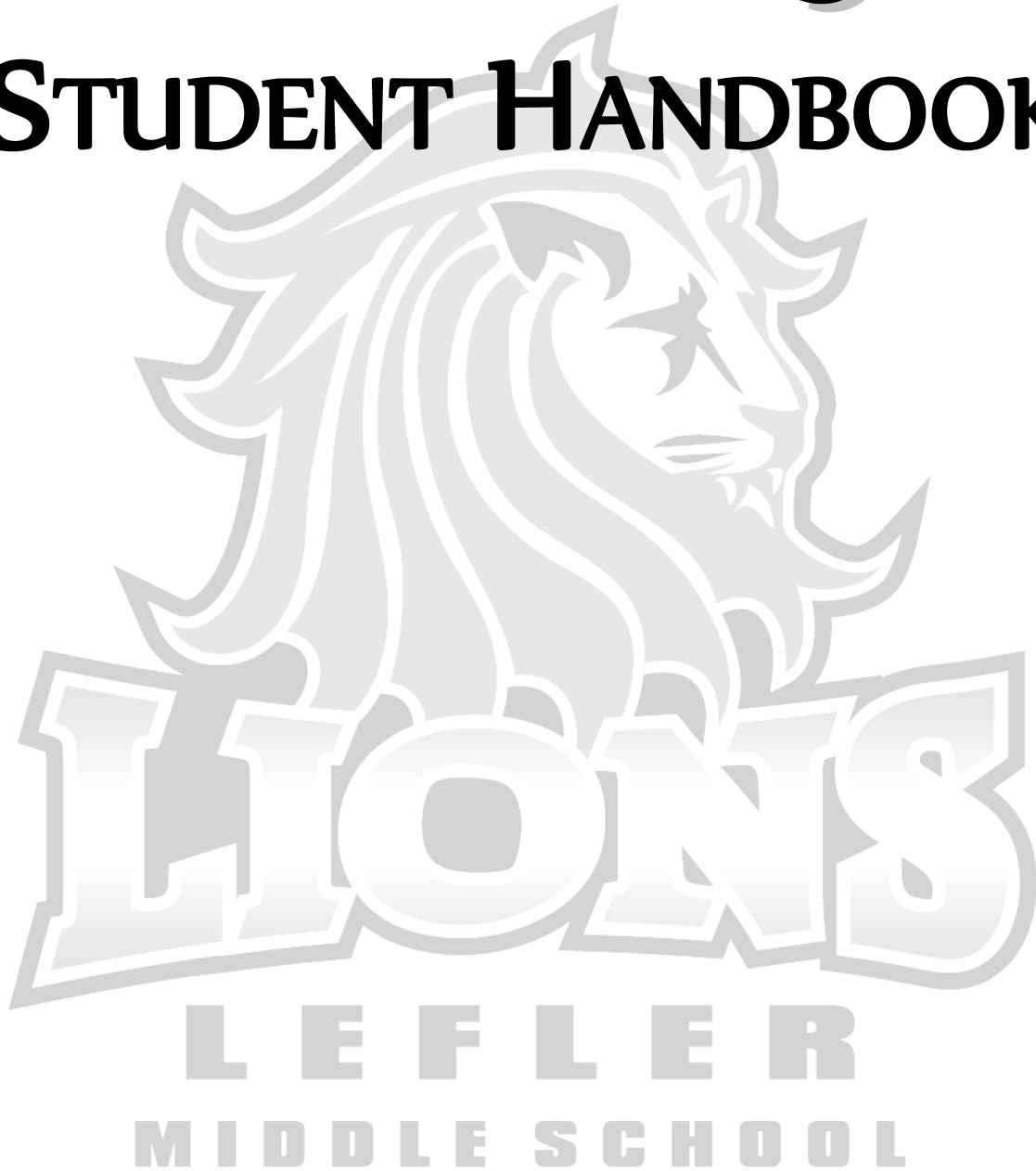


# **2018-2019**

# **STUDENT HANDBOOK**



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**BUILDING A COMMUNITY OF LEARNERS**

**Lefler Middle School**  
**1100 S. 48<sup>th</sup> Street**  
**Lincoln, NE 68510**  
**402-436-1215**  
**<http://lefler.lps.org>**

Welcome to Lefler Middle School! We are looking forward to a great 2018-2019 school year. Our focus will be on academic achievement and building the skills and knowledge necessary to be life long learners. Much can be accomplished toward these goals as we work together. If at any time you have questions, please feel free to give us a call.

**Principal – Jessie Fries**  
**Associate Principal – Ralph Calafiore**  
**Special Education Coordinator – Rudi Wolfe**  
**Instructional Coordinator – RJ Plas**  
**Instructional Coach – Jan McKeown**  
**6<sup>th</sup> Grade Counselor – Jolynn Sturek**  
**7<sup>th</sup> Grade Counselor – Jenny Mercer**  
**8<sup>th</sup> Grade Counselor – Richelle Dowding**  
**Gifted Facilitator – Becky Boswell**  
**School Nurse – Joleen Marsh**

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**Intent of this 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 and Lefler Middle School. 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.

**Lincoln Public Schools Important Information Book**

Additional information about Lincoln Public Schools procedures and policies can be found in the 2018-2019 LPS Important Information book that was included in your mailing. You may request an additional copy by contacting the Lefler main office. This book contains information regarding various district programs and services as well as forms to apply for services. The LPS Important Information book should also be reviewed carefully.

**Daily Schedule**

6 <sup>th</sup> Grade Schedule	7 <sup>th</sup> Grade Schedule	8 <sup>th</sup> Grade Schedule
<p><b>Core Classes</b> Periods 1-5 *8:00-1:06 <i>(includes lunch 12:10-12:40)</i></p> <p><b>Academic Connections</b> Period 6 1:10-2:03</p> <p>Period 7 2:07-3:00</p>	<p><b>Academic Connections</b> Period 1 *8:00-8:52</p> <p>Period 2 8:56-9:48</p> <p>Period 3 9:52-10:44</p> <p><b>Core Classes</b> Periods 4-5 10:48-12:36</p> <p><b>Lunch 12:36-1:06</b></p> <p><b>Core Classes</b> Periods 6-7 1:10-3:00</p>	<p><b>Core Classes</b> Periods 1-2 *8:00-9:48</p> <p><b>Academic Connections</b> Period 3 9:52-10:44</p> <p>Period 4 10:48-11:40</p> <p><b>Lunch 11:42-12:12</b></p> <p>Period 5 12:14-1:06</p> <p><b>Core Classes</b> Periods 6-7 1:10-3:00</p>
<p><b>*Please note: tardy bell rings at 8:00- Students are to be in class by 8:00.</b></p>		

## **Arrival at School**

Students are expected to arrive at school between 7:45 a.m. and 8:00 a.m. **Prior to that time, no supervision is available.** Students may enter at 7:54 a.m. On days of inclement weather, when deemed necessary, students will be permitted to enter the building at 7:45 a.m. Students will enter through their assigned areas only.

Students riding the Star Tran bus to school should arrive after 7:30 a.m. Making the 7:15 a.m. connection downtown allows plenty of time to arrive. Students may not take an earlier bus.

Students eating breakfast should arrive after 7:45 a.m. Only students who are eating Grab & Go breakfast will be allowed in the school at this time. Other students will wait until 7:55 a.m. to enter.

Students wishing to see a teacher before school should enter via the main entrance and report to the office for a pass.

Students are assigned to wait in the following areas before school: 6<sup>th</sup> grade - C wing doors (furthest south doors on the west side of the building); 7<sup>th</sup> grade - main entrance; 8<sup>th</sup> grade - B wing doors. Students are not to wait or hang out in any other area.

Some outside groups (Campus Life currently) use our facilities in the morning for student groups to meet. These are not school-sponsored activities. Students attending these activities may not arrive prior to the designated start time and must enter via the back gym entrance. Lefler staff does not supervise these activities.

## **Dismissal from School**

The following dismissal procedures have been implemented to facilitate a safe and orderly close to the school day.

Students will be dismissed at 3:00 p.m. (with the exception of the early dismissal days listed later in this handbook). Upon dismissal, students must leave the school grounds and proceed home. All students must be on their way home, with a staff member, or in an approved activity by 3:10 p.m. **Supervision is not available after 3:10 p.m.**

Students who ride the Star Tran bus home from school are to wait near the stoplight with Lefler school staff. The Star Tran bus does not arrive until approximately 3:25 p.m. It is not appropriate to roam the neighborhood and catch the bus at an alternative location.

Students who are picked up after school should wait on C Street or Valley Road. For the safety of our students, the parking lots are NOT available for pick up. Students who are not picked up by 3:10 will be brought back into the building to wait inside door #13. At that time the parking lot is open and visible from this doorway.

## **Pick-Up Policy During the School Day**

In order to help ensure students are safe when leaving Lefler during the school day, a few steps/security measures have been added that we are asking parents to assist with:

- When calling to have a student excused from school, office staff will ask parent/guardian to verify child's birthday.

- We ask that rides wait to have student released from class until they are in the parking lot. This will maximize the amount of time spent in class. It may take time to call a classroom, have a student gather their materials and check out in the office, so planning ahead to arrive a little early is encouraged.
- Students should be picked up on the north side of Lefler in the staff parking lot (near Valley Road). Once students check out in the main office, they will be escorted to Door 5 to meet their ride.

### **Approved After-School Activities**

Students are encouraged to work with staff members or participate in an activity program after school. Activities begin immediately after school. Students will not be able to enter these activities after 3:10 p.m. Approved activities include: working with a teacher; participating in a school-sponsored club; participating in the YMCA after-school program; participating in school-sponsored intramurals, attending Team Time, Achievement Zone, or Homework Zone in the Media Center (the Media Center closes at 4:00 p.m.).

The YMCA sponsors an after-school Community Learning Center (CLC) program each school day from 3:00-5:30 p.m. **There will be no CLC programming offered the first week or last week of school, on non-school days, on Parent-Teacher Conference dates, or when school is cancelled due to weather.** Contact 402-436-1565 for more information.

### **Dismissal from After-School Activities**

Students staying after school with teachers or for Lefler club activities are expected to leave school immediately at the conclusion of their activity. If a student must wait for a ride, they are to wait on the benches outside the main office. Students should be picked up no later than 4:00 p.m. There will not be supervision outside nor will there be phones available after 4:30 p.m. when the office closes.

Students participating in special activities or clubs that conclude after 4:15 p.m. will be supervised by the participating sponsor in an area designated by the sponsor until rides arrive. Parents are asked to pick up students at the dismissal time of the program. Students walking home are to leave immediately at the conclusion of the activity.

Students participating in the YMCA program must follow the program's specific dismissal plan. More information can be obtained by calling 402-436-1565.

### **Early Dismissal Days**

The dates for early dismissal are published below. Dismissal procedures will be the same for early dismissal days with the times adjusted to match the dismissal time.

**Early Dismissal Dates (Aug.13, 14, and 15):** Students will be dismissed at 1:38 p.m. and are to leave school by 1:45 p.m. Students remaining after 2:00 p.m. will be brought into the building. There will be no outside supervision after 2:00 p.m. There will be no after school activities on these days.

**Professional Learning Communities (PLC) Dates (Aug.28, Sep.25, Oct.30, Nov.27, Dec.18, Jan.29, Feb.26, Mar.26, and Apr.30):** Students will dismiss at 1:38 p.m. and are to leave school by 1:45 p.m. Students remaining after 2:00 p.m. will be brought into the building. There will be no outside supervision after 1:45 p.m. There will be no after school activities on these days with the exception of the YMCA program.

## **Breakfast/Lunch Program**

Lefler offers both a breakfast and lunch program to students. Students may bring money to deposit in their lunch account or they may use cash for purchases. Deposits can be made any day from 7:30-8:00 a.m. in the cafeteria. Money can be deposited in three ways: (1) for meals only, (2) a portion for meals and a portion for snacks, or (3) cash to be spent as the student wishes.

Breakfast is served as Grab & Go style. Lunch is scheduled during the extended fifth period. Well-balanced meals are available in the cafeteria each day. Students may choose to buy a regular lunch or select individual items on an "a la carte" basis. A la carte items range in price from \$.10 to \$2.55. Students may also bring their lunch and buy milk to go with it. All food is to be eaten in the cafeteria.

Students may pick up a Grab & Go breakfast at the door they enter each morning. Hot and cold Grab & Go options will be provided at each entrance.

Please refer to the LPS Important Information book that explains the free or reduced price lunch/breakfast programs. If a student qualifies for this program, the application should be completed and returned to the office so the appropriate account can be established. A new free/reduced application must be completed each year.

Lunch rules include: 1) deposit all litter in wastebaskets, 2) return all trays and utensils to dishwashing area, 3) leave tables and floor clean, 4) eat all food in the cafeteria, 5) act appropriately in the lunch room 6) remain at your table with only eight at the table.

**Students are not allowed to bring in commercial food or have food delivered to school. Parents bringing in commercial food can eat with their own student. Please call the main office in advance to arrange a place for lunch if bringing in outside food.**

## **Leaving Campus at Noon**

The campuses of middle schools in Lincoln are closed at lunchtime. Students are not permitted to leave the school campus except by approval through the office. If a student does leave the grounds without prior approval, parents will be contacted and disciplinary consequences will result.

We discourage parents from taking their child away from school for lunch, as it often results in missed class time. We will not allow parents to take someone else's child to lunch.

## **Math Interventions**

### **Pre-teach/Re-teach**

Pre-Teach/Re-Teach Math Support is a Tier 2 intervention which focuses on the same learning objectives being taught and practiced in the regular Math course. Students review the concepts taught in the general education math classroom through whole class instructional strategies, small group instruction, and guided practice with feedback. When applicable, students are also pre-taught concepts and important vocabulary for upcoming lessons they will be exposed to. The students have any remaining class time to work on homework and receive additional help as needed.

## **Math Relearning**

Math instruction in middle school is extremely important to the success of students both in high school and in college. The key to this success is for students to learn and retain essential mathematical skills. Lefler will utilize a support system entitled "Math Relearning" to achieve this goal. Math Relearning is an opportunity for students to receive extra support to master the concepts being taught in math classes.

All math levels have a number of "Big Idea" concepts taught in each unit. Students who do not master these concepts will be given an opportunity to relearn in a Math Relearning pull-in small group. We will pull students from an Academic Connection class for an identified period /relearning session (approximately 1-3 periods). An assessment at the end of this session will be used to determine if additional relearning time is needed on the concept. This pattern will occur for each of the major concepts taught at all three grade levels.

Math Relearning class is not optional. Students who do not master concepts will be required to attend assigned math relearning classes, participate fully and appropriately in class activities, and complete assigned work. Failure to master the concept will result in additional Math Relearning support.

## **Reporting to Parents**

All secondary schools use a web-based grading and attendance system called Synergy. Grades and attendance for all classes will be available to students and parents at any time. Once parents have signed a user agreement, they will receive a username and password. If you are a returning parent, your username and password from last year are still valid. Lefler will provide written information and training opportunities for parents in the fall.

In addition to the access described above...

Progress reports will be emailed home to parents at the mid-point of each quarter. Students will bring home a copy of the progress report for those parents preferring a paper format.

Report cards are sent home at the end of each quarter, however, only semester grades are recorded on the final transcript.

## **Messaging for Student Grades in Middle and High School**

For the 2018-19 school year, Lincoln Public Schools will begin using a uniform system for calculating grades in all subject areas in all grades in middle and high schools:

- 80 percent of the student's grade will be based on summative assessments and assignments (for example, tests, exams, major projects and long-term assignments that assess and evaluate student learning).
- 20 percent of the student's grade will be based on formative work (for example, homework that monitors ongoing learning).

Rationale:

- This will create a consistent grading template in all secondary grades and courses.
- This will maintain the emphasis on the importance of summative tests and work, while also emphasizing the value of quality practice and homework in the learning process.

LPS curriculum specialists will continue to provide support to teachers in developing quality summative and formative tasks.

This represents a change in how grades are calculated for middle schools and some high school courses.

### **Parent-Teacher Conferences**

Each semester, parents will be invited to attend a parent-teacher conference. Conferences between parents and teachers at the middle level are considered supplementary to the written reporting system. Parents are urged to contact teachers throughout the year to check on their child's progress in courses that are of special concern to them.

### **Continuum of Academic Support for Student Success**

Philosophy – Building a community of learners for present and future success.

In order to support students who would benefit from academic intervention, Lefler Middle School Community has developed a four 4 tiered system to support students. The Academic Support Continuum will help students:

- Develop life and academic skills for present and future school success
  - Practice and complete meaningful work
  - Build confidence
  - Decrease stress
- Increase parent communication/engagement

**(TIER 1)** CLC Homework Zone - The CLC Homework Zone is available for all students on a voluntary basis.

- 3:05-4:00 Monday-Friday (students are not required to stay until 4:00)
- The CLC Homework Zone is staffed by Lefler teachers and CLC staff.

**(TIER 2)** Team Time - Team Time is assigned by teachers as a gentle reminder that completed assignments are an expectation of Lefler students.

- 3:05-3:30 Monday-Friday (students are required to stay until 3:30)
- Team Time is staffed by Lefler teachers.
- Parents will be notified by their child for each class they are assigned team time.
- Students will stay after school the same day they are assigned.

**(TIER 3)** Achievement Zone- Achievement Zone is assigned by Academic Interventionists and will provide support to help students become independent learners as well as evaluators of their own progress.

- 3:05-4:00 Monday-Friday (students are required to stay until 4:00)
- Achievement Zone is staffed by Lefler teachers.
- Parents will be contacted by the Academic Interventionist to discuss the Achievement Zone assignment.
- Students will stay after school for the number of days they are assigned.



- **NOTE** – if a student skips AZ assigned Mon-Thurs, they may be specifically reassigned to attend AZ on Friday after school prior to a referral to the administrator.
- (**TIER 4**) Referral to Administrator – if a student continues to struggle after Tiers 1-3, the Academic Interventionist will refer the student to his/her administrator for a parent meeting.

The bottom line is...**“not doing work is not ok”**.

## **Attendance**

Regular and uninterrupted attendance at school is important in helping students to reach their maximum academic potential and to obtain maximum benefit from the school’s instructional program. Attendance is also required by Nebraska law. We do understand that some absences from school are unavoidable, but please note the following...

**Nebraska law (LB 800) now requires schools to refer every student who reaches twenty absences or the hourly equivalent of twenty absences to the County Attorney, regardless of the reasons for the absences. The school and County Attorney understand that not every referral will merit legal action.**

Student activities – absences due to participation in school-sponsored events do not accumulate towards the twenty day absence count.

Truancy – students who are truant from school will be subject to disciplinary procedures. Only minimum credit may be given for work missed due to truancy.

### **Reporting a Student Absence**

If a student will be absent from school we ask a parent or guardian to call the school office at 436-1215 before 8:30 a.m. If we do not hear from a parent, we will attempt to make a contact during the day. If a contact has not been made on the day of the absence, it is necessary for a parent/guardian to send a note with the student on the day of return which states the cause of the absence. Student absence reports are available to parents any time, via the Synergy system.

### **Participation in Activities**

If a student is absent during the school day, he/she will not be allowed to participate in school programs and activities held that day or evening. This is also true if a student is assigned to in-school suspension or is suspended from school.

### **Health and Dental Appointments**

Although it is preferred that health and dental appointments not be scheduled during school hours, students may need to be excused to keep appointments which can only occur during the school day. Prior to the start of the school day the student should have the office issue a health or dental absence excuse. A student returning from an

appointment must report to the office. Phone calls to excuse students during the day should be made as early in the day as possible.

### **Make-up Work**

Students who have had an excused absence will be allowed a reasonable time to make up their class work. Each teacher will explain his/her specific make-up procedures to students during the first few days of school. A parent of a student who is absent more than three days, and is expected to continue being absent for several more days, may call the school office to request assignments or make-up work and to arrange to pick up the books and assignments from the office. If a student wants assignments after day one or two, he/she may call a friend to get those assignments.

The school staff will support the student's initiative to make up work. However, it is very important to understand that often there is no way to recreate an equivalent experience for what was missed in class.

### **Tardy Policy and Procedure**

Students are expected to be at school and in their classrooms on time. Being tardy to any class is a disruption to the learning environment. First period class begins at 8:00 a.m. The following steps will be taken if students are tardy to school or any class throughout the day.

Students tardy to any class will automatically serve lunch detention. Students who need to serve the detention will meet in the cafeteria. They will be escorted to a classroom where they will eat lunch.

During that time all behavioral expectations will apply. Students not complying with behavioral expectations will be removed from the room and will have to serve a lunch detention the following day. If behavior continues to be an issue the room supervisor may write a disciplinary referral.

Students who reach 10 tardies in a semester will need to have a parent meeting.

### **Withdrawals and Transfers**

When a student leaves the city or moves from one school to another within the city of Lincoln, advance notice of at least one day is needed so the school can prepare a withdrawal form that includes information about courses and progress in those courses. The withdrawal form is to be taken to the receiving school. Other school records will be sent through the mail to the receiving school.

### **Change of Address or Phone Number**

Parents should keep the school informed of address, telephone number, and e-mail changes. Please call us with these changes or send a note.

### **Emergency Contacts**

All students should have emergency contact numbers on file in the Lefler office in case the student is injured or becomes ill and the parent/guardian cannot be reached

## **Student Wellness**

### **Sleep**

Students are encouraged to get between 7 – 9 hours of sleep each school night in order to be well-rested for learning.

### **Breakfast**

A well balanced breakfast will get student brains activated and ready for learning. Grab and Go breakfast is offered every school day and students are allowed time in their first period class to eat. Both hot and cold options are available at all lines daily.

### **Lunch**

A hot lunch is available at school daily. Students wishing to pack a lunch from home are allowed to do so. Please refrain from bringing treats for others in your sack lunch. If a student is having outside lunch provided on a special day, i.e. birthday, students will be provided a separate place for eating due to federal hot lunch guidelines.

### **Exercise**

Most students are enrolled in PE class every other day. Physical activity outside of school is also encouraged by participating in intramural sports during the school year as well as getting involved in Fuel Up to Play 60 – which supports activity and healthy eating. Students do need tennis shoes for their PE activity time. If you are unable to provide appropriate shoes, please contact our PE teachers, the nurse's office or your grade level counselor.

## **Student Health Policies**

### **Physical Examinations**

All seventh grade students and students new to Lefler (from out of state) are expected to have a current medical examination. Forms for physicals are located in the health office.

### **Immunizations**

Students are required by Nebraska law to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis and tetanus prior to enrollment and any student not in compliance shall not be permitted to continue in school. Please contact our school nurse for more information. Immunizations required can be found in the LPS "Important Information" booklet.

### **Student Medications**

Medications for a student will be administered only when accompanied with a written directive from the parent brought in a container labeled with the physician's prescription. Students are not allowed to carry medication or store it in lockers. This includes over-the-counter medications. If a parent signs a "Request to Provide Medication During School Hours: Acetaminophen and Ibuprofen", the school nurse or health technician may administer these two medications in normal, weight-appropriate doses. A copy of this consent form is located in the "Important Information" book mailed to parents at the beginning of the year. You may also request this form from the school.

## **Nurse**

A student who becomes ill at school should ask the classroom teacher for a pass to the health office. Only students with emergencies will be received in the health office without a properly signed pass. In case of accident or illness the nurse or other office personnel will tend to the need. A parent will be notified immediately in serious cases. No ill student is allowed to leave the school premises unless he/she checks out through the health office. Students should use **only** the health office phone (not classroom phones) to call home concerning an illness.

## **Accident Insurance**

The schools do not carry any type of accident insurance for students. However, a low-cost group-type accident insurance policy is made available to parents. A brochure explaining that policy and an application form are made available to students at the beginning of the school year. The school acts only as a public service carrier for this insurance and is not involved in its sales or regulations.

# **Rules and Regulations**

## **Referral to Administration**

When a student violates a school rule, he/she may be referred to the administration. Lefler administrators will investigate the incident and determine the appropriate course of action. Consequences may include: administrative conference, student contract, parent conference, detention, restitution, community service, in-school suspension, suspension from school, and/or a referral to Student Services for possible expulsion.

## **Behavior in Class**

It is important that all students contribute to a productive learning atmosphere in class. If students disrupt class due to poor behavior, they infringe on the rights of other students to learn. When a student misbehaves in class, teachers will attempt to help him/her correct that behavior. If those efforts are not successful, parents will be contacted and asked for help. Ultimately, if efforts to correct behavior fail, a student may be suspended from a class for the remainder of the semester. In this event, the schedule of the student involved will be shortened and the student will receive no credit for that class.

## **Behavior in the Halls**

The hallways and other non-classroom areas are important parts of the learning environment. To insure everyone's safety, it is important that students act in an orderly way. The hall behavior expectations are:

- 1) Be **R**espectful
  - Conversational voice.
  - Hands/feet to self.
  
- 2) Take **O**wnership
  - Pick up litter.
  - Be on time.

- 3) **Be Accepting**
  - Positive interactions.
  - Appropriate physical space.
  - Follow adult directions.
  
- 4) **Be Responsible**
  - Keep locker locked.
  - Use only your locker.
  - Always have your pass or planner.

### **Staying After School**

If a student is requested to remain after school by a teacher, the student is expected to do so unless the student makes specific arrangements with the teacher. It is the student's responsibility to notify his/her parents if he/she must stay after school. The office phone may be used for this purpose.

### **Possession and Use of Tobacco and/or Alcohol and Drugs**

Possession or use of tobacco, alcohol, or drugs by students in any form on school premises is a violation of school district policy. Students in violation will be suspended and police will be contacted if a violation of law has also occurred.

### **Fighting**

Fighting among students can have a broad range of causes and effects, but is always inappropriate. Students involved in a fight at Lefler will be suspended. Students who assist in inciting others to fight may suffer the same consequences as those who actually fight. Students fighting off school grounds may also be suspended. The police may be contacted and students may be cited for disturbing the peace and/or assault.

### **Use of Inappropriate Language and Gestures**

In an environment where respect is being shown to one another, the use of profanity or racially denigrating language is out of place. Staff members at Lefler attempt to help students use only language that is appropriate in a school setting. Some words used and allowed in the public sector are considered inappropriate at school. Depending upon the circumstance, use of profanity or other inappropriate language or gestures may result in disciplinary consequences. Students who direct profanity at any staff member may be suspended until a parent conference can be held. 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.

### **Bullying**

Lincoln Public Schools provides physically safe and emotionally secure environments for all students. Positive behaviors are encouraged in the educational program. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students. Bullying means any ongoing pattern of physical, verbal or electronic abuse at school. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Students engaging in bullying behaviors at school are subject to disciplinary consequences.

## **Sexual Harassment**

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or unwelcome verbal or physical conduct of a sexual nature. This will not be tolerated. Student consequences include suspension, request for reassignment to another school, request for expulsion and assault charges involving the police. No type of harassment will be tolerated.

## **Appropriate Dress**

### **Student Appearance Policy**

Students at Lefler Middle School are expected to dress in a way that is appropriate for the workplace/school setting. Students are not to dress in a manner that causes a disruption to the educational process or poses 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 draws excessive attention to the student, incites horseplay, poses a danger to health and safety or shows an excessive amount of skin. The following is a list of examples of attire that will be considered inappropriate. This list is not exclusive and other forms of attire may be deemed inappropriate at the discretion of the administration.

### **The following "fashions" are prohibited:**

- Tube tops
- Halter tops
- Spaghetti straps tops
- Crop tops
- Swimwear
- Pajamas/sleepwear
- Shorts with less than 3 inches of inseam
- Tank tops with less than 2 inch wide straps
- Athletic shorts with the waistband rolled up
- Excessively short skirts
- Shirts or tops that show bra straps
- Shirts that advertise alcohol, drugs, tobacco or have a sexual connotation or double meanings
- Shirts that have a message of racism, prejudice or bigotry
- Shirts or apparel that have a gang or crime/violence/weapons related messages or images
- Students are not allowed to wear clothing that shows undergarments
- Shirts or tops that show bare midriffs
- Shirts or tops that show bare backs
- Shirts or tops that show excessive cleavage
- Shirts that depict nudity
- Shirts with profanity or depictions of profane gestures
- Any clothing that violates any item on the Lincoln Public Schools Responsibilities of Students Code of Conduct
- Shirts that are abusive to staff or other adults in the building
- Hats of any kind
- Slippers
- Volleyball shorts
- Sagging pants
- Chains
- Spiked apparel

- Hoods (down at all times during school day)

Additional disciplinary action may follow depending on the circumstances.

When students are determined to be in violation of the Student Appearance Policy they will be asked to correct it. They may be asked to wear a cover-up of some sort (sweat shirt, sweater, jacket etc.), turn a shirt inside out, and/or wear something from their gym locker, or call a parent/guardian to bring a change of clothes to school. There are also clothes available in the Lefler Clothing Closet which students may visit and change into.

**NOTE:**

In certain situations, parents will be contacted in order that school-appropriate clothing can be provided for the student. If a student refuses to change and proper apparel cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Parents will also be notified of continued violations. In the event a student or parent is uncertain as to whether a particular item or method of dress/grooming is consistent with the schools guidelines, the student or parent should contact the Principal for approval.

Students involved in the physical education program will be informed as to the current PE dress requirements at the beginning of the school year.

Consideration will be made for students who wear special clothing as required by religious beliefs or disability. Shorts worn for physical education class should be at least fingertip length. Administrative discretion will determine the appropriateness of clothing. 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. 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.

\*\*Acceptable clothing is determined at the discretion of the Lefler Middle School administration.

\*\*Repeated or significant violations of the dress code will result in disciplinary actions under the Student Code of Conduct.

**Nuisance Items**

The possession of items that disrupt the learning environment shall be considered nuisance items. This shall include but is not limited to such things as: **hand fidgets (spinners, toys), unless approved in an individualized plan, toys, rubber bands, MP3 players, radios, comics, sunflower seeds, lighters, dice, candy, gum, pagers, headphones, wallet chains, chokers and water guns.** Students shall not bring these types of items to school. Articles of value taken from students shall be returned directly to the parents/guardians at their request or to the students at the end of the school year. Any item can be considered a nuisance item depending on its use here at school. Lefler is not responsible for the loss or theft of such items and will not investigate the loss or theft.

**Sharpies or Other Permanent Markers**

Students are not allowed to have Sharpies or other permanent markers at school.

## **Cell Phones**

Students with cell phones must keep them shut off and in their locker during the school day. We strongly encourage students to leave cell phones at home. Cell phones may not be used at any time during the day. Students needing to call home may use the office phone. Parents needing to contact students during the day may call the office. Cell phones used or not stored in lockers during the school day will be confiscated. Lefler is not responsible for the loss or theft of such items and will not investigate the loss or theft.

Confiscation of a cell phone will result in the following consequence:

- **1<sup>st</sup> Offense** – Cell phone will be turned into the office. Returned to student after school.
- **2<sup>nd</sup> Offense** – Cell phone will be turned into the office. Parent calls administrator to release phone.
- **3<sup>rd</sup> Offense** – Cell phone will be turned into the office. Parent requests to pick up phone in office by student.

## **Food/Drinks in Locker**

No open food or drinks are allowed in lockers. This will help us eliminate any unwanted “pest” problems.

## **Skateboards/Roller Blades/Scooters**

Due to the increasing concerns about the unsafe use of skateboards, roller blades and scooters, students are not to bring them to school. Staff members will treat them as a nuisance item and they will be confiscated. We do not have a place to store these items at school.

## **Book Bags and Backpacks**

Book bags and backpacks are not allowed in the classrooms, gym or the cafeteria. Upon arrival, students need to place these items in their locker.

## **Care of Textbooks**

Textbooks issued to students at the beginning of the school year are the property of the Lincoln Public Schools. Loss or excessive wear and damage become the student's responsibility and must be paid for at the end of the school year. Fine obligations remaining unpaid will be turned over to a collection agency. Students are requested to cover their books. Covers are available, free of charge, from the media center.

## **Technology Plan**

The Lincoln Public Schools Board of Education recently adopted a technology plan that seeks to provide students, teachers and staff with the necessary devices, classroom infrastructure, and teacher training to support the ongoing implementation of digital instructional content. In fall of 2018, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will be provided with a computing device.



## **Device Information**

These devices will be distributed at Open House. Information will be shared with 6<sup>th</sup> graders at Open House, 7<sup>th</sup> and 8<sup>th</sup> grade students at the start of the school year. This information focuses on both school expectations and routines related to the safe care of the device, and responsible use of the device while at school and home. Students and parents will be asked to sign a Responsible Use Agreement and will be provided the option to enroll in a Device Coverage Program that reduces fines for accidental damage or loss. The cost of enrollment is \$20 per year or \$10 for those students eligible for fee waiver.

## **Computer Use Guidelines**

1. I 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. I will not intentionally access information that may be obscene or offensive toward any other individuals, nor will I place any such information on the network or Internet.
3. I 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. I will not use the computer systems to disturb or harass other computer users.
5. I will use the computer equipment to meet instructional objectives, and not as entertainment.
6. I will not waste or take supplies, and will print only when necessary to appropriate printers.
7. I will not use the network for financial gain or any commercial or illegal activity.
8. I 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. I understand that the Lincoln Public Schools is not responsible for any expenses I incur or purchases I make while accessing any on-line service, such as the Internet.
10. I understand that violation of the above statements will make me subject to disciplinary action and can include the immediate suspension of my computer privileges.

## **Valuables/Cell phones**

Valuables such as cell phones, iPod, MP3 players, hand-held game systems, expensive jewelry, etc. are not necessary at school. While specific school rules do not prohibit such devices, we strongly encourage parents to ensure these items are left at home. Lefler is not responsible for the loss or theft of such items and will not investigate the loss or theft.

## **Gambling**

No type of betting or gambling is allowed at school. Leave dice and cards at home.

## **Building Care**

Care and maintenance of a building that accommodates nearly 600 students is a major job. All of us at Lefler share this responsibility by taking care of the property we use and by helping keep the building clean. Students making a mess will be expected to

clean up the mess. Students, who intentionally or through horseplay damage any of Lefler's property, will pay for that damage. Students defacing property by writing will be subject to disciplinary consequences.

## **School Services**

### **Parent Communication**

Lincoln Public Schools uses a mass communication system for parent notifications. This system will be used to notify parents of emergencies, special events, schedule adjustments and when progress reports are sent home. Notices will be sent via phone and e-mail, so it is very important that parents notify the school of any changes to your contact information.

### **Bicycles**

Bicycle racks are provided to students near the southwest side of the building. It is the student's responsibility to insure the security of his/her bicycle when using these racks. (Lock up your bicycles.)

### **Bulletin/Announcements**

The daily bulletin is read to students each day. This bulletin contains announcements of importance and interest to students. Daily announcements are posted on our web site for parents at <http://lefler.lps.org>.

### **General Information Bulletin Board**

The bulletin board outside the office may be used to provide information and announcements for students.

### **Counselors**

A counselor is assigned to incoming students and will remain the student's counselor for grades six, seven, and eight. A student should feel free to contact his/her counselor for help with school or personal problems. The counselor is available during the school day for conferences with students or with parents. Parents who wish to see a counselor are encouraged to make an appointment to insure that the counselor is available.

### **Media Center**

The media center is open for checking books in and out before school, at noon and after school. Students who check out books from the media center are expected to return them on or before the due date. Repeat offenders will be denied media center privileges. Fines will be assessed for lost books. The media center hours are from 7:30 a.m. – 4:00 p.m. each day.

### **Lost and Found**

A lost and found service for students is located in the main office. Periodically, lost items will be placed on a table in the hallway by the Cafeteria. Unclaimed items will be given to charitable organizations.

## **Lockers**

A locker will be assigned to students each year (only one student per locker). In addition, each student will be issued a lock – only school locks may be used on lockers. Students are responsible for keeping their lock on their locker and appropriately locked. At the end of the year, students must return their lock or be assessed a fine. Lockers are the property of Lincoln Public Schools and are accessible to staff when necessary. Students are responsible for the content and condition of their lockers. Students are expected to keep their lockers clean and locked.

**Lincoln Public Schools assumes no liability for damage or theft of student property. For this reason, it is wise to leave valuables at home and to not share your locker or combination with anyone.**

## **Student Pictures/Yearbooks**

A brochure describing student picture packets will be distributed to all students during the first month of school. Pictures will be taken in September. Pictures taken will be used to complete a yearbook for all students. This yearbook will be completed and sold to students during the second semester. Damaging or defacing others' yearbooks may require you to pay for a new book. Students are not to use inappropriate language in others' yearbooks.

## **Telephones**

To use the phone at noon, students must have a pass. Students are requested to use the office phone **ONLY** for emergencies or to notify parents that they must stay after school. If weather emergencies force cancellation of events after school, students will be allowed to call home. Only one student may use the office phone at a time and there is a two-minute limit. Students must demonstrate appropriate "office behavior" to use the phone or may lose that privilege. Students must receive teacher permission to use a classroom phone.

# **Additional Information**

## **Weather and School Closings**

The decision to close school due to extreme weather is normally made before 6:00 a.m. Local radio and television stations are notified and closing information is broadcast at regular intervals from about 6:00 a.m. until noon. Households are notified via the Connect-Ed communication system. School closings are also posted on the LPS web page at <http://www.lps.org>. Generally, school will not be dismissed once it is in session. Parents, who so desire, may come to pick up students in inclement weather at any time during the day. Students will not normally be dismissed from school on the basis of a telephone request. Students who are absent in inclement weather when school is being held will be marked absent and treated the same as in any other absence for legitimate causes, provided proper parental notification has been received by the school. A note should accompany the student upon returning to school.

## **Fire Drills**

Fire drills will be held throughout the year. It is important that students regard these fire drills seriously and know the procedure to follow in case of an actual emergency. Students should know the exit route to use from each of their classrooms. Teachers will provide this information. Directions for exit have also been posted in each room.

Observance of the following rules will help to insure safety in the event of fire or fire drills:

- 1) When the fire alarm sounds, leave the room quickly, quietly and in good order.
- 2) Walk rapidly, but do not run.
- 3) Remain close to the nearest wall while moving to the stairway.
- 4) Form as many lines as space will permit.
- 5) Doors will be held open by the first person to reach them.
- 6) After leaving the building, move a safe distance away from the building.

### **Tornado Drills**

In the event of a tornado warning, a signal of five short bells will continuously ring. Students should move into the area as directed by their teacher, sit against one of the walls, and cover their heads with their hands. Students must be very quiet so they can hear directions. During an actual warning, parents are requested to seek shelter for themselves rather than come to school to find their children. This request is intended to maximize the safety of parents and children and minimize the confusion in an emergency situation.

### **Valuables**

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.

### **Visitors**

We welcome visitors to our school, however, we want to be certain that a safe and appropriate instructional environment can be maintained in the classroom. Please prearrange visits with an administrator if at all possible. All visitors should begin their visit by checking in with the Secured Entrance Monitor, then report to the main office.

### **Student Activities**

There are a wide variety of clubs and activities available for students. These activities are provided so that students can explore their interests and talents. Usually, clubs and other activities run from 3:00-5:30 p.m. Students will receive information about clubs early in the school year.

**Remember, if at any time you have questions about any rules or procedures at Lefler, please contact an administrator at 402-436-1215.**

**The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment.**