

JOHN LUX MIDDLE SCHOOL
2023-2024 STUDENT & PARENT HANDBOOK



LIFELONG LEARNING | UNITED VISION | EXCELLENCE IN ACADEMICS
7800 HIGH STREET | LINCOLN, NE 68506 | 402.436.1220



PLEASE NOTE:

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

2023-2024 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 2/23/21

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2024

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28	29	30	31			

AUGUST 2023

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27	28	29	30	31		

FEBRUARY 2024

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SEPTEMBER 2023

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MARCH 2024

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31						

OCTOBER 2023

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APRIL 2024

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NOVEMBER 2023

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MAY 2024

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DECEMBER 2023

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24	25	26	27	28	29	30
31						

JUNE 2024

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30						

- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates Quarter end dates

Rev. 6/5/23

GRADUATION DATES

Friday, May 17, 2024: Yankee Hill & Independence Academy

Thursday, May 23, 2024: Bryan Community Focus Program

Friday, Saturday and Sunday, May 24-26, 2024

Fri: LSW

Sat: LNS/East/LHS/LNW | **Sun:** LSE/LNE

Calendar Options for Families: The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

LUX MIDDLE SCHOOL

Home of the Lightning



Lux Mission Statement:

Use best practices with instruction to improve student achievement.

Lux Vision Statement:

Lux Middle School appreciates and welcomes the uniqueness of middle level students by:

- Promoting academics.
- Fostering creativity.
- Developing interpersonal and intrapersonal success.
- Encouraging responsibility.
- Affirming diversity.
- Encouraging the pursuit of lifelong learning.

BE RESPECTFUL

- *Be considerate of all people and property.*
- *Accept feedback/directions and make positive changes.*
- *Acknowledge and greet others positively.*
- *Use appropriate language, body language and tone of voice.*



BE RESPONSIBLE

- *Contribute positively to our school community.*
- *Give your best effort.*
- *Be on time/punctual.*
- *Take ownership for self by using a growth mindset.*

BE SAFE

- *Report safety concerns (harm to self, harm to others) to adults.*
- *Keep hands, feet and objects to yourself.*
- *Be mindful of others and your surroundings.*
- *Stay in your assigned areas.*
- *Access food and drink (other than water) in the lunchroom.*

"It's never okay to be hurtful or disruptive."

Everywhere



Welcome to John Lux Middle School!

We have compiled this handbook with information useful to parents and guardians and students attending our school. We hope it will help promote safety, encourage communication, and ensure success for all students. If you have questions or concerns, we invite you to call us at 402-436-1220.

Sincerely,
Duane Dohmen
Principal



INTENT OF HANDBOOK

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing, covering 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.

Please refer to the “Important Information Booklet” posted on the LPS website for more detailed information.

ARRIVAL PROCEDURES

- The school day begins at 8:00 a.m.
- Sixth graders should enter the building on the west end (by gyms) at Door #9. Seventh graders enter on the east side of the building at Door #23 and 8th graders at the main entrance (by flag pole) at Door #1.
- School grounds officially open at 7:30 a.m., unless students arrive early for sanctioned, supervised before-school activities. Supervision by designated staff will begin at 7:30 a.m. at both entrances.
- Door #1 opens at 6:50 a.m. for students arriving early for sanctioned, supervised, before-school activities only.
- Door #9 opens at 7:30 a.m. for 6th graders.
- The bell rings to admit students to classroom pods at 7:50 a.m., allowing 10 minutes prior to the tardy bell at 8:00 a.m.
- Students must have a pass to enter the classroom pods prior to the 7:50 a.m. entry time. Passes may be obtained in the office or ahead of time from the specific teacher.
- Class begins at 8:00 a.m. Students arriving after 8:00 a.m. should report to the office to receive a pass to class.
- The cafeteria is open from 7:30 a.m. to 7:50 a.m. for breakfast.

BELL SCHEDULES

Sixth graders do not have a 5th period class. Seventh and 8th graders have lunch during 5th period, shifts determined by class, please call the office for specific information. On PLC days, 5th & 6th period switch in order to accommodate lunch.

There is a four-minute passing period between classes. Students are expected to be in their classes on time. Tardies and absences may result in disciplinary action.

7th & 8th Grade Regular Schedules		6th Grade Regular Schedule	
First Bell	7:50	First Bell	7:50
1st Period	8:00-8:51	1st Period	8:00-8:51
2nd Period	8:55-9:46	2nd Period	8:55-9:46
3rd Period	9:50-10:41	3rd Period	9:50-10:55
4th Period	10:45-11:36	4th Period	10:59-12:02
5th Period	11:40-1:06	1st Lunch	11:42-12:17
1st Lunch	11:42-12:17	2nd Lunch	12:06-12:41
2nd Lunch	12:06-12:41	3rd Lunch	12:31-1:06
3rd Lunch	12:31-1:06	6th Period	12:46-1:51
6th Period	1:10-2:01	7th Period	1:55-3:00
7th Period	2:05-3:00	Last Bell	3:20
Last Bell	3:20		

7th & 8th Grade PLC Schedules		6th Grade PLC Schedule	
First Bell	7:50	First Bell	7:50
Team Time	8:00-8:30	Team Time	8:00-8:30
1st Period	8:34-9:06	1st Period	8:34-9:06
2nd Period	9:10-9:42	2nd Period	9:10-9:42
3rd Period	9:46-10:18	3rd Period	9:46-10:31
4th Period	10:22-10:54	4th	10:35-11:19
6th Period	10:58-11:30	6th	11:23-11:58
5th Period	11:34-1:00	1st Lunch	11:40-12:15
1st Lunch	11:36-12:11	2nd Lunch	12:00-12:35
2nd Lunch	12:00-12:35	3rd Lunch	12:25-1:00
3rd Lunch	12:25-1:00	6th	12:40-12:50
7th Period	1:04-1:40	7th	12:54-1:40
Last Bell	2:00	Last Bell	2:00



Mental and Behavioral Health Point of Contact

Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports.

DISMISSAL PROCEDURES

Class is dismissed at 3:00 p.m. except for the first few days of school, PLC days, and the final day of school. At the middle school level, students are responsible for following the agreed upon transportation arrangements made with their parents or guardians, whether walking or riding. If there are special circumstances regarding arrival and dismissal procedures for your student, please contact the school office at (402) 436-1220.

- Students riding Star Tran home should exit through the east doors (Door #23) by the bus loop. Staff will supervise until the buses depart at approximately 3:10 p.m.
- All other 6th graders will be dismissed by the south gym doors and will be supervised by designated staff until 3:20 p.m.
- All other 7th and 8th graders will be dismissed through the main entrance doors and will be supervised by designated staff outside until 3:20 p.m.
- Students should be picked up by 3:20 p.m. unless they are involved in a supervised, sanctioned after-school activity.
- Students needing to re-enter the building should report to the office via the main entrance, Door #1.

Any students still at Lux after 3:20 p.m. will be directed inside to the chairs by the secured entrance (Door #1) to wait for rides. If you cannot pick up your student by 3:30 p.m., please make arrangements for other transportation or **consider the after-school YMCA program available for students who remain after 3:20 p.m.** Please contact the office for information.

PLC DAYS

On the following dates students will be dismissed at 1:40 p.m. so teachers may attend Professional Learning Communities. On PLC days, Star Tran buses do NOT run until 3:00 p.m. Any students on Lux grounds at 2:00 p.m. will be directed to Kaleidoscope Club. Students choosing to go to Kaleidoscope should plan on staying until the club ends at 3:00 p.m. Students in Kaleidoscope can leave prior to 3:00 p.m. only when a parent/guardian or sibling picks them up (unless we have permission from parent/guardian that they may leave with someone else). Parent/guardians or siblings should call the Lux office (402-436-1220) when they arrive to have their student dismissed from study hall.

- | | | |
|----------------|---------------|---------------|
| • August 29 | • November 28 | • February 27 |
| • September 26 | • December 12 | • March 26 |
| • October 31 | • January 30 | • April 23 |

TRANSPORTATION

Some Lux students have the option of riding the Star Tran city bus. Student bus passes can be purchased in the school office for the current Star Tran price, or students who possess a smart phone may opt to purchase tickets through the Token Transit app. As of July 1, 2023, prices are: 31-day pass - \$17, 20-ride pass - \$23, and Free/Reduced 31-day pass - \$8. Prices are determined by StarTran and subject to change.

Students may ride bicycles to and from school. For the safety of others, once on school property students should dismount their bicycle and walk it to the bike rack. It is strongly recommended students wear a helmet to and from school. Lincoln Public Schools is not responsible for theft or damage to a bicycle parked on school property.

VISITING LUX MIDDLE SCHOOL

For information regarding school visits, please refer to the LPS Important Information Booklet. This information can be found on page 43. The LPS Important Information Booklet can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

ABSENCES

For information regarding [student attendance], please refer to the LPS Important Information Booklet. This information can be found on page 36. The LPS Important Information Booklet can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

TARDY PRACTICES

Students are expected to be on time for all classes and school activities. If a student arrives at school after the 8:00 a.m. starting time, they need to report to the office for a tardy admission. Tardy students may be required to make up time after school. In these circumstances, administrators will communicate home to make arrangements.

<u>First Period</u>		<u>Remainder of the Day</u>	
<u>Number of Tardies</u>	<u>Action Step</u>	<u>Number of Tardies</u>	<u>Action Step</u>
10	1st Period Teacher communicates home	1-4	Email sent home to communicate Tardy
15	Admin communicates home	5-14	Email sent home to explain Tardy & Process (Lunch Detention)
*Reset tardy data at semester		15	Team/Admin intervention with student w/ communication home
		20	Parent Meeting w/ Interventions (CICO, Make-up Time, etc...)

HOMEWORK REQUESTS

When a student is absent from school, they should check Google Classroom for missing assignments. If a student is absent for three consecutive days, parents and guardians may request that the office collect assignments. This request must be submitted to the office by 10 a.m.

If a student absence is planned (vacation, sporting event, performance, etc.), the student should be in contact with teachers prior to the absence to make arrangements for missed instructions and homework.

WEATHER AND SCHOOL CLOSINGS

For information regarding [severe weather], please refer to the *LPS Important Information Booklet*. This information can be found on page 9. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

HEALTH OFFICE

For information regarding Health Office, student medication, medical exams, immunizations and food allergies, please refer to the *LPS Important Information Booklet*. This information can be found on page 13. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

SCHOOL CAFETERIA

All middle level schools in Lincoln have a closed campus for lunch. Students have 35 minutes for lunch. They may bring their lunch from home, buy a regular school meal, or buy “a la carte.” Students may sit where they wish in the cafeteria. Students who do not meet expectations in the cafeteria may receive assigned seats. After lunch, students are permitted to be in designated areas outside (weather permitting) or in the gyms until the next class. Activity areas are supervised by the staff. Students are not permitted to take food or beverage items either purchased from school or brought from home out of the cafeteria area.

We discourage students from leaving school for lunch. We welcome parents and guardians to join us for lunch. However, high school aged visitors not accompanied by an adult may not visit during lunch. Parents/guardians or older siblings who have graduated from high school may take their student to lunch, or join us for lunch, but we ask that the office be notified in advance. Friends of that student are not allowed to accompany the student regardless if permission has been given by their parents and guardians. If students return after their normal lunch period, they are still responsible for any missing work. **Parents/Guardians are allowed to provide lunch or other food/drinks/snacks for their student ONLY. Lunch or other food/drinks/snacks CAN NOT be brought in for other students or groups.** This is in violation of federal and LPS lunch guidelines. Additionally, students are not allowed to purchase cafeteria meals or other food items for other students. Students must pay for their own food.

MEDIA CENTER

Media Center hours are 7:50 a.m. to 4:00 p.m. The Media Center is open after school, except for PLC and other special events (posted in announcements), to enable students to look for materials and select books. Students may check out books for a two-week period and are responsible for any books they check out.

FINES

Students are responsible for any missing, damaged and/or misused library items, locks, classroom materials, Chromebooks and other school items.

COMPUTER USE GUIDELINES

For information regarding Computing Device Responsible Use Agreement, please refer to the *LPS Important Information Booklet*. This information can be found on page 33. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

TELEPHONE

Each classroom is equipped with a phone. Students may use these phones with teacher permission during the day or be directed to the office if the teacher believes that is appropriate.

CELL PHONES, EARPHONES AND OTHER ELECTRONIC DEVICES

For information regarding the use of cell phones, earphones & other electronic devices, please refer to the LPS Important Information Booklet. This information can be found on page 47. The LPS Important Information Booklet can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

MESSAGES AND ITEMS DROPPED OFF

We understand that parents or guardians may need to contact their child during the school day. If such a situation arises, parents or guardians may contact the main office at 402-436-1220. Messages will be delivered to the student. If a student needs to speak directly with a parent or guardian during the school day, they will be allowed to use a school phone to do so. All students have access to a phone in their classroom or the office to call parents/guardians.

Phone messages are delivered twice a day -- once in the morning and once in the afternoon. Please try to limit messages sent to students. If students call home to have items brought in, it will be their responsibility to come to the office and pick them up. They may check for items between class periods or stop by during the lunch period.

PASSES

Students need to have passes when they are out of class during class time. Passes to enter the classroom pods before 7:50 a.m. must be obtained from the office prior to going to class. Students are provided planners each semester which are used as passes during the school day. If students do not have their planners, they will be issued a temporary pass.

LOCKERS AND LOCKS

Lockers will be assigned by the office. Students are expected to use the assigned locker and not share lockers with any other student for the entire school year. The expectation is that lockers remain locked when not in use by the student assigned to the locker. Students are responsible for the cost of locks if they are lost, stolen or damaged. The replacement cost is \$5.00. Students are also responsible for any damage to the locker itself (for example, physical damage or use of tape, magic markers, etc., on or inside the locker).

LOST AND FOUND

Items that are lost are turned into the office. Unlabeled items which are not claimed are donated to a charity. Please label items if possible. Encourage your child to check for lost items.

INTRAMURALS

For information regarding intramurals, please refer to the *LPS Important Information Booklet*. This information can be found on page 48. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

SCHOOL SAFETY

For information regarding [school safety], please refer to the *LPS Important Information Booklet*. This information can be found on page 50. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

HOMEWORK & GRADES

For information regarding homework & grades, please refer to the *LPS Important Information Booklet*. This information can be found on page 47-49. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

REPORTING TO PARENTS/GUARDIANS

For information regarding [Best Practices for Communicating Grades], please refer to the *LPS Important Information Booklet*. This information can be found on page 46. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

GRADING CODES AND MEANINGS

For information regarding [Grading Codes], please refer to the *LPS Important Information Booklet*. This information can be found on page 49. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

SYNERGY PARENTVUE

For information regarding Synergy ParentVue, please refer to the *LPS Important Information Booklet*. This information can be found on page 40. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

HIGH SCHOOL CREDIT NOTE FOR 8TH GRADE STUDENTS

Students enrolled in French I, Spanish I, Geometry & Math Course 3D (Algebra), or higher will receive high school credit upon the successful completion of the course. These classes/grades will appear on the high school transcript and will be figured into the student's cumulative grade point average. Students may take these classes on a "pass-fail" basis. Students wishing to take a class on a pass-fail basis will need to complete the appropriate form and have it signed by a parent or guardian. The completed form must be returned to the counselor by 3:00 p.m. on the last day of the 11th week of the semester. After that date, students may not change their method of course evaluation.

ROLE OF THE COUNSELORS

The Lux counseling program is facilitated by three school counselors. The counselors provide consistency by moving with their assigned class of students through their three years at Lux. The counseling program has a well-defined curriculum with three methods of delivery. These are: 1) classroom lessons; 2) small group facilitation; and 3) individual guidance. Students may access their counselor by filling out a "Counselor Request" form on their Chromebooks in the counselor's Google Classroom. Counselors also depend on administrators, teachers, and parents to share with them student concerns. Counselors meet with all instructional teams involved with their students for the purpose of staying informed of students' strengths and needs.

SCHEDULE CHANGES

Schedules are made based on the academic needs of the student. Students should review their schedules carefully for mistakes. Mistakes should be reported to the counselor as early as possible. Schedules are distributed during August. Schedules that may appear visible online prior to this are not final and should be considered a work in progress. They are a draft.

Reasons that schedule changes will be made:

- Having the same class appear twice on a schedule.
- Having a class on the schedule that has already been taken.
- A period in which no class appears.
- A required class (math, English, etc.) is missing from the schedule.
- An improper level of a class.
- A change such as dropping band or Spanish.

Reasons that schedule changes will NOT be made:

- A student wishes to change classes to be with a friend.
- A student wishes to be on a different team.
- A student wishes to have a class during a different period.
- A student wishes to have a different teacher.

SCHOOL COMMUNITY INTERVENTION PROGRAM (SCIP)

For information regarding [School Community Intervention Program (SCIP)], please refer to the *LPS Important Information Booklet*. This information can be found on page 48. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

DISTRICT DRESS CODE GUIDELINES

For information regarding [District Dress Code Guidelines], please refer to the *LPS Important Information Booklet*. This information can be found in the Student Services Common Practices section. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

MULTI-TIERED SYSTEMS OF SUPPORT FOR BEHAVIOR (MTSS-B) IN LPS

For information regarding [Multi-tiered systems of support for Behavior (MTSS-B)], please refer to the *LPS Important Information Booklet*. This information can be found on page 47. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

LINCOLN PUBLIC SCHOOLS RESPONSIBILITIES OF STUDENTS

For information regarding [Rights and Responsibilities of Students], please refer to the *LPS Important Information Booklet*. This information can be found on page 30. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

