school days by the building administration for conduct constituting grounds for expulsion or other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff which occur on or off school grounds if such conduct interferes with school purposes or there is a connection between such conduct and school.

In addition, administrators and teachers may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, in-school suspensions, or restriction of extracurricular activity. Students are responsible for complying with such disciplinary measures and may be further disciplined for a failure to serve such assigned discipline as directed.

DATING VIOLENCE POLICY

LPS strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For the purpose of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner.

"Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

ANTI-BULLYING POLICY

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff. Bullying means any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee or at school-sponsored activities or school-sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.



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TECHNOLOGY RESOURCES AND USE

Lincoln Public Schools makes technology resources available only to advance educational goals and objectives, supplement instruction and further school purposes. The operation and use of such technology resources by students, staff and the community should be consistent with the Board’s expectations (Policy 3972, Regulation 3972.1). Technology resources include, without limitation, computers and related technology equipment, all forms of E-mail or electronic communication, the Internet, and other technology brought on to school property or to a school activity by an individual.

Electronic devices, including but not limited to cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, signaling devices and other electronic or battery-powered instruments which transmit voice, text, or data from one person to another, may be considered nuisance items. The possession and use of electronic devices shall be the subject of school building rules. Violation of the building rules may result in disciplinary action, including, but not limited to, suspension or expulsion from school and/or confiscation of the device for a reasonable period of time.

Students who bring electronic devices to school do so at their own risk. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

Users have no privacy rights or expectations of privacy when using technology. Computer use and all files or information stored therein, thereon or linked may be monitored, tracked, logged, copied, reviewed and accessed at any time without prior notice. Lincoln Public Schools has complete authority to regulate all computer use and computer users. Computer use is a privilege and not a property right. Computer use is made available subject to all Board policies and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time. No computer use shall be permitted for purposes that are contrary to the mission of the building site or Lincoln Public Schools. All computer users understand they are bound by all Lincoln Public Schools policies and regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time. Inappropriate behavior related to computer use may result in a consequence.

In Nebraska, teenagers who send or receive sexually explicit photographs by cell phone or computer are at risk of felony child pornography charges. Child pornography includes depiction of someone under the age of 18 engaged in sexually explicit conduct – such as actions, poses or nudity.

Even if the student was not there to capture the photo or video, it is against the law to be in possession of such photographs – or to share such photographs with other students.

Possession and distribution of child pornography carry serious penalties that will affect the future of our students.

In addition, there are real risks that sexually explicit pictures, meant to be shared with a friend or partner, will make their way into wider publication on the Internet.

Students who come into possession of child pornography should immediately contact a trusted adult and notify police. Students should not delete the image or video, because that would destroy potential evidence. They should save the images to share with police.

STUDENT ATTENDANCE

Every person residing in a School District within the State of Nebraska who has legal or actual charge or control of any child who is not less than age six (as of January 1 of the current school year) and not more than 18 years of age, or who is younger than six years of age and is enrolled in any public school, will cause the child to attend school regularly. Lincoln Public Schools has established procedures (Regulation 5140.1, 5140.2, 5140.3) that will assist parents to meet this responsibility by encouraging regular and punctual student 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. Principals are responsible for developing attendance rules and regulations which implement the intent of this policy.

An absence from school will be reported as absent, truant or suspended. School staff will keep parents informed regarding the attendance of their student(s) and will assist parents in correcting attendance problems. It is the responsibility of the student to make up work which has been missed because of any absence. The school staff will support the student’s initiative to make up work missed.

Any administrator, teacher, or member of the Lincoln Board of Education who knows of any failure on the part of any child age six (as of January 1 of the current school year) to 18 to attend school regularly without lawful reason, will within three days report the violation to the Superintendent or the director of student services, or his or her administrative assistant. The Superintendent or the director of student services, or his or her administrative assistant, will investigate. When based on his or her personal knowledge or by report or complaint from any resident of the District, the administrator believes that any



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child is unlawfully absent from school, he or she will immediately investigate. The school will render all services in its power to compel students to attend in an attempt to remediate the child's attendance pattern.

Truancy and tardiness is a violation of school rules. The services to be provided in response to trancies and tardiness may include disciplinary measures, including, restriction of extracurricular and other activities, additional work assignments before, during or after regular school hours, removal from a particular class or classes and mandatory reassignment. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, provided that alternatives to such action have been used or determined by the director of student services or his or her administrative assistant to be inappropriate under the circumstances.

If a student is excessively absent an administrator will serve a written notice to the person violating the compulsory attendance statutes, warning him or her to comply with its provisions. If absences continue the administrator will file a report with the county attorney.

Families approving of their child dropping out of school are requested to sign a form at the student's school.

CARE OF PROPERTY

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

Because student lockers, desks, computer equipment, and other such property are owned by the school, the school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as possible.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

VIDEO SURVEILLANCE

Video cameras may be used on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

III. STUDENT RIGHTS _____

- A. Receive competent instruction in a relevant curriculum.
- B. Attend a school which is clean, comfortable, safe and reasonably equipped for the learning task.
- C. Have a framework for student government which indicates the areas and circumstances of student sharing in decision making.
- D. Express him or herself or attempt to influence others so long as the rights of others are not violated in the process.
- E. Have access to printed copies of school regulations.
- F. Privacy of personal belongings provided they are not injurious or a nuisance to other students.
- G. Have the right of due process in discipline matters.

Questions or concerns should be directed to the Department of Student Services, 436-1654.

IV. TITLE IX _____

It is the policy of the Lincoln School District to comply with the regulations implementing Title IX of the Educational Amendments of 1972.

Title IX prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. . ."



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Title IX covers all areas of educational programs and all students.

Title IX specifically provides that schools shall not, on the basis of sex:

- provide different aid, benefits or services;
- deny any person such aid, benefit or service;
- subject any person to separate or different rules of behavior, sanctions or other treatment;
- discriminate against any person in the application of any rules of appearance;
- discriminate in course offerings, counseling, athletics or employment.

Questions or concerns should be directed to the Lincoln Public Schools Title IX officer, (402) 436-1577.

HOMELESS STUDENTS

It is Lincoln Public Schools' policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless. Homeless children, for purposes of this District, generally include children who lack a fixed, regular and adequate nighttime residence, as further defined by applicable federal and state law.

The Superintendent's designee serves as the District's designated Homeless Coordinator. The Homeless Coordinator will serve as the school liaison for homeless children and youth and ensures that:

1. homeless children are identified by school personnel;
2. homeless children enroll in, and have a full and equal opportunity to succeed in, school;
3. homeless children and their families receive educational service for which they are eligible and referrals to health, dental and mental health services and other appropriate services;
4. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children;
5. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters and soup kitchens;
6. enrollment disputes are mediated in accordance with law; and
7. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

The Homeless Coordinator coordinates with state coordinators and community and school personnel responsible for the provisions of education and related services to homeless children.

A homeless child will be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed.

Placement of a homeless child is based on the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions are made according to the District's determination of the child's best interests, and will be at either:

1. the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year); or
2. the school of the attendance area where the child is actually living.

To the extent feasible, the placement is in the school of origin, except when it is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District will provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator assists in the placement decision, considers the views of the unaccompanied youth and provides the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process.

The homeless child will be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residence or other documentation. The District will contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District will refer the parent or guardian of the homeless child to the Homeless Coordinator, who will assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows:



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1. if the homeless child's school of origin is in the Lincoln Public School District, and the homeless child continues to live in the Lincoln Public School District, transportation to and from the school of origin shall be provided by the Lincoln Public School District; and
2. if the homeless child lives in a school district other than the Lincoln Public School District, but continues to attend the Lincoln Public School District based on it being the school of origin, the new school and the Lincoln Public School District shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin, and if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

V. NOTIFICATION OF RIGHTS UNDER FERPA _____

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parent or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Lincoln Public Schools.



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Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two weeks from the time this information is first received. Please write to Russ Uhing, Director of Student Services, Hawthorne, 300 S. 48th Street, Lincoln, NE 68510, to indicate your refusal to have your child's information designated as directory information. For an opt out form, go to the LPS website or contact Russ Uhing for an opt out form.

The following individuals or groups made a request for directory information in the period of June 2011 to April 2012: Vine Congregational United Church of Christ, The Photo Shoppe, Cornhusker Council Boy Scouts of America, Rotary Club, Air Force Recruiting, Nebraska Safety Council, Ellynne Bridal, YMCA Youth Sports, Niche Marketing, Inc., Team Development Marketing, Inc., The Photo Shoppe, Campus Life, NE Army National Guard, Fellowship of Christian Athletes @ North Star, David Dale Photography, Lincoln Council of Alcoholism & Drugs, Schernikau Detasseling, Ones Portrait & Design, Ailes Detasseling, Champoux Detasseling, Belmont Recreation Center, HyVee, Parkers Smokehouse, LNS Trap Team/Eastern Cornhusker Trapshooting Conference, Purple Sky Productions, Captured Memories Photography, Joseph's College Cosmetology and Corey Rourke Photography. Examples of typical requests for directory information from outside of the District at the building level include: school parent organizations (PTO/PTA), newspaper and television (athletic teams, honor roll, etc.), and businesses marketing services or products to high school students related to graduation (yearbook photos, caterers, etc.) and school dances (e.g. prom dresses).

The District may disclose information about former students without meeting the conditions in this section.

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32

of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of the FERPA regulations.
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of the FERPA regulations, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to FERPA regulations.
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.



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- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to FERPA regulations.
- Information the District has designated as “directory information” under FERPA regulations.

The District’s policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

STUDENT PRIVACY PROTECTION _____

District research is conducted in a manner that protects the rights of students, parents and staff; protects the time of teachers and administrators; and minimizes the impact on classroom instruction. Prior written consent of a parent or legal guardian is required in research and evaluation studies that include the collection of information concerning:

1. political affiliation;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or student’s parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents/guardians and students may choose not to participate in such research and evaluation studies.

All surveys, questionnaires, opinionnaires, interviews and other assessments administered during evaluation and research studies are available for review by parents/legal guardians. Requests for review should be made to the principal of your building.

LPS PINNACLE INTERNET VIEWER (PIV) ACCEPTABLE USE POLICY GUIDELINES FOR USE _____

The PIV is for the use of parents/guardians and students for the specific purpose of staying informed of the student’s academic performance. Caution must be exercised in order to maintain the confidentiality of student records and information. Any abuse of the system may result in the account access being terminated.

- Users should not attempt to harm or destroy data of the student(s) for whom the account applies, that of another user, the School District network, or the Internet.
- Users will not use the PIV for any illegal activity, including violation of Data Privacy Laws.
- Users will not access data or any account pertaining to any other student or family or a student other than those assigned.

The Lincoln Public School District is not responsible for disclosure of confidential student information caused by inadequate protection of username and passwords by students, parents, or guardians. If you at any time believe your username and password have been obtained by or are being used by a person who you do not consent to having access to your student’s records, immediately notify the head administrator in your student’s school. If you forget or lose the password, please contact the school for assistance. For security purposes, the PIV account information will not be shared over the telephone or by e-mail. Please note that parents and students will receive a separate username and password.

You are assuming responsibility for the privacy of your username and password and the proper entry of e-mail notification addresses and you are consenting to the release of all the student information in the system on your student to any person who uses your PIV access.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION _____

The No Child Left Behind Act of 2001 requires Lincoln Public Schools to provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that Lincoln Public Schools not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institu-



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tions of higher education, without their prior written parental consent. Lincoln Public Schools will comply with any such request. Parents and secondary students may request a form to deny consent in their school main office.

NOTICE TO PARENT OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive Section 504 accommodations and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.

13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure. (Hearing requests are to be made to the Department of Student Services).

NOTICE CONCERNING STAFF QUALIFICATIONS

The *No Child Left Behind Act* of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Lincoln Public Schools will give parents/guardians the following information about their child's classroom teacher:

- (1) Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (2) Whether the teacher is teaching under an emergency or provisional teaching certificate.
- (3) The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Lincoln Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Rights of Divorced Parents

It is Lincoln Public Schools policy to foster and facilitate parental information about, and involvement in, the education of their children. Divorced and separated parents maintain all parental rights with their children unless altered by a court order. The non-custodial parent may request a duplicate mailing which assures the non-custodial parent will receive a copy of whatever is mailed home to the custodial parent.

If parental rights have been changed, the school principal must have access to a copy of the court order stipulating those changes. School officials will follow the directives stated in it and other



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such directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

Related to visiting children at school, attempts will be made to accommodate both parents. However, in cases of concern and dispute between parents, the custodial parent's directive will be followed. Parents will be asked to resolve issues of child visitation at school outside of the school setting. Access by any parent is subject to the students' well-being.

Safe and Drug-Free Schools

Lincoln Public Schools implements regulations and practices which ensure compliance with the Federal Drug-Free Schools and Communities Act. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Lincoln Public Schools promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District offers in-service orientation and training for all employed staff.

Each student is held to a standard of conduct for student behavior in the District which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises 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.

Through the instruction referred to earlier, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, students learn drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

All students will be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request of the building guidance counselor, social worker, S.C.I.P. team leader or Russ Uhing, Director of Student Services, (402) 436-1650.

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. The school will issue a statement to all students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

The administration is authorized to adopt administrative rules, regulations or practices necessary to properly implement this policy. The regulations, rules or practices may vary the procedures set forth to the extent necessary to fit the circumstances of an individual situation. Rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. Students violating District rules, regulations, or practices may be required to participate in screenings and/or evaluations at the District's expense.

SAFE AND DRUG-FREE SCHOOLS PARENTAL NOTICE

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

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) cards. The visibly displayed ID cards add another dimension of safety and security to help identify students who are associated with each school. The ID cards are also used as an automated way for students to access their lunch accounts and pay for their school lunches, rather than the previous requirement to manually enter a number on a number pad. Additionally, the ID cards will help to build positive relationships between students and staff at larger schools where staff members do not always have the opportunity to know every student's name.



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Students are required to wear their school ID cards at all times in school using school issued break-away lanyards worn around their necks. Appropriate adjustments will be made when students are in certain specific courses such as physical education, industrial arts, etc.

During locker check-out days in August 2012, students will have their pictures taken, ID cards made, and school issued break-away lanyards given to visibly display their ID cards. If a student forgets to bring the ID card to school, he or she will be given an opportunity to receive a temporary or a permanent

ID replacement card. There will be no cost to the students for these initial ID cards and lanyards. Students will be assessed a fee for replacement and temporary ID cards and/or lanyards.

Please emphasize that the practice of wearing and displaying identification is now a common requirement in many of our businesses and organizations. The world is changing and we need to do all we can to maintain safety and security. Being able to identify people who belong in our building is a critical step towards that process. More information and specific detail regarding LPS Regulation 6412.1 will be coming from your school and the District Office in the future.



NOTICE: No Weapons are Allowed at Lincoln Public Schools Even with Passage of the Concealed Weapons Law



LINCOLN PUBLIC SCHOOLS

The Legislature has passed a concealed weapons law (LB 454). Administration wants to remind and assure staff, students, parents and visitors to our schools that weapons are NOT permitted to be brought to or possessed in our school buildings, school grounds or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but NOT at our schools. Anyone who carries a concealed handgun or weapon at a school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

COMMUNITY INVOLVEMENT (402) 436-1610

Excellence in education evolves from integrating schools with the community. One of the most impressive aspects of Lincoln's public schools is the outpouring of community support to give children the best education possible. Ever-increasing community involvement in Lincoln's schools has enhanced the quality of the school experience for every child. It is one way this community affirms its support of quality education.

Business representatives in Lincoln have opened their doors to the youth of Lincoln. Community members involved in schools have helped to broaden students' views of their world and add relevance to their learning. It is gratifying and inspiring for students to learn that someone cares whether they succeed in their studies. This is especially true for children whose support system is limited.

In turn, by volunteering in schools, business leaders, community members, parents and grandparents learn that the city's public schools are filled with enthusiastic young people excited about academics.

A few of the ways community members show their commitment to Lincoln's public school children are through the following volunteer groups:

VOLUNTEERS IN SCHOOLS

Volunteers in Schools (VIS) places community volunteers in classrooms, media centers, playgrounds and other areas where a helping hand is needed, call the school of your choice for possible opportunities;

TEAMMATES

TeamMates matches students with adults, who meet weekly during the school day at the school site. This one-to-one mentoring program helps students reach their potential, call (402) 436-1990 or email teammates@lps.org;

COMMUNITY GROUPS

PARENT GROUPS

For parent groups at each school that support the instruction process, contact the appropriate school;

COMMUNITY CURRICULUM COUNCIL

Community Curriculum Council whose members provide input to District staff on what is important in the education of Lincoln's children;



COMMUNITY INVOLVEMENT CONTINUED (402) 436-1610

CONSTRUCTION REVIEW COMMITTEE

Construction Review Committee has helped the District build quality schools at the lowest cost through expert review of the construction process;

MULTICULTURAL ADVISORY COMMITTEE

Multicultural Advisory Committee works with LPS staff to create equitable opportunities for every student.

Lincolnites have had a long-standing tradition of providing quality education for public school children. Community involvement enhances the school experience for all LPS students and reaffirms this community's commitment to quality education.

FOUNDATION FOR LPS (402) 436-1612



**FOUNDATION
LINCOLN PUBLIC SCHOOLS**

FOUNDATION FOR LINCOLN PUBLIC SCHOOLS

In strategic partnerships with Lincoln Public Schools, the Foundation for LPS works with donors to create opportunities for student success. We invest in young minds by driving resources to our public schools. Private and corporate donors have generously created scholarships or programs to help students receive the additional resources they need to get 'Future Ready.'

FLPS was created in 1986 as an independent organization to help teachers, alums, parents and corporations make tax deductible gifts that enhance public education to help students get college or career ready. The Foundation is audited annually by an outside CPA firm and is the trusted source for gifts to our public schools.

Each year, through generous donations, the Foundation is able to grant:

48: Student emergency needs like clothing and food for families

100: Classroom grants through Fund A Need for new technology and new experiences for students

156: College scholarships

10: Educator awards to recognize teachers for motivating students to reach their full potential.

In **26** years, the Foundation for LPS has been able to provide **\$26 MILLION** to student scholarships, programs and projects.

Go to www.foundationforlps.org or call (402) 436-1612.

FUND - A - NEED®

FUND-A-NEED

Fund-A-Need is an award winning online program at www.foundationforlps.org designed to help students and staff in Lincoln Public Schools. The program allows teachers and schools the avenue to post innovative educational ideas and classroom needs as a project for the community to view.

Projects are approved by principals, submitted to the Foundation, and posted online. Donors may choose from the online list and make a tax-deductible donation to fund these classroom needs. Individuals who support a project will receive information about the activity from the teacher and students touched by the gift, and a receipt from the Foundation as a record for the IRS.

Fund-A-Need is a great opportunity for citizens of the Lincoln community to help make Lincoln's great schools even better. The proposed educational experiences are not available for our students without community support. Please share Fund-A-Need with colleagues, business organizations, family, friends, and e-mail networks.

Log on to www.foundationforlps.org or call (402) 436-1612 to Fund-A-Need in Lincoln Public Schools today!

IMPORTANT INFORMATION BOOKLET FORMS

If you need additional copies of any forms on the following pages, please contact the appropriate department below. They can also be found on our Website at www.lps.org.

Free & Reduced Price School Meals Family Applicationpg. 47
Nutrition Services (402) 436-1746 TBA

Instructions for completing the

Free & Reduced Price School Meals Family Applicationpg. 49
Nutrition Services (402) 436-1746 TBA

Educational Equity Complaint Form.....pg. 50
Communication Services (402) 436-1610 ctown@lps.org

Computing Income for Self-Employed Individuals (Attachment E)pg. 51
Nutrition Services (402) 436-1746 TBA

Request to Provide Medication During School Hours.....pg. 53
Health Services (402) 436-1657 lthomas@lps.org

Request To Provide Medication During School Hours:

Acetaminophen And Ibuprofenpg. 55
Health Services (402) 436-1657 lthomas@lps.org

Medication Log.....pg. 56
Health Services (402) 436-1657 lthomas@lps.org

Application for Fee Waiver and Sharing Information Consentpg. 57
Division of Instruction (402) 436-1626 lvanars@lps.org

Title VII Student Eligibility Certificationpg. 59
Student Services..... (402) 436-1651 cwood@lps.org



Lincoln Public Schools

P.O. Box 82889 • Lincoln, NE 68501 • (402) 436-1000

June 2012

Dear Parent/Guardian:

Children need healthy meals to learn. Lincoln Public Schools offers healthy meals every school day. Your children may qualify for free meals or for reduced-price meals. Reduced-price is \$.30 for breakfast and \$.40 for lunch.

If your child(ren) qualified for free or reduced-price meals at the end of last school year, you must submit a new application by **September 25, 2012**, in order to avoid an interruption in meal benefits.

Frequently asked questions and answers:

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced-price meals. Use one Free and Reduced-Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: Your child's school or to Nutrition Services Department, P.O. Box 82889, 505 South Street, Lincoln NE 68501. On-line applications are available. Go to www.lps.org; under Popular Pages go to Free and Reduced Meal Applications; click on the on-line application; fill out the Free and Reduced Meals Application and hit submit.**

2. Who can get free meals? All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance to Needy Families (TANF) can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.

3. Can foster children get free meals? Yes, foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

4. Can homeless, runaway and migrant children get free meals? Yes, children who meet the definition of homeless, runaway or migrant qualify for free meals. If you haven't been told your children will get free meals, please call **Lincoln Public Schools, Deila Steiner, Homeless Liaison (402) 436-1997 or (402) 436-1989** to see if they qualify.

5. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits.

6. Should I fill out an application if I received a letter this school year saying my children are approved for free meals? Please read the letter you got carefully and follow the instructions. Call the school **(402) 436-1746** if you have questions.

7. My child's application was approved last year for meal benefits. Do I need to fill out another one? Yes, your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

8. I receive WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

9. Will the information I give be checked? Yes, we may ask you to send written proof.

10. If I don't qualify now, may I apply later? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free or reduced price meals if the household income drops below the income limit.

11. What if I disagree with the decision about my application? You should call (402) 436-1746 and talk to the free or reduced official. You also may ask for a hearing by calling or writing to: **Edith Zumwalt, Director, Nutrition Services Department, P. O. Box 82889, 505 South Street, Lincoln NE 68501, telephone number (402) 436-1747.**

12. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

13. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children and who pay a pro-rated share of expenses), do not include them.

14. What if my income is not always the same? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you make \$1000 per month. If you normally get overtime, include it, but do not if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

15. We are in the military. Do we include our housing allowance as income? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

16. My spouse is deployed to a combat zone. Is his combat pay counted as income? No, if the combat pay is received in addition to his basic pay because of his deployment and it wasn't received before he was deployed, combat pay is not included as income. Contact your school for more information.

17. My family needs more help. Are there other programs we might apply for? To find out how to apply for SNAP or other economic assistance benefits, please go online at ACCESSNebraska.ne.gov or call 1-800-383-4278.

If you have other questions or need help, call **(402) 436-1746**.

Si necesita ayuda, por favor llame al teléfono: **(402) 436-1746**.

Si vous voudriez d'aide, contactez nous au numéro: **(402) 436-1746**.

Part 1: Children in School

List names of all children, including foster children, in school. If all children listed are foster, skip to Part 4 to sign the form. (First, Middle Initial, Last Name)	Check box below if a foster child.	Name of School Child Attends	Birth Date	Grade
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

Part 2: SNAP, TANF or FDPIR Benefits

Enter **MASTER CASE NUMBER** if household qualifies for SNAP, TANF or FDPIR: (Social Security numbers, Medicaid numbers and EBT numbers are not accepted.) Skip to Part 4

Part 3: Total Household Gross Income - You must tell us how much and how often you receive each amount listed.

1. Household Names List everyone in household <u>and</u> the income each earns & how often OR check the box at the right if they have no income. A foster child's personal use income must be listed.	2. Gross Income and How Often it was Received								3. Check if NO income
	Earnings from Work before deductions		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security, SSI, VA Benefits, Disability		All Other Income (Self Employment)		
	Income	How often	Income	How often	Income	How often	Income	How often	
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

Part 4: Signature and Social Security Number (Adult Must Sign)

An adult household member must sign the application. If Part 3 is completed, the adult signing the form must list the last four digits of their Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on page 2)
I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

Sign here: _____ Print name: _____ Date: _____
 Address: _____ Zip _____ Phone Number: _____
 Social Security Number (last 4 digits): XXX - XX - _____ I do not have a Social Security Number

Part 5: Children's Ethnic and Racial Identities (Optional)

Mark one Ethnic Identity: -- and -- **Mark one or more Racial Identities:**
 Hispanic or Latino Asian Black or African American Native Hawaiian or other Pacific Islander
 Not Hispanic or Latino White American Indian or Alaska Native

Do Not Fill Out This Part. For School Use Only.

Annual Income Conversion: Weekly X 52; Every 2 Weeks X 26; Twice a Month X 24; Monthly X 12 Family Number: _____

Total Household Size _____ Free

Total Income \$ _____ per _____ Reduced

Year Month 2 X Mo. Every 2 Wks Week

Categorically Eligible: SNAP/TANF/FDPIR Denied Reason for Denial:
 Foster Child Income too high Incomplete App.

Signature of Determining Official _____ Date Approved: _____

Signature of Confirming Official (Verification only) _____ Date Confirmed: _____

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

FEDERAL INCOME CHART for School Year 2012-13					
Household size	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	20,665	1,723	862	795	398
2	27,991	2,333	1,167	1,077	539
3	35,317	2,944	1,472	1,359	680
4	42,643	3,554	1,777	1,641	821
5	49,969	4,165	2,083	1,922	961
6	57,295	4,775	2,388	2,204	1,102
7	64,621	5,386	2,693	2,486	1,243
8	71,947	5,996	2,998	2,768	1,384
<i>Each additional person, add:</i>	<i>7,326</i>	<i>611</i>	<i>306</i>	<i>282</i>	<i>141</i>

Expedite Application:

Complete online at LPS.ORG, Popular Pages, Free/Reduced Meal Application.

Return Application To:

Child's school or the LPS Nutrition Services Dept, P.O. Box 82889, Lincoln, NE 68501.

For Assistance Completing this Form, Contact:

LPS Nutrition Services Dept, 505 South Street, Lincoln, NE 68502 or call 402-436-1746.

Use of Information Statement: This explains how we will use the information you give us.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Instructions for Completing the Free & Reduced Priced School Meals Family Application

If your household receives benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), follow these instructions:

- Part 1:** List each child's name, the school they attend and their grade.
- Part 2:** Enter household's Master Case Number if the household qualifies for SNAP, TANF or FDPIR.
- Part 3:** Skip this part.
- Part 4:** Sign the form. The last four digits of a Social Security Number do not need to be reported.
- Part 5:** Answer this question if you choose to.

If you are applying for a FOSTER CHILD, follow these instructions:

If all children in the household are foster children:

- Part 1:** List all foster children, the school they attend and their grade. Check the box indicating the child is a foster child.
- Part 2:** Skip this part.
- Part 3:** Skip this part.
- Part 4:** Sign the form. The last four digits of a Social Security Number do not need to be reported.
- Part 5:** Answer this question if you choose to.

If some of the children in the household are foster children:

- Part 1:** List all children, including foster children, the school they attend and their grade. Check the box if the child is a foster child.
- Part 2:** If the household does not have a Master Case Number, skip this part.
- Part 3:** Follow these instructions to report total household income from last month.
 - Column 1 – Household Names:** List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.
 - Column 2 - Gross Income and How Often it was Received:** For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. **Gross income is the amount earned before taxes and other deductions.** You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person received for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits) and disability benefits. Under *All Other Income*, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. For individuals who are self-employed, report income after expenses from business, farm or rental property. **Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. If you are in the Military Privatization Housing Initiative or receive combat pay, do not include these allowances as income.
 - Column 3–Check if NO income:** If the person does not have any income, check this box.
- Part 4:** An adult household member must sign the form and list the last four digits of their Social Security Number OR mark the box if he/she doesn't have one.
- Part 5:** Answer this question if you choose to.

For ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List all children, including foster children, the school they attend and their grade. Check the box if the child is a foster child.

Part 2: If the household does not have a Master Case Number, skip this part.

Part 3: Follow these instructions to report total household income from last month.

Column 1 – Household Names: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives or friends) who share income and expenses. Attach another sheet of paper if necessary.

Column 2 - Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must also report how often the money is received – weekly, every other week, twice a month, or monthly. For earnings, be sure to list the **gross income**, not the take-home pay. **Gross income is the amount earned before taxes and other deductions.** You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person received for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits) and disability benefits. Under *All Other Income*, list Worker’s Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household and any other income. For individuals who are self-employed, report income after expenses from business, farm or rental property. **Do not include income** from SNAP, FDPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. If you are in the Military Privatization Housing Initiative or receive combat pay, do not include these allowances as income.

Column 3–Check if NO income: If the person does not have any income, check this box.

Part 4: An adult household member must sign the form and list the last four digits of their Social Security Number OR mark the box if he/she doesn’t have one.

Part 5: Answer this question if you choose to.

Nebraska Department of Education – Nutrition Services
National School Lunch Program



**Educational Equity Complaint Form
Communication Services Department
Lincoln Public Schools**

If you have a complaint or a concern about possible unfair treatment of any student, parent or staff member, or about the use of school materials or facilities, and have not resolved it, please complete this form:

Nature of complaint or concern: _____

_____ *Date* _____ *Signature*

_____ *Address* _____ *Phone*

**Please return this completed form to:
Communication Services, Lincoln Public Schools, Box 82889, Lincoln, NE 68501**

Computing Income for Self-Employed Individuals

Individuals who are self-employed or engaged in farming may experience variations in cash flow and cannot easily report a monthly income. These individuals may use their 2010 U.S. Individual Income Tax Return Form 1040 to report self-employment income for the free and reduced price meal application. The income to be recorded is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses, such as interest on home mortgages, medical expenses, and other similar non-business items are not allowed in reducing gross business income.

USDA has announced that **losses** (negative numbers) on the lines listed below can be used to determine the **total** income for this attachment. If the total income is a negative number, it must then be recorded as zero on the application in the category labeled "All Other Income".

Zero income resulting from the use of Form 1040 does not require follow-up.

Please note: Line **7** cannot be reported as current income. Income from wages or salaries must be reported on the application for the most recent month.

Line **22** (total income) and line **37** (adjusted gross income) may not be used for purposes of applying for free and reduced-price meals.

The required information for determining the allowable income from self-employment is to be taken from the **2011 U.S. Individual Income Tax Return Form 1040**.

Line 12, Business Income (or loss)	
Line 13, Capital Gain (or loss)	
Line 14, Other Gains (or losses)	
Line 17, Rental Real Estate, etc.	
Line 18, Farm Income (or loss)	

NOTE: If any members of the household have income from wages or salary, the gross income from last month must be reported on the application form.

This attachment is used only to report income from self-employment and/or farming.

Total of above lines: _____ **equals annual self-employed income***

If the total of the above lines is a negative number, it must be changed to zero before it is transferred to the application.

* This figure is to be reported on the application under "All Other Income".

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REQUEST TO PROVIDE MEDICATION DURING SCHOOL HOURS
Health Services Department
Lincoln Public Schools

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:

Your written consent is required **prior** to school personnel providing or administering medication to a child in school. By signing below, you acknowledge the following:

- If needed, the prescribing physician may be contacted by the school nurse for clarification on medication administration.
- Your child’s medication may be given by an unlicensed health technician, or by a nurse, or by other school health personnel deemed competent through training or supervision by the Registered School Nurse to provide medication as called for in LPS Medication Administration Guidelines (2006).
- The school health office should be notified promptly if there are changes in your child’s medication orders.
- A physician’s (or other licensed prescriber’s) authorization is required for medication to be provided at school for all prescription and over-the-counter medication products. The prescriber’s authorization may be on the pharmacy label attached to the bottle or, in the case of over-the-counter products, by separate prescription provided to the health office.
- All medication products must be sent to the school in the original container with label intact. Medications in bags or any other form of “home packaging” will not be accepted, due to safety considerations.
- Parents/guardians are encouraged to provide two weeks’ supply of medication.

**WRITTEN PARENTAL CONSENT: MUST BE COMPLETED PRIOR TO
MEDICATIONS BEING GIVEN AT SCHOOL**

I give permission to the Lincoln Public Schools to provide _____
Name of medication and dose

to _____ at _____ as
Child’s name Approximate time

directed for _____
Reason for medication

Signature of parent/guardian _____
Date

CONTACT INFORMATION FOR PARENT/GUARDIAN:

Name(s) _____
Phone Numbers

(This page was intentionally left blank)

REQUEST TO PROVIDE MEDICATION DURING SCHOOL HOURS:

ACETAMINOPHEN AND IBUPROFEN

Health Services Department

Lincoln Public Schools

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:

Your written consent is required before your child may receive these medications at school. Please complete the entire form. By signing below, you acknowledge the following:

- checkbox You have reviewed the information and agree that your child may safely take the medications according to the recommended dose by weight.
checkbox The school nurse has the responsibility of approving your child's use of these medications. In the case of a child with special health care needs, the school nurse may request authorization from your physician.
checkbox A licensed prescriber's authorization will be required if:
- Your child requires more than 5 doses of acetaminophen and/or ibuprofen in a 30 day period;
- Your child requires more than 5 consecutive doses of acetaminophen and/or ibuprofen
- In the judgement of the school nurse, your child is ill and not improving.
checkbox Your child's medication may be provided by a nurse, an unlicensed health technician, or other school personnel, determined competent to provide medication as required by Nebraska law.

PARENTAL CONSENT FOR ACETAMINOPHEN AND/OR IBUPROFEN:

I give permission for _____ Child's name

To receive the following medication:

Acetaminophen (Tylenol) _____ Ibuprofen (Advil) _____

Reason(s): Headache _____ Menstrual Cramps _____
Dental Pain _____ Muscle or Joint Pain _____
General Discomfort _____ Other _____

Please List

My child has taken acetaminophen before: checkbox Yes checkbox No without a problem: checkbox Yes checkbox No

My child has taken ibuprofen before: checkbox Yes checkbox No without a problem: checkbox Yes checkbox No

Please notify me before my child takes medications: checkbox Yes checkbox No

Please notify me the day my child takes medication: checkbox Yes checkbox No

Contact Name and Phone # _____

My child is taking other medication at this time: checkbox Yes checkbox No

Please list medications: _____

My child is under the care of a physician for the following: _____

Special instruction concerning my child: _____

Signature of Parent/Guardian

Date

*** For Health Office Use Only**

MEDICATION LOG
Health Services Department

Student Name: _____ ID #: _____ Physician: _____ Frequency: _____
 Date Started: _____ Medication: _____ Dosage: _____ Time: _____
 Teacher: _____ Room-Team-Grade: _____ Permit: M.D. Parent

Special Instructions: _____

	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																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Time and initials must be recorded for each administration.

Int.: _____ Name: _____ Int.: _____ Int.: _____ Name: _____
 Int.: _____ Name: _____ Int.: _____ Int.: _____ Name: _____
 Int.: _____ Name: _____ Int.: _____ Int.: _____ Name: _____

KEY

H: No School Day **N:** No **R**
/: Weekend **R:** Refused
A: Absent **SN:** See Note
***:** Office Staff **F:** Field Trip

APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT

**Division of Instruction
Lincoln Public Schools**

School Year _____

FEE WAIVER REQUEST

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials for equipment to participate in certain activities. **Specifically, the fee waiver applies to: (1) participation in extracurricular activities, (2) use of a musical instrument in optional music courses that are not extracurricular activities.** Participation in a free-lunch program or reduced-priced lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

The Board’s Student Fee Policy 5520 states: *Students or their parents are encouraged to 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 conclusion of the activity.* To request a fee waiver, or to decline a fee waiver, complete the following:

- No! I **DO NOT** want a fee waiver for any programs or activities.
- Yes! I **DO** want a fee waiver. I request a fee waiver for the following (Note: Please describe the fee waiver, materials, or equipment requested, and the activity or course; failure to make timely request for a fee waiver for any fees, equipment, material, or instrument not listed may result in a fee waiver not being provided):

Student Name: _____ Student Number: _____

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

Activity or Course: _____

Describe fee waiver or materials or equipment requested, including amount if known:

Parent/Guardian Signature: _____

Date: _____

Principal/Designee Signature: _____

Date: _____

This form is to be returned to the principal/designee of the student’s school.

SHARING INFORMATION CONSENT

To save you time and effort, the information you gave on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify. **For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced price meals.**

- No! **I DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.
- Yes! **I DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child’s Name: _____ School: _____

Student Identification Number: _____

Printed Name: _____

Address: _____

Parent/Guardian Signature: _____ Date: _____

For more information, you may call your school principal.

Original to Associate Superintendent for Instruction, copy retained at building

Once this fee waiver application form is turned into the school completed correctly, the school will verify the student’s free and reduced lunch status. The school will also review the items on the application to ensure consistency with School Board Policy 5520. The fee waived items for your student are covered by the district as long as your student is actively participating in fund raising (where applicable), and contributing to their activity.

U.S. DEPARTMENT OF EDUCATION
OFFICE OF INDIAN EDUCATION
WASHINGTON, DC 20202
TITLE VII STUDENT ELIGIBILITY CERTIFICATION
Elementary and Secondary Education Act, Title VII, Part A, Subpart 1

Parents: Please return this completed form to your child's school. In order to apply for a formula grant under the Indian Education Program, your child's school must determine the number of Indian children enrolled. Any child who meets the following definition may be counted for this purpose. You are not required to complete or submit this form to the school. However, if you choose not to submit a form, the school cannot count your child for funding under the program. **This form will become part of your child's school record and will not need to be completed every year.** This form will be maintained at the school and information on the form will not be released without your written approval.

Definition: Indian means any individual who is (1) a member (as defined by the Indian tribe or band) of an Indian tribe or band, including those Indian tribe or bands terminated since 1940, and those recognized by the State in which the tribe or band reside; or (2) a descendent in the first or second degree (parent or grandparent) as described in (1); or (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo or Aleut or other Alaska Native; or (5) a member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

NAME OF CHILD _____ Date of Birth _____
(As shown on school enrollment records)

School Name _____ Grade _____

NAME OF TRIBE, BAND OR GROUP _____

Tribe, Band or Group is: (check one)

Federally Recognized, State Organized Indian Group
 Including Alaska Native Recognized Terminated Meeting #5 of the
Definition Above

Name of individual with tribal membership: _____

Individual named is (check one): Child Child's Parent Child's
Grandparent

Proof of membership, as defined by tribe, band, or group is:

A. Membership or enrollment number (if readily available) _____ **OR**

Other (explain) _____

Name and address of organization maintaining membership data for the tribe, band or group:

I verify that the information provided above is accurate:

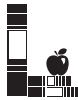
PARENT'S SIGNATURE _____ **DATE** _____

Mailing Address _____ Telephone _____

Notice: Public Reporting Burden Notice on Reverse Side

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3E200, Washington, D.C. 20202-6335.



NOTICE OF RETURNED CHECKS

Effective May 1, 2004 Lincoln Public Schools implemented a new bad check program for all checks returned by the bank. For each returned check, the person will be required to pay Lincoln Public Schools a service fee of \$20.

