

**John Lux Middle School**  
**2016-2017**  
**Student & Parent Handbook**



**7800 High Street  
Lincoln, NE 68506  
436-1220**

**Intent of Handbook:**

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.

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



# John Lux Middle School

Lincoln Public Schools • 7800 High Street • Lincoln, Nebraska 68506 • (402) 436-1220

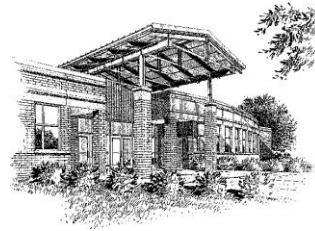
## Welcome to John Lux Middle School!

Please find in our handbook information for parents and students attending our school. We hope this information will help to promote safety, encourage communication, and insure success for all students. We apologize if these guidelines “feel” or “sound” too strict, but we know that a safe and structured school helps us to have a positive learning environment.

If you have questions or concerns, we invite you to call us at 436-1220. We hope to have a successful school year.

Sincerely,

Duane Dohmen  
Principal



### JOHN LUX MIDDLE SCHOOL Vision Statement

The Lux Middle School community 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.

### John Lux Middle School in Honor of Dr. John Lux

John Lux Middle School is named for Dr. John Lux. Dr. Lux was a lifelong Lincolnite who was dedicated to quality education for our community. He graduated from Lincoln Northeast High School, Nebraska Wesleyan and received graduate degrees from the University of Nebraska-Lincoln. In 1957, Dr. Lux became an associate professor of curriculum and instruction at the University of Nebraska-Lincoln. His many interests and accomplishments included: a leader in the team that planned Lincoln East Junior-Senior High School; helped design NUSTEP, UNL teacher education program; served on the LPS Board of Education for 10 years; an active member of Huntington Elementary PTA; and started a middle level internship program for teachers at Charles Culler Middle School.

Dr. Lux's recognition of the special needs of middle level students and his commitment to teacher training, specifically for middle school teachers, makes it most appropriate that our middle school be named in his honor--John Lux Middle School.

## CONTENTS

Dr. John Lux.....	2
Arrival Procedures.....	4
Dismissal Procedures.....	4
PLC Days .....	4
Weather and School Closings .....	5
Absences .....	6
Tardy Policy .....	6
Fines .....	6
Homework Requests.....	7
Computer Use Guidelines .....	7
School Cafeteria.....	8
Lunch/SNAP.....	8
Media Center.....	9
Telephone/Cell Phone.....	9
Student Messages/Items Dropped Off.....	9
Transportation .....	10
Lost and Found .....	10
Extramural Athletics.....	10
Passes.....	10
Student Health Policies.....	10
Locker Security .....	12
Physical Education/Health Office Guidelines.....	12
Lockers and Locks .....	12
Student Conduct .....	12
Positive Behavior Intervention.....	13
Reporting to Parents .....	13
Detention.....	13
School Visitation.....	14
Role of the Counselors.....	14
SCIP.....	14
School Dress.....	14
Fire, Tornado, and Building Safety Drills .....	16
Lincoln Public Schools Responsibilities of Students.....	16

This booklet provides general information regarding John Lux Middle School policies and procedures. Additional information can be obtained by contacting the school office at 436-1220.

## Lux's arrival and dismissal procedures.

### Arrival procedures:

- The school day begins at 8:00 a.m.; students will be admitted in the building at 7:50 a.m.
- 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 from a teacher to enter the classroom pods prior to the 7:50 a.m. entry time.
- On days of inclement weather, when deemed necessary students will be permitted to enter the building at 7:30 a.m.
- Students will enter through their assigned entrance; sixth grade students on the west end by the gyms at door #9, seventh grade enters through door #22 and eighth graders at the main entrance by the flag pole at door #1.
- Supervision by designated staff will begin at 7:30 a.m. at both entrances. **STUDENTS WILL NOT BE DIRECTLY SUPERVISED UNTIL 7:30.**
- Students riding the Star Tran busses will enter at their grade level assigned entrance, except on days of inclement weather when they will be allowed to enter using the east doors by the bus loop.

**The cafeteria is open from 7:30 a.m. to 7:50 a.m. for breakfast. In order to participate in the breakfast program, students must purchase food from the cafeteria.**

The Class Schedules are as follows:

Period 1	8:00 a.m. – 8:52 a.m.	Period 5	11:40 a.m. – 1:08 p.m.
Period 2	8:55 a.m. – 9:47 a.m.		(includes lunch)
Period 3	9:50 a.m. – 10:42 a.m.	Period 6	1:11 p.m. – 2:03 p.m.
Period 4	10:45 a.m. – 11:37 a.m.	Period 7	2:06 p.m. – 2:58 p.m.

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

### Dismissal procedures:

- All students, 6<sup>th</sup>-8<sup>th</sup> grades, riding the Star Tran bus home will be dismissed through the east doors by the bus loop. Designated staff will supervise until the busses depart.
- Non-bus riding sixth grade students will be dismissed by the south gym doors and will be supervised by designated staff until 3:20 p.m. at which time they will walk to the main entrance (by the flag pole), where they will be supervised until 3:20 p.m. At that time, students will be asked to wait inside for their rides.
- Non-bus riding seventh and eighth grade students will be dismissed through the main entrance doors and will be supervised by designated staff outside until 3:20 p.m. Students will then be asked to wait inside on the benches outside the office area for their rides.

*Parents should make arrangements to have their student picked up NO LATER than 3:20 p.m. However, if a student needs to stay at school past 3:20 p.m., they must wait for their ride in the main entrance foyer.*

***Parents must understand there will be no direct supervision after 3:20 p.m.*** *There is an afterschool YMCA program available for students who remain after this time. Please contact the office for information.*

At the middle school level, we will assume that all students are responsible for following the agreed upon transportation arrangements made with their parents, whether walking or riding. If there are special circumstances regarding arrival and dismissal procedures for your student you feel we should be made aware, please contact the school office at 436-1220.

**PLC Days** On the following dates students will be dismissed at 1:38 for Professional Learning Community meetings. Lux Middle School will provide a structured study hall until 3:00 for StarTran bus riders or other students who need supervision until a ride arrives.

August 30	November 29	February 28
September 27	December 20	March 28
October 25	January 31	April 25

*If a student needs to arrive at school prior to 7:30 a.m., they may enter through Door #1 on the north side of the building. Parents must understand there will be no direct supervision prior to 7:30 a.m.*

**Weather and School Closings** The decision to close schools due to extreme weather is normally made before 6:00 a.m. Parents will be notified through the LPS phone system regarding emergency closings. Local radio and television stations are notified. Generally, school will not be dismissed once it is in session. Many working parents are not prepared to receive their children early and safety becomes a major concern. Parents who so desire may come to the school to pick children up in inclement weather at any time during the day. **The ultimate decision as to whether a child will attend school rests with the parent.**

Please know we will do our best to keep your child safe during severe weather. This means:

- If sirens sound, students will be sent to safe shelters. This means most students will not stay in their regular classrooms but rather move to rooms without windows and outside walls.
- **Students will be kept in shelters until the tornado warning expires - even if it means after dismissal time.**
- According to our LPS Important Information Booklet (sent out in summer mailing), 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.

**Absences** Students are expected to attend school daily. If students will be absent, parents are asked to call the office each day at 436-1220 to report the absence. All student absences need to be reported to the office. If no call is received, the school will call to confirm the absence. If no contact is made, students should bring a written note to the office the day they return to school. Students arriving after 8:00 a.m. need a note or phone call from a parent to be excused.

Students who accumulate five (5) absences in a quarter which are not School Excused shall be deemed to have “excessive absences.” Such absences shall be determined on a per-day (or hourly equivalent) basis for elementary students and on a per-class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

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 social worker and/or a school administrator or his or her designee), 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. **After 20 days of absences the school may, at their discretion, refer student to the County Attorney.**

**Absences and tardies may be reported 24 hours any day by calling 436-1220.**

**Tardy Policy** 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, he/she needs to report to the office for a tardy admission. After 10 tardies, students will serve a lunch detention each day they are late to school.

**Fines** Students are responsible for any checked out material, lock, and textbooks, and Chromebooks. Students are also responsible for any fines due to damage or misuse of computers. Report cards and yearbooks may be held until all book fines or charges are paid in full.

**Homework Requests** Parents are encouraged to ask for assignments for their children when they miss 3 or more days of school. Here are a few tips that will help us better serve your requests so students can receive their assignments and stay caught up in school:

1. If a student is absent less than 3 days, we usually do not take requests for assignments. We encourage students to call classmates to get the day's assignments.
2. If a student is out more than two days, we encourage parents to call school by 10:00 a.m. to request assignments. If the call is received by 10:00 a.m., we can usually have all assignments available in the office by 3:00 p.m. We appreciate your efforts to help us and your student during absences.

### **Computer Use Guidelines**

1. Students will respect copyright laws and will not make unauthorized copies of software unless the original is clearly labeled shareware or in the public domain.
2. Students will not intentionally access information that may be obscene or offensive toward any other individuals, nor will students 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 use the computer equipment to meet instructional objectives and not as entertainment.
6. Students will not waste or take supplies and will print only when necessary to appropriate printers.
7. Students will not use the network for financial gain or any commercial or illegal activity.
8. 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.
9. Students will be responsible for any damage on any hardware or software.
10. Students must understand that Lincoln Public Schools is not responsible for any expenses incurred or purchases made while students access any on-line service, such as the Internet.
11. Students must understand that violation of the above statements will make the student subject to disciplinary action and can include the immediate suspension of computer privileges.
12. Students are not to bring their personal lap top computers to school as it could cause the school computers to get a virus.

**School Cafeteria** All middle level schools in Lincoln have a closed campus for lunch. Students have thirty minutes for lunch. They may bring their lunch from home, buy a regular school meal, or buy “a la carte”. Meal prices for 2016-2017 are as follows: \$2.55 for a regular lunch, \$.40 for reduced and \$3.25 for a second meal.

Students may sit where they wish in the cafeteria, but we ask that only eight people sit at a table. Students who misbehave in the cafeteria may receive assigned seats. After lunch, students are permitted to be outside in designated areas until the next class. Activity areas are supervised by the staff. Students choosing to stay inside must stay seated at their table. 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 do encourage parents to join us for lunch. However, high school aged visitors not accompanied by an adult may not visit during lunch. Parents or older siblings who have graduated from high school may take their student to lunch but the office must be notified by a written note in advance. Friends of that student are not allowed to accompany the student regardless if permission has been given by their parents. If students return after their normal lunch period, they are still responsible for any missing work. **Parents are allowed to provide lunch for their student ONLY. Lunch CAN NOT be brought in for other students or groups. This is in violation of federal lunch guidelines.**

Wellness Guidelines: As part of the LPS/Lux Middle School Wellness Plan, **parents cannot bring food or treats to school for students other than their own student unless connected to a class assignment.** We are trying to encourage healthy eating for all of our students including our healthy lunch choices in our cafeteria.

Breakfast is also served daily at Lux from 7:30 to 7:50. Food items are purchased a la carte.

### **Lunch/SNAP *School Nutrition Accountability Program***

Students may participate in the Lincoln Public Schools lunch program by using their SNAP I.D. numbers or by using the biometric scan of their finger. Students will enter this number on a numeric key pad at the cash register. This number will identify the student on the cash register by their first name and access their account for payment.

Money can be placed in the student’s account three ways: 1) for school lunch meals only; 2) for school lunch meals and a la carte food items; 3) for cash only to be spent as the student wishes for lunch items. Any amount of money may be deposited to the student’s account (from \$4.00 to \$200.00). Parents can be assured that the money will be spent only on lunch food. It will NOT be necessary for money to be sent to school each day.

The cash register will show a zero amount due as long as there is money in the account when needed. This will apply to free lunches, reduced price



lunches, or a paid meal. As the student's account is depleted, it will show on the cash register screen and the cashier will tell the student they will need to deposit more money. Please remember to write on the check or piece of paper how the money is to be deposited to the student's account. If it is not specified how the deposit is to be used and the student is a paid lunch student, the money will go for cash so the student can buy both a school lunch and a la carte foods (dessert, juice, etc.). If money is put in a student's account for school lunches only and they have a snack item, the cash register will show they owe \$.50 and the student would need to pay that amount. If the student brings cash daily to pay for his/her lunch, it will be accepted. Money may be paid into a student's account in the cafeteria before school and after the food serving line ends at lunch time.

Please feel free to call the cafeteria manager at 436-1220 option 5 or the Director of Nutrition Services at 436-1742 with questions or concerns about SNAP.

**PLEASE REMIND YOUR STUDENT THAT THE SCHOOL DOES NOT LOAN MONEY FOR LUNCH**

**Media Center** In addition to the regular class time, the Media Center is open after school to enable students to look for materials and select books. Students may check out books for a two-week period. Reference materials maybe checked out on an overnight basis. Students are responsible for any checked out books. Yearbooks will be held until all books are returned or replacement cost is paid. The Media Center hours are 7:50 a.m. to 3:30 p.m.

**Telephone/Cell Phones** Individual room phones are not for student use unless the teacher has given permission. The office phones are for emergency use only but can be used after school to contact family members.

Cell phones are permitted but must be kept off and in the student's locker from 8:00 a.m. until 2:58 p.m. If cell phones disrupt classroom activities or are used during the day, they will be confiscated. Students can pick them up in the office after school. If a phone causes a disruption a second time, parents will be required to pick up the cell phone. A third offense will result in the phone being held by office personnel from 8:00 to 2:58 every day.

We understand how cell phones help students stay safely connected to families, however, we also know they can be a disruption at school.

**Messages and Items Dropped Off** 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.

**Transportation** Students who attend John Lux Middle School may have the option of riding the city bus. Student bus passes can be purchased in the school office for the current StarTran price. Skateboards cannot be ridden on school property.

**Lost and Found** Articles that are lost are turned into the office. Unlabeled articles which are not claimed are donated to a worthy cause. Please label articles if possible. Encourage your child to check for lost articles.

**Extramural Athletics** LPS middle schools offer a full-year of 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. 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.

**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.

## **Student Health Policies**

**Health Office:** The health technician and/or nurse are available for accidents, illness, medical advice, health screening, referral, and classroom resource.

Lincoln Public Schools recognizes the importance of preventing food allergy exposures and the goal will be to follow the “Guidelines for Managing Students with Food Allergies and Other Dietary Needs”. The district does not have control over all food products that come into a building. Even manufactures that have previously been allergen free may change the ingredients at any time and without notice.

These guidelines were adapted from information reviewed from the National Association of Secondary School Principals; the National Association of School Nurses; the Food Allergy and Anaphylaxis Network; The American Academy of Pediatrics; and the National School Boards Association.

Additionally, in order to ensure adequate communication between health services staff and food service/nutrition staff, please provide adequate information outlining your child’s restrictions.

Hypersensitivities:

1. Food Allergy: Any allergy dietary restriction which would require a doctor's note to be treated at school.
2. Food Intolerance: Food restrictions based upon religious preferences, e.g. no pork, beef, etc.; Vegetarian; Other sensitivities; Lactose Intolerance that is for a beverage substitute only or texture modifications.

The complete guidelines can be found on the LPS Website.

**In case of emergency, can we reach you by telephone? Please be sure the school has your telephone number.**

**Student Medications:** All medications to be administered at school must have a signed parent consent form and a current prescription, if it must be given during school hours. Over the counter medications can **only** be given with a written physician's order and signed parent consent. Medications are stored in the health office. Parents are encouraged to adjust the time of medication administration so that a dose at school can be avoided, if possible. Please contact the school nurse if you have any questions or if your child has special needs.

### **Immunizations and Physical Examinations**

Nebraska Law requires that students shall be protected against poliomyelitis, Diphtheria, Pertussis, Tetanus (DPT), Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox). Any student who does not comply with immunization requirements shall not be permitted to continue in school until he or she shall so comply. A student may be provisionally enrolled if he or she has begun the immunizations required under Nebraska Law. For more information, please contact the school nurse in your student's building of enrollment or call 436-1655.

All students enrolling at the beginner grade (kindergarten or first grade) through twelfth grade, including out of state transfers to any grade, are required to show record of: Three doses of DtaP, DTP, DT, or Td vaccine with at least one dose given no earlier than four (4) days before the fourth birthday; three 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; two doses of Varicella, with the first dose given no earlier than 4 days before the first birthday and each dose given at least 28 days apart OR provide a signed parent/guardian statement of past history of chicken pox disease, including year of illness; three doses of pediatric Hepatitis B vaccine, or if the alternate Hepatitis B schedule is used, two doses of adult Hepatitis B vaccine specified for adolescents 11-15 years of age. The alternate two-dose schedule must be administered with at least 112 days between #1 and #2, and must be completed before the 16<sup>th</sup> birthday.

Additional Note: One Tdap (Tetanus, diphtheria, acellular pertussis) is required for entry to 7th grade. The vaccination can be given after the seventh birthday depending on the brand of vaccine received and prior to entry to 7<sup>th</sup> grade.

**Hepatitis B Minimum Intervals:**

- a) 28 days minimum between dose #1 and #2
- b) 112 days minimum between dose #1 and #3
- c) 56 days minimum between dose #2 and #3
- d) The minimum age for dose #3 is 164 days of age

Please submit a copy of your student's immunization record to the Health Office.

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

**Locker Security** Theft from lockers is always a possibility. Most thefts happen when lockers are left unlocked. Be sure to lock your locker--you won't be sorry!

**Physical Education and Health Office Guidelines on Physical Participation**

1. All physical education excuses need to be in writing and brought to the Health Office before school starts in the morning.
2. A parent may excuse their child from physical education (in writing) for up to 3 days for an injury or illness. A physical education excuse longer than 3 days requires a note from a doctor.
3. If a student has been excused from physical education a total of 5 days during the semester, a doctor's note is advised.
4. All physical education students, even those excused from physical participation, are required to change into their physical education clothes and be under the supervision of the physical education teacher.

**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. Students are responsible for the cost of locks if they are lost, stolen or damaged. The replacement cost is \$4.00. 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). The locker and lock are the property of the school district. A locker may be opened for inspection at any time there is any question as to improper use of the locker. This will be done in the presence of two staff members, one of which will be an administrator. Any inappropriate items found in a locker are considered to be in possession of the person assigned to that locker and disciplinary actions may occur. These guidelines also apply to lockers assigned in locker rooms. Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. Lincoln Public Schools is not responsible for lost or stolen articles. This includes CD players, Game Boys, iPods, and cell phones.

**Student Conduct** One must remember that the hallways and grade level commons are frequently crowded, and general courtesy is expected and necessary. Violation of common courtesy such as running, screaming, or the use of profanity could result in disciplinary action. Students are to be in their places when the tardy bell rings and are not to leave the room until dismissed by the teacher.

## **Positive Behavior Intervention and Supports in**

**LPS** Positive Behavior Interventions and Supports (PBIS) is a framework for teaching procedures and techniques designed to help improve behavior. It involves procedures at the school-wide, classroom, and individual student levels.

The purpose of district-wide PBIS 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 more positive approach than only responding to misbehavior.

**Reporting to Parents** Lux Middle School and Lincoln Public Schools now use an online grade book called Synergy. This portal will provide you access to all your students' assignments, attendance and grades in all classes. Advanced features include the ability for you to set up email alerts based on attendance and student performance. If you have more than one student at Lux, you will be able to access all of them via a family access code. Individual students will use their own access code to view only their information. The emphasis with Synergy is for parents to set up their own time lines and parameters for reports being sent directly to their email accounts. Students are assigned grades from "A" to "F" with a grade of "A" representing outstanding achievement and "F" being defined as unsatisfactory work. Students also receive grades for Work Study Habits and Social/Behavioral Skills. These areas are graded Commendable, Satisfactory or Needs Improvement. These are also important parts of a student's grade.

Students are graded on nine week quarters and receive report cards at the end of each quarter. Report cards will be sent home with students. Mid-quarter reports will be emailed. These reports indicate the areas of excellence or the need for improvement for some students. Report cards include information about grades, work study habits, conduct, and comments from the teachers. Any questions concerning these grades can be answered at first and third quarter parent-teacher conferences or upon request.

**Detention** Students may be assigned detention time as a consequence for violations of school rules. Most common offenses are for tardies, being discourteous, and inappropriate hall behavior. Some detentions are assigned during the student's lunch period and will be served in the learning center. Students serving a lunch detention will purchase a lunch or may bring a sack lunch from home. Individual teacher detention times may vary, but very seldom will these detentions run beyond the 3:30 p.m. time. Parents will be notified by either a note or a phone call in advance if a student has an after-school detention.

**School Visitation** Parents are invited and urged to visit school and need not wait for a special invitation. However, please make arrangements with administrators prior to the visitation. In the interest of students and staff, it is asked that visits to the classroom not be made during the first two weeks or the last two weeks of school. All visitors should check in at the office at the beginning of their visit to receive a visitor's pass and directions to the classroom. In the interest of safety, after 8:00 a.m., only Door #1 on the north side of the building will be open to enter the building.

**Role of the Counselors** The Lux counseling program is facilitated by three guidance 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 guidance; 2) small group facilitation; and 3) individual guidance. Students may access their counselor by filling out a "Student Request" form found outside the counselors' offices. 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.

### **School Community Intervention Program (SCIP)**

SCIP is a student assistance program that works with families, schools and the community to support student behavioral, mental and emotional health. When schools, parents and the community build a collaborative relationship of support around students, they are more capable of reaching their full potential. SCIP can assist parents in identifying behaviors or concerns that may be interfering in a student's ability to learn, seek solutions, and explore options, which will increase student's opportunities to be successful in school. In addition to in-school supports, SCIP collaborates with community behavioral health agencies to offer another layer of support to students and families. To refer your student to SCIP or to find out more about the program please contact your school's SCIP Team Leader or the Lincoln/Lancaster County SCIP Coordinator at 402-327-6841.

**School Dress** Students at Lux Middle School are expected to dress in a way that is appropriate for the school setting. Students are not to dress in a manner that causes a disruption to the education process or a distraction to the learning environment or in a manner contrary to the mission of the school. Prohibited dress includes clothing or apparel that is distracting or calls for excessive attention, incites horseplay, or that is dangerous to health and safety. Following is a list of examples of attire that will not be considered appropriate. The list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting.

- a. Clothing or apparel that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear: midriffs, spaghetti straps, sagging pants, short shorts (the “fist rule” is used as a guideline for short shorts);
- c. Clothing or apparel that promotes beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or apparel that could be used as a weapon (chain, spiked apparel) or that would encourage "horse-play";
- e. Head wear including hats, caps, bandannas, and scarves within the school building;
- f. Clothing or apparel which exhibits nudity, makes sexual references or carries inappropriate double meanings, or which includes profanity or messages abusive to staff or other students either individually or as members of groups, or that are otherwise not consistent with the educational mission;

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a message protected by law. The final decision regarding attire and grooming will be made by the Principal. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student is told what not to wear and may be asked to change clothes. They will be permitted to call home for proper apparel. Students will not be allowed to leave campus to change clothes. Repeated or significant violations of the dress code will result in disciplinary actions under the Student Code of Conduct. In the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity and the like), a first offense of the dress code may result in discipline, up to expulsion.

**\*\*PLEASE NOTE:** Students may not use large bags to carry books and supplies to classes. Classrooms become overcrowded when large bags are brought to class making it difficult for teachers to assist individual students. Please encourage your student to leave all unnecessary items in lockers. Students are also reminded that nuisance items such as radios, ipods, etc., are not allowed during school hours and should be left at home. If a student brings a cell phone to school, it must be turned off and left in their locker during the school day.

**Fire, Tornado, and Building Safety Drills** The school has a plan to provide for the safety of each student in the event of a fire, tornado, or Code

Red (intruder or bomb threat) situations. Drills are held periodically during the year to insure speed and efficiency in getting students to their assigned places of safety. Staff and students also review procedures for Evacuate, Shelter, Lock-Down and Lock-Out situations annually.

In the event the sirens should sound for a tornado warning, students will be sent to safe shelters. Parents should NOT attempt to come to school. School officials are NOT permitted to release students from school buildings during a tornado warning.

## **Lincoln Public Schools RESPONSIBILITIES OF STUDENTS**

### **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 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 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. 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 other

