



Robin Mickle Middle School

Student and Parent Handbook

Current 2023-24

2500 N 67th Street
Lincoln, NE 68507
402-436-1216

Robin Mickle Middle School

Student Handbook

We would like to welcome you to Robin Mickle Middle School. We look forward to working with you this year.

We believe a successful education occurs best when there is collaboration between staff, students and families.

If you have a question please call us at 402.436.1216, email mickle@lps.org, or check our website (<https://mickle.lps.org>). Social media for Mickle on Twitter - @MickleMissiles & Facebook - 'Mickle Middle School'.

Mickle Middle School Vision: *Educate...Embrace...Empower*

Mickle Middle School Mission: *Through education, we embrace learning and value differences. We empower students with knowledge and skills to build their future.*



PLEASE NOTE:

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

This handbook has a supplemental section to general practices applicable at all LPS middle schools. See that supplement by [clicking here](#).

I have reviewed the information in my student's handbook and asked them to do the same. If I have any questions, I will call the school at 402-436-1216 or email mickle@lps.org.

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Commitments For Success

Mickle Is A MTSS School

Mickle uses a multi-tiered system of support for behavior (MTSS-B) for teaching procedures and techniques designed to help improve behavior. It involves procedures at the school-wide, classroom, and individual student levels.

Why MTSS for LPS?

The purpose of a district-wide MTSS-B is to establish a climate in which appropriate behavior is the norm. Introducing, modeling, and reinforcing positive social behavior is an important step of a student’s educational experience. Teaching behavioral expectations and then recognizing students for following our expectations is a core component of MTSS-B.

Successful Behavior at Mickle

Positive student behavior can be summarized in four expectations:

- **Be Safe**
- **Be Responsible**
- **Be Respectful**
- **Be A Kind Learner**

Most students meet these expectations on a daily basis. However, we understand that students will at times have behavior challenges. LPS has a “Rights and Responsibility of Students” (found on page 16), that highlights specific behavior concerns. Building administration and staff will work with students who fail to meet these expectations. We believe that much like academics, positive behavior is a learned skill.

Consequences/plans for unwanted negative behavior can include loss of privileges at school, change in schedule/placement, after school detentions, and/or in/out-of-school suspensions. This is not an exhaustive list. School staff will work with parents when assigning consequences.

Mickle Staff Commitments

WE BELIEVE:
 All students are capable of learning
 High expectations lead to higher achievement
 Effort and achievement should be celebrated
 Positive and caring relationships are essential
 Involvement of community benefits all
 Valuing our differences leads to growth
 Leadership opportunities build skills and character

MICKLE MIDDLE SCHOOL

At Mickle, We expect students to:

Be Safe

Be Responsible

Be Respectful

And Grow To Be A Learner



Mental and Behavioral Health Point of Contact

<https://home.lps.org/socialworkers/mental-behavioral-health-points-of-contact/>

The Student's Role

Before School

Arriving at Campus - [Click here for Printable info](#)

To provide a safe environment for students, there are campus hours and guidelines that provide adult supervision. Unless noted otherwise, Mickle campus opens after 7:30 a.m. Students may arrive no earlier than 7:30am at their grade level entry doors. Once on campus, students are expected to remain at their grade level doors. Eighth graders enter from Walker Ave. through the southeast door that leads to the East Wing hallway. Seventh graders enter through the northwest gym doors that lead to the gym area hallway. Sixth graders enter from Walker Ave. through the southwest doors that lead to the Main Hallway.

If the weather is dry and the temperature is above 30° F, students will wait outside until 7:53 a.m. After 7:53 a.m, supervising adults will step back inside and grade level doors will be locked. Later arriving students may enter the building through the main doors on the west/flagpole side of campus.

Students are welcome to make prior arrangements to work with staff before school. Students arriving early to work with staff are to enter the main west doors with a pass and check into the office. A phone call will be made to the adult to notify them the student has arrived. Students participating in before-school clubs or activities are to enter the main door and wait until the group leader is ready to accompany the students to the proper location.

Student Dress in PE

Students are expected to provide their own clothing apparel for physical education class. Activewear is highly encouraged: t-shirt, shorts, and athletic socks. During cooler weather, students may prefer to wear long sleeve activewear and/or sweatpants. *It is recommended that each piece of clothing be marked with the student's name.* Out of concern for hygiene and comfortability, clothing worn in P.E. is ideally separate from daily school clothing. However, this is not required as there is no locker room access for students. Jeans and jean shorts are not the preferred clothing, but will not exclude students from participating. Slides, Croqs, boots, or flip-flop type sandals are not proper footwear for physical education class and students will not be permitted to participate due to safety concerns. Just like backpacks, due to concealment concerns, students are not allowed to use separate bags or backpacks (string or otherwise).

Bikes, Scooters, Skateboards, Etc.

Skateboards, roller blades, scooters, "wheelie shoes", or other motorized items are not allowed on campus and students may not bring them to school.

Students may use any convenient bike rack and are expected to quickly move to their appropriate grade level doors to wait. Students are encouraged to lock their bikes at all times as LPS is not responsible for stolen items. Bicycles should be walked through school crosswalks, on school grounds, or sidewalks.

Breakfast Program

Unless noted otherwise, breakfast is available between 7:30 and 7:55 a.m. each morning. The cafeteria will be cleared at 7:57 a.m. to ensure students will arrive at their first class on time. Students should enter the main doors to come to breakfast and students are to remain in the cafeteria until dismissed by the supervising adult. School lunch consists of a choice of two or more hot entrees, salad or meatless entrees plus a salad,

vegetable, fruit and milk. We encourage all families to download and use the [MySchoolBucks](#) app to monitor and manage your student meal accounts.

During School

Attendance

For students to be successful at school it is vital that they have good attendance. If chronic absenteeism becomes an issue for a student, school administration and staff will meet collaboratively with families to identify and assist with barriers impeding attendance. More information about the tracking of attendance can be viewed on [the LPS website](#).

Secondary Personal Electronic Device Restrictions and Consequences

Middle School Plan

The use of cell phones, headphones/earbuds, smartwatches, and any other personal electronic devices by students is not allowed during the school day. All personal electronic devices must be powered off and out of sight at all times during the school day. If each student has their own school locker, the personal electronic device should be turned off and stored in the locker prior to the start of the school day.

If a student is accessing a personal electronic device during the school day the following sequence of consequences will be applied. **Compliance at any step will prevent movement to the next step.**

Step 1: The teacher will ask the student to put their electronic device in the designated storage location in the classroom. (Does not count as an electronic device infraction if the student complies with the teacher's request).

Step 2: The teacher will contact the office and the device will be collected and held in the main office for the remainder of the day. The incident will be logged as an electronic device infraction. If the student refuses to turn over the device, they will be removed from the classroom and escorted to the office or designated problem-solving location.

[If a student needs to leave class on a pass, the personal electronic device will be placed in the cell phone holder. If a student is accessing a personal electronic device in the hallway during the instructional period, the student will be returned to their classroom and asked to put their device in the classroom holder.](#)

Electronic Device Infractions Per Semester

1st Offense: Returned to the student at the end of the school day. Offense logged.

2nd Offense: Returned to the student at the end of the school day. Offense logged. Parent/guardian notified.

3rd Offense: Return to the student at the end of the school day and a building-level in-school corrective plan developed. Parent/guardian notified. Offense logged.

If habitual non-compliance with personal electronic device restrictions leads to frequent disruptions to learning, the teacher will write a referral and the student's administrator will work with the student and family to determine a personalized plan to meet the expectation.

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 violates the LPS Responsibilities of Students (Policy 5480).

If a student brings their personal device to class, they do so at their own risk and, in doing so, specifically agree to hold Lincoln Public Schools harmless from all liability, damages, claims, costs, expenses, or other charges of any kind or nature whatsoever resulting from bringing their device to class.

Internet Guidelines and Ethical Use of Information

1. Students will respect copyright laws, and will not make nor download unauthorized copies of copyright protected materials.
2. Students will not intentionally access information that may be obscene or offensive toward any other individual nor will they place any such information on the network or Internet.
3. Students will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person's files.
4. Students will not use the computer systems to disturb or harass other computer users.
5. Students will print only when necessary to appropriate printers.
6. Students will not use the network for financial gain or any commercial or illegal activity.
7. Students will not engage in vandalism, including bypassing security systems, harming or destroying any data on the LPS network or the Internet, or intentionally share computer viruses.
8. Students are responsible for any expenses incurred or purchases made while accessing online services, such as the Internet.
9. Students will not access e-mail, chat rooms, games, personal non-schoolwork files and social networking sites while utilizing LPS resources.
10. LPS and Mickle staff reserve the right to inspect the contents of student server folders at any time and may delete any non-academic files.

Counselors

Mickle school counselors are assigned to a grade level of students. Students should feel free to contact their school counselor for help with school or personal problems. The counselor is available during the school day for conferences with students or with parents. School counselors also can assist in referring students and families to other resources outside Mickle for additional support.

Mickle's Office

Mickle's Office is staffed 7 a.m. - 4 p.m. All students who arrive after the morning bell should stop at the office before going anywhere else in the building. Students who need to leave early are asked to stop in the office to check out. The Office Staff is available to answer questions and assist students throughout the day.

Lockers

Hall lockers will be assigned to students at the beginning of the year for storing coats. Students may only use their assigned locker and must keep their combination confidential. While a locker may seem private and safe, students are encouraged to keep personal items, electronics, valuables, or money at home. If students bring personal items on campus, they should be locked in their lockers during the day. Mickle and Lincoln Public Schools are not liable for lost or stolen items. The padlock and locker are the property of the school district. A locker may be opened for inspection any time there is a question of improper use or about the contents in the locker. The outsides of locker doors are not to be decorated. Inside locker decorations are permitted as long as they do not cause permanent marks/damage. Students may be liable for fines from damages to lockers.

Announcements and Student Messages

General welcome announcements are read to students during a morning period and are also posted on monitors by the cafeteria. Parents can read the daily announcements via the Mickle web site at <http://mickle.lps.org>.

Lunch Time

Mickle lunch is closed-campus, meaning that all students eat at school. The current [prices for lunches](#) will be published and shared with families prior to the start of school by LPS. Visitors during lunch may not bring food to be shared with students outside the family.

Students may bring lunch from home. Food and drinks need to be consumed before leaving the cafeteria. Students are not allowed to share food and are expected to show appropriate behaviors in the cafeteria. Students who do not follow the expectations during lunch time are subject to loss of privileges.

Students will remain at their table until dismissed to the recess by an adult supervisor. All students will help with cleaning up after themselves, pushing in their chairs, returning their own trays, and throwing away trash.

After School

Students not participating in activities may NOT wait at school for participating friends. Those that DO participate must leave campus, or be picked-up, immediately at the end of the activities.

Leaving Campus at the end of the Day

To provide a safe environment for students, there are campus hours and guidelines that provide adult supervision. Following the end of day dismissal, students should exit the nearest front door and must leave campus to their safety location by the 3:15 p.m. bell. In efforts to be a good neighborhood partner, students continue to wait, and all students who are not in an after school activity, must be seated inside the school building by the office and must be picked-up by 4:00 p.m. For safety reasons, after 3:15 p.m. adults are asked to come inside the school building to check out their child and take them home safely.

On monthly district PLC (Professional Learning Community) early release days, all middle level schools will dismiss students from school at 1:40pm. Students must leave by 1:55 p.m., and will be required to report to the office if they need to wait for a ride to pick them up after that time. All students must wait inside the school building by the office and must be picked-up by 2:30 p.m.

Mickle campus does not reopen until after 7:30 a.m. the next school day. If someone purposely does not follow these guidelines they face school and/or legal trespassing consequences.

Community Learning Center (CLC) After School Activities, Clubs and Athletics

The YMCA provides a wide range of academic and recreational activities in which all grades of students can participate in many different activities. The full after school Community Learning Center program runs from 3:00 until 5:30 p.m. Monday through Friday. There is a cost for students to participate in the full program. Visit the [Mickle website](#) for information about Community Learning Center activities.

There are also non-fee based after school programs that run from 3-4pm. Much of the Community Learning Center programming is based on student interest. The programs and activities are developed all throughout the year. Students who wish to participate in after school activities should listen to, or read, the announcements for details about clubs, activities, and athletic opportunities offered to Mickle students after school. Students should report immediately to these activities after school. The start and end time for activities is advertised in the announcements.

Evening Student Performances

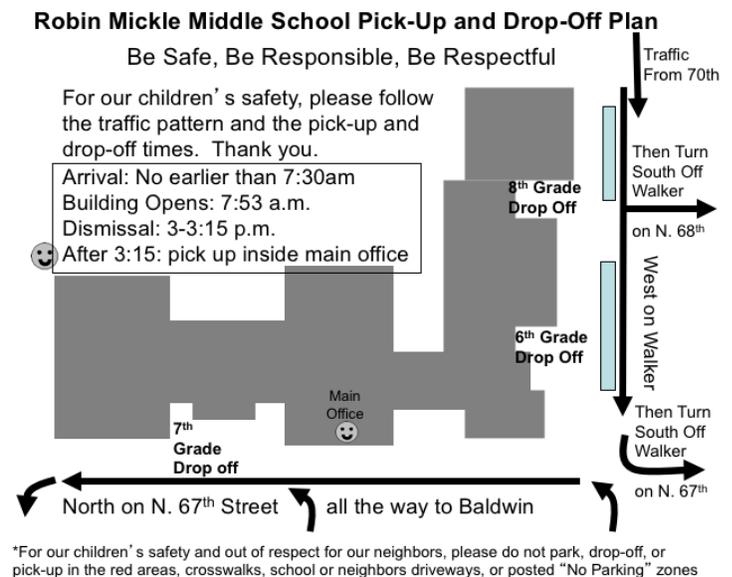
Evening student performances usually begin at 7:00 p.m. and are considered family events. Unsupervised students during evening activities will be asked to leave and return to their night time safety location for better supervision.

The Parent's Role

Before School

Students Coming to School

To provide the safest environment possible for children, the City of Lincoln and the Lincoln Public Schools worked on a traffic pattern to make it possible for all students to be dropped-off and picked-up on the school side of the street and avoid the risks of students crossing through traffic. While below the traffic pattern requires more adult time and adult patience, it will decrease the chance of major injuries. If parents are dropping-off students at school, remember, students may not be on campus until after 7:30 a.m. More information on our plan is available by [clicking here](#).



Meal (breakfast/lunch) Accounts - [Menu & Account Info on LPS website](#)

Mickle and LPS utilize a point of sale program that allows for families to have instant and online access to all their student meal information. We encourage all families to click on the link above and download the [MySchoolBucks app](#) for their mobile device.

During the day, each student accesses their account using a finger scanning system for either breakfast or lunch. Money is deposited into the student's personal account (called a prepayment), and when food is purchased the computer subtracts the cost from the student's balance. Any amount of money may be deposited. Cash may also be used to pay for food (breakfast or lunch).

Families with questions about the reduced cost programs for school meals should click on the LPS link above. Students can bring money to the Cafeteria to deposit between 7:30 a.m. and 7:55 a.m. in the morning (please enter through the Main Door #1).

At the middle level, students are told when their account balance has less than \$5.00 or if they have a negative balance. The [MySchoolBucks app](#) provides the same, immediate information to parents. If a student's account goes empty, students are asked to communicate the need for more meal money with home. Once a student has overdrawn their account, they will be limited to only school provided meals. No access to the optional snack line will be provided.

When A Student Is Absent

If the parent and the school do not communicate about an absence, it is entered as a "truancy". A follow up contact will be made to a parent's home or workplace to verify an absence unless the school is notified. Parents will be notified of tardies to school at the 8am bell via the automated phone/email system using the information provided to schools in the ParentVue system.

Parents are to notify the school if their student will be gone for any portion of the school day (402-436-1216 or email "mickle@lps.org"). *Voice-mail will take attendance calls when the office is closed or when lines are busy.* Parents are asked to provide their name, their child's name, the date and reason for the absence. An office staff member will take attendance calls between 7:30 a.m. and 4:00 p.m. on school days. If parents haven't spoken with an office staff member before their child returns from an absence, the parents should send their child with a note verifying the date and reason for the absence.

Requesting School Work

When a student has been absent from class, it is the student's responsibility to further check with the teacher before or after school for information about the missed assignment, notes, or activity from that class. Parents are encouraged to make arrangements in their student's day to allow time for those "missed work conferences" before or after school.

(From LPS Board regulation 5140.2) If students are absent or tardy, it is their responsibility to contact their teachers about missing work. The school staff will support the student's initiative to make up work. Depending on what is missed, students may be required to stay after school or have their daytime schedule adjusted in order to complete required work. Some assignments or activities are impossible to recreate and absent students will lose those learning opportunities.

While teachers can provide extra practice, homework, or activities from an absence, it will not match the full classroom experience. **If a student is absent for 2 or more days, school work can be requested.** Often, students and families are directed to view classroom assignment online access via Google Classroom and [Synergy StudentVue/ParentVue](#). After a known 2nd day of absence, parents may contact the school at any time, (402.436.1216 or email "mickle@lps.org"), to request missing work if looking online is not possible. Requests made on the 2nd day of absence before 11:00 a.m. will be forwarded to teachers. If applicable, teachers will send paper based work to the office that can be completed at home.

If families are going to be gone for a planned absence of more than 2 days, they should contact the school as soon as they can to make prior arrangements for student work.

During School

When A Student Is Tardy

Students are considered tardy to school if they have not arrived in their assigned rooms at the end of transitions for any reason. If tardy to classes, Mickle students may be required to make up time/assignments and/or be subject to loss of school privileges.

Online Attendance Monitoring for Parents

All LPS families have the ability to look at student attendance records online. Families must "[activate](#)" their [ParentVue access](#) and select privacy levels and login information. Please contact the school at any point during the school day for help in this process. If needed, media center computers will be available for families to use during the school day to view information about their student's attendance and class work progress.

Student Health

When possible, students who become ill during school should have a pass to give permission for them to go to the health office. Only students with emergencies will be received in the health office without passes. The school nurse or health technician will tend to student needs. When feeling ill, it is not appropriate for students

to contact their parents first and not get assessed by health office staff. In case of a serious accident or illness, a parent will be notified immediately to decide next steps. Students are not to leave campus unless parents or other authorized personnel have been notified and have given approval.

Contacting Mickle Staff

Parents are encouraged to call their student's teachers and/or counselors for conferences or questions that can be handled with a brief discussion. Involved problems, such as curriculum concerns, student progress, student discipline, school policy, etc. should be discussed during a conference at school if possible. Parents can reach or leave a message with any Mickle staff member by calling the school number at 402-436-1216. Email addresses are also available via ParentVue/StudentVue online access, or the school website at <http://mickle.lps.org>.

Messages For Students From Parents

Telephone messages from parents will be relayed to students in cases of emergencies. *The office staff is directed not to interrupt classrooms to call students with non-emergency messages from parents.*

Non-emergency student messages, or items, will be delivered during periods 4th or 7th (when time exists to do so). Parents are asked NOT to text students during the school day. A student's technology will be confiscated if it publically "goes off" during class time. Please make after school transportation arrangements with your student when they leave home in the mornings. Non-emergency student messages or articles for students will be delivered during either 4th or 7th periods. Parents are asked to not request messages after 2pm due to the small amount of time remaining in the day and low availability of adults to get messages delivered. **Parents are asked to call at least 30 minutes ahead of time if a new student appointment is made.**

After School

Students Leaving School

At or around dismissal time, adults are to follow the traffic pattern noted on p.11, or in the link above. Whether walking, or being picked-up, students must leave campus to their safety location following dismissal. In helping Mickle be a better neighborhood partner, students continuing to wait after 3:15 p.m. must be seated inside the school building. Students who are staying after school for an activity must leave campus immediately after the activity ends.

On monthly district PLC (Professional Learning Community) early release days all middle level schools will dismiss students from school to their safety location at 1:40pm. Students must leave by 1:55 p.m. Students still not picked up will be required to report to the office when they need to wait for a ride. All students must wait inside the school building by the office and must be picked-up by 2:30 p.m.

Extra/Intramural Athletics

LPS middle schools offer after school extra/intramurals for 7th and 8th grade students.

Fall sports include: Cross Country, Soccer, Girls Volleyball; winter sports include: Girls/Boys Basketball and Wrestling; Track is held in the spring. Season and practice information is included on the Mickle website, emailed parent notes, and included in the announcements read daily. All students are expected to follow assigned guidelines for conduct and academics for participation. Activity specific guidelines will be shared at the start of each season.

Practices are for athletes only. Friends and/or family members may not observe practices. People waiting to give students rides home from school should wait in their vehicles in the parking lot. Parents waiting to walk home with students after school should wait by the west gym doors. Other LPS students cannot wait on

campus for students while they are practicing. Students must leave school grounds as soon as practice is over, generally no later than 4:30 p.m.

Students: Special Information

Lost Articles

For “lost and found” purposes, it is recommended that clothing, or other items, be marked with the student’s name. Students, who have lost a book, clothing, etc., should immediately report the loss to the office and check the “lost and found” collection. Items in the lost and found collection are cleared out periodically.

Fines

Students are responsible for any school materials they check out. Students are also responsible for any fines due to damage or misuse of school computers and their personal chromebook.

School Books, Materials, Property

Lincoln Public Schools will provide students with the initial equipment, materials, books and supplies that are needed for the school year. Students and their families are financially responsible for the loss or damage of school materials and/or property assigned to them or in their possession. Related to electronics, families should be familiar with the [Technology Parent Agreement](#) signed at the beginning of the school year and kept on file in the school office.

Wellness

Mickle provides a culture and curriculum that reinforces student wellness. Mickle and all Lincoln Public Schools property and events are tobacco, drugs, and alcohol free zones. Students face disciplinary action for use, possession, or being under the influence of tobacco, drugs, or alcohol. Students asked to tell staff if they are aware of another student who is using, possessing, or under the influence of tobacco, drugs, or alcohol.

Rights and Responsibilities of Students

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

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

I. Establishment of Policies, Rules and Regulations

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

II. Areas of Prohibited Student Conduct

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

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

driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event:

- A. Willfully disobeying any reasonable written or oral request of a school staff member.
- B. The voicing of disrespect to those in authority.
- C. 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.
- D. 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.
- E. 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)
- F. 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.
- G. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
- H. Knowingly and intentionally using force in causing or attempting to cause personal injury to a school employee, school volunteer, or a student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- I. 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.
- J. 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.
- K. 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."
- L. Public indecency or sexual conduct.
- M. 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.
- N. 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.
- O. 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.
- P. Violation of technology guidelines.
- Q. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
- R. 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.
- S. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
- T. Truancy or failure to attend assigned classes or assigned activities.
- U. Tardiness to school, assigned classes or assigned activities.
- V. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
- W. Repeated violation of any of the rules adopted by the School District or the school.

Lincoln Public Schools Middle Level Grading Chart

Percentages	Academic Grade Core or ACES	Description Academic Grade	Work Habits	Description Work Habits	Conduct	Description Conduct
100-90	A (Superior)	Exceeds District Standards of Proficiency	CM (Commendable)	Students who <u>always or consistently</u> exhibits the nine indicators: Listens Follows oral and written directions Is on task Participates in class Strives for quality work Seeks help as necessary Complete assignments on time Is organized Comes to class prepared	CM (Commendable)	Student who <u>always or consistently</u> exhibits the six indicators: Accepts consequences for actions taken Demonstrates self-discipline and control Follows school and classroom rules Demonstrates responsible decision-making skills Demonstrates a positive attitude toward self and others Interacts with others appropriately
89-85	B+	Meets District Standards of Proficiency	S (Satisfactory)	Student who <u>usually</u> exhibits the nine indicators listed above.	S (Satisfactory)	Student who <u>usually</u> exhibits the six indicators listed above.
84-80	B					
79-75	C+					
74-70	C					
69-65	D+ (Comment Included)	Approaches, but Does Not Meet District Standards of Proficiency	N (Needs Improvement)	Student whose work/study habits interfere with learning. Marks determined on above nine indicators.	N (Needs Improvement) (Comment Included)	Student social/behavioral skills are interfering with the learning environment of themselves or others. Marks determined on above six indicators.
64-60	D (Passing) (Comment Included)					
59-0	F (Failing) (Comment Included)	Does Not Meet District Standards of Proficiency	(w Comment Included)			

SYNERGY CODE	COMMENT TYPE	WHAT IT MEANS
EX	Excused	Excused. Used to indicate an assignment is excused and does not need to be completed. It has no effect on the grade.
M	Missing	Used to indicate an assignment is missing. It calculates as a zero until the assignment is turned in and graded.
INC	Incomplete	Used to indicate an assignment is not complete enough to score. It does not affect the grade unless the teacher enters the INC with a score. The code should be removed once the assignment is revised, and then a new grade should be entered.
Grade [space] L	Late Assignment	Used to communicate timeliness/work habits. The grade is included in the overall average.
R	Retought	Used to indicate that an assignment was regraded after re-teaching or re-assessing.
Blank	Not Yet Graded	Used to indicate that an assignment/assessment still needs to be graded.
AB	Absent	Used to indicate that a student was absent while this work was completed. It calculates as a zero, but it can still be turned in for credit. It is included in missing marks/ reports.
0 (Zero)	No credit	Used to indicate that the student received a grade of zero/no credit. Teachers use this code carefully (and infrequently) because a grade of zero can significantly lower an overall average and misrepresent student achievement. Instead of a zero, teachers more often use the "M" code for work that hasn't been turned in or "INC" for work that isn't ready to be scored yet. Teachers may have to change a grade to a zero if student work is so late that it is no longer practical or useful for students to submit it for credit.

Parents: Special Information

Change of Address, Phone Number, ParentVue Info

Students and parents are to keep the school informed of address, phone number, and email changes. The updating can be done within the [ParentVue/StudentVue](#) online access. If questions, call the school office at 402-436-1216, or email “mickle@lps.org”. Our school Registrar will work with parents to maintain updated information.

Visitors and Parents

All visitors, including visiting LPS employees, must check-in and checkout using the Main entrance on the west side of the building. All staff and visitors in the building must wear name badges.

If parents want to visit with a staff member, administrator, or counselor, they should call in advance and set-up an appointment at 402-436-1216, or contact staff members via email. Access to all teacher email accounts is available in the [ParentVue/StudentVue](#) applications. Most staff members are working with students throughout the day and may not be immediately available for phone calls or to return emails immediately.

Parents choosing to park on the street should be respectful of Mickle’s neighbors and park at least five feet from driveways and mailboxes. The drive-through lane in front of the building is a part of Mickle’s handicapped accessible area and should not be considered a parking location.

Fire, Tornado, and Emergencies

Mickle has contingency plans in case of emergencies that may occur during the school day. Mickle staff and students practice emergency drills throughout the year. Classroom teachers will explain the procedures to students during the first few days of school. If students fail to follow teachers’ directions during an emergency or emergency drill, it can place students and staff in danger. These types of behaviors will result in disciplinary action for students.

If someone arrives at school at the time of a drill, they should be patient and cooperate with school staff until the drill is completed. A drill or emergency procedure might require that the building doors be locked. Students will not be released to anyone other than their legal guardians unless permission has been provided in advance through the census form updates completed with the [ParentVue/StudentVue](#) applications. The emergency checkout list can be edited throughout the year through [ParentVue/StudentVue](#), *but not at the time of the emergency*. Parents having questions should call us at school at 402.436.1216.

Inclement Weather / Snow Days

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students whose parents notify school that they will be staying home due to inclement weather will have an excused absence, per district policy. Parents may pick up their children in inclement weather at any time during the school day. Time away from schooling will be marked as an absence. If schools are declared closed for students, the next school day will follow the Mickle X/Y day schedule as if the closure day never occurred. This allows for consistency in long range planning purposes.

Communicating and Confidentiality

Communication to Parents

- Daily: Announcements are posted to the web at <http://mickle.lps.org> and can also be emailed to addresses provided to the school.

- Mid Quarter: An electronic progress report/report card is sent via email to parents reporting on student academic and conduct progress. Parents may check their student academic / attendance progress at ANY time through [ParentVue/StudentVue](#).
- Quarterly: An electronic progress report/report card is sent home via email to parents on student academic and conduct progress. Quarter 4 report cards will also be emailed to parents. All report cards are viewable any time through [ParentVue/StudentVue](#).

Communication with Parents and Others

Unless official court documents are presented to the school office and updated annually, Mickle staff will share information with parents and legal guardians of students. Mickle staff cannot share personal, health, or academic information with anyone else unless signed releases are completed and given to office staff. Release of Information Permission Forms can be withdrawn at any time, but must be renewed each year to stay in effect.

Contacting Students

Unless official court documents are presented to the school office and updated annually, Mickle staff will only allow legal parents/guardians of students to contact them during the school day. Mickle staff cannot allow anyone else contact unless permission is given by the legal parents/guardians.

Schedule Changes

Students should review their schedules carefully in [ParentVue/StudentVue](#). Students should check with their parents if they have any questions. If parents feel that they would like a schedule change for their child, parents should contact their student's grade level counselor.

<u>Reasons that schedule changes will be made:</u>	<u>Reasons that schedule changes will not be made:</u>
<ul style="list-style-type: none"> • 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 is scheduled. • A required class is missing (i.e. Eng. Math, Soc. Studies, Sci., etc.) • An improper level of a grade/skill level of class has been assigned (band class for a non-band student, 7th grader in an 8th grade class, etc) • Dropping a high school credited 8th grade class (AlgebraDiff or a World Language) 	<ul style="list-style-type: none"> • A wish to change classes to be with a friend • A wish for a different teacher • A wish to switch a class to a different period of the day • A wish to be in a class on a "try out" basis

Chromebooks - The '[CLASS Plan](#)' an LPS 1 to 1 Initiative

LPS embraces technology as a catalyst that extends our ability to establish, explore, and enhance connections that are integral to learning and essential for greater effectiveness. A learning-focused, instructionally-centric approach demands consistent branding. Rather than create a technology plan that emphasizes the "what," LPS branded the plan [CLASS](#) (Connected Learning for the Achievement of Students & Staff). This choice both articulates "why" the plan was adopted and provides familiar language used throughout the district.

LPS believes that technology extends the ability to establish, explore and enhance connections that support learning essential to achievement, and increase productivity essential for greater effectiveness.

We recognize that being the parent of a “Chromebook student” can be frustrating at times. While few students would sit and do worksheets all evening just for fun, it may be that your student does want to work on their Chromebook all evening. When they are staring at a device screen, it may be hard to distinguish homework from entertainment. [CLICK HERE](#) to be directed to the LPS website that offers some strategies parents may find helpful when working with their student. [On the above pages](#), parents can also find access to policies and procedures if questions about broken devices, the assurance program, and the Responsible Use Agreement.

