



LINCOLN PUBLIC
SCHOOLS
LINCOLN, NEBRASKA

WWW.LPS.ORG

(402) 436-1000

FACEBOOK.COM/LINCOLNPUBLICSCHOOLS

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 [LPS NETWORK: LPS.ORG/VIDEO/](https://LPS.ORG/VIDEO/)

IMPORTANT INFORMATION BOOKLET 2014•2015

The Lincoln Public Schools is required by law to provide this Important Information Booklet to parents/guardians of LPS students. By mailing this document we are fulfilling our legal responsibilities for this information.



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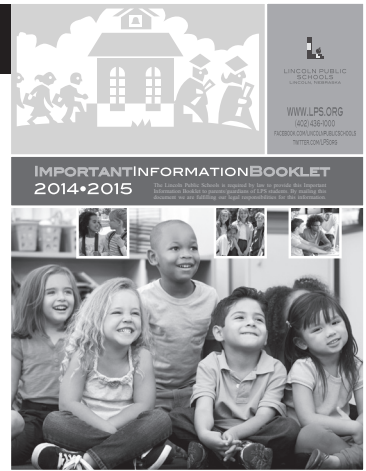
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Additional forms which need to be completed for all students are available from school offices or may be sent home on the first day of school.





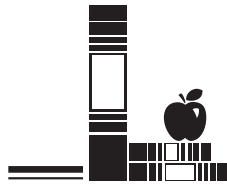
**NOTICE OF
RETURNED
CHECKS**

**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 2014

Dear Parents, Guardians, and Families:

Greetings from Lincoln Public Schools.

Our Lincoln community is proud of our public schools, specifically demonstrated by the resounding support for the most recent \$153 million Lincoln Public Schools bond issue. We believe the tremendous growth in student numbers at LPS is another indicator of parental satisfaction and certainly indicative of a community that offers much to its residents.

Thank you for the continued confidence.

As we continue to grow and become more diverse as a school system and community, we are committed to serving the needs of our families so that our students can develop into highly successful learners. By providing powerful extracurricular experiences and academic lessons, taught by highly qualified and dedicated staff members, LPS students are mastering the rigorous lessons necessary for them to succeed in college, in careers, and as citizens of our global community.

LPS has now achieved an on-time high school graduation rate of 87 percent and we are on our way to 90 percent – evidence that our parents and staff members work hand in hand. To give students the best opportunity to find that success in school, we appreciate when parents partner with us in their child's journey. By working together with your child's teachers, counselors, and principals, we ensure that progress occurs on a daily basis and that safeguards are in place to meet personal challenges.

LPS is the second largest school district in the state and continues to grow by historic numbers of students. While we perform well on most state and national assessments, we know there is room for improvement. We pledge to continually seek new strategies that will help all students succeed at the highest possible levels.

Welcome to Lincoln Public Schools for the 2014-15 school year. We look forward to sharing in the joy of learning your child will experience.

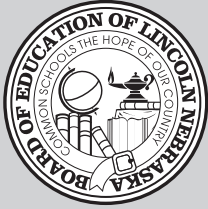
Sincerely,

Richard Meginnis, 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 District Office, 5905 O 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 80/99 and streamed live on our website, www.lps.org. Please check the LPS website or your local listings for program rebroadcasting.

KATHY DANEK (vice president)
District #1–Term Expires–May 2017



4261 Knox
68504

Phone
(402) 464-8549

BARBARA A. BAIER
District #3–Term Expires–May 2017



727 South 18th Street
68508

Phone
(402) 475-7291

LANNY BOSWELL
District #5–Term Expires–May 2017



5000 South 63rd Street
68516

Phone
(402) 483-4244

DON MAYHEW
District #7–Term Expires–May 2017



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

RICHARD MEGINNIS (president)
District #2–Term Expires–May 2015



2720 Katy Circle
68506

Phone
(402) 489-2745

ED ZIMMER
District #4–Term Expires–May 2015



3350 M Street
68510

Phone
(402) 430-7814

KATIE MCLEESE STEPHENSON
District #6–Term Expires–May 2015



600 Lakewood Drive
68510

Phone
(402) 560-8070

JAMES GESSFORD
Legal Counsel to Board of Education



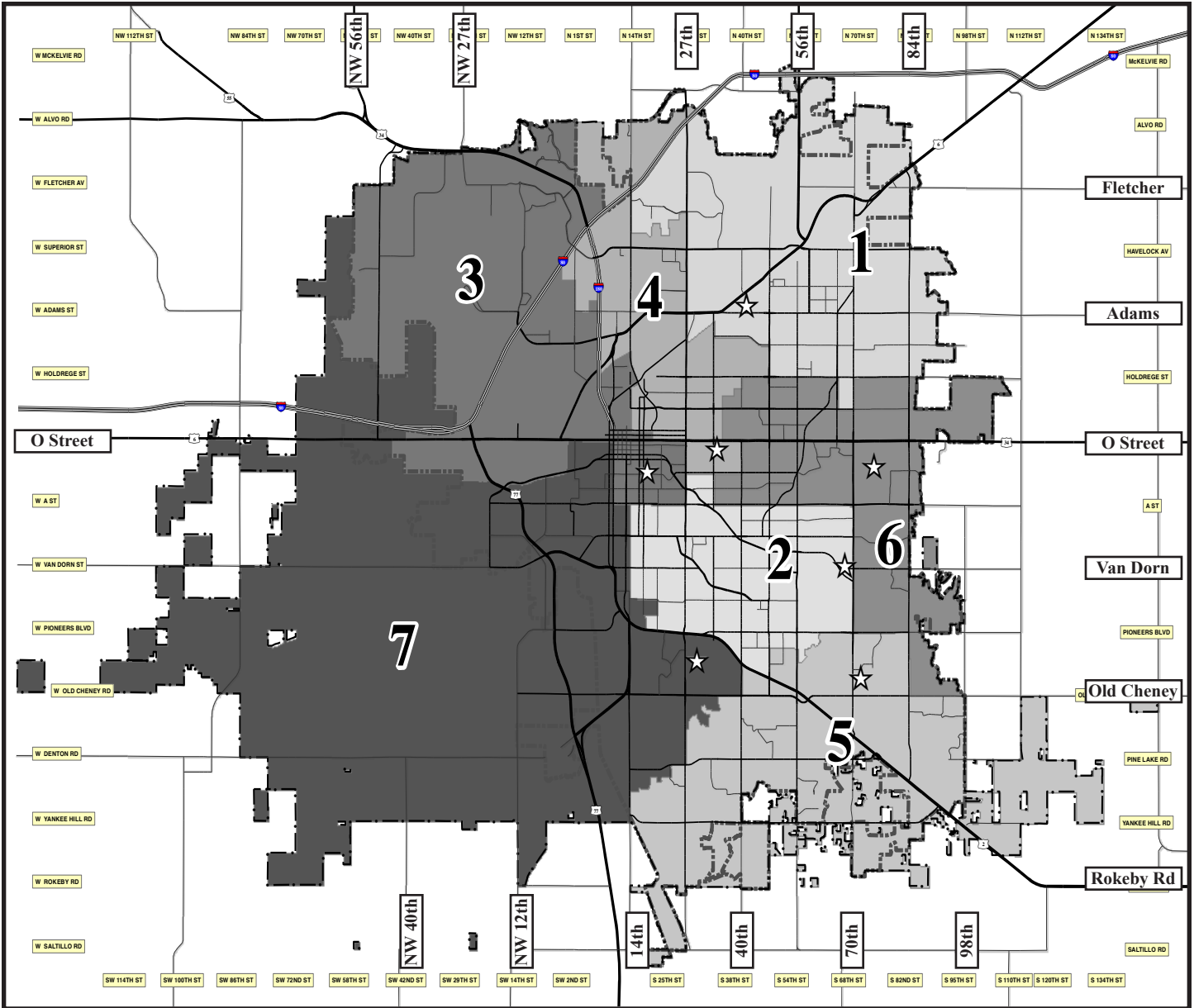
Suite 1400
233 South 13th Street
68508

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

Lanny Boswell
5000 South 63rd Street (68516)
Phone: (402) 483-4244

DISTRICT 7

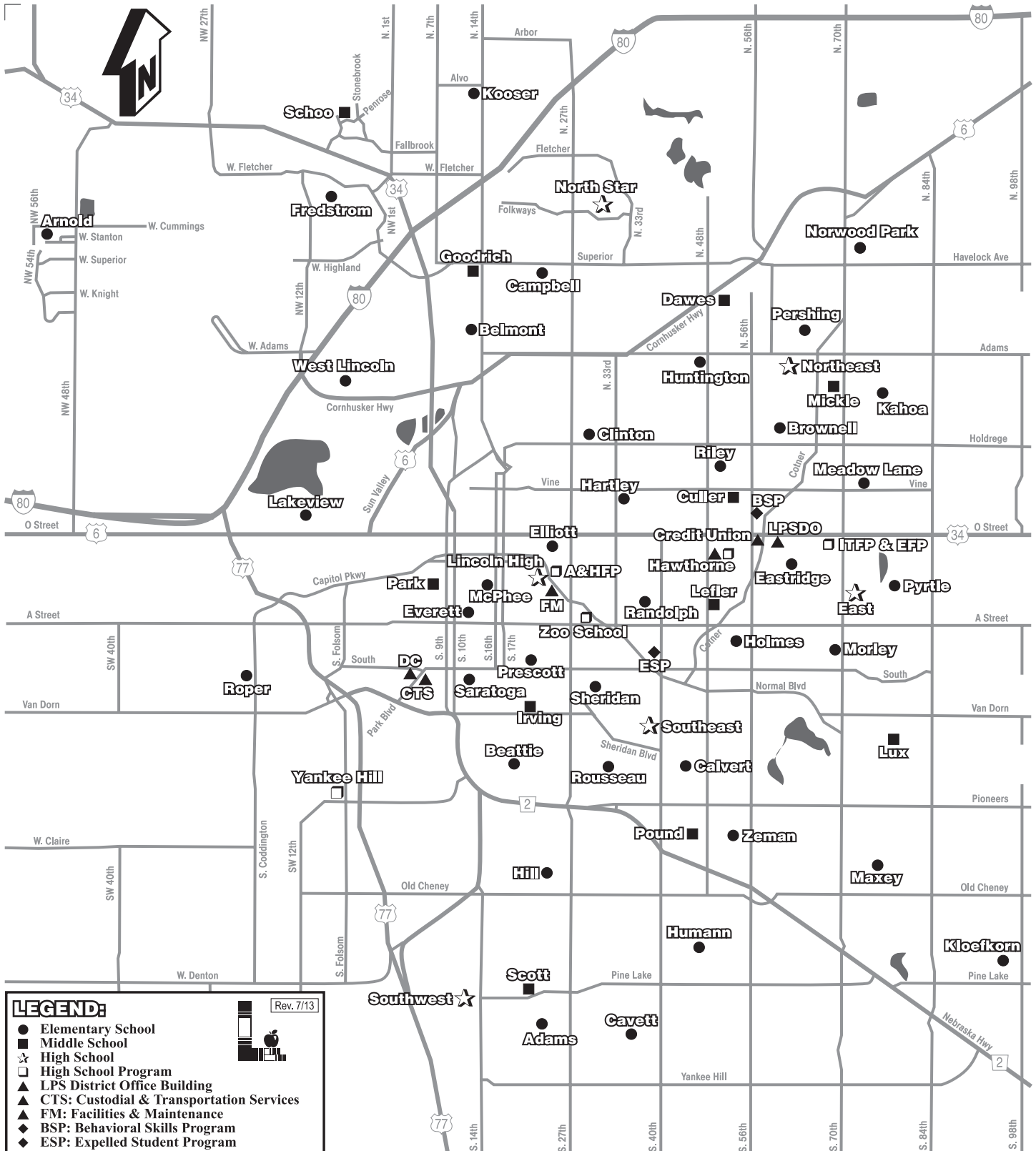
Don Mayhew
5041 South 30th Street (68516)
Phone: (402) 730-0370

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 (Rev. 4/2013)

Rev. 5/2014

No.	School (Secretary)	Principal	Phone	Grades	Address
HIGH SCHOOLS	302 East High (Roxy)	Sue Cassata	(402) 436-1302	9-12	1000 S. 70 St (10)
	301 Lincoln High (Jeff)	Mike Wortman (Dr.)	(402) 436-1301	9-12	2229 J St (10)
	305 North Star High (Lori)	Vann Price	(402) 436-1305	9-12	5801 N. 33 St (04)
	303 Northeast High (Beth)	Kurt Glathar	(402) 436-1303	9-12	2635 N. 63 St (07)
	304 Southeast High (Pat)	Brent Toalson	(402) 436-1304	9-12	2930 S. 37 St (06)
	306 Southwest High (Lanette)	Rob Slauson	(402) 436-1306	9-12	7001 S. 14 St (12)
	311 Arts & Humanities F.P. (Sandy)	Patrick Hunter-Pirtle (Dr.)	(402) 436-1785	9-12	643 S. 25 St, Ste. 9 (10)
	308 Bryan Community F.P. (Amy)	Mindy Roberts (Dr.)	(402) 436-1308	10-12	300 S. 48th St (10)
	313 Entrepreneurship F.P. (Bobbi)	Mindy Roberts (Dr.)	(402) 436-1715	9-12	285 S. 68 St Place, 4th Floor (10)
	312 Information Technology F.P. (Bobbi)	Mindy Roberts (Dr.)	(402) 436-1776	9-12	285 S. 68 St Place, 4th Floor (10)
310 Science Focus Program (Shannon)	Patrick Hunter-Pirtle (Dr.)	(402) 436-1780	9-12	1222 S. 27 St (02)	
357 Yankee Hill Program (Karla)	Barb Fitzgerald	(402) 436-1927	9-12	865 W. Burnham St (22)	
MIDDLE SCHOOLS	210 Culler (Terri)	Gary Czapla	(402) 436-1210	6-8	5201 Vine St (04)
	211 Dawes (Terri)	Angie Zabawa	(402) 436-1211	6-8	5130 Colfax Ave (04)
	213 Goodrich (TBA)	Kelly Schrad	(402) 436-1213	6-8	4600 Lewis Ave (21)
	214 Irving (Ann)	Susette Taylor (Dr.)	(402) 436-1214	6-8	2745 S. 22 St (02)
	215 Lefler (Lori)	Jessie Carlson	(402) 436-1215	6-8	1100 S. 48 St (10)
	220 Lux (Jane)	Duane Dohmen	(402) 436-1220	6-8	7800 High St (06)
	216 Mickle (Susan)	Gene Thompson	(402) 436-1216	6-8	2500 N. 67 St (07)
	212 Park (Kristi)	Ryan Zabawa	(402) 436-1212	6-8	855 S. 8 St (08)
	217 Pound (Diann)	Chris Deibler (Dr.)	(402) 436-1217	6-8	4740 S. 45 St (16)
	222 Schoo (Kym)	Bill Schulenberg	(402) 436-1222	6-8	700 Penrose Dr. (21)
218 Scott (Linda)	Dave Knudsen	(402) 436-1218	6-8	2200 Pine Lake Rd (12)	
256 Don D. Sherrill Education Ctr. (Marva)	Teri Ourada (Dr.)	(402) 436-1924	K-9	330 N. 56th St (04)	
ELEMENTARY SCHOOLS	121 Adams (Lynne)	Matt Dominy (Dr.)	(402) 436-1121	PreK-5	7401 Jacobs Creek Dr (12)
	120 Arnold (Tracy)	J.J. Wilkins	(402) 436-1120	PreK-5	5000 Mike Scholl St (24)
	123 Beattie (Cindy)	Sean Bailey	(402) 436-1123	PreK-5	1901 Calvert St (02)
	124 Belmont (Natalie)	Polly Bowhay	(402) 436-1124	PreK-5	3425 N. 14 St (21)
	127 Brownell (Sharon)	Chris Scheffore	(402) 436-1127	PreK-5	6000 Aylesworth Ave (05)
	130 Calvert (Lorie)	Sandi Carrington-Robertson	(402) 436-1130	PreK-5	3709 S. 46 St (06)
	129 Campbell (Rilla)	Julie Lawler	(402) 436-1129	K-5	2200 Dodge St (21)
	131 Cavett (Cheryl)	Jeff Vercellino	(402) 436-1131	PreK-5	7701 S. 36 St (16)
	132 Clinton (Alicia)	Terry Neddenriep (Dr.)	(402) 436-1132	PreK-5	1520 N. 29 St (03)
	135 Eastridge (Nancy)	Deb Dabbert	(402) 436-1135	K-5	6245 L St (10)
	136 Elliott (Sue)	Kathleen Dering	(402) 436-1136	K-5	225 S. 25 St (10)
	159 Everett (Sue)	Michelle Suarez	(402) 436-1159	PreK-5	1123 C St (02)
	140 Fredstrom (Summer)	Vicki Schulenberg	(402) 436-1140	K-5	5700 NW. 10 St (21)
	139 Hartley (Pam)	Jeff Rust	(402) 436-1139	K-5	730 N. 33 St (03)
	142 Hill (Peggy)	Michelle Phillips	(402) 436-1142	K-5	5230 Tipperary Trail (12)
	143 Holmes (Nancy)	Haeven Pedersen	(402) 436-1143	PreK-5	5230 Sumner (06)
	145 Humann (Nola)	Randy Oltman	(402) 436-1145	PreK-5	6720 Rockwood Ln (16)
	144 Huntington (Terese)	Rik Devney	(402) 436-1144	PreK-5	2900 N. 46 St (04)
	147 Kahoa (Jane)	Russ Reckewey	(402) 436-1147	K-5	7700 Leighton Ave (07)
	148 Kloefkorn (Rene)	Sue Braun	(402) 436-1148	K-5	6601 Glass Ridge Dr (26)
	146 Kooser (Kim)	Ann Jablonski	(402) 436-1146	PreK-5	7301 N. 13 St (21)
	149 Lakeview (Michelle)	Scott Nelson	(402) 436-1149	K-5	300 Capitol Beach Blvd (28)
	153 Maxey (Nanci)	Suzanne Reimers	(402) 436-1153	K-5	5200 S. 75 St (16)
	150 McPhee (Lanette)	Elaine Simpson	(402) 436-1150	PreK-5	820 Goodhue Blvd (08)
	151 Meadow Lane (Brenda)	Ryan Knippelmeyer	(402) 436-1151	PreK-5	7200 Vine St (05)
	154 Morley (Kathy)	Molly Bates	(402) 436-1154	K-5	6800 Monterey Dr (06)
	155 Norwood Park (Bobbi)	Pam Hale	(402) 436-1155	PreK-5	4710 N. 72 St (07)
	160 Pershing (Lynette)	Rhonda True	(402) 436-1160	PreK-5	6402 Judson St (07)
	161 Prescott (Toni)	Ruth Ann Wylie	(402) 436-1161	PreK-5	1930 S. 20 St (02)
	162 Pyrtle (Jaime)	Paula Baker	(402) 436-1162	K-5	721 Cottonwood Dr (10)
163 Randolph (Vicki)	Wendy Bonaiuto (Dr.)	(402) 436-1163	K-5	1024 S. 37 St (10)	
164 Riley (Theresa)	Jeff Bjorkman	(402) 436-1164	K-5	5021 Orchard St (04)	
170 Roper (Deb)	Tim Muggy	(402) 436-1170	PreK-5	2323 S. Coddington Ave (22)	
165 Rousseau (Karla)	Wendy Badje (Dr.)	(402) 436-1165	PreK-5	3701 S. 33 St (06)	
166 Saratoga (Rhonda)	Kathy Fleming	(402) 436-1166	PreK-5	2215 S. 13 St (02)	
167 Sheridan (Anessa)	De Ann Currin (Dr.)	(402) 436-1167	K-5	3100 Plymouth Ave (02)	
168 West Lincoln (Kim)	Scott Schwartz	(402) 436-1168	PreK-5	630 W. Dawes Ave (21)	
169 Zeman (Connie)	Kristi Schirmer	(402) 436-1169	K-5	4900 S. 52 St (16)	
156 Don D. Sherrill Education Ctr. (Marva)	Teri Ourada (Dr.)	(402) 436-1924	K-9	330 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.

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

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	8:15	2:53
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

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. Lincoln Public Schools does not accept a physical examination

completed by a chiropractor for participation in interscholastic athletics. This certifies that the athlete is qualified for the entire school year. Physical Examination Reports, Parents' Consent Record, Code of Conduct, Emergency Information Report form 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 in the athletic office or on the school Website.

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. Policy 6740.

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 May 1; 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 May 1. Those students who did not have their enrollment forms signed, delivered and accepted prior to May 1, 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. Regulation 6740.1.

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.

Only 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 ZACHARY BAEHR AT (402) 436-1619



COMMUNICATION SERVICES (402) 436-1610

Communications

The **LPS Network** is a great communications opportunity located on the LPS website - www.lps.org. It features a variety of videos, programs, topics and activities, as well as Facebook and Twitter links. Look for the video camera icon under LPSConnect on the home page.

LPS on TV: Educational programming produced or sponsored by Lincoln Public Schools is aired on cable channel 80/99 and can also be viewed on the LPS Network.

Community News 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 436-1619.

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.

The LPS Annual Report is distributed and available to the entire community. It outlines student performance, demographics and the financial status of the District.

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 and is available on the LPS website.

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 5905 O Street. 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) 436-1610
Business Affairs	(402) 436-1635
Communication Services	(402) 436-1609
Community Learning Centers.....	(402) 436-1964
Community Outreach.....	(402) 436-1609
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 (Kim Miller)	(402) 436-1759
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Americans with Disabilities Act

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

(TBD)	(402) 436-1610
<i>Financial assistance for athletic shoes, physicals, and caps and gowns.</i>	

Athletics

LPS Athletic Department (Kathi Wieskamp) ..	(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>	

Counseling Issues

(Russ Uhing)	(402) 436-1650
<i>Issues regarding student counseling</i>	



COMMUNICATION SERVICES CONTINUED (402) 436-1610

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 (Lorinda Rice) (402) 436-1813

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

English/Reading–Elem. (Lisa Oltman) (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 (Lance Nielsen) (402) 436-1631

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

Science (TBD) (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

(Pam Robinson) (402) 436-1652

Focus Programs for H.S. Students

Department of Instruction (Pat Hunter-Pirtle) .. (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

Head Start

Federal Programs (402) 436-1995

Homeless Students

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

Human Resources (Eric Weber) (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 (Rachel Schrunk) (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

Seacrest Field

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

Sexual Harassment

Title IX Officer

(Eric Weber)..... (402) 436-1575

Special Education

(Jenny Fundus) (402) 436-1905

IEP, Transportation, and all general questions

Staff Development (402) 436-1810

State Standards for Middle & High Schools

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

Math (402) 436-1801

Student Calendars

(TBA) (402) 436-1608



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

COMMUNICATION SERVICES CONTINUED (402) 436-1610

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 (High 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) 436-1668

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

CURRICULUM (402) 436-1808

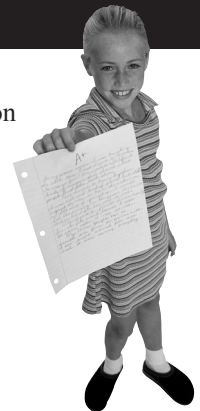
Gifted Program

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



The Gifted Program focuses on developing academic and problem solving skills in literature, math, science, and social studies.

Students may be identified as eligible for the gifted program by scoring 130 on an individually administered intelligence 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.

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, 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.



HEALTH SERVICES CONTINUED (402) 436-1655

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.

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
 - Promote a school/parent/guardian partnership in head lice control...
1. When live lice are found on a student, the family will be notified. The student may go home at the end of the day, but parents/guardians have the option of picking their child up earlier, if desired, to begin treatment.
 2. Families will be provided with written treatment information and instructions. Immediate treatment, with nit removal, is necessary.
 3. The student can return to school as soon as he/she is treated for head lice.
 4. A student who has been identified having or treated for head lice must come to the health office for inspection upon returning to school.
 5. A student who returns to school following treatment will be checked again in 7-10 days.
 6. After treatment, the parents/guardians are encouraged to check their child's head for live lice and recheck frequently for two weeks.
 7. Three repeated cases of live lice at school may lead to exclusion from school until lice free.
 8. Families are encouraged to report head lice to the school health office. The school nurses are available to answer questions regarding treatment.

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



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

HEALTH SERVICES CONTINUED (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.

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>_____</p> <p>Students entering 7th grade</p> <p>_____</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; • 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.

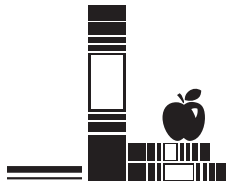
PLEASE NOTE _____

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.





Lincoln Public Schools

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

May 2014

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 student fees policy (Policy 5520) on April 22, 2014.

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 and can be found at the back of the Important Information Booklet.

Completed applications should be returned to the main office of the school where the student attends.

If you have questions about this policy, what items are covered by the waiver or about the application process itself, please contact the principal of your student's school.

Sincerely,

A handwritten signature in cursive script that reads "Dr. Jane Stavem". The signature is written in black ink and is positioned above the printed name and title.

Dr. Jane Stavem
Associate Superintendent
for Instruction

cc: Building Administrators



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

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 2014-2015 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 2014-2015 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 students' 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 Prekindergarten 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 must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

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):**

4/22/2014

**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 2014-2015 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
Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
Elementary Program		
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
Routine Field Trips	Transportation and admission costs of field trips	None — The cost of routine 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		Meal prices are based on federal guideline recommendation and will be communicated to families.
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
Routine Field Trips	Transportation and admission costs of field trips	None — The cost of routine 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 cost 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.
Music —	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.). Limited instruments available for use by any

¹ This listing is a part of the 2014-2015 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 2014-2015 school year.



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
Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
Optional band courses		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		Meal prices are based on federal guideline recommendation and will be communicated to families.
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		Note: Bold indicates item is subject to fee waiver.
Athletics and Activities		
1. Admission	Spectator fees for admission to athletic events	\$5 per event maximum. Students may purchase a 10-punch Activity Card for \$15 or an all-season pass for \$30. 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 and 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:



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
Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
		(See Next Page) Baseball Baseball glove Basketball No additional Tennis Tennis racquet Cross Country No additional Football No additional Golf Clubs Soccer Competition socks Softball Softball glove Swimming/Diving Swimsuit (competition suits are subject to fee waiver) Track No additional Volleyball Volleyball knee pads Wrestling No additional Cheerleading, Flag Corps and Dance Team Shoes, approved uniforms, jacket, poms and other accessories, not to exceed \$1,000 Squads
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 (customized attire is subject to fee waiver)
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	\$25
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 camps, 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.
8. Extracurricular Activity Trips		None – An extracurricular activity trip is for interscholastic athletes traveling outside of the school district to an NSAA-sanctioned competition.



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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
Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) ² or Specific Material Required
9. Non-routine Trips	Transportation, lodging, meals, admission to events, etc.	Students are responsible for cost of non-routine trips. A non-routine trip is a school-sponsored trip that is neither a routine nor an extracurricular activity trip. 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.
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 and DECA Competitor	Registration fees	\$50
Music Honor Society	Dues	\$10
Synchronized Swim Club	Appropriate attire	Swimsuit (swimsuit is subject to fee waiver if the color or style is specified by the club)
International Thespian Society	Dues	\$30
Student Council	State and national dues , meals and activities	Annual dues not to exceed \$50 per club. Note: Attendance at national conventions are not a part of approved student council activities. As such, students are responsible for all costs of attending such conventions.
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 and class composite picture.



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

School Cafeteria Accounts

STUDENT CAFETERIA ACCOUNTS _____

Children need healthy meals to help them learn and grow. Your child’s school cafeteria offers healthy meals every school day! Parents/guardians are responsible for paying for cafeteria purchases made by their child. Students are assigned a cafeteria account that serves as a payment method for purchasing meal items. Your child will be assigned a personal pin number (PIN) and will use this number when they purchase meal items. You may deposit money (also referred to as a pre-payment), into your student’s personal cafeteria account. When items are purchased by your student, the purchased amount will be subtracted from the balance. Remind your student not to share his/her PIN number with other students – this could result in your child’s account balance being compromised.

PRE-PAYMENTS _____

Pre-payments can be made online or by sending payment with your student to school. At the beginning of the school year you may make a pre-payment at your school open house. Many parents enjoy the convenience of depositing money into cafeteria accounts using the online pre-payment system. Registered users may purchase meals or deposit money for all students in their family at one time using this system. Purchases may be made using either your checking account information or VISA, MasterCard or Discover credit cards. Nominal fees apply. To create an online payment account:

- Go to www.lps.org

- Under *Popular Pages* on the left-hand side of the screen, click on *Buy Student Meals*.
- Click on *Create New Account*.
- Enter the Student Number/ID number for one of your students and their birth date then click *Next*.
- Create your User Name and Password. Enter a user name and password that you will easily remember. You may also enter an e-mail address 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 you forget your password. Once you have filled in the form, click on *Create Account* and log in.

Once logged in to the system all the students in your household will appear with their account balance information displayed. At any time you can view your students’ balances and make deposits in their accounts. Deposits may take one business day to process. Online account balances are updated daily. Payments after 8:00 p.m. will not be updated until 8:00 p.m. the next day.

If you choose to send cash or check payment with your student, please include a note indicating your student(s) name(s), PIN number and how you wish to disperse the payment.

Parents can determine how money is spent by their student. You have the following options in distributing money in your student’s account:

- Purchase school meal credits (breakfast and/or lunch)
- Purchasing schools meal credits and a cash account for snacks/seconds
- Cash account to be spent at the discretion of the student for breakfast, lunch, snack/seconds.



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NUTRITION SERVICES CONTINUED (402) 436-1747

Please note – if payment is made and there is no note to indicate how funds should be distributed, pre-payment will be placed in cash account. You may deposit any amount of money into your student’s account. Below is a suggestion of how much to deposit as pre-payment for four weeks of lunch and breakfast meals (this does not include snacks, additional purchase of milk or seconds):

- **Elementary Student** - \$47.00 (lunch only) add an additional \$26.00 if your student plans to eat breakfast at school. If your family applies for and qualifies for reduced meals a suggested pre-payment of \$8.00 (lunch only) and an additional \$6.00 for breakfast.
- **Middle School Student** - \$51.00 (lunch only) add an additional \$30.00 if your student plans to eat breakfast at school. If your family applies for and qualifies for reduced meals a suggested pre-payment of \$8.00 (lunch only) and an additional \$6.00 for breakfast
- **High School Student** - \$54.00 (lunch only) add an additional \$30.00 if your student plans to eat breakfast at school. If your family applies for and qualifies for reduced meals a suggested pre-payment of \$8.00 (lunch only) and an additional \$6.00 for breakfast.

NEGATIVE BALANCES

Parent(s)/Guardian(s) are responsible for insuring that their child has enough money in his/her account to make meal purchases. You can sign up on the LPS web site for an electronic reminder to be sent to your e-mail when your student’s account balance runs low. If a student does not have money in their account, or cash on hand at the time of purchase, he/she will be allowed to borrow for a school meal. Borrowing is not permitted for purchases of snacks, milk purchases, or seconds. When the amount of money borrowed exceeds \$10.00 you will receive an automated phone call to remind you to deposit money into your student’s account.

Negative account balances are attached to the student’s account and carry over from school year to school year. Negative account balances are reinstated if a student leaves the district and then returns at a later date.

REFUND REQUESTS

Cafeteria account balances will automatically carry over from this year to the next, even for students changing schools within LPS. Students leaving the district can obtain a refund for any amount. LPS will only refund balances for returning students that exceed \$20.00. Parents/Students may request a refund from the cafeteria manager up until the last day of school. During the summer, requests for refund need to be made at the LPS District Accounting Office. Refund requests over \$45.00 will be mailed and generally take one to two weeks to process. Refunds of less than \$45.00 will be paid from petty cash.

Students who leave LPS in one school year and return in another school year will not have former cafeteria balances reinstated unless there is a negative balance attached to the account.

QUESTIONS/CONCERNS

We welcome and encourage Parents/Guardians and students to contact either your school cafeteria manager or the LPS Nutrition Services office at (402) 436-1743 with questions or concerns about school meals and account balances.

Free and Reduced Price Meal Application

Lincoln Public Schools Nutrition Services offers a variety of healthy meal choices for breakfast and lunch to all students through the National School Lunch and Breakfast program. This program also allows us to offer free meal benefits to students that qualify through an application process.

LPS will begin accepting free and reduced meal applications for the 2014-2015 school year starting July 15, 2014. *A new application must be completed each school year.*

APPLYING FOR FREE AND REDUCED MEALS

The fastest and most convenient way to complete an application for your family is to complete the Free/Reduced Meal Application online. The online application allows our office to process your application much more quickly so that your family can begin receiving the program’s benefits faster. Completing the application online also reduces the risk of your application being lost or delayed in the mail, insures that your application is complete at the time you submit it and eliminates the need for postage!

APPLYING ONLINE FAST, CONVENIENT AND SIMPLE

- Go to www.lps.org
- Under *Popular Pages* on the left-hand side of the screen click on *Free/Reduced Meal Application*.
- Click on the online application picture
- Follow the easy to use, step-by-step screens and click on Submit to submit your application for processing
- Assistance with the online application is available by calling (402) 436-1746, or by visiting the Nutrition Services Department or your school office.

To request a paper application contact the Nutrition Services Office at (402) 436-1746 or visit us at 5905 O Street, Lincoln, NE 68510.

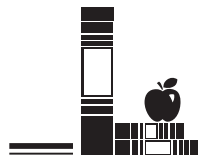


NUTRITION SERVICES CONTINUED (402) 436-1747

IMPORTANT INFORMATION

- A new family application must be submitted every year – unless you receive direct notification that your child is eligible for the new school year.
- Paper applications will be accepted at the school site: but they are processed at the Nutrition Services Department! Completing the application online eliminates delay!
- Prior to approval, parents are responsible for the payment of all meals until the application is processed.
- Past due balances will roll forward from year to year.
- Your eligibility may be checked at any time during the school year. School officials may ask you to send acceptable documents to verify your family's eligibility for free/reduced price meal benefits.

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, nation origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, 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."



Lincoln Public Schools

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

July 2014

Dear Parent/Guardian:

Proper nutrition plays an important role in the success of your student. Participating in the National School Breakfast and School Lunch Programs allows Lincoln Public Schools to offer FREE or REDUCED PRICE MEALS to eligible students. Your child(ren) may qualify for free or reduced price meals. A reduced-price breakfast is \$.30. A reduced-price lunch is \$.40. 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 23, 2014, unless you receive notification that your family has already qualified for the new school year.

Frequently asked questions and answers:

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. You can use one Free and Reduced Price School Meals Application for all students in your household. Apply online at www.lps.org.
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations or, in some States Temporary Assistance for 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 Homeless Liaison at (402) 436-1997 or (402) 436-1989** to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children may qualify for free or reduced price meals if your household income falls at or below the limits found in the Federal Eligibility Income Chart shown below.



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NUTRITION SERVICES CONTINUED (402) 436-1747

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 received carefully and follow the instructions. Call LPS Nutrition Services (402) 436-1746 if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. 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 weeks of this school year. You must complete a new application unless you have received notification that your child is eligible for the new school year.
8. **I GET WIC, CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please complete an application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to provide 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 SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing to have the decision reviewed by calling or writing to: **Edith Zumwalt, Director, Nutrition Services Department, P.O. Box 82889, 5905 'O' Street, Lincoln, NE 68510, 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 pay, include it, but do not include it 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 HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact LPS Nutrition Services Department, 5905 'O' Street, Lincoln, NE 68510, telephone number (402) 436-1746, 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 to www.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 telefono (402) 436-1746.

Si vous voudriez d'aide, contactez nous au numero (402) 436-1746

Sincerely,

Edith Zumwalt, M.S.,R.D.,SNS
 Director of Nutrition Services
 Lincoln Public Schools



NUTRITION SERVICES CONTINUED (402) 436-1747

FEDERAL INCOME CHART for School Year 2014-15

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

Household size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	21,590	1,800	900	831	416
2	29,101	2,426	1,213	1,120	560
3	36,612	3,051	1,526	1,409	705
4	44,123	3,677	1,839	1,698	849
5	51,634	4,303	2,152	1,986	993
6	59,145	4,929	2,465	2,275	1,138
7	66,656	5,555	2,778	2,564	1,282
8	74,167	6,181	3,091	2,853	1,427
Each additional person, add:	7,511	626	313	289	145

Expedite Application:

Complete online at www.lps.org, Popular Pages, Free/Reduced Meal Application.

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.”

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.



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

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 instruction in physical education. The term includes vocational education, audiology services, vision services, hearing services, psychological services, 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 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 for Special Education. 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 if the student qualifies for specially designed instruction.

STUDENTS WHO MAY BENEFIT _____

A student verified as having autism, emotional disorder, developmental delay, hearing impairment, intellectual disability, 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.

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.



SPECIAL EDUCATION CONTINUED (402) 436-1905

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) may contact the Director of Special Education, Lincoln Public Schools District Offices, P.O. Box 82889, Lincoln, NE 68501, or telephone (402) 436-1919.

STUDENT REFERRALS FOR SPECIAL PROGRAMS _____

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



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.
- 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:



STUDENT SERVICES CONTINUED (402) 436-1688

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.

the Department of Student Services, 5905 O 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 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.

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 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 2014-2015 school year were due in LPS Student Services by January 6, 2014. Using information from principals regarding building capacity, action was taken on requests for 2014-2015 during the month of January 2014. Families were informed by U.S. mail whether or not the permit was approved.

The filing deadline to transfer for the 2015-2016 school year is January 5, 2015 for students currently in grades K-7.

All students currently in grade 8 must file a *High School Choice Form* by January 31, 2015 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 January 31 deadline (unless the student is new to Lincoln) will be placed on a waiting list in the order of arrival date at



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STUDENT SERVICES CONTINUED (402) 436-1688

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 Administrator, 5905 O Street, Lincoln, NE 68510, (402) 436-1650 (duhing@lps.org).

Employees: Eric Weber, Assoc. Superintendent for Human Resources, 5905 O Street, Lincoln, NE 68510, (402) 436-1575 (eweber@lps.org).

Others: Thomas Christie – Multicultural Administrator, 5905 O Street, Lincoln, NE 68501, (402) 436-1604 (christt@lps.org).

TITLE IX (*discrimination or harassment based on sex; gender equity*)

Eric Weber, Assoc. Superintendent for Human Resources, 5905 O Street, Lincoln, NE 68510, (402) 436-1575 (eweber@lps.org).

SECTION 504

Russ Uhing, Dir. of Student Services and 504 Coordinator, 5905 O Street, Lincoln, NE 68510, (402) 436-1650 (duhing@lps.org).

AMERICANS WITH DISABILITIES ACT (ADA)

Marla Styles, ADA Coordinator, 5905 O Street, 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:

Bryan Seck, Homeless Coordinator.....(402) 436-1980
bseck@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.

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 meaning 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.



STUDENT SERVICES CONTINUED (402) 436-1688

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 bacalaureate 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, 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 (Revised 5/2014)

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, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that a 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. Knowingly and intentionally engaging in bullying. Bullying is defined as any ongoing pattern of unwanted, aggressive behavior which may include 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. (Lincoln Public Schools Policy 5482)
- E. 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.
- F. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
- G. 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



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- 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.
- H. 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.
 - I. 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.
 - J. 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."
 - K. Public indecency or sexual conduct.
 - L. 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.
 - M. 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.
 - N. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, imitation controlled substance, e-cigarette vapor products, 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
 - O. Violation of technology guidelines.
 - P. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
 - 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. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
 - S. Truancy or failure to attend assigned classes or assigned activities.
 - T. Tardiness to school, assigned classes or assigned activities.
 - U. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
 - V. Repeated violation of any of the rules adopted by the School District or the school.
- 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.



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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.

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 (Policy 5140 and accompanying regulations) 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.

An absence from school will be reported as School Excused or Not School Unexcused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.



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A. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:

- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
- (2) Other absences as determined by the principal or the principal's designee.

B. Not School Excused. Absences that are not school excused are school unexcused. Such absences may result in a report to the county attorney and may be classified as follows:

- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
- (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

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.

Unexcused absences and tardiness are a violation of school rules. Disciplinary measures may be imposed.

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. When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a school social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. If the results of these efforts are ineffective or if a dangerous condition exists, a report on the circumstances may be reported to the county attorney.

According to Nebraska State Law 79-202 a child who is at least 16 years of age but less than 18 years of age cannot be

withdrawn from school before graduation and be exempt from the mandatory attendance requirements unless the guardian/student can present evidence that the child would be withdrawing due to either (a) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (b) an illness of the child making attendance impossible or impracticable. The legal or educational guardian must contact Student Services to schedule an exit interview.

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 and that, in school vehicles, the recording may include audio. In the event a recording captures a student or other building



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user violating school policies or rules or local, state or federal laws, the 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. . . .”

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



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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:

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



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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 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.

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, 5905 O 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 August 2013 to May 2014:

Cornhusker Council Boy Scouts of America, University of Nebraska, Star Music, Lindbeck Photography, Campus Life, Lincoln Graduation Caps and Gowns, Silver Hawk Theatre, United States Navy, Jostens/School Traditions, Southeast Community College, US Army Recruiting, Air Force Recruiting, Ellyne Bridal E2 Prom, United States Marine Corps, YMCA Youth Sports, Nebraska Safety Council, Niche Marketing Research, Lincoln Parks and Recreation, Department of the Navy, Partnership for a Healthy Lincoln, NSEA, Team Development Marketing, Inc., Prairie View United Methodist

Church, Springboard for Success, Casey Fritton Photography, Parker's Smokehouse, Bright Lights, Zabloudil Photography, Inc., Ailes Detasseling, Corey Rourke Photography, Schernikau Detasseling, Champoux Detasseling, Lancaster Prevention Coalition, Union Bank & Trust Company, Shane and Sunny 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



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- 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.
- 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 SYNERGY PARENTVUE (PVUE) AND STUDENTVUE (SVUE) RESPONSIBLE USE POLICY GUIDELINES FOR USE

The ParentVue and TeacherVue modules of the Synergy Student Information System are 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 PVue/SVue 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.



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For security purposes, the PVue/SVue account information will not be shared over the telephone or by e-mail. Please note that each caregiver and student 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 PVue/SVue 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 institutions 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.



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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 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 SERVICES CONTINUED (402) 436-1688

■ 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.

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, 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.

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.

THREAT ASSESSMENT (402) 436-1650 & (402) 436-1575

LINCOLN PUBLIC SCHOOLS THREAT ASSESSMENT PROGRAM

BECAUSE WE CARE

In the interest of creating the safest environment possible for all our students and staff, Lincoln Public Schools has worked with national experts to further develop our guidelines and protocol for threat assessment: a planned, proactive and strategic response to reported issues of concern in the school district – with a focus on prevention.

Threat assessment – only one of the tools LPS uses for school district safety – is a program that involves progressive, forward thinking about safety and security. As opposed to dealing with a crisis at hand, threat assessment aims at preventing situations from happening. This is a cutting-edge, planned and thoughtful response to potentially threatening situations.

This school year we are raising awareness and providing additional education and training to empower our staff, students and families to better identify and report concerning behaviors

and incidents that may need further assessment. We are empowering our community and our school district. We all have the power to call for help – help someone cope – not be afraid – help someone be safe.

We are encouraging our staff, students and families to report any concerning behavior that raises suspicion or concern – in students, staff or community members – to a caring adult at your student's school. Concerning behavior might include warning signs such as: stalking, hostile or negative behavior that elicits fear or discomfort – domestic violence – sighting of a weapon, rumor of a weapon – disturbed or unusual behavior – suicide threats – threatening or intimidating contact or communications.

LPS is a compassionate school district that is approaching this new program with an emphasis on dignity and respect. It takes all of us working together to keep us safe. This program is about caring for one another – providing a more formalized process that ensures that concerning threats are reviewed by a district-wide, multidisciplinary team. That team, in turn, will



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

THREAT ASSESSMENT CONTINUED (402) 436-1650 & (402) 436-1575

work with LPS officials and community partners to evaluate concerns and develop case-specific intervention and management strategies.

*** The goal of the Threat Assessment Process is to provide an integrated and coordinated process for identifying and responding to students, staff and other individuals who may be at risk of harming themselves or others – knowing that promoting and creating a safe and secure environment in our school district helps create the most appropriate foundation for enhancing student learning and student success.*

- **If you note concerning behavior, we encourage you to tell a caring adult**
- **If you note concerning behavior in students, you can call LPS Student Services, 402-436-1650**
- **If you note concerning behavior in staff members, you can call LPS Human Resources, 402-436-1575**

For more information go to: lps.org/threat.

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.

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

Please call Student Services at (402) 436-1668 for more information about being a volunteer;

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;

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 FOR LINCOLN PUBLIC SCHOOLS

The Foundation for Lincoln Public Schools works to support student opportunities and classroom resources that tax dollars simply can't. Our role is to enhance curriculum, inspire students and teachers, and expand the community's involvement in education. We work with parents and school groups to help them successfully raise money for classroom and school-based needs. We embrace the goals and dreams of LPS leadership to bring about district-wide enhancements and we encourage and inspire community innovation and investment from our donors and partners.

Last year, through generous donations, the Foundation for Lincoln Public Schools provided:

- 74:** Student emergency needs grants for the basics: Food, clothing, medical care, and emergency housing
- 166:** Classroom grants through Fund A Need
- 163:** College Scholarships
- 13:** Outstanding Teacher Awards

Want to get involved? Visit www.foundationforLPS.org or call Wendy Van, President at (402)436-1612

For student scholarship information visit www.foundationforLPS.org/scholarships.



FUND-A-NEED

Fund-A-Need is an award winning online program at www.foundationforlps.org/fundaneed 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.

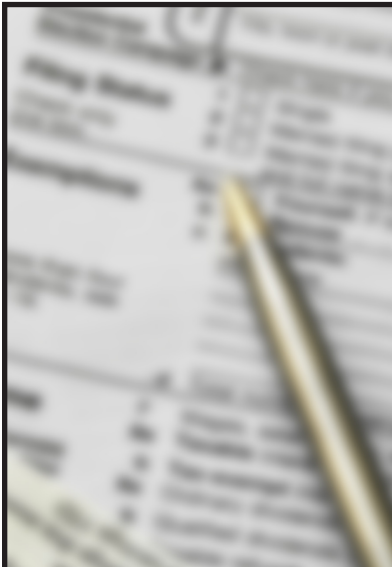
Projects are approved by principals, submitted to the Foundation, and posted online. Donors may choose from the online list and make a tax-deductible donation to fund these classroom needs. Individuals who support a project will receive information about the activity from the teacher and students touched 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/fundaneed or call (402) 436-1612 to Fund-A-Need in Lincoln Public Schools today!



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.

Request to Provide Medication During School Hours	pg. 47
Health Services	(402) 436-1657 lthomas@lps.org
Request To Provide Medication During School Hours:	
Acetaminophen And Ibuprofen	pg. 49
Health Services	(402) 436-1657 lthomas@lps.org
Medication Log	pg. 50
Health Services	(402) 436-1657 lthomas@lps.org
Application for Fee Waiver and Sharing Information Consent	pg. 51
Division of Instruction	(402) 436-1626 <i>TBA</i>
Title VII Student Eligibility Certification	pg. 53
Student Services.....	(402) 436-1651 cwood@lps.org
Educational Equity Complaint Form	pg. 55
Student Services.....	(402) 436-1651 <i>TBA</i>

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																															
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December																															
January																															
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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 2014-15

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.

NOTES

Lined area for notes.

Educational Equity Complaint Form
Department of Student Services
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: [Lined area for text]

Date

Signature

Address

Phone

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



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.

LINCOLN BOARD OF EDUCATION



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Mailing Address: 5905 O Street • Lincoln, NE 68510

An Equal Opportunity/Affirmative Action Employer

5/13

