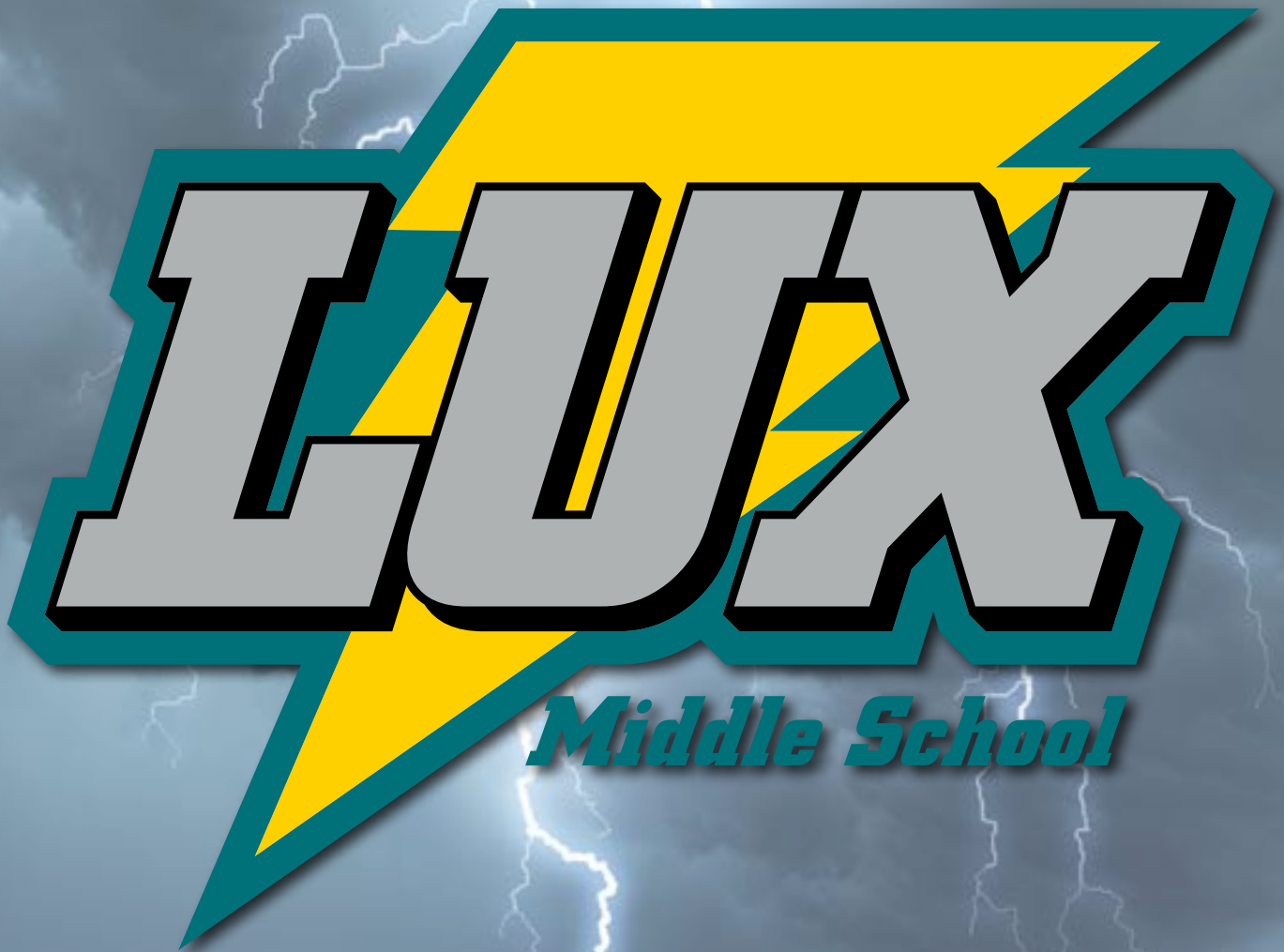
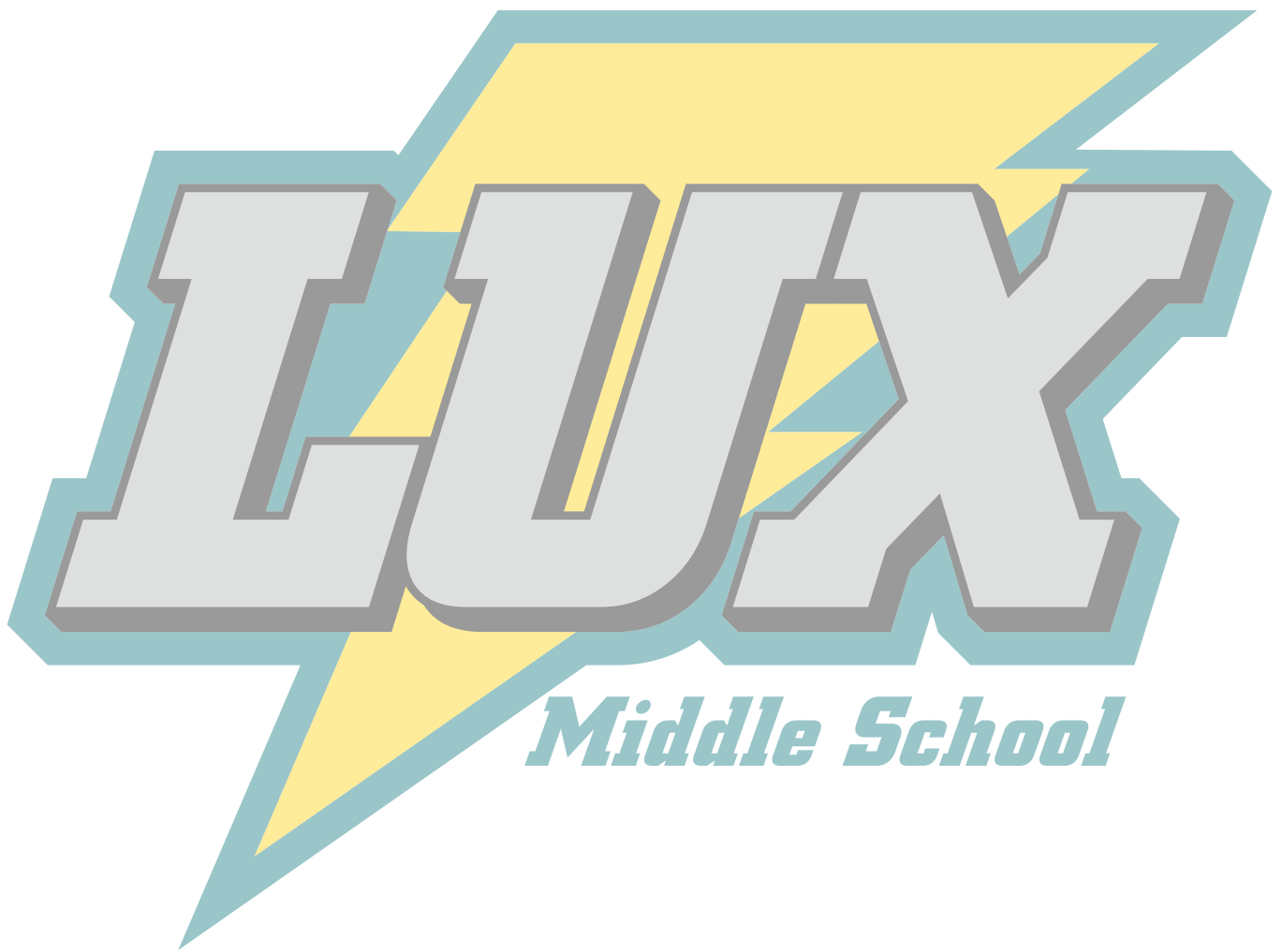


John Lux Middle School  
**2019-2020 Student & Parent Handbook**



**Lifelong Learning | United Vision | Excellence in Academics**

**7800 High Street • Lincoln, NE 68506 • (402) 436-1220**



# 2019-2020 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Amended 1/19

2019							2020								
<b>JULY</b>							<b>JANUARY</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5	6				1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11		
14	15	16	17	18	19	20	12	13	14	15	16	17	18		
21	22	23	24	25	26	27	19	20	21	22	23	24	25		
28	29	30	31				26	27	28	29	30	31			
<b>AUGUST</b>							<b>FEBRUARY</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8		
11	12	13	14	15	16	17	9	10	11	12	13	14	15		
18	19	20	21	22	23	24	16	17	18	19	20	21	22		
25	26	27	28	29	30	31	23	24	25	26	27	28	29		
<b>SEPTEMBER</b>							<b>MARCH</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7	1	2	3	4	5	6	7		
8	9	10	11	12	13	14	8	9	10	11	12	13	14		
15	16	17	18	19	20	21	15	16	17	18	19	20	21		
22	23	24	25	26	27	28	22	23	24	25	26	27	28		
29	30						29	30	31						
<b>OCTOBER</b>							<b>APRIL</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4	5				1	2	3	4	
6	7	8	9	10	11	12	5	6	7	8	9	10	11		
13	14	15	16	17	18	19	12	13	14	15	16	17	18		
20	21	22	23	24	25	26	19	20	21	22	23	24	25		
27	28	29	30	31			26	27	28	29	30				
<b>NOVEMBER</b>							<b>MAY</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1	2							1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	24	25	26	27	28	29	30		
<b>DECEMBER</b>							<b>JUNE</b>								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
1	2	3	4	5	6	7				1	2	3	4	5	6
8	9	10	11	12	13	14	7	8	9	10	11	12	13		
15	16	17	18	19	20	21	14	15	16	17	18	19	20		
22	23	24	25	26	27	28	21	22	23	24	25	26	27		
29	30	31					28	29	30						

- 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

**Thursday, May 21, 2020**  
Bryan Community Focus Program (at TBA)

**Sunday, May 24, 2020**  
PBA: LNE/EHS/LSE | Devaney: LSW/LNS/LHS

**LUX MIDDLE SCHOOL**  
Home of the Lightning



**Lux Mission Statement:**

Use best practices with instruction to improve student achievement.

**Lux Vision Statement:**

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

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

## BE RESPECTFUL

- ⚡ *We show kindness.*
- ⚡ *We greet people with eye contact.*
- ⚡ *We stay engaged and on task and allow others to learn.*
- ⚡ *We use appropriate voice levels.*
- ⚡ *We follow adult direction.*
- ⚡ *We use kind words and actions.*



## BE RESPONSIBLE

- ⚡ *We give our best effort.*
- ⚡ *We get places on time and get work done.*
- ⚡ *We make up work when we are gone.*
- ⚡ *We always bring needed materials.*
- ⚡ *We have our homework completed and with us.*
- ⚡ *We make adequate progress on incomplete/missing homework.*
- ⚡ *We stay on task.*

## BE SAFE

- ⚡ *We report to an adult when we feel like someone is hurting or in trouble.*
- ⚡ *We keep hands and feet to ourselves.*
- ⚡ *We use materials appropriately.*
- ⚡ *We respect others' space and belongings.*
- ⚡ *We walk at all times.*

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

Classroom



## **Welcome to John Lux Middle School!**

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

Sincerely,  
Duane Dohmen  
Principal



## **INTENT OF HANDBOOK**

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing, covering every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

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



## ARRIVAL PROCEDURES

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

## BELL SCHEDULES

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

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

7th & 8th Grade Regular Schedules		6th Grade Regular Schedule	
First Bell	7:50	First Bell	7:50
1st Period	8:00-8:51	1st Period	8:00-8:51
2nd Period	8:55-9:46	2nd Period	8:55-9:46
3rd Period	9:50-10:41	3rd Period	9:50-10:55
4th Period	10:45-11:36	4th Period	10:59-12:04
5th Period	11:40-1:06	1st Lunch	11:36-12:06
1st Lunch	11:36-12:06	2nd Lunch	11:51-12:21
2nd Lunch	11:51-12:21	3rd Lunch	12:06-12:36
3rd Lunch	12:06-12:36	4th Lunch	12:36-1:06
4th Lunch	12:36-1:06	6th Period	12:40-1:47
6th Period	1:10-2:01	7th Period	1:51-3:00
7th Period	2:05-3:00	Last Bell	3:20
Last Bell	3:05		



7th & 8th Grade PLC Schedules		6th Grade PLC Schedule	
First Bell	7:50	First Bell	7:50
Team Time	8:00-8:30	Team Time	8:00-8:30
1st Period	8:34-9:06	1st Period	8:34-9:06
2nd Period	9:10-9:42	2nd Period	9:10-9:42
3rd Period	9:46-10:18	3rd Period	9:46-10:31
4th Period	10:22-10:54	4th Period	10:35-11:19
6th Period	10:58-11:30	5th Period	11:23-11:58
5th Period	11:34-1:00	1st Lunch	11:30-12:00
1st Lunch	11:30-12:00	2nd Lunch	11:45-12:15
2nd Lunch	11:45-12:15	3rd Lunch	12:00-12:30
3rd Lunch	12:00-12:30	4th Lunch	12:30-1:00
4th Lunch	12:30-1:00	6th Period	12:34-12:45
7th Period	1:04-1:40	7th Period	12:49-1:40
Last Bell	2:00	Last Bell	2:00

7th & 8th Grade Drill Schedules		6th Grade Drill Schedule	
First Bell	7:50	First Bell	7:50
1st Period	8:00-8:48	1st Period	8:00-8:48
2nd Period	8:52-9:39	2nd Period	8:52-9:39
3rd Period	9:43-10:30	3rd Period	9:43-10:30
Drill Period	10:34-10:54	Drill Period	10:34-10:54
4th Period	10:58-11:45	3rd Period	10:58-11:11
5th Period	11:45-1:15	4th Period	11:15-12:15
1st Lunch	11:45-12:15	1st Lunch	11:45-12:15
2nd Lunch	12:00-12:30	2nd Lunch	12:00-12:30
3rd Lunch	12:15-12:45	3rd Lunch	12:15-12:45
4th Lunch	12:45-1:15	4th Lunch	12:45-1:15
6th Period	1:19-2:06	6th Period	12:50-1:54
7th Period	2:10-3:00	7th Period	1:58-3:00
Last Bell	3:20	Last Bell	3:20

## DISMISSAL PROCEDURES

Class is dismissed at 3:00 p.m. except for the first few days of school & PLC days. 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, please contact the school office at (402) 436-1220.

- Students riding Star Tran home should exit through the east doors (Door #22) by the bus loop. Staff will supervise until the buses depart at approximately 3:10 p.m.
- All other 6th graders will be dismissed by the south gym doors and will be supervised by designated staff until 3:20 p.m.
- All other 7th and 8th graders will be dismissed through the main entrance doors and will be supervised by designated staff outside until 3:20 p.m.
- Students should be picked up by 3:20 p.m. unless they are involved in a supervised, sanctioned after-school activity.
- Students needing to re-enter the building should report to the office via the main entrance, Door #1.

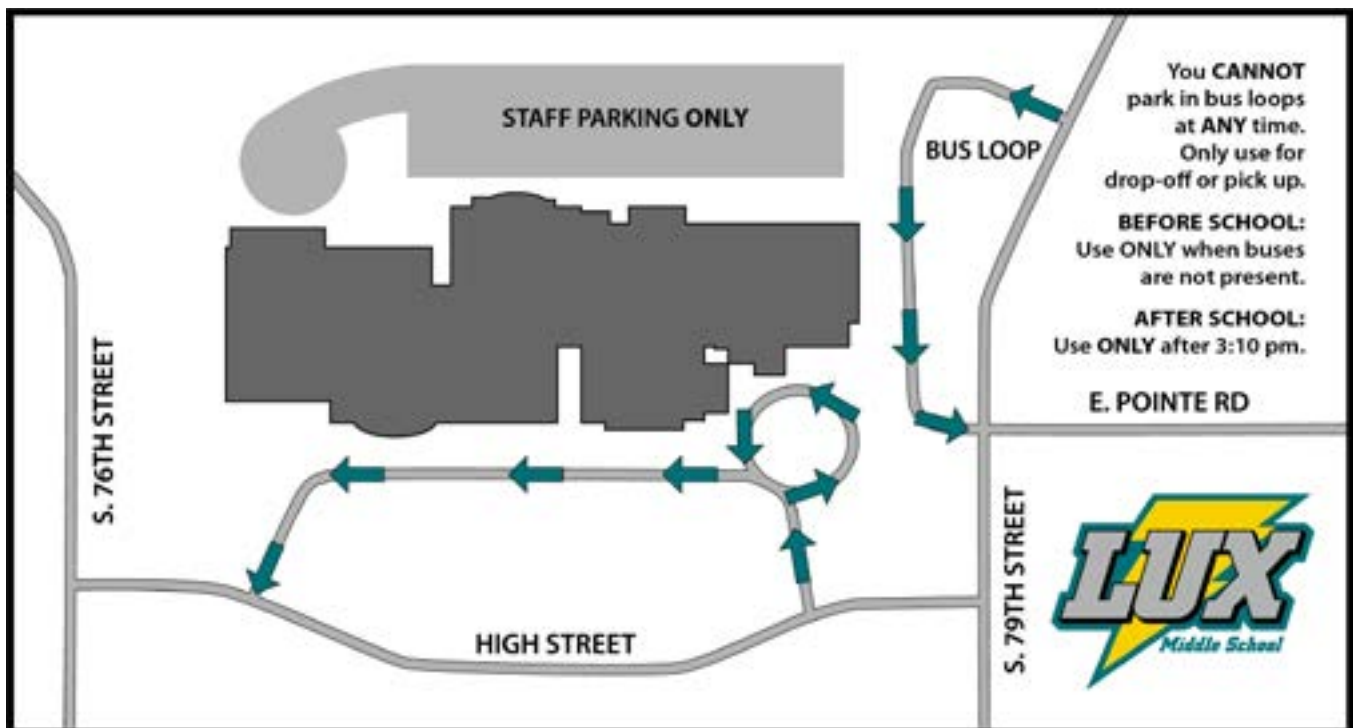
Any students still at Lux after 3:20 p.m. will be directed inside to the chairs by the secured entrance (Door #1) to wait for rides. If you cannot pick up your student by 4:00 p.m., please make arrangements for other transportation or **consider the after-school YMCA program available for students who remain after 3:20 p.m.** Please contact the office for information.

## PLC DAYS

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

- |                |               |               |
|----------------|---------------|---------------|
| • August 27    | • November 26 | • February 25 |
| • September 24 | • December 17 | • March 31    |
| • October 29   | • January 28  | • April 28    |

## TRAFFIC MAP



## TRANSPORTATION

Some Lux students have the option of riding the Star Tran city bus. Student bus passes can be purchased in the school office for the current Star Tran price, or students who possess a smart phone may opt to purchase tickets through the Token Transit app.

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

## VISITING LUX MIDDLE SCHOOL

All visitors, including LPS employees, must check in with the Secured Entrance Monitor (SEM). Visitors will use the southeast entrance, adjacent to the flag pole (Door #1). This is the only entrance accessible during the school day. This entrance is handicapped accessible. ALL staff and visitors in the building must wear I.D. badges. Parking is available along the length of the south driveway. Parents or guardians are encouraged to call 402-436-1220 to arrange an appointment if they wish to visit with a staff member, administrator or counselor. Staff may also be contacted via e-mail. E-mail addresses may be found at [www.lps.org](http://www.lps.org). Please remember that most staff members are working with students throughout the day and may not be immediately available. Visitor parking is located on the south side of the building. There are usually spots available any time of the school day. Please do not park in fire lanes or the bus cutout adjacent to Door #22 (east door).

## ABSENCES

Students are expected to attend school daily. If students will be absent, parents are asked to call the office each day at 402-436-1220 or use ParentVUE (under the Attendance tab) to report the absence. All student absences need to be reported to the office. If no call or ParentVUE notification is received, the school will call to confirm the absence. If the office is unable to contact a parent/guardian, students will be marked truant until a parent/guardian confirms knowledge of a student's whereabouts. Students arriving after 8:00 a.m. need a note or phone call from a parent to be excused, otherwise they will be counted tardy or truant, depending on specific circumstances, and may be subject to disciplinary actions.

Students who accumulate five absences which are not School Excused, will receive notification from the school. If school administration becomes concerned with continued, excessive absences, parents will be contacted to address the barriers to attendance, develop a collaborative plan to reduce those barriers and improve regular attendance. If absences that are Not School Excused continue, one or more meetings will be held between the school (a school attendance officer, a school administrator or designee, and/or a school social worker) to develop a collaborative plan to reduce barriers to attendance. **After 20 days of absences the school may, at their discretion, refer students to the County Attorney.**

For detailed information on the Attendance Process, Collaborative Meetings and the Law, please click on the following links:

[Attendance Process & Collaborative Meetings](#)  
[Attendance & the Law](#)

The school records several different codes for absences:

- **IL — Ill:** Parent/Guardian calls a student in ill.
- **PA — Parent Approved:** Parent/Guardian calls a student in absent for another reason - medical appointment, family activity, sports, etc.
- **MD — Medical Excuse:** This code is NOT, in general, used for students who are home ill or for medical

appointments. MD is used **only with documentation from a medical provider** that says the student is too ill to be in school, or has had surgery or, in certain cases, suffers a chronic medical condition.

- **SE — School Excused:** Student is absent for a field trip, other school function or funeral (students can receive one day SE-coded absence for a funeral, any additional days are PA - these must be reported by Parent/Guardian).
- **TD — Tardy:** Student is late to school in the morning, or class throughout the day.
- **TR — Truant:** Student is absent from school without notification from a Parent/Guardian.

While the above codes appear on the school's attendance records, ParentVUE only shows the following:

- **Unexcused** — IL, PA
- **Excused** — SE or MD
- **Tardy** — TD
- **Truant** — TR

The difference between Unexcused & Excused absences (even though both are called in by parent/guardians) is that Unexcused absences count toward the student's absence record and Excused absences do not. So, when you see an Unexcused absence on ParentVUE, it means the office knows the student is absent with parent/guardian knowledge. If the office does not know a student's whereabouts, ParentVUE will show the TR (Truant) code.

**Absences may be reported 24 hours a day, seven days a week on the ParentVUE Attendance tab or by calling (402) 436-1220. After-hours callers should leave a message on voice mail.**

## **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.

## **HOMEWORK REQUESTS**

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

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

## **WEATHER AND SCHOOL CLOSINGS**

In extreme weather, the district will usually make the decision to close schools before 6:00 a.m. Parents will be notified using phone numbers marked "contact" in their student's records. (Please ensure schools are kept up-to-date on current phone numbers.) Cancellations also will be posted on the LPS website and relayed by local TV and radio stations. Generally, school will not be dismissed once it is in session, however parents may come to the school to pick up children at any time during the day. **The ultimate decision as to whether a child attends school rests with the parent.**

During other types of severe weather, please know we will do our best to keep your child safe. This means:

- If emergency sirens sound for a tornado warning, students will be sent to designated shelters and **kept in place until the warning expires - even through dismissal time, if necessary.**
- According to the LPS Important Information Booklet, 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.

## **HEALTH OFFICE**

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

In case of emergency, can we reach you by telephone? Please be sure the school has your current 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 402-436-1655.

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 16th 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 7th grade.

### **Hepatitis B Minimum Intervals:**

1. 28 days minimum between dose #1 and #2
2. 112 days minimum between dose #1 and #3
3. 56 days minimum between dose #2 and #3
4. 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 (402) 436-1655 or contact the school nurse at the school of enrollment.

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. Depending on the circumstances, an alternative plan to physical education class may be made. Please contact the Health Office or your student's PE teacher for questions or concerns.

## **FOOD ALLERGIES**

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 which may or may not result in anaphylaxis, would require a doctor's note to be treated at school.
2. Food intolerance or dietary restriction: 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.

## **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." Students may sit where they wish in the cafeteria, but we ask that only eight people sit at a table and students change tables only once. Students who misbehave in the cafeteria may receive assigned seats. After lunch, students are permitted to be in designated areas outside (weather permitting) or in the gyms until the next class. Activity areas are supervised by the staff. Students 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 welcome 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, or join us for lunch, but we ask that the office be notified in advance. Friends of that student are not allowed to accompany the student regardless if permission has been given by their parents. 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 and LPS lunch guidelines. Additionally, students are not allowed to purchase cafeteria meals or other food items for other stu-

dents. Students must pay for their own food.

Breakfast is served daily at Lux from 7:30 a.m. to 7:50 a.m.

### **Lunch**

Money for lunch can be handled in two ways:

- Send cash or check with students. Checks should be written to Lux Middle School and the student's name & "lunch" should be written on the memo line.
- You can set up an online account at [MySchoolBucks](#) to pay for lunches via credit card. MySchoolBucks is also where you may request notification of low balances.

Students will always be provided with a lunch, regardless of lunch account balance, but students with a zero-balance will not be able to purchase any "extras" like ice cream. Parent/Guardians will be responsible for any charges to their student's account.

If you have any special dietary or other concerns, please feel free to call the cafeteria manager at (402) 436-1220 option 5 or the Director of Nutrition Services at (402) 436-1742 with questions or concerns.

### **MEDIA CENTER**

Media Center hours are 7:50 a.m. to 3:30 p.m. The Media Center is open after school, except for PLC and other special events (posted in student /parent announcements), to enable students to look for materials and select books. Students may check out books for a two-week period and are responsible for any books they check out. Yearbooks will be held until all books are returned or the replacement cost is paid.

### **FINES**

Students are responsible for any missing, damaged and/or misused library items, locks, classroom materials, Chromebooks and other school items. Yearbooks may be held until all fines are paid in full.

### **COMPUTER USE GUIDELINES**

Please see page 34 of the LPS Important Information Booklet for the Computing Device Responsible Use Agreement: <https://www.lps.org/parents/>

### **TELEPHONE**

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

### **CELL PHONES AND ELECTRONIC DEVICES**

In general, if a student must bring a cell phone with them to school, it is to be turned off and secured in their locker during the entire day, 7:50 a.m. until 3:00 p.m. Students may use their cell phones during the day ONLY with special permission from a teacher or administrator. Students are not to carry a cell phone with them during the day.

Students who are seen using a cell phone during the school day (without specific permission) will have their phone collected by a staff member and brought to the main office. Students can pick them up in the office after school. If a phone causes a disruption a second time, students will be required to pick up the cell phone from an administrator. If there are continuous disruptions the parent/guardian will be contacted by an administrator. Lux Middle School and Lincoln Public Schools are not responsible if these items are lost, stolen or damaged.



## **MESSAGES AND ITEMS DROPPED OFF**

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

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

## **PASSES**

Students need to have passes when they are out of class during class time. Passes to enter the classroom pods before 7:50 a.m. must be obtained from the office prior to going to class.

## **LOCKER SECURITY**

Theft from lockers is always a possibility. Most thefts happen when lockers are left unlocked. Please encourage students to lock lockers and not give out locker combination.

## **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). Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school.

## **LOST AND FOUND**

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

## **INTRAMURALS**

LPS middle schools offer a full-year of after-school intramurals for 7th and 8th grade students including Cross Country, Soccer, Girls Volleyball, Basketball, Wrestling and Track. Students should listen to daily announcements for the dates of seasons, practices and sign-up responsibilities. All students are expected to follow assigned guidelines for conduct and academics for participation.

### **Good sportsmanship is the expectation of all Lux Middle School athletes at all times.**

- As a student/athlete, the school work comes before the athletics. Students involved in intramurals are expected to maintain their academic work and take care of their classroom responsibilities first.
- All athletes are expected to abide by LPSDO student rules as outlined in the Responsibilities of Students Code. This includes filling out and returning the Lux and LPSDO athlete participation forms as requested.
- Unsportsmanlike conduct at practices, games, toward teammates, referees, coaches or other teams may result in removal from practices, competitions, loss of participation for the season or loss of eligibility for the remainder of the year.

- Students should come to practice to learn skills and have fun.
- Students should notify their coach or athletic director if they cannot attend a practice.
- Students should report to practice by 3:05 p.m. and be dressed for practice by 3:10 p.m.
- Students should have a pass from a teacher if they are going to be late for practice.
- Students should plan to walk home or have their ride pick them up by 4:45 p.m. at the gym entrances. Students must leave the campus when practice is over.
- Students who are suspended out of school may not participate in intramurals or other activities while they are on suspension. Students on out-of-school suspension on Friday may not participate in Saturday activities.
- Students on in-school supervision can participate in intramural activities after they have returned to their classes.
- Students will use Lux intramural jerseys during competitions. These must be returned to the Lux intramural program. Jerseys that are lost or not returned will be replaced by the student at their cost. Yearbooks will be held until jerseys are returned or the replacement cost has been paid.
- Students should bring everything they need to practice. Students will not be able to enter the main part of the building or have access to their main lockers after 3:30 p.m. Students should use the locker rooms and fitness room area to store their belongings during practice.
- Practice is for athletes only. Friends and family members may not observe practice. Parents should wait in their cars for their students. Parents waiting to walk home with students after practice should wait by the west gym doors. Other LPS students cannot wait on campus for students while they are practicing.
- There is no transportation provided to intramural events by LPS.
- Intramural athletic events are held on Saturday mornings at various middle schools and high schools in Lincoln.

## **EVACUATION, SHELTER, AND OTHER BUILDING SAFETY DRILLS**

The school has a plan to provide for the safety of each student in the event of a fire, tornado, or other emergency situations. Drills are held during the year to insure speed and efficiency in getting students to their assigned places of safety. Staff and students review & practice procedures for Evacuate, Shelter, Lockdown, Lockout and Hold situations throughout the year. In the event the sirens should sound for a tornado warning, students will be sent to designated shelters. Parents should NOT attempt to come to school. School officials are NOT permitted to release students from school buildings during a tornado warning.

## **HOMEWORK & GRADES**

Students are expected to do homework each evening. This may include practice assignments, projects, lesson review, or test preparation. Effective homework requires the cooperation of teacher, student, and parent. All three are needed to have a positive impact on the student's learning. Please use planner pages to organize homework assignments. Homework is one of the best ways to be prepared to do well on the assessments administered that will determine the academic performance grade. Some Academic Connection classes will be graded Commendable, Satisfactory, or Needs Improvement.

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.

## **REPORTING TO PARENTS**

In LPS, our goal is to effectively and consistently communicate academic progress with students and par-

ents/guardians. In order to meet this goal, LPS developed these guidelines for calculating, entering, and communicating grades. These guidelines are meant to help students and parents/guardians interpret student grades in useful ways.

Teachers, school administrators, and district curriculum specialists work together to determine how to grade and communicate students' learning. This document describes grading practices that are common (standardized) across instruction in secondary schools.

Curriculum specialists and others may provide more specific advice for teachers in other documents (i.e., curriculum specialists provide grading templates for teachers in each curriculum area via Synergy gradebook). Ultimately, teachers design classroom assessment systems to do two things:

- Emphasize the importance of practice and using feedback (formative assessment processes), and
- Provide grades that clearly communicate student achievement on LPS content/skill standards (summative assessment processes).

Teachers work to ensure that grades clearly communicate academic achievement and minimize the impact of other factors, such as student behavior/compliance. The goal of this document is to describe grading practices that are consistent across all classrooms. More detailed information about grading practices can be found on individual teacher's class websites in ParentVue.

Summative assessments and assignments (calculated as 80% of the overall grade) are used to evaluate student learning (assessments OF learning), skill acquisition, and academic achievement at the conclusion of a defined instructional period. Typical examples of summative assessment processes are unit tests/exams, projects, papers, and other examples of student work showing the current level of knowledge/skills.

Formative assessments and assignments (calculated as 20% of the overall grade) provide ongoing and timely feedback that instructors can use to modify their teaching and students can use to improve their learning (assessments FOR learning). Typically, teachers use student responses on these practice opportunities to determine what needs to be clarified or re-taught and/or students use feedback from the practice opportunity to try again (student practice). Typical examples of formative assessment processes are entry/exit tickets, discussions, individual practice, drafts of papers, additional practice items done at home or in class, short quizzes, and other processes that help students show their learning in anticipation of summative assessment events.

## GRADING CODES AND MEANINGS

- **EX — Exclude:** Excused. Used to indicate an assignment is excused and does not need to be completed. It has no effect on the grade.
- **M — Missing:** Used to indicate an assignment is missing. It calculates as a ZERO until the assignment is turned in and graded.
- **INC — Incomplete:** Used to indicate an assignment is not complete enough to score. It does not affect the grade unless the teacher enters the INC with a score. The code should be removed once the assignment is revised, and then a new grade should be entered.
- **Grade [space] L — Late Assignment:** Used to communicate timeliness/work habits. The grade is included in the overall average.
- **R — Retought:** Used to indicate that an assignment was regraded after re-teaching or re-assessing.
- **Blank — Not Yet Graded:** Used to indicate that an assignment/assessment still needs to be graded.
- **AB — Absent:** Used to indicate that a student was absent while this work was completed. It calculates as a zero, but it can still be turned in for credit. It is included in missing marks/ reports.

- **0 (Zero) — No credit:** Used to indicate that the student received a grade of zero/no credit. Teachers use this code carefully (and infrequently) because a grade of zero can significantly lower an overall average and misrepresent student achievement. Instead of a zero, teachers more often use the “M” code for work that hasn’t been turned in or “INC” for work that isn’t ready to be scored yet. Teachers may have to change a grade to a zero if student work is so late that it is no longer practical or useful for students to submit it for credit. Note: Some teachers may choose to use an alternate number for “zero” (such as 50%).

## **SYNERGY PARENTVUE**

Lux Middle School and Lincoln Public Schools use Synergy ParentVUE & StudentVUE to provide access to student assignments, attendance and grades in all classes. If you have more than one student in LPS, you will be able to access all of them via ParentVUE. Individual students will use StudentVUE to access their own information. If you do not have access to your ParentVUE account, please contact the Lux office.

## **HIGH SCHOOL CREDIT NOTE FOR 8TH GRADE STUDENTS**

Students enrolled in French I, Spanish I, Chinese I, Geometry & Math Course 3D (Algebra), will receive high school credit upon the successful completion of the course. These classes/grades will appear on the high school transcript and will be figured into the student’s cumulative grade point average. In these classes, 80% of the student’s grade will be based on summative evaluations. Homework will comprise the remaining 20%. Students may take these classes on a “pass-fail” basis. Students wishing to take a class on a pass-fail basis will need to complete the appropriate form and have it signed by a parent or guardian. The completed form must be returned to the counselor by 3:00 p.m. on the last day of the 11th week of the semester. After that date, students may not change their method of course evaluation.

## **SCHOOL VISITATION**

Parents are invited to visit school and need not wait for a special invitation. However, please arrange with teachers prior to the visitation. In the interest of students and staff, we recommend that visits to the classroom not be made during the first two weeks or the last two weeks of school. All visitors to the building are required to enter through Door #1 found at the southeast corner of the building. Visitors will report to the Secured Entrance Monitor (SEM) in order to receive a building pass. Visitors will then be allowed to enter the building. Visitors should also leave through Door #1 and return their building pass to the SEM.

## **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.

## **SCHEDULE CHANGES**

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

### **Reasons that schedule changes will be made:**

- Having the same class appear twice on a schedule.

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

**Reasons that schedule changes will NOT be made:**

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

**SCHOOL COMMUNITY INTERVENTION PROGRAM (SCIP)**

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 APPEARANCE POLICY**

- 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. 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.
- Clothing or apparel that is gang related.
- Clothing or apparel that promotes beer, alcohol, tobacco, or drugs.
- Clothing or apparel that could be used as a weapon.
- Baseball hats, caps, visors, etc. are not allowed in and cannot be carried around the building. Students may wear hoodies but must keep the hood off their heads. Considerations will be made for students who wear special clothing as required by religious beliefs.
- 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.
- Shorts must have at least a 3" inseam.
- All tops must have straps, and straps must be at least 2" in width.
- All tops must meet the top of the pants.
- No sagging pants.

If students are not following expectations, they may be asked to wear another clothing item from their PE locker or school collection or be asked to call home for a change of clothing.

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. Students should not mark on themselves or others with pens or markers. Students are not allowed to bring permanent markers to school. Acceptable clothing is determined at the discretion of the Lux Middle School administration. Please reference the full LPS middle school dress code policy by going to [lps.org](http://lps.org), "About" tab and clicking on the Important Information Booklet section from the drop-down menu. The policy can be found on the Middle School Common Practices PDF in the middle of the page.

## STUDENT CONDUCT IN HALLWAYS

Hallways and grade level commons are frequently crowded, and general courtesy is expected and necessary. 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 in 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. Please review the Lux expectations below.

## LINCOLN PUBLIC SCHOOLS RESPONSIBILITIES OF STUDENTS

AT LUX WE KNOW IT'S IMPORTANT TO....

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
	We...	We...	We...
<b>Everywhere</b>	<ul style="list-style-type: none"> <li>follow every adult direction.</li> <li>show kindness.</li> <li>greet people with eye contact.</li> </ul>	<ul style="list-style-type: none"> <li>give our best effort.</li> <li>get places on time and get work done.</li> <li>make up work when we are gone.</li> </ul>	<ul style="list-style-type: none"> <li>report to an adult when we feel like someone is hurting or in trouble, or if we feel like we are being bullied.</li> <li>keep hands and feet to ourselves.</li> </ul>
<b>In the Classroom</b>	<ul style="list-style-type: none"> <li>stay engaged and on task, and allow others to learn.</li> <li>use appropriate voice levels.</li> <li>use appropriate language.</li> <li>follow adult directions.</li> <li>use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>have needed materials.</li> <li>have completed homework.</li> <li>will make adequate progress on incomplete/ missing work.</li> <li>arrive on time.</li> <li>stay on task.</li> </ul>	<ul style="list-style-type: none"> <li>keep hands, feet and objects to ourselves..</li> <li>use materials appropriately.</li> <li>respect others' space and belongings.</li> <li>walk at all times.</li> </ul>
<b>In the Locker Banks</b>	<ul style="list-style-type: none"> <li>help others get to their locker by getting our things and clearing out of the locker area promptly.</li> <li>ask friends who are waiting for us to wait outside the locker banks.</li> <li>use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>gather everything needed for the next class promptly.</li> <li>keep cell phones/electronic devices inside our lockers turned off.</li> </ul>	<ul style="list-style-type: none"> <li>lock our lockers and keep our combinations to ourselves.</li> <li>put our materials in our lockers and lock them before leaving the area.</li> <li>keep hands, feet, and other objects to ourselves.</li> </ul>
<b>In the Gym</b>	<ul style="list-style-type: none"> <li>are team players and include everyone</li> <li>encourage others.</li> <li>play fairly.</li> <li>solve problems peacefully and ask adults when help is needed.</li> </ul>	<ul style="list-style-type: none"> <li>show good sportsmanship.</li> <li>return equipment to the designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>will go to directed designated areas.</li> <li>follow directions.</li> <li>leave food, drink and gums outside of gym</li> </ul>
<b>In the Bathroom and Locker Room</b>	<ul style="list-style-type: none"> <li>give people their privacy.</li> <li>use kind words &amp; actions.</li> <li>keep floors &amp; walls clean.</li> <li>wash our hands!!</li> </ul>	<ul style="list-style-type: none"> <li>flush toilets after use.</li> <li>report problems to an adult as soon as possible.</li> <li>use a bathroom pass and return promptly.</li> <li>wash our hands!!</li> </ul>	<ul style="list-style-type: none"> <li>keep water in the sink.</li> <li>keep our feet on the floor.</li> <li>wash our hands!!</li> </ul>
<b>In the Lunchroom</b>	<ul style="list-style-type: none"> <li>line up, and respect other people by not cutting in line.</li> <li>allow anyone to sit at our table or next to us.</li> <li>invite others who are sitting alone to join our table.</li> <li>use quiet voices and follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>let an adult help you get materials to clean up messes and spills.</li> <li>only change seats one time during the lunch period.</li> <li>use utensils correctly</li> <li>only have 8 students per table.</li> <li>make sure our table is clean before leaving.</li> </ul>	<ul style="list-style-type: none"> <li>keep food on trays and to ourselves.</li> <li>stay in our seats, and face our table.</li> <li>walk at all times.</li> <li>keep hands, feet, and other objects to ourselves.</li> </ul>
<b>On the Playground</b>	<ul style="list-style-type: none"> <li>play fairly.</li> <li>include everyone.</li> <li>share equipment.</li> <li>use appropriate language.</li> <li>solve problems peacefully and ask adults when help is needed.</li> </ul>	<ul style="list-style-type: none"> <li>use the bathroom sign out sheet when leaving the lunchroom area.</li> <li>stay in designated areas.</li> <li>stay outside for recess unless permission has been given to come back inside.</li> </ul>	<ul style="list-style-type: none"> <li>stay in designated areas away from the parking lot or mud.</li> <li>are aware of the activities and games going on around us.</li> <li>keep hands and feet to ourselves.</li> <li>use equipment appropriately.</li> </ul>
<b>In the Hallways</b>	<ul style="list-style-type: none"> <li>use 0 - 1 voice level.</li> <li>WALK on the right side of the hall.</li> <li>use the stairs appropriately, if able.</li> <li>are kind and helpful to other students/teachers.</li> </ul>	<ul style="list-style-type: none"> <li>take care of academic and personal needs between classes</li> <li>are prepared and have all of the things needed for class.</li> <li>manage our time wisely.</li> <li>are in class before the bell rings.</li> </ul>	<ul style="list-style-type: none"> <li>walk at all times.</li> <li>keep hands, feet and objects to self.</li> <li>use kind and positive words.</li> <li>report problems to an adult as soon as possible.</li> </ul>
<b>When using technology</b>	<ul style="list-style-type: none"> <li>stay engaged in learning, listen to directions and follow along</li> <li>use your device only</li> <li>use earbuds when appropriate and permitted</li> <li>use school appropriate language in any posts</li> <li>ask before taking or posting pictures of other people</li> </ul>	<ul style="list-style-type: none"> <li>charge our device and make sure it's ready for the day</li> <li>bring your device to school every day</li> <li>report any problems or needed repairs immediately</li> </ul>	<ul style="list-style-type: none"> <li>keep login information/passwords private</li> <li>visit only appropriate sites and apps</li> <li>keep devices in their cases unless they are in use</li> </ul>

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

### **I. Establishment of Policies, Rules and Regulations**

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

### **II. Areas of Prohibited Student Conduct**

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

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

- A.** Willfully disobeying any reasonable written or oral request of a school staff member, 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.