Culler Middle School

TEACHER CONFERENCE

9/25

10/22

2/11

2/26

All times are from 3:30-6:30 p.m.

First and last days of class for students

PLC days-early dismissal (Plan Days and PLC Days are subject to change)

Schools not in session

Students in elementary schools NOT in attendance (Plan Days)

Quarter start dates

Quarter end dates
GENERAL INFORMATION

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 the 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.

Absences
Students are expected to attend school daily. If students will be absent, parents are asked to call the office each day at 402-436-1210 ext. #1 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. We begin making these calls at approximately 9:30 a.m. We will call home and work numbers and leave messages. If no contact is made, students should bring a written note to the office the day they return to school. All unexcused tardies and absences are recorded as truancies until excused by a parent. Students are responsible for classroom work missed when absent and should contact teachers to insure they have the appropriate assignments. Students who are absent frequently have difficulty with school success. Excessive absences may be referred to the County Attorney.

Absences and tardies may be reported 24 hours any day by calling 402-436-1210 ext. #1.

Arrival
Upon arriving at school, all students should move directly to the area designated for their grade level to enter the building. 6th graders enter from Vine Street through the north doors. 7th graders use the west doors and the 8th graders use the south doors.

The Culler campus opens at 7:30 a.m. This is when outside supervision begins for staff. For reasons of safety, students should not be on campus prior to this time. Students may enter the building at the 7:55 a.m. bell. If the weather is dry and the temperature is above 32 degrees F, then students will wait outside before the 7:55 a.m. bell.

Breakfast is available between 7:30 and 7:55 a.m. each morning. The cafeteria will be cleared at 7:55 a.m. so students can get to their first period class on time. Students should enter through the main entrance. Students must remain in the breakfast area until 7:55 a.m.
Students wishing to come early to meet with a teacher must obtain a pass from the teacher or office the day before. They must remain with the teacher until 7:55 a.m. Band students will be admitted at 7:50 a.m. in order to store their instruments.

Classes begin at 8:00 a.m. Students arriving after the beginning of classes should report to the attendance secretary to receive a pass to class.

**Back Packs/Purses**
PLEASE NOTE: Students may not carry purses or book bags to classes. Classrooms become overcrowded making it difficult for teachers to assist individual students. Please encourage your student to leave all unnecessary items at home.

**Bicycles**
Bicycle racks are provided to students on the west side of the building. It is the student’s responsibility to ensure the security of his/her bicycle when using these racks. Lock your bicycles.

**Cell Phones and Electronic Devices**
Cell phone and other electronic devices should be out of sight during the school day. Electronic devices may only be used with the permission of the classroom teacher. Students may use their phones before and after school while outside the building.

**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.
Contacting Staff
Parents or guardians are encouraged to contact staff members, administrators or counselors via email. Emails can be found at http://wp.lps.org/Culler/ or find the teacher email on Synergy. Please remember that most staff members are working with students throughout the day and may not be immediately available.

Counselors
The Culler counseling program is facilitated by three guidance counselors. 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. 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.

Daily Schedule

7th/8th GRADE

<table>
<thead>
<tr>
<th>Period</th>
<th>Bell Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bell</td>
<td>7:53-8:00</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:00-8:52</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:56-9:48</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:52-10:44</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:48-11:40</td>
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<tr>
<td>Period 5</td>
<td>11:43-1:08</td>
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<tr>
<td>Period 6</td>
<td>1:12-2:04</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:08-3:00</td>
</tr>
</tbody>
</table>

6th GRADE

<table>
<thead>
<tr>
<th>Period</th>
<th>Bell Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Bell</td>
<td>8:00-8:45</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:46-9:31</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:32-10:17</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:18-11:03</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:36-12:21</td>
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<tr>
<td>Period 5</td>
<td>12:22-1:08</td>
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<tr>
<td>Period 6</td>
<td>1:12-2:04</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:08-3:00</td>
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</tbody>
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PLC Schedule
(80 minutes release)

<table>
<thead>
<tr>
<th>Period</th>
<th>Bell Schedule</th>
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<tbody>
<tr>
<td>First Bell</td>
<td>7:53-8:00</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:00-8:40</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:44-9:24</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:28-10:08</td>
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<tr>
<td>Period 4</td>
<td>10:12-10:52</td>
</tr>
<tr>
<td>Period 5</td>
<td>10:56-11:36</td>
</tr>
<tr>
<td>Period 6</td>
<td>11:40-1:08</td>
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<tr>
<td>Period 7</td>
<td>1:12-1:40</td>
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</tbody>
</table>

Lunch
<table>
<thead>
<tr>
<th>Grade</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th</td>
<td>11:43-12:13</td>
</tr>
<tr>
<td>7th</td>
<td>12:35-1:08</td>
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<tr>
<td>6th</td>
<td>11:05-11:35</td>
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Dismissal Procedures
Class is dismissed at 3:00 p.m. except for the first two days of school when we have a 1:40 p.m. dismissal time. Students must leave campus by 3:15 p.m.

On PLC (Professional Learning Community) early release days, students will dismiss from school at 1:40 p.m.
Fidgets & Nuisance Items
Fidget spinners and other items that disrupt learning are not allowed in the building. A fidget is only available when a student has a specific individualized plan.

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 lockdown (intruder or bomb threat signal) 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 a lockdown situation annually.

Parents are reminded that in the event of an actual tornado warning, per Lincoln Public Schools policy, students will not be dismissed to parents until the warning has been lifted. Students and staff will remain in their designated tornado shelter areas until the warning has been lifted. Parents are welcome to seek shelter in the building until that time if they are on campus.

Health Policies
Health Office: The health technician and/or nurse is available for accidents, illness, medical advice, health screening, referral, and classroom resource. Medications that must be given during the school day require the original prescription and an LPS Medication Permit, signed by the parent/guardian.

Student Illnesses: School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature 100°F or greater, vomiting, diarrhea, unexplained rashes, or on determination by the school nurse that the child’s condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Guidelines for Administering Medication: Parents/guardians must sign an LPS Medication Parent Form for the child to be given medication at school prior to medication being given.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications including prescription and most over-the-counter medication require a physician’s authorization to be given at school. Please limit the amount of medication provided to the school, to a two-week supply.

Physical Examination: Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into Early Childhood classes, kindergarten and the seventh grade or in the case of transfer from out of state to any other grade. A parent or guardian who objects must submit a written statement of refusal for his or her child. The statement will be kept in the student’s file. Waiver forms are available in the school health office. Additional physical exam requirements may apply for athletic participation.

Immunization Requirements: Students must show proof of immunization upon enrollment in Lincoln’s public schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement which is available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.
Health Office Guidelines on Physical Education 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 5 days for an injury or illness. A physical education excuse longer than 5 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.

Homework Requests

If a student is out for three or more days, we encourage parents to email their child’s teacher to request assignments. If the email is received by 9:00 a.m., we can usually have all assignments available in the office by 3:30 p.m. We know how important school attendance is to academic success, but when students are ill, we want to do our part to make sure they can be caught up in a short period of time.

Intramural Athletics

Culler Middle School offers a full year of after school intramural, co-curricular athletics - soccer, volleyball, cross country, girls and boys basketball, wrestling and track. Students should listen to the daily announcements to learn the dates of seasons and practices. Intramural athletics are for 7th and 8th grade students only.

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 content and condition of their lockers. Students are responsible for the cost of locks if they are lost, stolen or damaged. The replacement cost is approximately $5.00. Students are also responsible for any damage to the locker itself (for example, physical damage or use of tape, magic markers, etc., on or inside the locker). The locker and lock are the property of the school district. Lockers are accessible to staff and may be opened for inspection at any time. 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.

Locker Buddies

Locker Buddies is a school-wide program intended to make connections with our students and serve as a start of the day building triage. Building lockers are grouped into clusters of 10-15. Staff members are assigned a cluster of lockers. The students in those lockers and the adult are called Locker Buddies. Adults check in with each Locker Buddy every morning.

Lunch

School Nutrition Accountability Program Students may participate in the Lincoln Public Schools lunch program by using their 5 digit PIN numbers.

Money placed in the student’s account may be used in one of 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.

Money may be deposited into student's accounts through online payment system, which
accepts credit, debit and electronic checks. The link is located in the left column of LPS.org home page. Students may bring cash or checks to school to be deposited into meal accounts during the school day.

### PLEASE NOTE NEW LUNCH PRICES FOR 2019-2020

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Middle School Lunch</th>
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<tbody>
<tr>
<td>Student Full Priced Secondary</td>
<td>1.50</td>
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<tr>
<td>Reduced</td>
<td>.30</td>
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<tr>
<td>Adult/Non-Student</td>
<td>2.10</td>
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<td>Second Breakfast</td>
<td>2.10</td>
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<tr>
<td></td>
<td>Paid</td>
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<td>Reduced</td>
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### Messages for Students from Parents

Telephone or other messages from parents will be relayed to students in cases of emergencies. The office staff is directed not to interrupt classrooms to call students with non-emergency messages from parents. Non-emergency student messages, or articles, will be delivered during 7th periods. Please make after school transportation arrangements with your student prior to their arriving at school for the day. Especially on days that are forecast for storms, the office may receive 50-100 phone calls beginning at 2:00 p.m. for 3:00 p.m. dismissal.

### Office

The Culler Middle School office is open from 7:30 a.m.-4:00 p.m. The office staff is available to answer questions and assist students and parents throughout the day.

### Passes

Students must have passes when they are out of class during class time. Students will be asked to return to class if they do not have a pass. Passes to enter the building before 7:53 a.m. must be obtained from the teacher the day before. Each student is provided with a planner. Every student must have their planner at all times when they are not in the classroom. Staff members will remind them to retrieve their planner when they are not carrying it. The only time students do not need a planner is at lunch and recess.

### Planner Use and Guidelines

The expectation is that all students will have and use their school-issued planner every period, every day.

### School Website

The Culler school website provides important information for families at Culler:

- Calendar of events
- Staff email and contact information
- Synergy access
- The latest news and updates about Culler

You may access the website at: http://wp.lps.org/Culler
District Dress Code Guidelines
For this information, please see the Important Information Booklet or Middle School Common Practices at lps.org

Tardies
Students are expected to be on time for all classes and school activities. Students with tardy problems will be subject to disciplinary action. If a student is tardy to school/class one time during a month, a message is sent home to the parent.

Telephone
To use the phone at noon, students must have a pass from a lunch supervisor or administrator. Students are permitted to use the office phones ONLY for emergencies and not for routine contacts. Students may use phones in classrooms with permission of the teacher.

Visitors
All staff and visitors in the building must check in with the Secure Entrance Monitor and wear name badges. Visitors will use the main front entrance to the building. This is the only entrance open during the school day. This entrance is handicapped accessible.

Weather and School Closings
The decision to close schools due to extreme weather is normally made before 6:00 a.m. Local radio and television stations are notified. Generally, school will not be dismissed once it is in session. 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 parents.

Students will not be dismissed from school during a tornado warning to leave with parents. This is a district recommendation to ensure the safety of students, parents, and staff.
Culler Middle School 2018-2019 Staff Listing

Administration
Michaela Hahn – Principal ............................................................ mhahn@lps.org
John Gloe – Associate Principal ...................................................... jgloe@lps.org
Sharilyn Bullock – Special Education Coordinator ......................... sbullock@lps.org
Emily Beck – Instructional Coordinator ......................................... ebeck@lps.org
David Macek – Instructional Coordinator ...................................... dmacek@lps.org

Counselors
Sherri Robinson – 7th Grade Counselor ........................................ srobins@lps.org
Logan Waite – 6th Grade Counselor ............................................... lwait@lps.org
Margaret Pass – 8th Grade Counselor ............................................. mpass@lps.org
Culler Middle School
CLC
Student Pick Up Directions

Parking Lot 2

6th Grade Entrance
7th Grade Entrance
CLC Entrance
8th Grade Entrance

VINE STREET

N  S  E  W