



# IMPORTANT INFORMATION BOOKLET 2021•2022

Lincoln Public Schools is required by law to provide this Important Information Booklet to parents/guardians of LPS students. By distributing this document we are fulfilling our legal responsibilities for this information.

## QUICK REFERENCE: LPS Main Department Phone Numbers

Athletics and Activities.....	(402) 436-1610	Instruction .....	(402) 436-1626
Business Affairs .....	(402) 436-1635	Library Media Services .....	(402) 436-1628
Communication Services ..	(402) 436-1610	Multicultural Office .....	(402) 436-1605
Community Learning Ctrs. (402)	436-1964	Nutrition Services .....	(402) 436-1747
Community Engagement.. (402)	436-1610	Risk Management.....	(402) 436-1760
Curriculum .....	(402) 436-1808	Special Education .....	(402) 436-1905
Early Childhood .....	(402) 436-1995	Student Services .....	(402) 436-1688
Facility Use.....	(402) 436-1072 x82036	Superintendent's Office ....	(402) 436-1601
Federal Programs .....	(402) 436-1997	Transportation .....	(402) 436-1073
Foundation for LPS .....	(402) 436-1612	Wellness .....	(402) 436-1728
Human Resources.....	(402) 436-1582		



**Lincoln Public Schools**  
LINCOLN, NEBRASKA

**lps.org**  
(402) 436-1000

Contact us at: [lps.org/connect/now/](https://lps.org/connect/now/)  
[facebook.com/lincolnpublicschools](https://facebook.com/lincolnpublicschools)  
[instagram.com/lincolnpublicschools](https://instagram.com/lincolnpublicschools)  
[twitter.com/LPSorg](https://twitter.com/LPSorg)

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**Additional forms that need to be completed for all students are available from school offices or may be sent home on the first day of school.**

## THE IMPORTANT INFORMATION BOOKLET

Throughout this book the term “Parents” refers to both natural or adoptive parents and to legal guardians.

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable School District policies, and state and federal statutes and regulations. The information provided in this book is subject to change without notice. As we saw during the 2020-2021 school year, revisions in plans, procedure and protocols may need to be made for health (e.g., COVID) and other reasons. If you have any questions or concerns, please feel free to call 436-1000 or the individual department phone number listed at the beginning of each section.

# A LETTER TO PARENTS, GUARDIANS AND FAMILIES

## 2021-2022 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 3/19

2021 JULY							2022 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	29
25	26	27	28	29	30	31	30	31					

2021 AUGUST							2022 FEBRUARY						
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	31					29						

2021 SEPTEMBER							2022 MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30		29	30	31				

2021 OCTOBER							2022 APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													

2021 NOVEMBER							2022 MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				

2021 DECEMBER							2022 JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Rev. 6/17/21

- First and last days of class for students
- All schools not in session
- Elementary and middle schools early dismissal (PLC day)
- Elementary school students NOT in attendance (plan days)
- Quarter start dates     Quarter end dates

### GRADUATION DATES

- Thursday, May 19, 2022:** Yankee Hill Education Center
- Thursday, May 19, 2022:** Independence Academy
- Thursday, May 26, 2022:** Bryan Community Focus Program
- Friday, Saturday and Sunday, May 27-29, 2022**
- Fri: East | Sat: LHS, LSE, LNE | Sun: LSW, LNS

**Calendar Options for Families:** The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

**Note:** Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.



Lincoln Public Schools

August 2021

Dear Students, Parents, Guardians, and Families:

Welcome to Lincoln Public Schools. We look forward to having you and your student as a part of our district. While this last year has been challenging for all, we are excited for what 2021-22 will offer your children.

Lincoln Public Schools is the second largest public-school district in Nebraska, renowned for its proud history and long-standing legacy of educational excellence combined with a tradition of family-friendly surroundings.

Your involvement in your child's academic and social experience is essential to this partnership. Together, with a team of dedicated teachers, support staff, and administrators, we offer the community's children a place where they are nurtured, strengthened and educated in a dynamic learning environment that ensures each student reaches their highest levels of academic achievement necessary to be successful in college, careers and as citizens of our global community.

The overarching vision of Lincoln Public Schools is to prepare ALL students to be college, career, and civic-life ready with a goal of 90% on-time graduation. This vision is supported by:

- **Board of Education.** LPS is governed by a board of education that has a strong reputation for commitment and passion to do what is right for students and staff despite financial and political challenges.
- **Strategic Plan.** LPS is data driven through strategic planning, as we focus our decision-making on what is best for ALL kids all of the time.
- **Community Support.** The Lincoln community has the highest of expectations for student success and, in turn, it supports our work through many community partnerships.
- **Student Success.** LPS constantly moves the academic needle for students because here "All means all."

On behalf of all LPS employees and the Lincoln Board of Education, welcome to Lincoln Public Schools.

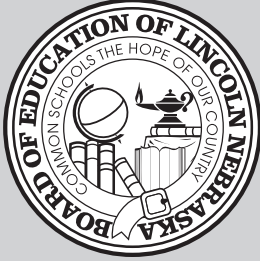
Sincerely,

*Connie Duncan*  
Connie Duncan, President  
Lincoln Board of Education

*Stephen C. Joel*  
Stephen C. Joel, Superintendent  
Lincoln Public Schools



# LPS BOARD OF EDUCATION (402) 436-1601



The Lincoln Board of Education is committed to providing the highest quality education for all students in Lincoln Public Schools. The Board sees the primary mission of the schools to be the development of responsible adults:

- who are productive citizens of a pluralistic community, nation and world;
- who are prepared to learn throughout their lives; and
- who are appreciative of the arts, history and culture.

As the elected governing body of the school district, the Board believes in sharing its decision-making processes with parents, students, staff, and the citizens of Lincoln. Board members are elected by district to four-year terms and serve without pay.

Board meetings are normally held on the second and fourth Tuesday of each month. The meetings begin at 6 p.m. at the District Office, 5905 O Street.

Opinions may be expressed to the Board in writing and will be distributed to Board Members.

Written comments to the Board may be addressed to:

**Lincoln Board of Education  
Lincoln Public Schools  
P.O. Box 82889  
Lincoln, NE 68501**

All board meetings are televised live on LNKTU Education cable channel and streamed live at [lps.org/board](https://lps.org/board). Please check the LPS website or your local cable provider listings for programming and rebroadcasting.

## KATHY DANEK

District #1—Term Expires—May 2025



4261 Knox  
68504

Phone  
(402) 464-8549

Email  
[kathy.danek@lps.org](mailto:kathy.danek@lps.org)

## CONNIE DUNCAN (president)

District #2—Term Expires—May 2023



2975 S. 24th Street  
68502

Phone  
(402) 419-0070

Email  
[connie.duncan@lps.org](mailto:connie.duncan@lps.org)

## BARBARA A. BAIER (ESU president)

District #3—Term Expires—May 2025



727 South 18th Street  
68508

Phone  
(402) 202-1846

Email  
[barb.baier@lps.org](mailto:barb.baier@lps.org)

## ANNIE MUMGAARD (ESU vice president)

District #4—Term Expires—May 2023



1400 N. 37th Street  
68503

Phone  
(402) 325-6301

Email  
[annie.mumgaard@lps.org](mailto:annie.mumgaard@lps.org)

## LANNY BOSWELL

District #5—Term Expires—May 2025



8340 Hollynn Lane  
Apartment 43, 68512

Phone  
(402) 202-7797

Email  
[lanny.boswell@lps.org](mailto:lanny.boswell@lps.org)

## BOB RAUNER

District #6—Term Expires—May 2023



5100 Valley Road  
68510

Phone  
(402) 450-1859

Email  
[bob.rauner@lps.org](mailto:bob.rauner@lps.org)

## DON MAYHEW (vice president)

District #7—Term Expires—May 2025



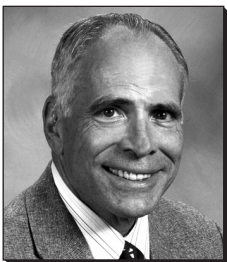
5041 South 30th Street  
68516

Phone  
(402) 730-0370

Email  
[don.mayhew@lps.org](mailto:don.mayhew@lps.org)

## STEPHEN C. JOEL

Superintendent of Schools



P.O. Box 82889  
68501

Business Phone  
(402) 436-1601

Email  
[sjoel@lps.org](mailto:sjoel@lps.org)

## JAMES GESSFORD

Legal Counsel to Board of Education

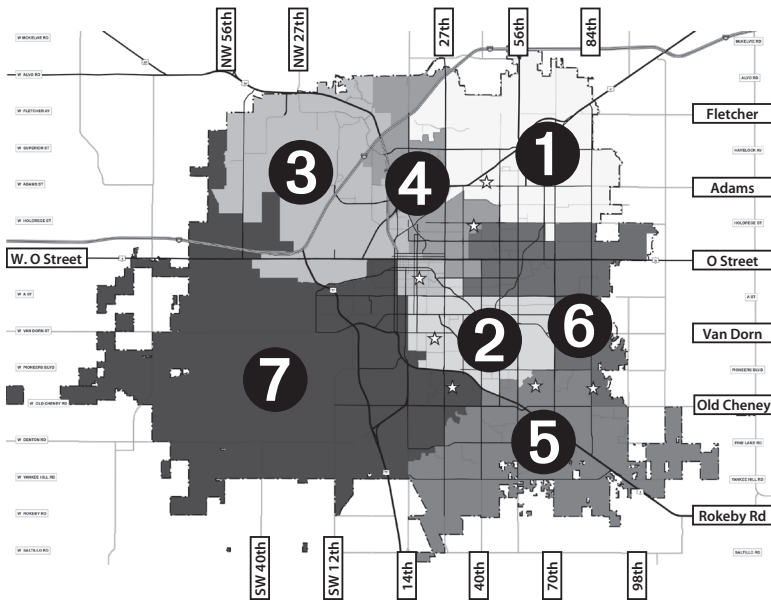


Suite 1400  
233 South 13th Street  
68508

Business Phone  
(402) 476-9200

# DISTRICT BOARD MEMBER BOUNDARY MAP

## Lincoln Public Schools Board of Education Districts



**District 1**

Kathy Danek  
4261 Knox (68504)  
Phone: (402) 464-8549

**District 2**

Connie Duncan  
2975 S. 24th Street (68502)  
(402) 419-0070

**District 3**

Barbara A. Baier  
727 South 18th Street  
(68508)  
Phone: (402) 202-1846

**District 4**

Annie Mumgaard  
1400 N. 37th Street (68503)  
Phone: (402) 325-6301

**District 5**

Lanny Boswell  
8340 Hollynn Lane  
Apartment 43, (68512)  
Phone: (402) 202-7797

**District 6**

Bob Rauner  
5100 Valley Road (68510)  
Phone: (402) 450-1859

**District 7**

Don Mayhew  
5041 South 30th Street  
(68516)  
Phone: (402) 730-0370

## Parents & Guardians: If You Have A Concern, Question or Compliment

LPS understands that when parents, families and guardians have a concern, they would like a quick resolution. Below is suggested guidance for parents, families and guardians to communicate their concerns through the appropriate channels. It is not required that parents follow the steps outlined below, but we provide this guidance to help you connect with the person who is best able to respond to you in the most accurate and timely manner. These suggestions may help lead you to the most knowledgeable, experienced and consistent responses to your messages, questions and issues.

- 1 Talk to your student’s teacher.**
- 2 Talk to your student’s principal.**
- 3 If you are not sure who to contact, visit our website (lps.org).**  
Click on the blue *Contact Us* button and select a topic link to get the best person to answer your question.
- 4 Contact the Department of Elementary Instruction or Secondary Instruction.....(402) 436-1626**
- 5 Contact members of the LPS executive team:**  
Superintendent.....(402) 436-1601  
Assoc. Supt. for Instruction .....(402) 436-1626  
Assoc. Supt. for Business Affairs.....(402) 436-1636

Assoc. Supt. for Human Resources.....(402) 436-1592  
Assistant Superintendent  
for General Administration.....(402) 436-1605

**6 Contact a member of the Lincoln Board of Education.**  
(contact information on pages 2-3)

We understand when you want to “go straight to the top,” however, that might actually slow down your chances of quick results. The most timely responses will result when you target the person in your school or in the school district that has been assigned directly to your issue. If you have further questions or concerns, please communicate with either your building principal (if it is a building issue) or the LPS communications department (if it is a district or community issue) 402-436-1610.

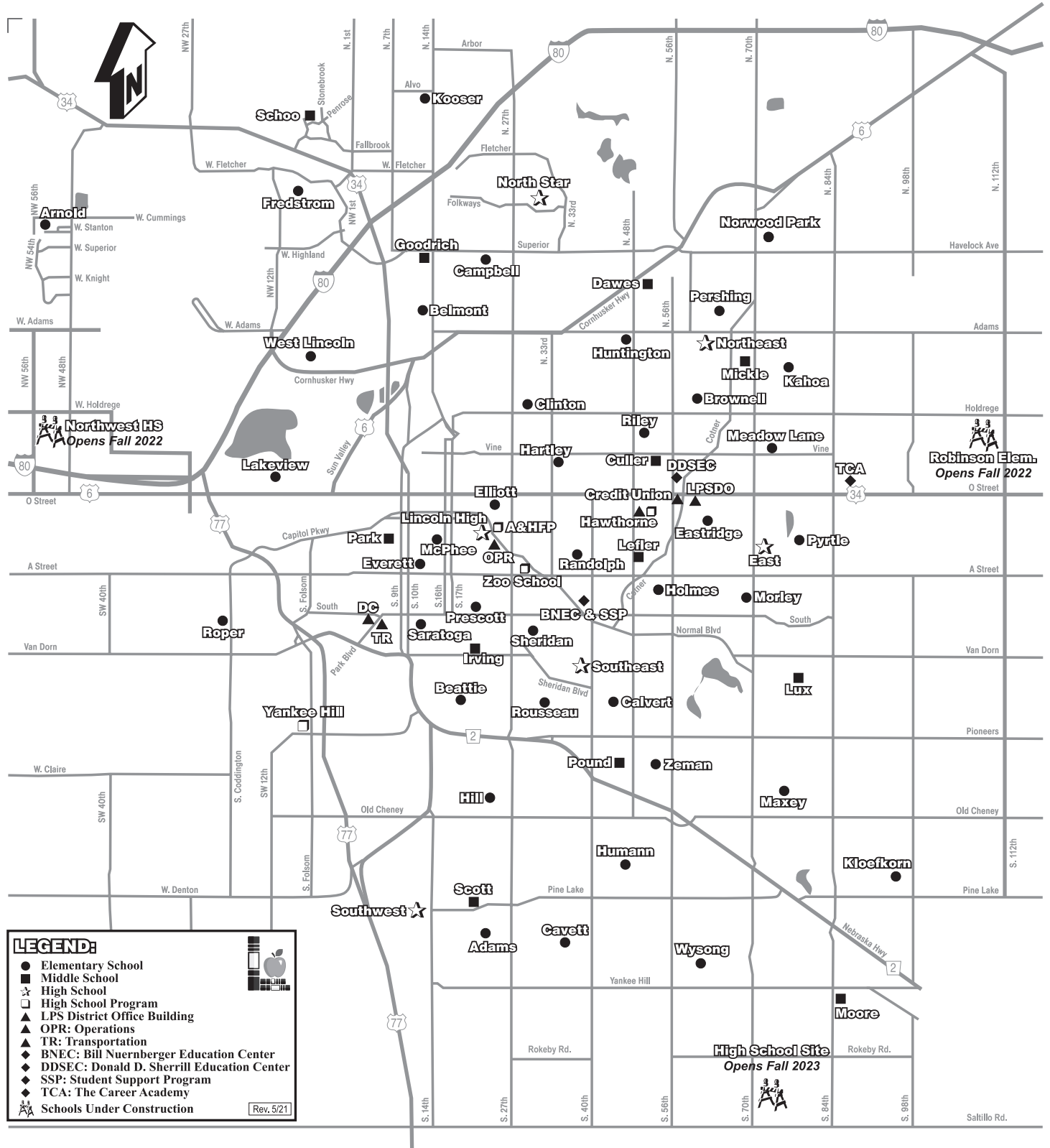
Submit an online comment, question or compliment on our website [lps.org](http://lps.org) by clicking on the blue *Contact Us* button.

**Professional Qualifications**

Parents may request and the District will provide information regarding the professional qualifications of the student’s teachers and paraprofessionals.



# SCHOOL DISTRICT MAP



**For any questions regarding school boundaries, please contact the Department of Student Services at (402) 436-1680.**

# SCHOOL DIRECTORY

Rev. 7/21

An online directory is available for LPS staff at: <http://www.lps.org>

No.	School (Secretary)	Principal	Phone	Grades	Address
302	<b>East High</b> (Beth Boswell)	Sue Cassata	(402) 436-1302	9-12	1000 S. 70 St (10)
301	<b>Lincoln High</b> (Jeff Bargar)	Mark Larson	(402) 436-1301	9-12	2229 J St (10)
305	<b>North Star High</b> (Vicky Filipek)	Ryan Zabawa	(402) 436-1305	9-12	5801 N. 33 St (04)
303	<b>Northeast High</b> (Sapphire Munford)	Keri Applebee	(402) 436-1303	9-12	2635 N. 63 St (07)
	<b>Northwest High</b> (Terri Griffin)	TBA	(402) 436-	?	( )
304	<b>Southeast High</b> (Pat Monk)	Tanner Penrod	(402) 436-1304	9-12	2930 S. 37 St (06)
306	<b>Southwest High</b> (Abbey Traynowicz)	John Matzen	(402) 436-1306	9-12	7001 S. 14 St (12)
307	<b>Lancaster Co. Youth Services</b> (Alyce Monroe)	Randy Farmer, Supervisor	(402) 441-6817		1200 Radcliff (12)
311	<b>Arts &amp; Humanities F.P.</b> (Bobbi Roesler)	James Blake (Dr.)	(402) 436-1785	9-12	643 S. 25 St, Ste. 15 (10)
308	<b>Bryan Community F.P.</b> (Lovena Glantz)	Denise Craig	(402) 436-1308	9-12	300 S. 48th St (10)
310	<b>Science Focus Program</b> (Amy Proffitt)	James Blake (Dr.)	(402) 436-1780	9-12	1222 S. 27 St (02)
316	<b>The Career Academy</b> (Katie Robinson)	Kurt Glathar	(402) 436-1316	11-12	8800 O St (06)
357	<b>Yankee Hill Ed. Ctr.</b> (Laura Runge)	Laura Runge	(402) 436-1927	9-12	865 W. Burnham St (22)
210	<b>Culler</b> (Donna Pelc)	Michaela Hahn	(402) 436-1210	6-8	5201 Vine St (04)
211	<b>Dawes</b> (TBA)	Liz Miller	(402) 436-1211	6-8	5130 Colfax Ave (04)
213	<b>Goodrich</b> (Lori Schwarting)	Kelly Schrad	(402) 436-1213	6-8	4600 Lewis Ave (21)
214	<b>Irving</b> (Sami Jones)	Rachael Kluck-Spann	(402) 436-1214	6-8	2745 S. 22 St (02)
215	<b>Lefler</b> (Nancy Sedlak)	Jessie Fries	(402) 436-1215	6-8	1100 S. 48 St (10)
220	<b>Lux</b> (Adeana Friesen)	Duane Dohmen	(402) 436-1220	6-8	7800 High St (06)
216	<b>Mickle</b> (Tami Adams)	Jason Shanahan	(402) 436-1216	6-8	2500 N. 67 St (07)
225	<b>Moore</b> (Carrie Bode)	Gary Czaplak (Dr.)	(402) 436-1225	6-8	8700 Yankee Woods Dr (26)
212	<b>Park</b> (Rebecca Dover)	Charlotte Everts	(402) 436-1212	6-8	855 S. 8 St (08)
217	<b>Pound</b> (Debra Ball)	Chris Deibler (Dr.)	(402) 436-1217	6-8	4740 S. 45 St (16)
222	<b>Schoo</b> (Kym Le)	Ryan Escamilla	(402) 436-1222	6-8	700 Penrose Dr, Ste. A (21)
218	<b>Scott</b> (TBA)	Marco Pedroza	(402) 436-1218	6-8	2200 Pine Lake Rd (12)
255	<b>Nuernberger Ed. Ctr.</b> (Jennifer Davis)	Jamie Boedeker	(402) 436-1255	6-8	1801 S. 40 St (06)
228	<b>Remote Learning Program</b> (Jamie Peckham)	Casey Fries	(402) 436-1412	K-12	1000 S. 70 St (10)
121	<b>Adams</b> (Raquel Jensen)	Jeff Rust	(402) 436-1121	PreK-5	7401 Jacobs Creek Dr (12)
120	<b>Arnold</b> (Tracy Rohde)	Jodi Frager	(402) 436-1120	PreK-5	5000 Mike Scholl St (24)
123	<b>Beattie</b> (Cindy Smith)	Julie Lee Lawler	(402) 436-1123	K-5	1901 Calvert St (02)
124	<b>Belmont</b> (Trisha Anderson)	Kim Rosenthal	(402) 436-1124	PreK-5	3425 N. 14 St (21)
127	<b>Brownell</b> (Brandy Voss)	Kelly Apel	(402) 436-1127	PreK-5	6000 Aylesworth Ave (05)
130	<b>Calvert</b> (Lorie Safford)	Jeff Brehm	(402) 436-1130	PreK-5	3709 S. 46 St (06)
129	<b>Campbell</b> (Tracey Black)	Sean Bailey	(402) 436-1129	PreK-5	2200 Dodge St (21)
131	<b>Cavett</b> (Kristin Haussler)	Jeff Vercellino	(402) 436-1131	PreK-5	7701 S. 36 St (16)
132	<b>Clinton</b> (Alicia Chapelle)	Angee Luedtke	(402) 436-1132	PreK-5	1520 N. 29 St (03)
135	<b>Eastridge</b> (Sandie Knuth)	Traci Boothe	(402) 436-1135	K-5	6245 L St (10)
136	<b>Elliott</b> (Kelsey Scharton)	Kathleen Dering	(402) 436-1136	K-5	225 S. 25 St (10)
159	<b>Everett</b> (Tricia Benes)	Mike Long	(402) 436-1159	PreK-5	1123 C St (02)
140	<b>Fredstrom</b> (Summer Brannan)	Cheryl Richter	(402) 436-1140	K-5	5700 NW. 10 St (21)
139	<b>Hartley</b> (Kelly Rassfeld)	Rob Rickert	(402) 436-1139	K-5	730 N. 33 St (03)
142	<b>Hill</b> (Peggy Clagett)	Amy Carnie	(402) 436-1142	K-5	5230 Tipperary Trail (12)
143	<b>Holmes</b> (Amanda Foreman)	Tim Muggy	(402) 436-1143	PreK-5	5230 Sumner (06)
145	<b>Humann</b> (Nola Johnson)	Sharon Eickhoff	(402) 436-1145	PreK-5	6720 Rockwood Ln (16)
144	<b>Huntington</b> (Terese Anderson)	Kristi Schirmer	(402) 436-1144	PreK-5	2900 N. 46 St (04)
147	<b>Kahoa</b> (Erin Stephen)	Terri Nelson	(402) 436-1147	K-5	7700 Leighton Ave (07)
148	<b>Kloeffkorn</b> (Carin Sandman)	Shayna Cook	(402) 436-1148	K-5	6601 Glass Ridge Dr (26)
146	<b>Kooser</b> (Kim Starnes)	Kellie Joy	(402) 436-1146	PreK-5	7301 N. 13 St (21)
149	<b>Lakeview</b> (Michelle Lemke)	Susan Hershberger	(402) 436-1149	K-5	300 Capitol Beach Blvd (28)
153	<b>Maxey</b> (Amy Demma)	Suzanne Reimers	(402) 436-1153	PreK-5	5200 S. 75 St (16)
150	<b>McPhee</b> (Lanette Kreifels)	Chris Boden	(402) 436-1150	PreK-5	820 Goodhue Blvd (08)
151	<b>Meadow Lane</b> (Nancy Scheuler)	Daniele Schulzkump	(402) 436-1151	PreK-5	7200 Vine St (05)
154	<b>Morley</b> (Dawn Vogt)	Stephanie Drake	(402) 436-1154	K-5	6800 Monterey Dr (06)
155	<b>Norwood Park</b> (Bobbi Tegtmeier)	Pam Hale	(402) 436-1155	PreK-5	4710 N. 72 St (07)
160	<b>Pershing</b> (Lynette Berry)	Jamie Cook	(402) 436-1160	PreK-5	6402 Judson St (07)
161	<b>Prescott</b> (Karla McDermott)	J.J. Wilkins	(402) 436-1161	PreK-5	1930 S. 20 St (02)
162	<b>Pyrtle</b> (Jaime Cunningham)	Kristen Finley	(402) 436-1162	K-5	721 Cottonwood Dr (10)
163	<b>Randolph</b> (Vicki Fasnacht)	Monica Jochum	(402) 436-1163	K-5	1024 S. 37 St (10)
164	<b>Riley</b> (Karla McDermott)	Jeff Bjorkman	(402) 436-1164	K-5	5021 Orchard St (04)
170	<b>Roper</b> (Laura Kortum)	Lynn Fuller (Dr.)	(402) 436-1170	K-5	2323 S. Coddington Ave (22)
165	<b>Rousseau</b> (Karla Rien)	Wendy Badje (Dr.)	(402) 436-1165	PreK-5	3701 S. 33 St (06)
166	<b>Saratoga</b> (Rhonda Thies)	Annette Bushaw	(402) 436-1166	PreK-5	2215 S. 13 St (02)
167	<b>Sheridan</b> (Anessa Brohman)	Amy Clark	(402) 436-1167	K-5	3100 Plymouth Ave (02)
168	<b>West Lincoln</b> (Kim Rogers)	Scott Schwartz	(402) 436-1168	K-5	630 W. Dawes Ave (21)
185	<b>Wysong</b> (Bridget Schultz)	Randy Oltman	(402) 436-1185	K-5	7901 Blanchard Blvd (16)
169	<b>Zeman</b> (Katie Vote)	Rik Devney	(402) 436-1169	K-5	4900 S. 52 St (16)
156	<b>Don D. Sherrill Ed. Ctr.</b> (Holli Eickhoff)	Cindy Vodicka	(402) 436-1924	PreK-5	330 N. 56th St (04)
128	<b>Remote Learning Program</b> (Jamie Peckham)	Casey Fries	(402) 436-1412	K-12	1000 S. 70 St (10)

HIGH SCHOOLS

MIDDLE SCHOOLS

ELEMENTARY SCHOOLS



## SCHOOL START/END TIMES

School start and end times may be subject to change. Please contact individual schools for more information.

### High Schools (9-12)

	Start	End
Lincoln High .....	8:00 a.m.	3:05 p.m.
East High .....	8:00 a.m.	3:00 p.m.
North Star High .....	7:00 a.m.	3:00 p.m.
Northeast High .....	8:00 a.m.	2:55 p.m.
Southeast High .....	7:00 a.m.	3:00 p.m.
Southwest High .....	8:15 a.m.	3:03 p.m.
Arts & Humanities Focus Program .....	10:00 a.m.	3:00 p.m.
Bryan Community (9th & 10th Grade) .....	8:10 a.m.	3:00 p.m.
Bryan Community (11th & 12th Grade) .....	9:00 a.m.	3:00 p.m.
Science Focus Program .....	10:10 a.m.	3:05 p.m.
The Career Academy (morning session) .....	8:15 a.m.	10:15 a.m.
(middle session) .....	10:20 a.m.	12:10 p.m.
(afternoon session) .....	12:45 p.m.	2:45 p.m.
Yankee Hill Education Center .....	8:00 a.m.	2:20 p.m.

### Middle Schools (6-8)

	Start	End
Culler .....	8:00 a.m.	3:00 p.m.
Dawes .....	8:00 a.m.	3:00 p.m.
Goodrich .....	8:00 a.m.	3:00 p.m.
Irving .....	8:00 a.m.	3:00 p.m.
Lefler .....	8:00 a.m.	3:00 p.m.
Lux .....	8:00 a.m.	3:00 p.m.
Mickle .....	8:00 a.m.	3:00 p.m.
Moore .....	8:00 a.m.	3:00 p.m.
Park .....	8:00 a.m.	3:00 p.m.
Pound .....	8:00 a.m.	3:00 p.m.
Schoo .....	8:00 a.m.	3:00 p.m.
Scott .....	8:00 a.m.	3:00 p.m.
Nuernberger Education Center .....	9:10 a.m.	3:30 p.m.

### Elementary (K-5)

	Start	End
Adams .....	8:15 a.m.	2:53 p.m.
Arnold .....	9:00 a.m.	3:38 p.m.
Beattie .....	8:15 a.m.	2:53 p.m.
Belmont .....	8:15 a.m.	2:53 p.m.

### Elementary (K-5)

	Start	End
Brownell .....	9:00 a.m.	3:38 p.m.
Calvert .....	8:15 a.m.	2:53 p.m.
Campbell .....	9:00 a.m.	3:38 p.m.
Cavett .....	8:15 a.m.	2:53 p.m.
Clinton .....	8:15 a.m.	2:53 p.m.
Eastridge .....	9:00 a.m.	3:38 p.m.
Elliott .....	8:15 a.m.	2:53 p.m.
Everett .....	8:15 a.m.	2:53 p.m.
Fredstrom .....	8:15 a.m.	2:53 p.m.
Hartley .....	9:00 a.m.	3:38 p.m.
Hill .....	8:15 a.m.	2:53 p.m.
Holmes .....	8:15 a.m.	2:53 p.m.
Humann .....	9:00 a.m.	3:38 p.m.
Huntington .....	8:15 a.m.	2:53 p.m.
Kahoa .....	9:00 a.m.	3:38 p.m.
Kloefkorn .....	8:15 a.m.	2:53 p.m.
Kooser .....	8:15 a.m.	2:53 p.m.
Lakeview .....	9:00 a.m.	3:38 p.m.
Maxey .....	9:00 a.m.	3:38 p.m.
McPhee .....	9:00 a.m.	3:38 p.m.
Meadow Lane .....	9:00 a.m.	3:38 p.m.
Morley .....	9:00 a.m.	3:38 p.m.
Norwood Park .....	9:00 a.m.	3:38 p.m.
Pershing .....	8:15 a.m.	2:53 p.m.
Prescott .....	9:00 a.m.	3:38 p.m.
Pyrtle .....	9:00 a.m.	3:38 p.m.
Randolph .....	9:00 a.m.	3:38 p.m.
Riley .....	9:00 a.m.	3:38 p.m.
Roper .....	8:15 a.m.	2:53 p.m.
Rousseau .....	9:00 a.m.	3:38 p.m.
Saratoga .....	8:15 a.m.	2:53 p.m.
Sheridan .....	9:00 a.m.	3:38 p.m.
West Lincoln .....	9:00 a.m.	3:38 p.m.
Wysong .....	9:00 a.m.	3:38 p.m.
Zeman .....	8:15 a.m.	2:53 p.m.
Don D. Sherrill Education Center (K-5) .....	9:10 a.m.	3:30 p.m.

## ATHLETICS AND ACTIVITIES (402) 436-1610

### Intramural & Interscholastic Athletic Participation Guidelines

#### Intramural Programs

Intramural programs are authorized under the following philosophy:  
The goal of the intramural program within Lincoln Public Schools is to offer activities that encompass the interests and needs of all students. The activities involved stem from skills taught in the physical

education classroom or from special interests of students. The program is intended to provide a variety of activities with carry-over value for students in everyday life.

The organization of intramurals is in supervised team, individual, or group activities in which students in a school participate or compete voluntarily.



## Interscholastic Athletic Programs

The interscholastic athletic program of Lincoln Public Schools is considered an integral part of the total educational program. Pupils participate of their own accord and with parents' knowledge and consent.

If the student, parents or coach feel the student is not in good physical condition, participation will not be permitted. If there is a question regarding participation, the school principal and/or athletic director should be notified of the student's physical condition.

In case of injury received either in practice or in a game, only temporary first aid will be provided. The school cannot perform or be held responsible for any required medical attention, nor can it assume or be liable for loss or damage suffered because of injury to pupils. If a parent or family physician cannot be located in case of an injury, Lincoln Public Schools staff is authorized to use their best judgment in obtaining competent medical care and service. Parents are obligated to pay for professional medical and/or related services; the school shall not be liable for the payment of such services. Insurance coverage is recommended for all participants at parents' expense. **PARENTS ARE URGED TO PURCHASE THE ACCIDENT COVERAGE THEY PREFER.** *(Please see the Student Accident Insurance section in this book if you need to purchase insurance coverage.)*

The Board of Education and the Nebraska School Activities Association require an annual physical examination each year after May 1. Each student who participates in any phase of the interscholastic athletic program, grades 9-12, must have an annual physical examination after May 1 of each year. Lincoln Public Schools does not accept a physical examination completed by a chiropractor for participation in interscholastic athletics. This certifies that the athlete is qualified for the entire school year. Physical Examination Reports; LPS Student and Parent Consent Form which includes acknowledgement of the Code of Conduct, Student School Expectations, and concussion information; and the Emergency Information Report form should be completed and returned to the school athletic director. Physical exam reports will be included in the nurse's permanent school health record. All other forms will be filed in the office of the school athletic director. These forms are available in the athletic office or on the school Website.

A list of conduct which would result in suspension from practices, participation in interscholastic competition or in co-curricular activities is available at all secondary schools. (Regulation 6740.2).

Participation in extracurricular activities is a privilege that carries with it responsibilities to the school, team, student body, and community. Therefore, students are encouraged to discuss any concerns before the school year begins regarding academics, possible substance abuse, or other issues that may be harmful to their physical, mental, and emotional well-being. Speaking with a trusted adult school staff member regarding these issues prior to the first day of school can help a student gain assistance, stay safe, and be ready to participate during the school year. Issues during the school year will still be addressed as outlined in Policy 6740 and according to school expectations.

## Warning

The purpose of this **warning** is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with the best coaching, the use of the best protective equipment and strict observance of the rules, injuries are still a possibility.

Many non-LPS community athletic teams, activities groups, and clubs include the names of LPS schools in their titles. However, the team, group, or club using the school name may not have any connections to LPS, nor provide the support and structure that are required of an LPS program. Please inquire specifically of any team, activity or club if it is important for you to know whether it is LPS sponsored. Most schools list their sponsored athletics, activities, and clubs on their website.

## Transfers

Once a student has enrolled and attended a high school they will have their eligibility credited to that high school. Any subsequent transfer to another school, unless there has been a change in domicile by his/her legal guardians, shall render the student ineligible for varsity competition for 90 school days.

Option enrollment and transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the next school year prior to May 1; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office no later than May 1. Those students who did not have their enrollment forms signed, delivered and accepted prior to May 1, shall be ineligible for 90 school days, with such transfers being subject to hardship waiver guidelines.

Once the transfer papers have been signed, filed and the NSAA has been notified, the student could complete that year of eligibility in the school the student was leaving. The student would, however, become ineligible for ninety (90) school days the next fall if the student were to change his/her mind and decide not to transfer.

## Activity/Athletic Recruiting

Any communication, either written or verbal, directed to the student and/or parent/guardian, in an effort to persuade them to attend a school outside of their attendance area, shall be considered undue influence upon the school selection decision-making process of a student or parent/guardian. Undue influence exerted by any Lincoln Public Schools employee, volunteer sponsor or volunteer coach shall constitute an attempt to recruit. Any Lincoln Public Schools employee, volunteer sponsor or volunteer coach found to be recruiting will be disciplined accordingly.

## Initiations, Hazing, Secret Clubs and Outside Organizations Policy 6742

**Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with or continued membership with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organizations.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

**Revised:** 2019-02-12  
**Reviewed and Remains in Effect as Written:** 2016-08-09  
**Date of Adoption (or Last Revision):** 2013-11-12  
**Related Policies and Regulations:**  
**Legal Reference:** Neb. Rev. Stat. §§ 79-2,101 to 79-2,103  
 Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
 Reference Neb. Rev. Stat. §§ 28-311.06 to 28-311.07

## Interscholastic Athletic/Activity Participation

### Age Limitation

No student shall be eligible for interscholastic competition who has attained the age of 19 years except as follows: A student who becomes 19 years of age on or after August 1 shall be eligible on the basis of age until the end of the current school year.

### Academic Requirements

A student in grade seven or eight who reaches age 15 prior to August 1 may participate on a high school team.

All students who participate in student activities/athletics listed in Policy 6700 are:

- required to have on the school records credit for 20 hours of school work for the immediate preceding semester to participate and
- must be taking 20 credit hours of instruction per week from the Lincoln Public Schools during the semester of participation. In the case of unusual circumstances, the participant, guardian or representative may discuss the matter with the appropriate school personnel and seek a waiver from this regulation.

In the case of an alleged infraction of this regulation, the participant may be suspended from practice, participation in co-curricular activities of a selected class or interscholastic competition. In any case, the procedures for suspension, regulation 6740.1, will be followed. (Regulation 6740.1).

A list of the classes, activities or athletics to which this regulation applies is available from the LPS Athletic Director, (402) 436-1610.

# COMMUNICATION SERVICES (402) 436-1610

## Communications

**Community News** is a publication distributed each month during the school year to all Lincoln Public Schools students. It is a monthly guide for students and parents to meaningful activities available through non-profit community agencies in Lincoln. *Community News* is a self-supported publication. For more information about *Community News*, contact Communication Services at (402) 436-1610.

**EdNotes** is an electronic newsletter, also on the LPS website with information for Lincoln Public Schools employees.

**Engagement:** If you have questions, comments or ideas, contact LPS through ConnectNow: [lps.org/connect/now/](http://lps.org/connect/now/).

The **LPS Annual Report** is distributed and available to the entire community. It outlines student performance, demographics and the financial status of LPS. Online at: [lps.org/about/annual\\_report/](http://lps.org/about/annual_report/).

The **LPS Network** is a great communications opportunity located on the LPS website - [lps.org](http://lps.org). It features a variety of videos, programs and topics. Look for the video camera icon under LPSCoconnect on the home page.

**LPS on TV:** Educational programming produced or sponsored by Lincoln Public Schools. You can watch LPS programming in a variety of ways:

- Check the LPS website ([lps.org](http://lps.org)) and the LPS Network.
- Broadcast:
  - Spectrum channel 1303
  - Allo channel 23
  - Kinetic channel 1080

**LPS Social Media:** Sign up to follow LPS on Facebook, Twitter and Instagram.

**LPS Updates** is an electronic newsletter that updates community members about what's happening at Lincoln Public Schools. Go to our website to subscribe: [lps.org](http://lps.org).

The **LPS website**—[lps.org](http://lps.org)—has an incredible variety of information about the district.

## Smoke-Free Environment

Lincoln Board of Education policy declares all Lincoln Public Schools buildings and grounds smoke-free.

The District has created the smoke-free environment in an effort to send a healthy message to Lincoln's more than 41,000 students.

We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for Lincoln's children. When you attend school events, including athletic events, please remember that our grounds are smoke- and tobacco-free and abide by our Board's policy. This includes vapor products such as e-cigarettes. Seacrest Field, Den Hartog Fields, individual school athletic fields, and its parking lots are included in the smoke-free environment.

## Severe Weather Policy

The Superintendent of Schools is authorized by the Lincoln Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify families through our mass messaging system (phone, email, text), our website at [lps.org](http://lps.org), and on LPS social media. In addition, the information will be shared with local news media when inclement weather warrants such action.

Because the LPS mass communication system will be calling over 20,000 homes and families affecting almost 42,000 students, the system could require about 40-45 minutes to complete all calls.

Nebraska weather changes quickly and forecasts are not always accurate. If a decision to close the schools the next day is made the evening before, the district will initiate calls to ensure notification of families by approximately 10:00 p.m. If the school closing decision is made early in the morning, phone calls to homes will begin as early as 5:45 a.m. the day of the school closing.

Due to the uncertainty of weather forecasts, we encourage families to have plans for child care in place should school be canceled.

## After School Starts

Every attempt will be made to avoid closing school once classes are in session. If school is closed during the day parents should have a plan in place to accommodate these circumstances. All communication channels will be used to help notify families.

## Parental Decisions

It is the practice of Lincoln Public Schools that schools remain open in inclement weather whenever possible. Parents may decide to keep their children home during inclement weather even if schools have not been closed by the Superintendent.

The Superintendent recognizes that weather throughout the city and student transportation options may vary making it necessary for parents to make the final decisions regarding whether their children will attend school.

Students whose parents notify school that they will be staying home due to inclement weather will have a parent acknowledged (PA) absence.

For more information, call (402) 436-1000.

## Tornados...What Not to Do

Parents should not attempt to come to school during a tornado warning. School officials prefer to keep students at the school during tornado warnings. Depending on school size and staffing, it may or may not be possible to allow parents into the school during a weather emergency. Tornado safety procedures are practiced regularly by students and staff members.



## Communication Services continued (402) 436-1610

Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through our website, social media, email, phone manager and the news media.

## Copyright and Fair Use Policy

It is the intent of the Lincoln Public Schools to adhere to the provisions of the U.S. Copyright Law (Title 17). All students and staff are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreements or permission. The Lincoln Public Schools disapproves of unauthorized duplication in any form. Anyone who willfully disregards copyright policy is in violation and assumes all responsibility.

## LPSDO Telephone Contacts

LPS officials always urge families and parents to begin with the classroom teacher or appropriate specialist for their questions and concerns.

If a parent or guardian is not satisfied after talking with teachers and specialists, then they should contact the school administrators to discuss the issue.

Finally, however, if parents have gone through all the levels at a school and are still not satisfied, they might need to go further and contact someone at LPS District Offices, located at 5905 O Street. To help find the appropriate contact, here is a simple guide to help you work your way through the system at LPS District Offices.

## LPSDO Frequently Called Numbers

### Accidents, Student or Patron

Risk Management (Kim Miller) \_\_\_\_\_ (402) 436-1759

### Americans with Disabilities Act

(Marla Styles) \_\_\_\_\_ (402) 436-1579

### Assistance for Activities

(Julie Dansky) \_\_\_\_\_ (402) 436-1610

*Financial assistance for athletic shoes and physicals.*

### Athletics and Activities

LPS Athletic and Activities Dept. (Kathi Wieskamp) \_\_\_\_\_ (402) 436-1811

*General information for district-wide athletics and activities*

### Attendance Areas, School

Student Services (Kirby Hute) \_\_\_\_\_ (402) 436-1680

*Attendance Areas, School Boundaries, Maps*

### Buses and Transportation

LPS Department of Transportation \_\_\_\_\_ (402) 436-1073

*Regarding cost, schedules, availability, etc.*

### Child Abuse

Counseling Services \_\_\_\_\_ (402) 436-1650

Hotline \_\_\_\_\_ 1 (800) 652-1999

*Reporting potential cases*

### College Entrance Testing

Contact your high school counseling office

ACT (junior's only) Assessment and Evaluation \_\_\_\_\_ (402) 436-1797

### Computers

Computer Help Desk \_\_\_\_\_ (402) 436-1735

*Assistance and referral for a variety of hardware and software topics*

### Computing Services

Chief Technology Officer (Kirk Langer) \_\_\_\_\_ (402) 436-1725

### Counseling Issues

(Brenda Leggiadro) \_\_\_\_\_ (402) 436-1662

*Issues regarding student counseling*

### Curriculum

Director of Curriculum (Takako Olson) \_\_\_\_\_ (402) 436-1634

### Curriculum Supervisors/Specialists

Art/Visual (Lorinda Rice) \_\_\_\_\_ (402) 436-1813

Career/Technical Educ. (Jason Thomsen) \_\_\_\_\_ (402) 436-1819

English/Reading-Elem. (Lisa Oltman) \_\_\_\_\_ (402) 436-1804

English/Reading-Secondary (Malinda Murphy) \_\_\_\_\_ (402) 436-1803

Gifted (Joan Jacobs) \_\_\_\_\_ (402) 436-1822

Language (Kate Damgaard) \_\_\_\_\_ (402) 436-1488

Math (Josh Males) \_\_\_\_\_ (402) 436-1801

Music (Lance Nielsen) \_\_\_\_\_ (402) 436-1631

Physical Educ/Health (Matt Avey) \_\_\_\_\_ (402) 436-1812

Science (Betsy Barent) \_\_\_\_\_ (402) 436-1802

Social Studies (Jaci Kellison) \_\_\_\_\_ (402) 436-1805

### Custodial Services

Operations (John Salisbury) \_\_\_\_\_ (402) 436-1072

*Regarding conditions of your child's school*

### Dental Exams

Health Services (Wendy Rau) \_\_\_\_\_ (402) 436-1655

### Drug Problems Reported in School

Student Services \_\_\_\_\_ (402) 436-1653 or (402) 436-1652

### Early Childhood, Department of

(Cara Lucas-Richt) \_\_\_\_\_ (402) 436-1481

*Services for children ages birth to five*

### Educational Equity

(Walter Powell) \_\_\_\_\_ (402) 436-1604

### English Language Learners

Federal Programs \_\_\_\_\_ (402) 436-1998 or (402) 436-1997

### Enrolling New Students

(Kirby Hute) \_\_\_\_\_ (402) 436-1688

### Expulsions from School

Student Services \_\_\_\_\_ (402) 436-1654

### Focus Programs for H.S. Students

Department of Instruction (James Blake) \_\_\_\_\_ (402) 436-1785

*Arts & Humanities and Science Focus Programs* or (402) 436-1780

**Gifted Programs**

Curriculum Department (Joan Jacobs) \_\_\_\_\_ (402) 436-1822  
*Information on student qualifications, etc.*

**Graduation Demonstration Exams**

Evaluation and Assessment \_\_\_\_\_ (402) 436-1797  
*Or call the appropriate curriculum specialist*

**Graduation Demonstration Requirements**

Writing (Kimberly Samuelson) \_\_\_\_\_ (402) 436-1823  
 Reading (Jack Bisbee) \_\_\_\_\_ (402) 436-1879

**Homeless Students**

Homeless Advocate (Ellen Reilly) \_\_\_\_\_ (402) 436-1963

**Human Resources** \_\_\_\_\_ (402) 436-1582

**Immunization**

Health Services (Wendy Rau) \_\_\_\_\_ (402) 436-1655  
*Regarding rules and regulations*

**Job Applications**

Human Resources (*lps.org*) \_\_\_\_\_ (402) 436-1582

**Kindergarten**

General Questions (Takako Olson) \_\_\_\_\_ (402) 436-1634

**Library Media Services** \_\_\_\_\_ (402) 436-1628

*Information regarding library books and programs*

**Lunches, Breakfasts**

Free/Reduced Applications \_\_\_\_\_ (402) 436-1746  
 Lunch Account Questions \_\_\_\_\_ (402) 436-1743  
 Lunch Account Payments \_\_\_\_\_ (402) 436-1700  
 Special Diets \_\_\_\_\_ (402) 436-1745  
 Working in a School Kitchen \_\_\_\_\_ (402) 436-1766

**Maintenance**

Operations (Scott Wieskamp) \_\_\_\_\_ (402) 436-1072

**Multicultural Proficiency**

Multicultural Office (Walter Powell) \_\_\_\_\_ (402) 436-1604

**Music Program**

Curriculum Department (Lance Nielson) \_\_\_\_\_ (402) 436-1631  
*Vocal, instrumental, group availability, instruments*

**Recycling**

Operations (Brittney Albin) \_\_\_\_\_ (402) 436-1072  
*Information on programs throughout the district*

**Rehabilitation Act (Section 504)**

(Russ Uhing) \_\_\_\_\_ (402) 436-1650

**Returned Checks**

Accounting Department \_\_\_\_\_ (402) 436-1762

**Seacrest Field**

Facilities \_\_\_\_\_ (402) 436-1610 or (402) 436-1081

**Sexual Harassment**

(Eric Weber) \_\_\_\_\_ (402) 436-1575

**Special Education**

(Jenny Fundus) \_\_\_\_\_ (402) 436-1905  
*IEP, Transportation, and all general questions*

**Staff Development** \_\_\_\_\_ (402) 436-1645

**State Standards for Middle & High Schools**

Reading, Speaking or Listening \_\_\_\_\_ (402) 436-1803  
 Math \_\_\_\_\_ (402) 436-1801

**Student Calendars**

(Julie Dansky) \_\_\_\_\_ (402) 436-1610

**Student Records**

(Kirby Hute) \_\_\_\_\_ (402) 436-1680

**Student Transcripts**

Student Services (Shereen Mills) \_\_\_\_\_ (402) 436-1688

**Student Transfers**

(Sue Garrett) \_\_\_\_\_ (402) 436-1684

**Summer School**

(High School) \_\_\_\_\_ (402) 436-1654  
 (Elementary School) \_\_\_\_\_ Please contact your student's school  
 (Special Education) \_\_\_\_\_ (402) 436-1909

**Teachers**

Dept. of Instruction (Matt Larson) \_\_\_\_\_ (402) 436-1625  
 Elementary Schools (Cindy Schwaninger) \_\_\_\_\_ (402) 436-1630  
 (Gena Licata) \_\_\_\_\_ (402) 436-1452  
 Secondary Schools (Pat Hunter-Pirtle) \_\_\_\_\_ (402) 436-1637

**TeamMates Mentoring Program**

(Jim Bennett) \_\_\_\_\_ (402) 436-1990  
*Information on mentoring a youth*

**Test Results, District and Schools**

Evaluation and Assessment \_\_\_\_\_ (402) 436-1797

**Tickets, Athletic Activity Tickets**

LPS Athletic Department \_\_\_\_\_ (402) 436-1610  
*Activity Tickets for Sporting Events*

**Translators**

Federal Programs \_\_\_\_\_ (402) 436-1988

**Transportation Services**

(Ryan Robley) \_\_\_\_\_ (402) 436-1073

**Volunteering/Helping Schools**

Volunteers in Schools \_\_\_\_\_ (402) 436-1668

**Work Experience Program**

Curriculum Department \_\_\_\_\_ (402) 436-1819

**Work Permits**

Curriculum Department \_\_\_\_\_ (402) 436-1821

## CURRICULUM (402) 436-1808



### Gifted Program

The Lincoln Board of Education recognizes that the student population includes students with exceptional academic abilities. Students have a need for educational services that are consistent with their ability levels and learning characteristics. Lincoln Public Schools will make available to those students learning opportunities that will help them to:

- develop high levels of knowledge and skills in their areas of academic competence at rates of learning suited to their abilities
- develop attitudes and skills needed for in-depth study and self-directed learning
- learn from and interact with others of similar abilities
- develop both leadership and support roles in discussions
- understand and use their abilities

Students in the LPS gifted program usually demonstrate several of the following learning characteristics relative to children their age:

- Extraordinary quantity of information
- Advanced comprehension
- High level of verbal ability
- Ability to think in abstract terms
- Ability to form concepts
- Keen sense of humor
- A sense of justice
- High achievement
- Outstanding products
- High past performance

The Gifted Program focuses on developing academic and problem solving skills in literature, math, science, and social studies.

Students may be identified as eligible for the gifted program through the data-gathering process or by scoring 130 on an individually administered intelligence test. Parents who think their child may be a candidate for the gifted program may notify the school building facilitator or principal.

## DEPARTMENT OF EARLY CHILDHOOD (402) 436-1995



### Early Childhood

**The Department of Early Childhood serves children birth to five years old.**

Lincoln Public Schools provides programs for children birth to age five who are not yet eligible for Kindergarten who reside within Lincoln Public Schools.

#### Programs

- Early Development Network/Services Coordination
- Student Parent Program Center Based Services
- Home Visitors
- Center Based Preschool

#### Special Education Referral Process

If a parent has concerns about a child's development, please call 402-436-1920. After the referral has been received, you will receive a call within 7 days. The team will conduct a child and family assessment to determine the child and family needs and priorities. The team will collaborate with you to determine if your child qualifies for special education according to NDE Rule 52 or NDE Rule 51.

#### What is the Early Development Network?

- Nebraska's Early Development Network (EDN) supports children birth until three years of age who have special developmental needs.
- EDN helps families by supporting and promoting a child's development, within the family activities and community life.
- There are nearly 2,000 children in Nebraska from birth to age three, being served through the EDN.

- There are 29 Early Childhood Planning Region Teams (PRT) in the state. A PRT is an interagency coordinating council made up of local schools, health and human service agencies, parents/families, and others who assist in planning and implementation of The Early Intervention Act.

#### Services Coordination

- A central contact person, known as the services coordinator, is assigned to each family. Services coordination helps families of children with special needs below age three:
  - ✓ find services/resources to help families meet the needs of their children, such as developmental, educational, financial, medical, child care, respite care, as well as other services
  - ✓ link with identified needed services
  - ✓ work with multiple providers to make sure services are provided as the families need dictates
  - ✓ become coordinators of services for their own children in the future (coaching model)

#### Student-Parent Program Center Based Services

- Full-day childcare programs for children of student-parents are located at Bryan Community, Lincoln High, North Star, and Northeast high schools.
- Provide high quality childcare for children birth to three.
- Parenting classes are included for students enrolled in the Student-Parent Program
- Increase the independence and self-sufficiency of student-parents



### Homebased Services/Home Visitors

- Weekly home visits are provided to student-parents and their families
- Engage in Parent-Child Activities
- Offer monthly socializations
- Assist in balancing the challenges of parenting, personal development and school

### Least Restrictive Environment

Starting at 3 years old, children with disabilities are entitled to a least restrictive environment. For students who are preschool age, they will be supported in a community preschool or childcare program or a district preschool program.

### Center Based Preschool

- Half-day and full-day preschool programs are located in many elementary schools within the district.
- Provides high-quality, developmentally appropriate learning experiences in an inclusive setting.

- Provides opportunities to develop social-emotional, academic skills and kindergarten readiness.
- Empowers families as they engage in the education of their children.
- Applications for preschool enrollment are accepted at the Early Childhood office located at Hawthorne (300 S. 48th Street, door #2)
- Children are assigned based on their home or daycare address unless the needs of the child/program warrant otherwise.
- Please note: For children with disabilities who receive special education services, the child's IFSP/IEP team will meet and discuss placement options and services. These discussions should occur at least annually in order to make certain that services are provided in your child's least restrictive environment.

## HEALTH SERVICES (402) 436-1655

## Student Health Information

### Student Illnesses

School health personnel will notify parents/guardians when a student needs to be sent home from school due to illness. Conditions requiring a student to be sent home include: Temperature 100°F. or greater, vomiting, diarrhea, unexplained rashes, or a 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. Please include emergency daytime phone numbers on your child's enrollment form so that you can be reached if your child becomes ill or injured while at school.

Lincoln Public Schools works closely with the Lincoln-Lancaster County Health Department concerning the need for any extra health precautions in the school setting regarding communicable disease.

### Allergy Awareness

Schools in the district are all "Allergy Aware" and work with families to develop plans for students with severe allergies. In an effort to promote a safe learning environment for all students, certain restrictions may apply. Birthday and holiday treats, the delivery of balloon bouquets, and even flowers may not be allowed. Students with severe allergies and chronic health conditions are most at risk to develop potentially life-threatening symptoms due to an exposure

to certain foods, latex and other triggers. Please contact the school nurse if your child has known severe allergies or needs any dietary accommodations for school meals.

#### Policy 5507 STUDENTS Allergies

*The Superintendent shall direct staff to act affirmatively and work closely with parents, students and physicians to provide a safe learning and activity environment for all students through an allergy management program that includes prevention, education, awareness, communication and emergency response components.*

*Date of Adoption (or Last Revision): 9-24-2013*

*Related Policies and Regulations: 3800, 3800.1, 3800.2, 4600.2, 4670, 4670.1, 5340, 5410, 5503, 5503.1, 6411, 6411.1*

*Legal Reference: Neb. Rev. Stat. §79-262, §79-526*

*Americans with Disabilities Act of 1990 (ADA)*

*Section 504 of the Rehabilitation Act of 1973 (Section 504)*

*NDE Rule 59*

### Guidelines for Administering Medication

Parents/guardians must provide a signed written consent for the child to be given medication at school prior to medication being given.

**Consent forms may be found at [www.lps.org](http://www.lps.org) or by contacting your school's health office.**

Medications (prescription and over the counter) 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 also 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.

## Emergency medications

As required by state law, Lincoln Public Schools has in place an *Emergency Protocol*, which calls for the administration of medications (epinephrine by injection and albuterol by inhalation) in the event of **life-threatening** allergic reaction or asthma. The protocol is administered by trained personnel, with oversight by physicians on the District Medical Advisory Committee. In every emergency, efforts are made to contact parents/guardians immediately, so it is important to make sure this information is kept up to date in the school office. Please contact the school nurse for more information about the protocol.

Students in Lincoln Public Schools with the diagnosis of asthma or severe allergy may be permitted to carry inhalers or EpiPens® for self-administration. Authorization to do so is coordinated by the school nurse and requires parental/guardian as well as a qualified health care provider consent. Students with diabetes may carry glucose sources and other supplies for self-treatment when authorization is in place to do so. For more information about the management of these and other health concerns in the school setting, parents/guardians are encouraged to contact the school nurse assigned to their child's building.

## School Health Screening

Nebraska statute requires school-age health screening. Children in preschool and kindergarten through fourth grade, seventh and tenth grade are screened for vision, hearing, dental concerns, height and weight. The screening program also includes students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school health screening program must provide screening results from a qualified health care provider, dated no earlier than February 15 of the current calendar year, by December 1.

## Physical Examination

Evidence of a physical examination by a qualified physician, PA, or APRN 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.

## Visual Evaluation

Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within 6 months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade. No such examination shall be required of any child whose parent or guardian objects in writing.

## Concussion Protocol

Lincoln Public Schools is committed to keeping students safe and managing the Return to Learn process when a student suffers a concussion.

A concussion is a type of traumatic brain injury (TBI) caused by a blow to the head or a whiplash type injury caused by rapid acceleration of the head. After a concussion, connections within the brain become damaged and stressed, limiting the ability of the brain to process information quickly and efficiently. These changes can lead to a set of symptoms affecting the student's cognitive, physical, emotional and sleep functions that may result in reduced ability to learn in the classroom and to do tasks at home or at work.

Every school has a Concussion Management Team (CMT) trained to support a student's return to school by understanding the effects of concussion and providing the needed academic adjustments and supports. Knowledge of concussion symptoms can help the student and the school team identify the specific needs of the student, monitor changes and provide appropriate accommodations to facilitate the student's recovery and minimize the pressure to return to activities too soon.

If your child suffers a concussion, contact your school administrator immediately to begin the concussion management process.

## Students

### Returning to School with Orthopedic Injuries

Students returning to school with orthopedic injuries requiring an assistive device including but not limited to crutches, orthopedic boots, casts, scooters, wheelchairs, walkers, etc.

It is in the best interest of student safety to provide for a safe learning environment that a doctor's note be provided to the School Health Office for the assistive device and any needed accommodations when a student has an orthopedic injury. It is encouraged that the doctor's note includes the length of time for the needed assistive device and any accommodations needed. (If the length of time is six months or more, the 504 process will be implemented.) Accommodations may include PE restrictions, building accessibility (elevator access if needed), parking accommodations, emergency planning and recess considerations. Health Office staff will need to consider length of time for any restrictions or accommodations plus any necessary follow up with parent on doctor follow up notes.

It is parent/guardian responsibility to supply all assistive devices that will be used in the school setting for orthopedic injuries.

## 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.

Student Group	Required Vaccines
<p><b>Ages 2 through 5 years</b> enrolled in a school-based program not licensed as a child care provider</p>	<ul style="list-style-type: none"> <li>• 4 doses of <b>DTaP, DTP, or DT</b> vaccine</li> <li>• 3 doses of <b>Polio</b> vaccine.</li> <li>• 3 doses of <b>Hib</b> vaccine <b>or</b> 1 dose of Hib given at or after 15 months of age</li> <li>• 3 doses of pediatric Hepatitis B vaccine.</li> <li>• 1 dose of <b>MMR or MMRV</b> given on or after 12 months of age.</li> <li>• 1 dose of <b>varicella</b> (chickenpox) <b>or MMRV</b> given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</li> <li>• 4 doses of <b>pneumococcal</b> <b>or</b> 1 dose of <b>pneumococcal</b> given on or after 15 months of age.</li> </ul>
<p>Students entering school (<b>Kindergarten or 1st Grade</b> depending on the school district’s entering grade)</p>	<ul style="list-style-type: none"> <li>• 3 doses of <b>DTaP, DTP, DT, or Td</b> vaccine, one given on or after the 4th birthday</li> <li>• 3 doses of <b>Polio</b> vaccine</li> <li>• 3 doses of <b>pediatric Hepatitis B</b> vaccine <b>or</b> 2 doses of <b>adolescent vaccine</b> if student is 11-15 years of age</li> <li>• 2 doses of <b>MMR or MMRV</b> vaccine, given on or after 12 months of age and separated by at least one month</li> <li>• 2 doses of <b>varicella</b> (chickenpox) <b>or MMRV</b> given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</li> </ul>
<p>Students entering <b>7th grade</b></p>	<ul style="list-style-type: none"> <li>• Must be current with the above vaccinations <b>AND receive</b> 1 dose of <b>Tdap</b> (contain Pertussis booster)</li> </ul>
<p>Students transferring from outside the state at any grade</p>	<p>Must be immunized appropriately according to the grade entered.</p>

### Please Note

**\*The requirement for Varicella** (chicken pox) may also be met with a signed statement from parent or health care provider that the student has had varicella disease. The year of disease must be stated.

For waiver information please call (402) 436-1655 or contact the school nurse at the school of enrollment.



## Guidelines for Head Lice

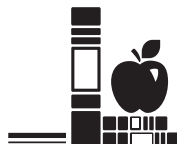
### IN ORDER TO:

- Better control a nuisance condition;
  - Reduce absenteeism due to head lice; and
  - Promote a school/parent/guardian partnership in head lice control...
1. When live lice are found on a student, the family will be notified. The student may go home at the end of the day, but parents/guardians have the option of picking their child up earlier, if desired, to begin treatment.
  2. Families will be provided with written treatment information and instructions. Immediate treatment, with nit removal, is necessary.
  3. The student can return to school as soon as he/she is treated for head lice.

4. A student who has been identified having or treated for head lice must come to the health office for inspection upon returning to school.
5. A student who returns to school following treatment will be checked again in 7-10 days.
6. After treatment, the parents/guardians are encouraged to check their child's head for live lice and recheck frequently for two weeks.
7. Repeated cases of live lice at school may lead to exclusion from school until lice free.
8. Families are encouraged to report head lice to the school health office. The school nurses are available to answer questions regarding treatment.

**For more information call the nurse at your child's school or Department of Student Services, Office of Health Services, (402) 436-1655.**

## DIVISION OF INSTRUCTION (402) 436-1626



**Lincoln Public Schools**

P.O. Box 82889 • Lincoln, NE 68501 • (402) 436-1000 • (Fax) 436-1620

May 2021

Dear Lincoln Public Schools Parent and Student:

The Nebraska Legislature has passed a law requiring School Districts to adopt a policy on student fees. The Lincoln Board of Education adopted the attached student fees policy (Policy 5520) on April 28, 2020.

Attached is the Lincoln Public Schools "Student Fees Policy" and a description of programs/materials/supplies covered by the policy. The fee waiver application is completed online ([www.lps.org](http://www.lps.org)); however, a print version can be found at the back of this Important Information Booklet.

If you have questions about this policy, what items are covered by the waiver or about the application process itself, please contact the principal of your student's school.

Sincerely,

Matt Larson, Ph.D.

Associate Superintendent for Instruction

cc: Building Administrators

# Student Fees Policy

## Student Fees Policy 5520

The Board of Education of Lincoln Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fees Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment and materials necessary for such instruction without charge or fee to the students.

The District does provide activities, programs and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be accepted from time to time. The policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2021-2022 school year. Parents, guardians and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### 1. Guidelines for Non-specialized Attire Required for Specified Courses and Activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate when the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial technology, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials, heat treatment, tempering or kiln firing of any metal or other materials, gas or electric arc welding or other forms of

welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiation or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required and students have the responsibility to follow such instructions and use the devices as instructed.

### 2. Personal or Consumable Items and Miscellaneous

- a. Extracurricular Activities: Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
- b. Courses
  - i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
  - ii. Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
  - iii. Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.
  - iv. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
  - v. Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

### 3. Extracurricular Activities—Specialized Equipment or Attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District which do not count toward graduation or advancement between grades and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading and music/dance activity (e.g., choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

### 4. Extracurricular Activities—Fees for Participation

Any fees for participation in extracurricular activities for the upcoming school year are further specified in Appendix "1."

Admission fees are charged for extracurricular activities and events.

### 5. Postsecondary Education Costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means "tuition and other fees only associated with obtaining credit from a postsecondary educational institution." For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

### 6. Transportation

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

### 7. Copies of Student Files or Records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

### 8. Participation in Before-and-After-School or Prekindergarten Services

Students are responsible for fees required for participation in before- and-after-school or pre-kindergarten services offered by the District except to the extent such services are required to be provided without cost.

### 9. Participation in Summer School or Night School

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for fees charged for correspondence courses.

### 10. Breakfast and Lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations.

Students are also responsible for the cost of food, beverages and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club or the like. Students may be required to bring money or food for field trip lunches and similar activities.

### 11. Waiver Policy

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the fee waiver must be submitted prior to the time the fee is due or the time the specialized equipment or attire is needed.

**12. Distribution of Policy**

The Superintendent or the Superintendent’s designee shall publish the District’s student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District, or to every household in which at least one student resides, at no cost.

**13. Student Fee Fund**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from or on the behalf of students for:

- (1) participation in extracurricular activities, (2) postsecondary education costs and (3) summer school or night school.

**Revised:** 5/25/2021

**Original Adoption or Oldest Version:** 5/26/2015

**Related Policies and Regulations:** 6320, 6320.1, 6440

**Legal Reference:** Neb. Rev. Stat. §§79-2,125 to 79 2,135 (The Public Elementary and Secondary Student Fee Authorization Act); Nebraska Constitution, Article VII, section 1.; Neb. Rev. Stat. §§ 79 241, 79-605, and 79 611 (transportation); Neb. Rev. Stat. § 79-2,104 (student files or records); Neb. Rev. Stat. §79-715 (eye-protective devices); Neb. Rev. Stat. §79-737 (liability of students for damages to school books); Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services); Neb. Rev. Stat. §§79-1106 to 79-1108.3 (accelerated or differentiated curriculum program)

**Appendix “1” to the 2021-2022 Student Fees Policy of Lincoln Public Schools— Additional Specifications of Required Materials and Fees<sup>1,2,3</sup>**

LINCOLN PUBLIC SCHOOLS STUDENT FEES FOR ELEMENTARY AND SECONDARY PROGRAMS		
Program	Maximum Fee and General Description of Required Material <sup>1</sup>	Subject to Fee Waiver <sup>2</sup>
Classroom supplies	\$0 general supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc. All necessary classroom supplies will be made available by the school.	Students will be responsible for the replacement cost of damaged or lost supplies. Students are allowed, but not required, to bring items from class supply lists which may be distributed by the office or individual teachers.
Music — optional band courses	\$30-\$90 musical instrument – Rental fee of \$60 for use of school-owned instrument and \$30 for percussion usage fee – limited instruments available for use by any students; and accessories (reeds, valve oil, drumsticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures and a “gig bag,” etc.)	Musical instruments are subject to fee waiver, but not any particular type of instrument, and not accessories.
Non-required copies or printing	Five cents to 25 cents (.05 - .25) per page when charges apply for use of school copiers and printers for non-required copies or printing.	Not a “fee” and, thus, not subject to fee waiver.
Physical education classes	Appropriate clothing (non-specialized attire), including soft-soled shoes and, for secondary only, shorts and shirt.	Not a “fee” and, thus, not subject to fee waiver.
School meals	Meals offered to students through Nutrition Services programs.	Meal prices are based on federal guideline recommendation and will be communicated to families.
Science fair – Optional	Appropriate materials including display board, materials for experiment or demonstration.	Not a “fee” and, thus, not subject to fee waiver.
Student electronic device optional coverage	\$20 optional coverage for the electronic device given to students by the school to help families in the event their child loses or damages the device.	Not a “fee” and, thus, not subject to fee waiver. The cost of the optional coverage may be reduced by \$10 for students who qualify for the Free/Reduced Lunch Program.
Summer school or night, correspondence or online courses	\$100 per class for elementary and \$350 for a secondary five-credit-hour class may be charged for classes offered during the summer, correspondence, online or at night, if any.	Not subject to fee waiver.
Communicable Disease Required Personal Protective Equipment	PPE required of students to attend school during communicable disease outbreak. Sufficient supplies will be provided by the school. \$2 replacement of cloth face covering. 50-cent disposable face covering. Any other PPE supplies or equipment – at cost or less.	Students will be responsible for the replacement cost of damaged, lost or forgotten supplies or equipment required to attend once the item has been provided by the school. Parents may request remote learning if unwilling to pay for replacements.
Advanced math or science classes	Specialized calculators are provided for use in the classroom. Students are encouraged, but not required, to purchase such equipment for their personal use.	Not subject to fee waiver.
College entrance tests and preparation	Other than the required ACT assessment for high school juniors facilitated by the District, costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test and ACT test, are optional and to be paid directly to the private companies involved.	Not subject to fee waiver.
Locker usage	\$10 per year – optional use of school padlock and/or locker	Not subject to fee waiver.
Parking	\$20 per year – optional use of school parking lot during school day	Not subject to fee waiver.
Postsecondary education classes	Tuition and fees for college courses taken for credit. Any postsecondary education costs are to be paid directly by students to the college.	Not subject to fee waiver.
Student identification	\$3 per duplicate photo identification cards	Not subject to fee waiver.

<sup>1</sup> This listing is a part of the 2021-2022 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.  
<sup>2</sup> Fee waivers have to be approved prior to payment for any item or services. It cannot be used to obtain a reimbursement from the District after a payment has been made.  
<sup>3</sup> Some items are required, but a specific fee amount is not listed. Parents may check with teachers, sponsors, coaches or staff associated with the area to find out an estimate of the cost.



## Division of Instruction continued (402) 436-1626

LINCOLN PUBLIC SCHOOLS STUDENT FEES FOR TRANSPORTATION		
All fees listed are the maximum fees for students to participate. Fundraising experiences may be offered and encouraged to help offset the cost for individuals or to assist in the general funding of a program or event. For some required fees, LPS offers a waiver of some or all of the fees for students meeting certain criteria.		
Program	Maximum Fee and General Description of Required Material <sup>1</sup>	Subject to Fee Waiver <sup>2</sup>
Routine field trips	\$0 – Transportation and admission costs of routine field trips are covered by the District. The cost of routine school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged, but not required, to contribute for field trip costs of up to \$6 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for students eligible for the Free/Reduced Lunch Program.	Not subject to fee waiver.
Extracurricular NSAA activity trips	\$0 – An extracurricular activity trip is for students traveling to interscholastic events outside of the school district for an NSAA-sanctioned competition.	Not subject to fee waiver.
Non-routine Trips	\$2,600 – The maximum cost of such trips per student for transportation, lodging, meals, admission to events, etc. Students are responsible for cost of non-routine trips. A non-routine trip is a school-sponsored trip that is neither a routine nor an extracurricular activity trip.	Transportation and lodging costs of trip are subject to fee waiver.
Not school-sponsored trips	If a trip is not school-sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school-sponsored if it is not supervised or administered by the school, attendance on the trip does not count toward graduation credit or grade advancement and participation on the trip is voluntary for students.	Not a school “fee” and, thus, not subject to fee waiver.
ALL ACTIVITIES AND ATHLETICS		
Admission fees to attend athletic events	\$5 admission per event. \$20 for a 10-punch student activity card or \$35 for a student all-season pass. \$10 (not to exceed) for State, District and Conference events hosted by the school, cost to be set by the conference or NSAA.	Not subject to fee waiver. The cost of the 10-punch student activity card or for a student-all season pass may be reduced or waived for students who qualify for the Free/Reduced Lunch Program.
Admission fees to attend activity events	\$10 admission per play or activity. \$15 admission for multi-session competition or festival.	Not a “fee” and, thus, not subject to fee waiver.
Camps, clinics and festivals	Registration and other costs of camps, clinics or festivals. Students are responsible for the cost of all clinics, camps, festivals and conditioning programs. Any personal items purchased at camps, clinics or festivals, such as t-shirts, shall be at the student’s expense.	Not a “fee” and, thus, not subject to fee waiver.
Locker use	\$10 – optional use of school padlock for athletic or activity locker	Not a “fee” and, thus, not subject to fee waiver.
Travel meals	Meals. Students are responsible for their own meals while traveling.	Not a “fee” and, thus, not subject to fee waiver.
CURRICULUM-RELATED ACTIVITIES: Required items include basic student classroom supplies, including, but not limited to paper, notebooks, pens, pencils and highlighters, non-specialized clothing suitable for the activity and team travel.		
AFJROTC	No additional	Not subject to fee waiver.
International Thespian Society	\$30 dues	\$30 (not to exceed) dues is subject to fee waiver.
Math Contest	No additional	Not subject to fee waiver.
Music Honor Society	\$10 dues	\$10 dues is subject to fee waiver.
National Honor Society	\$25 (not to exceed) state and national dues; meals and activities	\$25 (not to exceed) annual dues is subject to fee waiver, not meals.

Program	Maximum Fee and General Description of Required Material <sup>1</sup>	Subject to Fee Waiver <sup>2</sup>
CURRICULUM-RELATED ACTIVITIES (CONTINUED):		
Quiz Bowl	No additional	Not subject to fee waiver.
Science Olympiad	No additional	Not subject to fee waiver.
Student Council	\$50 – annual state and national dues; meals and activities. Attendance at national conventions are not a part of approved student council activities. As such, students are responsible for all costs of attending such conventions.	\$50 dues (not to exceed) is subject to fee waiver, but not meals, activities or attending conventions.
Career and Technical Student Organizations		
CTE Student Clubs, such as DECA, FBLA, FCCLA, Educator’s Rising, FFA, HOSA, Skills USA	\$25 dues (not to exceed) and \$50 registration fees (not to exceed); meals, activities and additional registration fees.	\$25 (not to exceed) dues and \$50 (not to exceed) registration fees are subject to fee waiver.
Drama		
Dramatic productions, including Broadway Musical, One-act Play and School Plays	No additional	Not subject to fee waiver.
Forensics		
Speech and Debate	Appropriate clothing (non-specialized attire) including business/professional attire, and t-shirt; supplies and materials for visual aids.	Not subject to fee waiver.
Journalism		
School Newspaper and Yearbook	No additional	Not subject to fee waiver.
Music – Individual Activities		
All-State Music	\$20 – audition fees	\$20 (not to exceed) Audition fees is subject to fee waiver.
<b>Music – Instrumental Groups – Equipment and Attire:</b> Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with instrumental groups. Uniforms for marching bands and concert band are provided by the District. Customized attire is subject to fee waiver.		
Jazz Band	Shirts and pants	Not subject to fee waiver.
Marching Band	Shoes, gloves, t-shirt	Shoes, gloves, t-shirt is subject to fee waiver.
Marching Band – Color Guard	\$750 (not to exceed) approved uniforms, jacket, poms and other accessories.	\$750 (not to exceed) approved uniforms, jacket, poms and other accessories are subject to fee waiver.
Other Select and Non-select Groups, including Concert Band, Orchestra and Pep Band	No additional	Not subject to fee waiver.
Symphony	Concert black dress	Concert black dress is subject to fee waiver.
<b>Music – Vocal Groups – Equipment and Attire:</b> Students are responsible for required equipment and attire appropriate to the activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with vocal groups. Customized attire is subject to fee waiver.		
Select and Non-select Groups, including Concert Choir, Mixed Chorus and Swing/Show Choir	\$375 (not to exceed) for required items; including performance clothes, including shoes, as selected by members of the groups and the director.	\$375 (not to exceed) performance clothes, including shoes, as selected by members of the groups and the director are subject to fee waiver.
<b>NSAA ATHLETICS:</b> Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school and are responsible for any optional clothing, equipment or other items associated with the sport or activity. Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity and dress attire suitable for team travel. Shoes appropriate for the activity are required. Optional items for which students are responsible include: personal athletic bags, hair ties, sweatbands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.).		
Athletic Physicals	NSAA required athletic physicals; cost varies; payable directly to students’ physician or clinic.	Not subject to fee waiver.
Baseball	\$30 baseball cap, baseball glove	Baseball glove and cap are subject to fee waiver.
Basketball	No additional	Not subject to fee waiver.
Cross Country	No additional	Not subject to fee waiver.
Football	No additional	Not subject to fee waiver.
Golf	Clubs	Clubs are subject to fee waiver.
Soccer	Competition socks	Competition socks are subject to fee waiver.
Softball	Softball glove	Softball glove is subject to fee waiver.
Swimming and Diving	Swimsuit	Competition suit is subject to fee waiver.
Tennis	Tennis racket	Tennis racket is subject to fee waiver.
Track and Field	No additional	Not subject to fee waiver.
Volleyball	Volleyball kneepads	Volleyball kneepads are subject to fee waiver.
Wrestling	No additional	Not subject to fee waiver.
NSAA Unified Sports		
Unified Bowling	No additional	Not subject to fee waiver.
Unified Track	No additional	Not subject to fee waiver.

Program	Maximum Fee and General Description of Required Material <sup>1</sup>	Subject to Fee Waiver <sup>2</sup>
<b>OTHER ACTIVITIES:</b>		
Cheer Squad	\$750 (not to exceed) Approved uniforms, jacket, poms and other accessories.	\$750 (not to exceed) Approved uniforms, jacket, poms and other accessories are subject to fee waiver.
Dance Team	\$750 (not to exceed) Approved uniforms, jacket, poms and other accessories.	\$750 (not to exceed) Approved uniforms, jacket, poms and other accessories are subject to fee waiver.
<b>SOCIAL RECOGNITION AND HONORS</b>		
School plays, musicals and social activities	\$10 admission to events	\$10 per play or activity is not subject to fee waiver.
School dances	\$25 admission to prom, homecoming, etc.	\$25 per event is not subject to fee waiver.
Senior recognition	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page and class composite picture.	Rental of graduation robes, caps and tassels is subject to fee waiver.

## MULTICULTURAL OFFICE (402) 436-1605

### Multicultural Advisory Committee

The Multicultural Advisory Committee (MAC) is a community-based committee created by the Superintendent to give recommendations/ advice to help the District in compliance with its Multicultural Policy to create equitable opportunities for every student.

Lincolniters have had a long-standing tradition of providing quality education for public school children. Community involvement enhances the school experience for all LPS students and reaffirms this community's commitment to quality education..

If you are interested in being a member of the LPS Multicultural Advisory Committee, please call the Multicultural Office at (402) 436-1605.

### Multicultural Policy

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans; and
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race; and
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Lincoln Public Schools, it shall also be the policy and practice of this District to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

# NUTRITION SERVICES (402) 436-1747



## School Cafeteria Accounts

### Free School Breakfast/Lunch Meals in 2021-22

A student breakfast and lunch meal, for all students, will be at no charge (free) for the entire 2021-22 school year. Completing a free or reduced meal benefit application may qualify you for P-EBT payments and fee waiver items like band or string instruments, driver education, Learn to Dream scholarships, etc.

### Student Meal Accounts

Children need healthy meals to help them learn and grow. Your child's school cafeteria offers healthy meals every school day! Parents/guardians are responsible for paying for cafeteria purchases made by their child. Students are assigned a cafeteria account that serves as a payment method for purchasing meal items. Your child will be assigned a personal identification number (PIN), which may be used as a bar code scan or a finger scan when purchasing meal items. Information pertaining to the finger scan may be found on the Nutrition Services webpage. You may deposit money (also referred to as a pre-payment), into your student's personal cafeteria account. When items are purchased by your student, the purchased amount will be subtracted from the balance. Remind your student not to share his/her PIN with other students – this could result in your child's account balance being compromised.

### Pre-Payments

Pre-payments can be made online by following the link on the LPS homepage or by sending payment with your student to school. At the beginning of the school year you may make a pre-payment at your school open house. Many parents enjoy the convenience of depositing money into cafeteria accounts using the online pre-payment system. Registered users may add funds for all students in their family at one time using this system. Purchases may be made using either your checking account information or VISA, MasterCard or Discover credit cards. Nominal fees apply. To create an online payment account:

Enter your information as requested. **Note:** your e-mail address will be your username. Click Create Account when done. You'll receive a screen message that your user profile has been successfully created. Begin adding your students. You can complete this by entering either the student birth date (must follow format MM/DD/YYYY) OR student ID. You can choose whether or not to receive low balance e-mail notifications, and dollar amount at which you prefer to be notified for each student as you add them. Click Finish when done adding students.

Once you have completed the set-up steps, you are taken to the page that displays your students and their current balances. You can continue on to make a payment if you wish, by selecting Add One-

Time Funds or Set Up Autopay, or check each child's account details. If you choose to send cash or check payment with your student, please include a note indicating your student(s) name(s), and student number(s).

### Meal Account Balances

Families may check their meal account balances by finding the link online at lps.org or by calling the school cafeteria manager or Nutrition Services Department at the District Office. Any balance remaining in a pre-paid account shall carry over into the next school year.

### Unpaid Meal Charges (Negative Balances) for School Meals

The District will comply with the National School Meals Programs and all other federal grant programs that provide free or reduced meals to students.

Parents will receive notification of charges via a Negative Balance letter or automated phone call once balance owed reaches \$10.00. When negative balance reaches \$25.00 the parent will receive letters through US mail requesting payment. A letter will also be sent when meal charges are being sent to collection agency. In order for families to receive these notices current address and phone number need to be on-file with the school.

Families are encouraged to regularly check their account balance and track their child's spending to prevent accruing unpaid meal charges. It is the parent's responsibility to provide the funds for the child's food. Negative balances are expected to be paid in full each school year. Unpaid meal charges will be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the new school year.

## Refund Requests

Cafeteria account balances will automatically carry over from this year to the next even for students changing schools with LPS. For any student leaving the district or graduating, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account. LPS will only refund balances for returning students that exceed \$20.00. Parents/Students may request a refund from the cafeteria manager until the last day of school. During the summer, requests for refund need to be made at the LPS District Office Accounting Department. Refund requests over \$45.00 will be mailed and generally take two to three weeks to process. Refunds of less than \$45.00 will be paid by cash.

When a student leaves the District or graduates, the district will send a refund request form to the student's household so the District may return any funds remaining in the student's meal account. Families are encouraged to request a refund at the time the student is leaving the District from the school office. All students with reduced price meal benefits will receive a refund. For families of students who leave the District or graduate that are not approved for free or reduced price meals and who have account balances, the failure to request such balance within 30-days of leaving or graduation shall be deemed a donation of the funds remaining to the benefit of any other student in the District. A student moving to a new school within LPS the meal account will transfer with the student.

Students who leave LPS in one school year and return in another school year will not have former cafeteria balances reinstated unless there is a negative balance attached to the account.

## Free + Reduced Meal Benefits

### Eligibility for Free + Reduced Meal Benefits

Families of students who may be eligible for free or reduced price meal benefits must submit a new application each new school year to determine eligibility. Applications are available on-line at [www.lps.org](http://www.lps.org). A copy of the application can also be printed from this web site. Paper applications are available at the School Office, District Office and Nutrition Services Office. Application must be submitted on or after July 1 to be considered for the new school year. A parent may apply for free or reduced meal benefits at any time during the school year. Notification of approval or denial is sent via email if address is available. Until eligibility for free and reduced price meals is determined the student will be charged for meals at the full meal price (paid) rate. Once a child is determined eligible to receive free or reduced price meals, the status remains in effect for the duration of the school year.

Throughout the school year, Nebraska Department of Education provides LPS with lists of students already determined eligible for free or reduced benefits because of eligibility and participation on other Assistance Programs such as SNAP. This process is called Direct Certification. LPS will send an email notification to the household

when students are Directly Certified as eligible for free or reduced meal benefits. Direct Certification of a student eliminates the need for a household to complete an application for that school year.

## Free and Reduced Price Meals Benefit Q & A

### 1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

### 2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY?

Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please call Lincoln Public Schools Homeless Advocate at (402) 436-1963 or Migrant Education Coordinator at (402) 436-1689 to see if they qualify.

### 3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?

No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to your child's school or the Nutrition Services Department at 5905 O Street, Box 13, Lincoln, NE 68510.

### 4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS?

No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact LPS Nutrition Services at (402) 436-1746 immediately.



## Nutrition Services continued (402) 436-1747

### 5. CAN I APPLY ONLINE?

You are encouraged to complete an online application instead of a paper application. The online application has the same requirements and will ask you for the same information as the paper application. Visit [www.lps.org](http://www.lps.org) to begin or to learn more about the online application process. Contact Nutrition Services, (402) 436-1746 if you have any questions about the online application.

### 6. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE?

Yes. Your child's application is only good for that school year and for the first few days of this school year. You must submit a new application unless the school told you that your child is eligible for the new school year. If you do not submit a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

### 7. I GET WIC. CAN MY CHILDREN GET FREE MEALS?

The eligibility guidelines for WIC are different than the guidelines for school meals. Qualification for WIC does not automatically qualify children for free or reduced meals. Families should complete an application to apply for free/reduced school meals.

### 8. WILL THE INFORMATION I GIVE BE CHECKED?

Yes. You may also be asked to send written proof of the household income you report.

### 9. IF I DON'T QUALIFY NOW, MAY I APPLY LATER?

Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

### 10. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?

You should talk to school officials. You also may ask for a hearing by calling or writing to: Director, Nutrition Services Department, P.O. Box 82889, 5905 'O' Street, Lincoln, NE 68510, telephone number (402) 436-1747.

### 11. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?

Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

### 12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

### 13. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT?

Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

### 14. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?

Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.

### 15. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY?

List any additional household members on a separate piece of paper, and attach it to your application.

### 16. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?

To find out how to apply for SNAP or other assistance benefits, please go online to [ACCESSNebraska.ne.gov](http://ACCESSNebraska.ne.gov) or call 1-800-383-4278.

## USDA Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA

Persons with disabilities who require alternative means of communication for program information (e.g Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## Contact Information

**Lincoln Public Schools District Office**  
**5905 O Street • [www.lps.org](http://www.lps.org)**

### Nutrition Services Department

For questions about free & reduced application, meal account balances, please call: 402-436-1746.

Mailing Address: Lincoln Public Schools Nutrition Services Department, PO Box 82889, Lincoln NE 68501.

### Accounting Department

For questions about refund of meal account, payment by credit card or payment for unpaid meal charges, please call: 402-436-1700.

## Federal Income Chart

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Income Eligibility Guidelines effective from July 1, 2021 to June 30, 2022.

## Nutrition Services Reduced Price Income Eligibility Guidelines

July 1, 2021 - June 30, 2022

Household Size	Reduced Price Meals				
	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
For each additional family member add:	8,399	700	350	324	162

If households report multiple frequencies of pay, total income must be calculated on an annual basis. Use the following conversions:

Annual Income Conversion: Weekly x 52;

Every two weeks: x26

Monthly: x12

# SPECIAL EDUCATION (402) 436-1905

## Special Education Identification and Placement Procedure

### What Does Special Education Mean?

Special Education means specially designed instruction. Specially designed instruction means adapting as appropriate to the needs of an eligible child the content, methodology, or delivery of instruction to address the unique needs of the child that result from the child's disability and to ensure access to the general curriculum so that the child can meet the educational standards within the jurisdiction of the public school district.

Special Education is provided at no cost to the parent, to meet the unique needs of a child with a verified disability, including classroom instruction, home instruction, instruction in hospitals, and instruction in physical education. The term includes vocational education, audiology services, vision services, hearing services, psychological services, speech-language pathology, occupational therapy and physical therapy if the service consists of specially designed instruction, at no cost to the parents, to meet the unique needs of a child with a disability.

### How are Students with Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. The Student Assistance Team problem solves and recommends general education interventions prior to recommending formal evaluations. A plan is developed and if a child does not respond adequately to the general education instruction and interventions, a multidisciplinary team evaluation may be conducted.

Parents must provide written permission to have their child evaluated for Special Education. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed if the student qualifies for specially designed instruction.

Lincoln Public Schools assumes the responsibility of specialized services for students birth to age 21, which includes, but is not limited to: nursing services, hearing services, occupational therapy, physical therapy, speech/language therapy, and audiological services. Parents are not responsible for providing services which their children need to access an appropriate public education. To ensure consistency and appropriate alignment of responsibility, third party providers are generally not utilized in the school setting except as appropriate for transitions.

### Students Who May Benefit

A student verified as having autism, emotional disorder, developmental delay, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual impairment may be placed in regular education with support services or may benefit from a special education classroom or service.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the School District, a parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the School District will arrange for further evaluation at public expense. If School District officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data for the student and will identify what additional data, if any, are needed. The School District shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents which specifies programs and services that will be provided by the schools. If necessary, the District will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the School District;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be, participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or School District.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting.

The School District will provide parents with a copy of the IEP.

## Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The School District must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs requires specialized educational techniques which are not available in current settings.

Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested.

Written notice shall be given to parents a reasonable time before the School District:

1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or
2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

## Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The School District staff will provide information about those programs on request. If parents place the student in one of those programs, however, the School District is not required to pay for the student's education.

## Transportation of Students Receiving Special Education

The District Special Education Department will make arrangements for transportation for eligible students. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Individual special conditions may warrant special education students to be transported to their assigned schools. If parents are dissatisfied with a transportation decision, they may appeal to the District's Director of Special Education.

## Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the School District in providing educational services.

## Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

## Plans and Budget

With the exception of personally identifiable student records, District special education plans and budgets are available for public inspection.

This is a summary of the Lincoln Public Schools District plan for special education students. Anyone interested in obtaining a copy of the complete District policy or a copy of the Nebraska Department of Education Rule 51 or Rule 55 (appeal process) may contact the Director of Special Education, Lincoln Public Schools District Offices, P.O. Box 82889, Lincoln, NE 68501, or telephone (402) 436-1919.

## Student Referrals for Special Programs

Some of the students attending Lincoln Public Schools are eligible for programs suited to their specific needs.



# STUDENT SERVICES (402) 436-1688

## Parental Involvement

Throughout this book the term “Parents” refers to both natural or adoptive parents and to legal guardians.

Lincoln Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Lincoln Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

- A. Parental involvement is a part of the ongoing and timely planning, review and improvement of District and building programs.
- B. Parents are encouraged to support the implementation of District policies and regulations.
- C. Parents are encouraged to monitor their student’s progress by reviewing materials sent home from school by school staff, online student information and quarterly report cards and attending parent-teacher conferences.
- D. Textbooks, tests and other curriculum materials used in the District are available for review by parents upon request.
- E. Parents are provided access to records of students according to law and school policy.
- F. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.
- G. Testing occurs in this School District as determined to be appropriate by District staff to assure proper measurement of educational progress and achievement.
- H. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
- I. Participation in surveys of students occurs in this District when determined appropriate by District staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with District policy. Timely written parental requests to remove students from such surveys will be granted in accordance with District policy (6620, 6620.1, 6621, 6621.1). In some cases (see Regulation 6621.1), parent permission must be given before the survey is administered.
- J. Parents are invited to express their concerns, share their ideas and advocate for their children’s education with Board Members, administrators and staff.

- K. School District staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

It is also the policy of Lincoln Public Schools to implement programs, activities and procedures for the involvement of parents in Title I programs consistent with the Title I laws, as amended by federal law. Such programs, activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

## Birth Certificate Requirements

State legislation (43-2007, sections 2-5) requires that a certified copy of a student’s birth certificate must be used when enrolling a new student in school. If your child is registering with Lincoln Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Vital Records, 1033 O Street, Suite 130, Lincoln, NE 68508. Office hours are 8 a.m. to 5 p.m., Monday-Friday, (402) 471-2871. There is a fee per certificate.

**Please note:** The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the State of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student’s identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## Goals for Students

The Lincoln Board of Education adopted a set of goals in 1991 recognizing that students enter school with diverse talents, interests and needs. Throughout the course of our students’ public school education we want them to develop to their greatest potential. It is the intent of the Board and staff of Lincoln Public Schools that all students, to the degree they are able, will:

1. Demonstrate competence and fluency in the essential skills of reading, writing, speaking, listening and mathematics.
2. Think critically and creatively, using higher order thinking skills to make decisions, solve problems and create new perspectives and possibilities.
3. Understand the important ideas from the arts, humanities, sciences and mathematics and understand the relationships among them.

4. Demonstrate the knowledge, skills and attitudes essential for living in a democracy and becoming a contributing member of society.
5. Understand and celebrate the diversity and interdependence of our pluralistic, multicultural community, nation and world.
6. Respect and care for themselves and others.
7. Respect and care for the natural environment.
8. Work with others productively and cooperatively.
9. Develop the skills and attitudes essential to enter the work force.
10. Become a lifelong learner.
11. Demonstrate the knowledge and skills essential for achieving lifelong health.

## Application for Special Attendance Permit

Students K-8 wishing to attend a school other than the one in their attendance area must complete an **Application for Special Attendance Permit**. Applications may be completed at the student's current school. The permit may be left at the school where it will be forwarded to LPS Student Services for action. Decisions of approval or denial are based upon building capacity. Exceptions are made with building administrator input and are based on individual needs and circumstances.

Requests to transfer for the fall of the 2021-2022 school year were due in LPS Student Services by January 7, 2021. Using information from principals regarding building capacity, action was taken on requests for 2021-2022 during the month of March 2021. Families were informed by U.S. mail whether or not the permit was approved.

**The filing deadline to transfer for the 2022-2023 school year is January 5, 2022 for students currently in grades K-7.**

All students currently in grade 8 must file a *High School Choice Form* by January 31, 2022 for automatic approval. The only restriction may be if the building's capacity requires closing it to transfer. Transfer requests are expected to remain in effect for an entire school year.

## Educational Equity

### The Policy

Lincoln Public Schools is committed to the concept of educational equity for students, staff and patrons of Lincoln Public Schools. In all programs conducted by the School District, the dignity and worth of all human beings will be recognized. Such recognition shall be extended regardless of a person's economic status, race, ethnic background, culture, religion, gender, sexual orientation, age or mental, physical or linguistic ability.

In addition it is the policy of Lincoln Public Schools to assure that all students have equal opportunity to take part in all school programs. The material used with students is to represent all types of people, both male and female, in a variety of jobs, skills and leadership. Lincoln Public Schools is committed to providing an environment free of harassment based on economic status, race, ethnic background, culture, religion, gender, sexual orientation, age or mental, physical or linguistic ability.

### Complaints

If you feel you or someone you know has not been treated fairly, you have three options: **1)** get more information to try to resolve it with a staff member who knows about the situation; **2)** talk to your principal or a central office administrator who can advise you; **3)** write to Lincoln Public Schools Equity Administrator, Box 82889, Lincoln, NE 68501.

If you send in the complaint form in the back of this book, a School District official will gather as many details as possible. That information will then be forwarded to the School District's Educational Equity Monitoring Task Force, a group of citizens and school staff members. The task force will assign a team to thoroughly investigate your complaint and will make recommendations for changes if your complaint is justified. Your name will not be used unless you authorize it. Under no circumstances will any threats or retaliation be permitted to be made against an individual for alleging in good faith a violation of this policy. Complaints regarding sexual harassment will not be handled by the task force, but by a District administrator.

## Guidelines for Religious Holidays

The Lincoln School District complies with the First Amendment to the United States Constitution.

The First Amendment requires that public schools neither promote nor interfere with the practice of religion. This requirement sometimes presents some difficult situations for schools. For one thing, schools are expected to teach about many facets of society, including the moral, ethical and religious values held by people in that society. For another, schools are a part of the fabric of our American society—and so is religious practice. Schools are required to be a part of practically all activities that go on in a community, including religious holidays, while avoiding either the promoting of religious practices or interference with religious practices.

To further complicate the situation, some religious observances have evolved into cultural, secular observances, while still retaining religious meaning for many Americans. Christmas, Easter and Hanukkah are examples of religious holidays that are now observed as cultural events. Other holidays have their origins in religion, but have lost practically all religious meaning in terms of the way most Americans observe the holidays. Valentine's Day and Halloween are examples.

The issue for schools is how to allow students to be a part of American society's observance of such events and yet not require any student to participate in an observance which conflicts with the student's religious beliefs.

To avoid interfering with the religious practices of students, efforts are made to avoid scheduling major tests and major student activities on dates of religious significance. If you are concerned about any particular date on which there might be a school conflict with your family's religious activities, please call your child's school.

In an effort to deal with this admittedly complex situation, Lincoln Public Schools has developed guidelines with advice from citizens, religious leaders and staff members. The guidelines are intended to help staff members be sensitive to the problems surrounding religious events without robbing those events of their luster as part of our American heritage. Guidelines are as follows:

**All activities included in the instructional program shall be inclusive and pluralistic—that is, students of varying cultural, ethnic and religious heritage should be able to feel included and feel comfortable being included.**

1. The role that diverse religious traditions have played in the historical development of our society should be recognized.
2. A school program or student performance should not be a forum for religious worship—all school programs should serve an educational purpose.
3. Student participation in any program, or performance (e.g., music) which may involve religious materials which a student may find personally objectionable should be voluntary.
4. Persons who are authorities on a particular culture or religion may serve as resources in the classroom.
5. Religious symbols may be used as teaching aids when used objectively to teach about a religious heritage.
6. Christmas trees, Santa Claus, and Easter eggs and bunnies are considered to be secular, seasonal symbols and may be displayed provided they do not disrupt the instructional program for students.
7. Holiday parties may be held as long as they do not become religious observances, as long as all children can be included or positive alternatives provided for those who choose not to participate.
8. In ceremonial functions, opening and closing remarks are used instead of invocations and benedictions.
9. Because baccalaureate is a traditionally religious service, it is sponsored by a community group rather than by the School District.

We appreciate the support Lincoln parents have traditionally given to Lincoln Public Schools. Your cooperation with the schools as they attempt to follow these guidelines will be most helpful. If you have any questions about the guidelines, or wish to express any concern, please talk with the principal at your child's school or call Russ Uhing, educational equity administrator, (402) 436-1650; or Stephen C. Joel, Superintendent, (402) 436-1601.

## Rights and Responsibilities of Students *(Revised 5/2014)*

**The term "parents" is used to refer both to natural or adoptive parents and to legal guardians.**

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

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

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

### II. Areas of Prohibited Student Conduct

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

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

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



## Notice of Nondiscrimination

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, sex, disability, pregnancy, childbirth or related medical conditions or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

### Title VI

*(discrimination or harassment based on race/color/national origin)*

**Students:** Russ Uhing, Dir. of Student Services/Equity Administrator, 5905 O Street, Lincoln, NE 68510, (402) 436-1650 ([duhing@lps.org](mailto:duhing@lps.org)).

**Employees:** Eric Weber, Assoc. Superintendent for Human Resources, 5905 O Street, Lincoln, NE 68510, (402) 436-1575 ([eweber@lps.org](mailto:eweber@lps.org)).

**Others:** Walter Powell – Multicultural Administrator, 5905 O Street, Lincoln, NE 68501, (402) 436-1604 (t).

### Title IX

*(discrimination or harassment based on sex; gender equity)*

Eric Weber, Assoc. Superintendent for Human Resources, 5905 O Street, Lincoln, NE 68510, (402) 436-1575 ([eweber@lps.org](mailto:eweber@lps.org)).

### Section 504

Russ Uhing, Dir. of Student Services and 504 Coordinator, 5905 O Street, Lincoln, NE 68510, (402) 436-1650 ([duhing@lps.org](mailto:duhing@lps.org)).

## Americans with Disabilities Act (ADA)

Marla Styles, ADA Coordinator,  
5905 O Street, Lincoln, NE 68501, (402) 436-1579  
([mstyles@lps.org](mailto:mstyles@lps.org)).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate coordinator.

For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U. S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, MO 64106, (816) 268-0550 (voice), or (800) 268-0599 (TDD), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## Other Important Contacts

If you would like more information about the policy as it relates to curriculum, classrooms, practices, student activities or any part of school life, call any of the following:

### For assistance or to express concern, call:

Russ Uhing, Equity Administrator ..... (402) 436-1650  
[duhing@lps.org](mailto:duhing@lps.org)

### In matters related to instruction, call:

Matt Larson, Assoc. Supt. for Instruction. .... (402) 436-1625  
[mrl@lps.org](mailto:mrl@lps.org)

### In matters related to homeless students call:

Ellen Reilly, Homeless Coordinator ..... (402) 436-1963

### In matters related to curriculum, call:

Takako Olson, Dir. of Curriculum ..... (402) 436-1634  
[tnagaya@lps.org](mailto:tnagaya@lps.org)

### For assistance concerning special education, call:

Jenny Fundus, Dir. of Special Ed. .... (402) 436-1932  
[jfundus@lps.org](mailto:jfundus@lps.org)

**LPS District Offices** ..... (402) 436-1000

Every effort will be made to find a fair solution.

## Law Enforcement

Conduct to be reported to law enforcement includes conduct that may constitute a criminal act, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported to law enforcement includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable.

The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the Lancaster County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.

## LPS/LPD School Resource Officer Program

LPS and LPD partner to provide school resource officers in high schools and middle schools. Information about the SRO program can be found at <http://home.lps.org/studentservices/sro/>, including the following: 1. LPS policies on non-school personnel interviewing students, 2. LPD's policies on questioning or interrogating students and under what circumstances students shall be advised of constitutional rights, 3. LPD's process for accepting complaints and compliments regarding school resource officers, and 4. LPS's policies on determining the type or category of student conduct or actions that will be referred to law enforcement rather than resolved as a school discipline matter.

## Dating Violence Policy

LPS strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For the purpose of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner.

"Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

## Anti-Bullying Policy

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff. Bullying means any ongoing pattern of 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. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

## Child Abuse

Nebraska State Law and district policy mandates school employees who have reasonable cause to believe that a child has been subject to abuse or neglect or observes such person being subject to conditions or circumstances which would reasonably result in abuse or neglect shall report to the proper law enforcement agency or the Department of Health and Human Services (Child and Family Services).

### Policy

#### 5504

#### STUDENTS

#### Child Abuse - Neglect

*Any Lincoln Public Schools employee who has reasonable cause to believe that a child has been subject to abuse or neglect, including sexual abuse, or observes such person being subject to conditions or circumstances which would reasonably result in abuse or neglect shall promptly report the same to: Lincoln Police Department, the Department of Health and Human Services or the appropriate law enforcement agency.*

*In addition to reporting the alleged abuse or neglect to the proper authorities, the employee shall also inform the employee's principal or other immediate supervisor of the making of the report and the basis for making the report, who will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.*

*Federal law requires prompt reporting within a 24-hour period by all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. By policy, Lincoln Public Schools extends such reporting obligation to those participating in any interstate extracurricular activity or trip.*

### Regulation

#### 5504.1

#### STUDENTS

#### Child Abuse - Neglect

*Abuse or neglect is defined in Nebraska Statutes as follows:*

1. *Child abuse or neglect means knowingly, intentionally or negligently causing or permitting a minor child to be:*
2. *Placed in a situation that endangers his or her life or physical or mental health;*
3. *Cruelly confined or cruelly punished;*
4. *Deprived of necessary food, clothing, shelter or care;*
5. *Left unattended in a motor vehicle if such minor child is six years of age or younger;*
6. *Sexually abused; or*
7. *Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency or obscene or pornographic photography, films or depictions.*

*All employees and administrators will fully cooperate with the law enforcement agencies and the Office of Social Services with regard to alleged abuse or neglect. Under Nebraska Statutes a person making a report under this section is immune from any liability, civil or criminal, that might otherwise be incurred or imposed except for maliciously false statements. Failure to make the report as required by the Nebraska Statutes with regard to alleged child abuse or neglect does constitute a Class III misdemeanor, which carries a maximum penalty of three-month imprisonment and a \$500 fine. An employee who fails to make a report when required to do so, or to inform a supervisor of the situation in order that a report may be made, shall be subject to disciplinary action, up to and including termination.*

## Technology Resources and Use

Lincoln Public Schools makes technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of such technology resources by students, staff, and the community should be consistent with the Board's expectations (Policy 6441, Regulation 6441.1). Technology resources include, without limitation: computing devices and related technology equipment, all forms of E-mail or electronic communication, all files stored in the LPS private and public cloud, the internet, and other technology brought onto school property or to a school activity by an individual.

## Student Services continued (402) 436-1688

Student computing devices have been chosen to support digital curriculum and effective instruction within Lincoln Public Schools (LPS) classrooms. The devices used instructionally by students will vary by student age, ability, and learning situation and may include Chromebooks, iPads, or other computing devices. These devices can access the internet and run applications, allowing learners to engage with digital curriculum and participate in other learning opportunities. Use of the devices is a privilege and students must demonstrate appropriate caution and responsibility when using them, as acknowledged in a Responsible Use Agreement (RUA) agreed to when signing into the LPS portal or, in the case of elementary students, when the student begins her/his school year.

Users have no privacy rights or expectations of privacy when using technology. Use of computing devices and all files or information stored therein, thereon, or linked may be monitored, tracked, logged, copied, reviewed, and accessed at any time without prior notice. Lincoln Public Schools has complete authority to regulate all computing device use and computing device users. Computing device use is a privilege and not a property right. Computing device use is made available subject to all Board policies and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives are issued as needed. No computing device use shall be permitted for purposes that are contrary to the mission of the building site or Lincoln Public Schools. Response to inappropriate behavior related to computing device use will be consistent with standard LPS disciplinary practices.

As a measure to protect student data, efficiently identify Instructional Technology Tools that are safe for student use, support district learning goals, and encourage innovative teaching and learning, the District has created a process through which LPS staff evaluate instructional technology tools used with students. To learn more about this process, visit LPS Keyword: ITT. Teachers will limit the use of applications and web based tools to those approved through this process. Students will follow teachers' instructions and guidelines when using technology.

Behavioral expectations when using computing devices are consistent with the LPS student code of conduct. It is expected that students will use devices in a respectful and responsible manner that does not disturb others, harass others, or disrupt the learning environment. If a student is uncomfortable because of digital speech they encounter, or need assistance with instructional technology tools, they should talk to a trusted adult. Students should give proper credit for words, images, or videos included in their school work that came from other sources. Students should also go to lengths to protect their password from others, with the exception of their own parents, guardians or teachers.

Personal electronic devices, including but not limited to: cell phones, MP3 players, iPods, portable game consoles, cameras, digital scanners, technology wearables, signaling devices and other electronic or battery-powered instruments which transmit voice, text, or data from one person to another, may be considered nuisance items. The possession and use of electronic devices shall be the subject of school building rules. Violation of the building rules may result in disciplinary

action including, but not limited to, suspension or expulsion from school and/or confiscation of the device for a reasonable period of time. Personal device access to the LPS network may be disabled at the discretion of the Information Security Officer.

Students who bring personal electronic devices to school do so at their own risk. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of personal electronic devices.

## Computing Device Responsible Use Agreement (RUA)

### FOR STUDENTS

I will demonstrate digital citizenship by taking care of the LPS Student Computing Device issued to me by LPS. I agree to return the device in good condition at the end of my loan period.

### I WILL

- Use the LPS Student Computing Device to access school assigned content and complete school work in accordance with LPS School Board Policy of Acceptable Use of Computers, Network, Internet and Websites.
- Demonstrate proper care of the device by always using the provided protective bag or cover when transporting or storing it
- Bring the device, fully charged, to school each day.
- Charge the device only with the power cord provided with the device.
- Save all documents and school-related files to approved network servers so that no data will be lost in the event the device must be completely reset.
- Promptly report any damages to the device and/or problems with the operation of the device.
- Report loss or theft within 24 hours to school officials and authorities.
- Obtain permission from individuals prior to using the device to record them visually or audibly.
- Keep the device free of any decorative writing, drawing, stickers, paint, tape and decals.
- Turn over the device to staff upon request or upon leaving LPS.
- Only use LPS approved Instructional Technology Tools that utilize my LPS username and password. District-approved exceptions will be communicated by the teacher.
- Keep my LPS username and password private.

### I WILL NOT

- Throw, drop, or damage the LPS Student Computing Device in any way.
- Give the device to another student, friend or family member for his/her use.
- Attempt to alter the configuration or user permissions of the device.
- Remove or copy any of the software applications or management/security utilities.
- Leave the device unsupervised (on desk, in hall, in car, etc.).
- Redistribute any recordings of my teacher or classroom.

- Distribute, exchange, upload, attach, or archive any type of audio/video recordings unless the content has been reviewed and approved by a teacher who directs where the content will be stored.
- Download copyrighted or proprietary data or material.
- Order replacement parts for or have anyone other than LPS personnel repair or otherwise alter the device.
- Use anyone else's username and password at any time.
- Allow anyone else to use my username and password at any time.
- Allow anyone else to use my device while it is signed into my LPS account.

### NO EXPECTATION OF PRIVACY

Because LPS owns the device, students have no expectation of confidentiality or privacy with respect to the device. LPS may, without prior notice or consent, log into, view, monitor, and record use of the device and any corresponding technology tools at any time for any reason related to the operations of LPS.

## LPS Online Resources

### A. Background

Lincoln Public Schools aims to foster a curriculum that integrates both established and innovative technology for students in the classroom, in order to educate and prepare students for constant advances in technology around the world. To this end, LPS employees (including teachers) are encouraged to explore new ways of incorporating technology into their lesson planning. LPS policy dictates that such technology must first be approved by the LPS Instructional Technology Tool Evaluation Committee (the Committee). More information about the Committee can be found at: <http://home.lps.org/itt> (the Committee's Website). A list of technology tools approved by the Committee can be found at: <http://www.lps.org/go/matrix> (the Approved Tools List).

### B. Federal and Other Laws

Federal and other applicable laws require that LPS obtain parental consent prior to LPS's enrollment of their student(s) or prior to LPS students downloading, registering, enrolling, or otherwise accessing and utilizing certain online or other equipment or technologies, which may include, but not limited to, certain software, apps, ebooks, etools, and any other equipment, program, account, feature or tool listed on the Committee's Approved Tools List. Some of the relevant federal statutes (and accompanying regulations) include:

1. Children's Online Privacy Protection Act (COPPA) (for more information, please visit: <http://www.coppa.org/>);
2. Children's Internet Protection Act (CIPA) (for more information, please visit: <https://www.fcc.gov/consumers/guides/childrensinternetprotectionact/>);
3. Protection of Pupil Rights Amendment (PPRA) (for more information, please visit: <http://familypolicy.ed.gov/ppra/>); and
4. Family Educational Rights and Privacy Act (FERPA) (for more information, please visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>);
5. Nebraska Student Online Privacy Protection Act (SOPPA) (for more information please visit: <https://nebraskalegislature.gov/floordocs/105/pdf/intro/lb175.pdf>).

Since Congress, the Department of Education, the Department of Justice, the Federal Trade Commission and any other federal agency or the state of Nebraska may, from time to time, adopt new laws or regulations, modify existing laws or regulations, or repeal new laws or regulations, LPS may, from time to time, amend its list of federal laws or add references to other laws that might affect LPS student privacy or student data concerns by posting such changes on the Committee's website or the Approved Tools List.

### C. Parental Consent

In order for LPS to comply with some of the applicable federal and other laws, and in order for LPS students to use and appreciate equipment and technology in the classroom and for other educational purposes, parents must consent to LPS's enrollment of their student(s) or to LPS student(s) downloading, registering, enrolling, or otherwise accessing and utilizing certain online or other equipment or technology tools. By consenting to such technology use, third party websites, administrators or service providers may request certain students' personal identifying information, including, but not limited to, the student's name, a username, password, and email address. All parents who do not opt out (as set forth more fully, below) of their students' online or other technology use and enrollment shall be deemed to have consented to LPS:

1. Disclosing educational records under FERPA, including those education records that are not defined as "directory information" under FERPA;
2. Consenting to allow students under the age of 13 to enroll in various technology programs and utilize tools on the Committee's Approved Tools List, for purposes of COPPA;
3. Implementing LPS's CIPA policy relating to the Internet content that students are able to access;
4. Allowing students to participate in certain school activities, including student surveys, analyses, or evaluations, that are deemed "protected information surveys" under the PPRA.
5. Notwithstanding the foregoing, a parent, at any time, may request that LPS contact any third party websites, administrators or service providers for the purpose of requesting that such third party provide LPS with the terms of service (TOS) or a description of the types of personal information collected, an opportunity to review the student's personal information and/or have the information deleted, and the opportunity to prevent further use or online or other collection of a student's personal information.
6. In the event that any parent has any questions regarding the possible disclosure of students' personal information to third party websites, administrators or service providers, then said parent is encouraged to contact [cto@lps.org](mailto:cto@lps.org) for more information.

### D. Parental Opt Out

LPS is committed to ensuring student privacy and protection. At the same time, LPS is also committed to ensuring that parents are completely informed of their students' educational activities in the classroom. In the event that a parent does not consent to LPS providing students' personal information to third party websites,



## Student Services continued (402) 436-1688

administrators or service providers, then said parent must notify LPS in writing that they do not consent to their students' enrollment in various online or other technology tools and programs by (1) immediately contacting their student's classroom instructor; and (2) sending an email to [cto@lps.org](mailto:cto@lps.org). A parent may opt out of their student's technology use and enrollment at any time.

Please note: LPS is committed to the adoption of curriculum content provided in digital format and in any number of cases the curriculum content of a course may be solely accessible via a computing device.

### Secure Web Gateway (Filter)

Lincoln Public Schools operates a Secure Web Gateway (SWG) to enforce compliance with Federal regulations and Board policy designed to restrict access to content that is obscene, harmful or otherwise inconsistent with the educational mission of Lincoln Public Schools. The SWG restricts access based on the classification of web content into categories that are persistently updated in response to the rapidly evolving nature of the web. The SWG also supports instruction by differentiating access to web content based on filtering profiles that take into account the needs of defined audiences including elementary, middle and high school students and staff.

LPS will continue to make all reasonable efforts to ensure its SWG manages access to support instruction and comply with applicable regulations and policies. Technical efforts to bypass the SWG may be temporarily successful, however, any such efforts violate the LPS Responsible Use Agreement and will be addressed consistent with other violations of the acceptable code of conduct.

#### NEBRASKA REVISED STATUTES 28-1463.02-.05

##### *Child Pornography Prevention Act*

*In Nebraska, teenagers who send or receive sexually explicit photographs by cell phone or computer are at risk of felony child pornography charges. Child pornography includes depiction of someone under the age of 18 engaged in sexually explicit conduct – such as actions, poses or nudity.*

*Even if the student was not there to capture the photo or video, it is against the law to be in possession of such photographs – or to share such photographs with other students.*

*Possession and distribution of child pornography carry serious penalties that will affect the future of our students.*

*In addition, there are real risks that sexually explicit pictures, meant to be shared with a friend or partner, will make their way into wider publication on the Internet.*

*Students who come into possession of child pornography should immediately contact a trusted adult and notify police. Students should not delete the image or video, because that would destroy potential evidence. They should save the images to share with police.*

## Nuisance Items

The possession of items which disrupt the learning environment shall be considered nuisance items. They shall include but not be limited to such things as: toys, comics, candy, gum or others. Students shall not bring these types of items to school. Nuisance items 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, if students request them. Electronic devices including, but not limited to, cell phones, mp3 players, iPods, personal electronic devices, portable game consoles, cameras, digital scanners, signaling devices and other electronic or battery-powered instruments which transmit voice, text or data from one person to another, may be considered nuisance items, unless directed by school personnel that they may be used as part of a learning activity. The possession and use of electronic devices shall be the subject of school building rules. Violation of the building rules may result in disciplinary action including, but not limited to, suspension or expulsion from school and/or confiscation of the device for a reasonable period of time.

## Student Attendance

Every person residing in a School District within the State of Nebraska who has legal or actual charge or control of any child who is not less than age six (as of January 1 of the current school year) and not more than 18 years of age, or who is younger than six years of age and is enrolled in any public school, will cause the child to attend school regularly. Lincoln Public Schools has established procedures (Policy 5140 and accompanying regulations) that will assist parents to meet this responsibility by encouraging regular and punctual student attendance.

Uninterrupted attendance in regularly scheduled classes allows students to obtain maximum benefit from the District's instruction program. Cooperative efforts of parents/guardians and school staff to promote regular student attendance are encouraged.

An absence from school will be reported as School Excused or Not School Unexcused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.

- A. School Excused. Any of the following circumstances that lead to an absence will be identified as a School Excused absence, provided the required attendance procedures have been followed:
- (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
  - (2) Other absences as determined by the principal or the principal's designee.



B. Not School Excused. Absences that are not school excused are school unexcused. Such absences may result in a report to the county attorney and may be classified as follows:

- (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
- (2) Other absences are those in which the parent has not communicated a reason for the student's absence.

School staff will keep parents informed regarding the attendance of their student(s) and will assist parents in correcting attendance problems. It is the responsibility of the student to make up work which has been missed because of any absence. The school staff will support the student's initiative to make up work missed.

Unexcused absences and tardiness are a violation of school rules. Disciplinary measures may be imposed.

If a student is excessively absent, an administrator will serve a written notice to the person violating the compulsory attendance statutes, warning him or her to comply with its provisions. When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school administrator or his or her designee, and/or a school social worker), the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. If the results of these efforts are ineffective or if a dangerous condition exists, a report on the circumstances may be made to the county attorney.

According to Nebraska State Law 79-202 a child who is at least 16 years of age but less than 18 years of age cannot be withdrawn from school before graduation and be exempt from the mandatory attendance requirements unless the guardian/student can present evidence that the child would be withdrawing due to either (a) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (b) an illness of the child making attendance impossible or impracticable. The legal or educational guardian must contact Student Services to schedule an exit interview.

## Care of Property

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

## Student Rights

- A. Receive competent instruction in a relevant curriculum.
- B. Attend a school which is clean, comfortable, safe and reasonably equipped for the learning task.
- C. Have a framework for student government which indicates the areas and circumstances of student sharing in decision making.
- D. Express him or herself or attempt to influence others so long as the rights of others are not violated in the process.
- E. Have access to printed copies of school regulations.
- F. Privacy of personal belongings provided they are not injurious or a nuisance to other students.
- G. Have the right of due process in discipline matters.

Questions or concerns should be directed to the Department of Student Services, 436-1654.

## Title IX

It is the policy of the Lincoln School District to comply with the regulations implementing Title IX of the Educational Amendments of 1972. Title IX prohibits sex discrimination in federally assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. . ."

Title IX covers all areas of educational programs and all students. Title IX specifically provides that schools shall not, on the basis of sex:

- provide different aid, benefits or services;
- deny any person such aid, benefit or service;
- subject any person to separate or different rules of behavior, sanctions or other treatment;
- discriminate against any person in the application of any rules of appearance;
- discriminate in course offerings, counseling, athletics or employment.

The Lincoln Public School District will investigate complaints of sexual harassment and take remedial action as appropriate. Sexual harassment is defined in the Title IX regulations as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking, as defined by federal laws.

The conduct in question must occur on Lincoln Public Schools property, at a school event or program, or in a school vehicle in order to be covered by Title IX rules. Questions or concerns should be directed to the Lincoln Public Schools Title IX officer, (402) 436-1575.

*Student Services continued (402) 436-1688***HOMELESS STUDENTS**

It is Lincoln Public Schools' policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless. Homeless children, for purposes of this District, generally include children who lack a fixed, regular and adequate nighttime residence, as further defined by applicable federal and state law.

The Superintendent's designee serves as the District's designated Homeless Coordinator. The Homeless Coordinator will serve as the school liaison for homeless children and youth and ensures that:

1. homeless children are identified by school personnel;
2. homeless children enroll in, and have a full and equal opportunity to succeed in, school;
3. homeless children and their families receive educational service for which they are eligible and referrals to health, dental and mental health services and other appropriate services;
4. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children;
5. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters and soup kitchens;
6. enrollment disputes are mediated in accordance with law; and
7. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.

The Homeless Coordinator coordinates with state coordinators and community and school personnel responsible for the provisions of education and related services to homeless children.

A homeless child will be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed.

Placement of a homeless child is based on the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions are made according to the District's determination of the child's best interests, and will be at either:

1. the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year); or
2. the school of the attendance area where the child is actually living.

Placement of a homeless child will presume that keeping the child or youth in the school of origin is in the child's or youth's best interest, except when doing so is contrary to the request of the parent or guardian or, in the case of unaccompanied youth, the youth. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District will provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator assists in the

placement decision, considers the views of the unaccompanied youth and provides the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process.

The homeless child will be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residence or other documentation. The District will contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District will refer the parent or guardian of the homeless child to the Homeless Coordinator, who will assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows:

1. if the homeless child's school of origin is in the Lincoln Public School District, and the homeless child continues to live in the Lincoln Public School District, transportation to and from the school of origin shall be provided by the Lincoln Public School District; and
2. if the homeless child lives in a school district other than the Lincoln Public School District, but continues to attend the Lincoln Public School District based on it being the school of origin, the new school and the Lincoln Public School District shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin, and if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

**DISPUTE RESOLUTION PROCESS**

The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:

1. The District shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought. In the case of an unaccompanied youth, the District liaison will ensure that the homeless youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute and provides notice to such youth of the right to appeal;
2. The District will ensure the immediate enrollment of the homeless child or youth in the school in which enrollment is sought pending resolution of the dispute; and
3. The District's written response will include a notice of the right to appeal as provided in Nebraska Department of Education Rule 19, Section 005.03.

## Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), cell phone numbers, e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parent or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of enrollment;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Lincoln Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the district designate information about the student as directory information. Please write to Russ Uhing, Director of Student Services, 5905 O Street, Lincoln, NE 68510, to indicate your refusal to have your child's information designated as directory information. For an opt out form, go to the LPS website or contact Russ Uhing for an opt out form.

When a formal request is made to Student Services for education records containing directory information, the request will be reviewed by the Director of Student Services or designee and decisions on fulfilling the request will be made based on the type of information requested, the purpose of the request for the information, and a screening of the requester if appropriate. The following individuals or groups made a request for directory information in the period of June 2020 to May 2021:

*Cornhusker Council Boy Scouts of America, Riley Elementary PTA, Malone Center Panthers, Kahoa PTO, UNL-TRIO-ETS, School Community Intervention & Prevention (SCIP), Worldstrides, Eastridge Swimming Pool, Lincoln Boys Choir, Washington DC Trip, YMCA Youth Sports, Champoux Detasseling, Greater Lincoln WIOA Youth Program (YESS), YWCA Lincoln, Kooser Elementary PTO, Lincoln Youth Football, Alicia Borer, YWCA Lincoln, Sonnenblume Studios, Ryan Evans, Nebraska Safety Council, UNO-Office of General Education and Dual Enrollment, Camp Sonshine, SouthPointe Christian Church, Lux Boosters, Niche Marketing Research, Bright Lights, Meadow Lane Park Association, Close Up Foundation, Foundation for LPS, Lifetouch, Sycamore Learning Company, Kahoa PTO, Arnold PTO, Allo Communications, Meadow Lane Elementary PTA, Fredstrom PTO, Girls Scouts - Spirit of Nebraska, Schoo PTSO, Beattie Elementary PTO, LHS Boosters, Irving PTSO, New Voters Organization/Young Democrats Club at Lincoln High School, Holmes*

## Student Services continued (402) 436-1688

*PTO, Scott PTO, Roper PTO, Science Focus Program PTA, North Star Booster Club, Lincoln Graduation, A Warmer Day, Child Evangelism Fellowship of Lincoln - Good News Club, Girls on the Run of Nebraska, Eastridge PTO, Nebraska Army National Guard, Calvert Elementary PTO, Cavett Elementary PTO, Prescott Elementary PTO, Rousseau Elementary PTO, Boy Scouts of America, Cornhusker Council, Pack 93 (Cavett Elementary), Fredstrom Cub Scouts Pack 56, Ruth Hill PTA, Sheridan Elementary PTO, Adams Elementary PTO, Campus Life, Department of the Army, Meadow Lane Elementary PTA, Kahoa PTO, Cornhusker Council BSA 324, Arts & Humanities Focus Program Parent Collective, Music Go Round, Randolph Elementary PTA, Zeman Elementary PTO, Lincoln East Booster Club, Union Bank & Trust, University of Nebraska – Lincoln, Scott Stars PTO.*

Examples of typical requests for directory information from outside of the District at the building level include: school parent organizations (PTO/PTA), newspaper and television (athletic teams, honor roll, etc.), and businesses marketing services or products to high school students related to graduation (yearbook photos, caterers, etc.) and school dances (e.g. prom dresses).

The District may disclose information about former students without meeting the conditions in this section.

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student.

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in the FERPA regulations.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of the FERPA regulations.
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of the FERPA regulations, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to FERPA regulations.
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to FERPA regulations.
- Information the District has designated as "directory information" under FERPA regulations.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

## Student Privacy Protection

District research is conducted in a manner that protects the rights of students, parents and staff; protects the time of teachers and administrators; and minimizes the impact on classroom instruction. Prior written consent of a parent or legal guardian is required in research and evaluation studies that include the collection of information concerning:

1. political affiliation;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations or beliefs of the student or student's parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).



Parents/guardians and students may choose not to participate in such research and evaluation studies.

All surveys, questionnaires, opinionnaires, interviews and other assessments administered during evaluation and research studies are available for review by parents/legal guardians. Requests for review should be made to the principal of your building.

## Videotaping for Practicum and Student Learning

On occasion, college and university student teachers and practicum students are required to capture lessons on video so they can analyze their teaching. This important teaching tool allows them to consider their teaching practices within the context of their student teaching or practicum placement. Video analysis occurs with peers and college and university instructors. The Family Education Rights and Privacy Act (FERPA) and other laws require that personally identifiable information disclosed as part of the practicum teaching program about LPS students be kept confidential and not be disclosed or redisclosed to any other person. Confidential information or videos will be used for teaching and learning purposes only as part of the practicum teaching program. All documents containing such information and videos are required to be destroyed after being analyzed and discussed upon completion of the practicum student's practicum teaching experience.

If you wish for your student to NOT be videotaped for this purpose, please notify your school and indicate so on the family census form.

## LPS Synergy ParentVue (PVue) and StudentVue (SVue) Responsible Use Policy Guidelines for Use

The ParentVue and TeacherVue modules of the Synergy Student Information System are for the use of parents/guardians and students for the specific purpose of staying informed of the student's academic performance. Caution must be exercised in order to maintain the confidentiality of student records and information. Any abuse of the system may result in the account access being terminated.

- Users should not attempt to harm or destroy data of the student(s) for whom the account applies, that of another user, the School District network, or the Internet.
- Users will not use PVue/SVue for any illegal activity, including violation of Data Privacy Laws.
- Users will not access data or any account pertaining to any other student or family or a student other than those assigned.

The Lincoln Public School District is not responsible for disclosure of confidential student information caused by inadequate protection of username and passwords by students, parents, or guardians. If you at any time believe your username and password have been obtained by or are being used by a person who you do not consent to having access to your student's records, immediately notify the head administrator in your student's school. If you forget or lose the password, please contact the school for assistance.

For security purposes, the PVue/SVue account information will not be shared over the telephone or by e-mail. Please note that each caregiver and student will receive a separate username and password. You are assuming responsibility for the privacy of your username and password and the proper entry of e-mail notification addresses and you are consenting to the release of all the student information in the system on your student to any person who uses your PVue/SVue access.

## Notice Concerning Disclosure of Student Recruiting Information

Federal law requires Lincoln Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Lincoln Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Lincoln Public Schools will comply with any such request. Parents and secondary students may request a form to deny consent in their school main office.

## Notice to Parent of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive Section 504 accommodations and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.



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10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure. (Hearing requests are to be made to the Department of Student Services.)

## Field Trips

Field trips and excursions are a part of the curriculum. Parents must grant permission on the census form for the child's participation. Students who do not have parental permission to participate in this part of the curriculum or whose behavior necessitates that they not participate may be given alternate assignments.

The teacher in charge of the field trip is responsible for discipline on the bus. Students on field trips are subject to the same rules as are students on regular bus routes.

Parents that are acting as sponsors will need to complete the appropriate online volunteer information found on the LPS website and must be approved as a level 3 volunteer in order to go on any field trip. They may be allowed to ride the bus, if there is extra room.

Parents acting as sponsors on field trips may not bring other children so their full attention can be given to active supervision.

Parents/Guardians who are not sponsors are strongly discouraged from bringing younger siblings on a school-sponsored field trip. Field trips are connected to the LPS curriculum and are intended for the students at that grade level to have a focused learning experience.

If the educational experience is disrupted by younger siblings or parents not acting as sponsors, they may be asked to leave the field trip.

The school determines the number of adult sponsors needed for a field trip and may need to limit adult participation due to cost, supervision, space, security and other considerations.

Per LPS Regulation 3710.3, parents or other adults accompanying students on field trips on buses as sponsors will not be allowed to bring siblings along on the trip.

### **Regulation 3710.3 BUSINESS**

#### **Transportation — School-Related Trips**

*After the requirements of home-to-school transportation are met, a designated number of vehicles will be made available for use in instructional field trips. Transportation may also be made available after completion of regular schedules or on Saturdays according to the following regulations.*

#### **Bus Transportation for Field Trips**

**Arrangements.** *If bus transportation is needed, principals shall follow procedures as established by the Associate Superintendent for Instruction.*

**City-wide coordination.** *Use of school buses for field trips is coordinated city-wide by the Director of Transportation Services. The director is expected to use available transportation as efficiently as possible.*

**Rules.** *The teacher in charge of the field trip is responsible for discipline on the bus. Students on field trips are subject to the same rules as are students on regular bus routes. Parents or other adults accompanying students on field trips on buses as sponsors will not be allowed to bring siblings along on the trip.*

**Out-of-city transportation.** *The Transportation Office is authorized to schedule District-owned buses for out-of-city trips. Any commercial carrier requirements shall be scheduled by users pursuant to purchasing guidelines.*

**Transportation outside school hours.** *Limited use of buses on weekends and after usual school hours may be arranged with the Transportation Department. Schools must pay a rate based upon actual cost of operation.*

#### **Fees for Field Trips**

*Students are not charged a fee for field trip transportation when scheduled as a regular part of the school day or a required part of the instructional program.*

*Extended or special field trips which involve purchasing transportation from other carriers, out-of-town destinations or other expenses may be planned providing:*

1. *That supporting funds are raised in a manner that avoids individual assessment to students.*
2. *That all students who are members of the group have equal opportunity for participation.*
3. *That students are not forced into participation beyond regular school time against their wishes and that suitable arrangements are available for those who choose not to attend.*

#### **Sack Lunches**

*If field trips are to extend over the lunch hour, cafeteria personnel will prepare sack lunches for students. Please notify cafeteria personnel two weeks in advance. Lunches will not be consumed on the bus.*

#### **Athletic and/or Activity Trips**

**Athletics and Activities.** *Reservations for athletic and activity-related trips are made by the Director of Athletics and Activities or the principal on the basis of approved schedules.*

*Supervision of students on athletic and activity trips is the responsibility of the teacher, sponsor, or coach in charge, including transit time.*

**Other trips.** *Except for District-wide athletics and activities, in which case reservations are made by the Director of Athletics and Activities or the Supervisor of Music, all other requests for transportation services will be made through the building principal.*

*Supervision of students on all activity trips is the responsibility of the teacher in charge of the activity.*

*Private vehicles may be used instead of buses if the following provisions are met:*

1. *The vehicle is driven by a licensed driver approved by the principal and the trip is supervised by an adult.*
2. *Student participation is not mandatory.*
3. *Student's parents/guardians have authorized in writing transportation by private vehicle.*
4. *No charge is made to the student or payment made to the driver, except that there may be reimbursement of actual expenses incurred.*
5. *The driver/owner of the vehicle carries state recommended minimum liability insurance coverage.*
6. *The vehicle must meet all current Nebraska Statutes related to required occupant restraint and occupant restraint equipment and/or systems.*

## Rights of Divorced Parents

It is Lincoln Public Schools policy to foster and facilitate parental information about, and involvement in, the education of their children. Divorced and separated parents maintain all parental rights with their children unless altered by a court order. The non-custodial parent may request a duplicate mailing which assures the non-custodial parent will receive a copy of whatever is mailed home to the custodial parent.

If parental rights have been changed, the school principal must have access to a copy of the court order stipulating those changes. School officials will follow the provisions in the regulation below. Access to

children during the school day will be given in accordance with court orders, the best interests of the child, and the best interests of all affected.

Related to visiting children at school, attempts will be made to accommodate both parents. Parents will be asked to resolve issues of child visitation at school outside of the school setting. Access by any parent is subject to the students' well-being.

#### Regulation

5510.1

#### STUDENTS

##### Access by Noncustodial Parent

*Any natural or adoptive parent has all rights of a parent unless his/her rights are altered by the courts. The Lincoln Public Schools will not arbitrarily alter these rights.*

*If the parents are divorced and the custodial parent requests that the noncustodial parent be denied any of these rights, the school administration should honor that request only if the custodial parent provides a court order or divorce decree that denies the noncustodial parent these rights. If that written information is not provided, it should be assumed that the court is allowing both parents equal access to the child and the child's records. If a court order is provided, the school administration should follow the directive stated in it and such additional directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.*

*The custodial parent should receive routine information about his/her student including notification of conferences. The noncustodial parent need not receive this information on a routine basis. However, if the noncustodial parent requests this information and his/her right to it has not been denied by the courts, it should be provided.*

*If the noncustodial parent wishes to attend conferences regarding his/her child, that parent should also be provided with conference times so both parents may attend a single conference. It is not required to schedule separate conferences if both parents have been previously informed of appointed conference times.*

*If the behavior of either or both parents is not conducive to good communication, staff members are not expected to continue a conference but should reschedule with appropriate modifications or expectations.*

*The term "custodial parent" also refers to any individual (e.g., caseworker) who has been given legal custody of the child by a court.*

possession and use of alcohol, students learn drug and alcohol abuse is wrong and is harmful both to the student and the District, and its educational programs.

All students will be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request of the building's school counselor, social worker, SCIP team leader or Russ Uhing, Director of Student Services, (402) 436-1650.

Lincoln Public Schools does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to confer with the parent/guardian on a referral of the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

The administration is authorized to adopt administrative rules, regulations or practices necessary to properly implement this policy. The regulations, rules or practices may vary the procedures set forth to the extent necessary to fit the circumstances of an individual situation. Rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. Students violating District rules, regulations, or practices may be required to participate in screenings and/or evaluations at the District's expense.

## Safe and Drug-Free Schools

Lincoln Public Schools implements regulations and practices which ensure compliance with the Federal Drug-Free Schools and Communities Act. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Lincoln Public Schools promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District offers in-service orientation and training for all employed staff.

Each student is held to a standard of conduct for student behavior in the District which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Through the instruction referred to earlier, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful

## Safe and Drug-Free Schools Parental Notice

**NOTICE TO PARENTS:** Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

## Animals in Schools

On rare occasions and after receiving administrative approval, staff may bring to and/or house in school animals as learning aids to facilitate the achievement of curriculum objectives.

Consideration for administrative approval include:

- How the presence of the animal is connected to the curriculum;
- The impact the presence of the animal on student learning; and

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- Whether the animal presents a risk to student safety, allergic reactions, or contagion.

The following guidelines shall be followed with all animals in school:

1. Animals kept at school as elements of a particular curriculum will also follow any additional guidelines as identified by the curriculum specialist (e.g. Animals in science classrooms).
2. Verification of up-to-date vaccinations shall be presented to the building administrator prior to the approval of the visit of a cat or dog.
3. Other animals and creatures shall be confined in suitable cages or containers.
4. Students shall not handle animals that may expose them to disease, risk of injury, or being bitten (e.g. squirrels, bats, owls, and monkeys).
5. Animals and creatures shall receive adequate care, food, water, and living conditions to remain healthy.
6. Cages shall be cleansed regularly, including the removal of surplus food, excreta, and soiled bedding.
7. The nurse or health technician shall be informed in any case of animal bite or health related concern.

Animals brought to school as Pet Therapy animals will follow the "Pet Therapy Guidelines."

Service animals are permitted in accordance with Policy 3972.

For the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation. Having your pet in the car with you when you pick up your child is acceptable.

## Student Photo ID Cards

The Board of Education adopted Lincoln Public Schools (LPS) Regulation 6412.1, which requires all high school students to visually display their official LPS student photo identification (ID) cards. The visibly displayed ID cards add another dimension of safety and security to help identify students who are associated with each school. The ID cards are also used as an automated way for students to access their lunch accounts and pay for their school lunches, rather than the previous requirement to manually enter a number on a number pad. Additionally, the ID cards will help to build positive relationships between students and staff at larger schools where staff members do not always have the opportunity to know every student's name.

Students are required to wear their school ID cards at all times in school using school issued break-away lanyards worn around their necks. Appropriate adjustments will be made when students are in certain specific courses such as physical education, industrial arts, etc.

During locker check-out days in August, students will have their pictures taken, ID cards made, and school issued break-away lanyards given to visibly display their ID cards. If a student forgets to bring the ID card to school, he or she will be given an opportunity to receive

a temporary or a permanent ID replacement card. There will be no cost to the students for these initial ID cards and lanyards. Students will be assessed a fee for replacement and temporary ID cards and/or lanyards.

Please emphasize that the practice of wearing and displaying identification is now a common requirement in many of our businesses and organizations. The world is changing and we need to do all we can to maintain safety and security. Being able to identify people who belong in our building is a critical step towards that process.

## Visitors and Volunteers

### Visitors

All visitors are expected to check-in and checkout at the designated location. All staff and visitors in the building must wear ID badges. If parents want to visit with a staff member, administrator, or counselor, please call in advance and set-up an appointment or contact staff members via email. It is recommended that visits last no more than 20-30 minutes. Most staff members are working with students throughout the school day and may not be immediately available.

You can make a difference in the life of a student by serving as a volunteer. Each volunteer helps our students learn, grow and succeed. We are grateful to you for sharing your valuable time with Lincoln Public Schools.

#### **Regulation 5500.2 STUDENTS Visitors**

*Children may not attend school as visitors except on a short-term basis and only with the prearranged permission of the building principal to insure that instruction is not interrupted.*

*Classroom visits by school officials on school business such as school accreditation visits and state or federal audits should be arranged through the principal. Teachers and, as appropriate, students should be informed about the purposes of such visitations.*

*Teachers, working with principals, are encouraged to invite parents, guardians, and patrons to visit the classroom for special occasions such as performances, plays, end-of-unit activities, and other circumstances where having the visitor(s) in the classroom contributes to the learning process.*

*The principal is authorized to grant pre-arranged permission for parents, guardians, patrons, or students to make short-term classroom visits, only when in his/her judgment, the learning environment previously established in the classroom will be maintained at its customary level (i.e., not be interrupted) during the visitation.*

### Volunteer levels at Lincoln Public Schools

LPS classifies volunteers by the type of volunteering activity and level of contact with students.

#### **LEVEL I VOLUNTEERS**

Are in a highly public setting with minimal direct student contact and are under the supervision of LPS personnel. Level I Volunteers are not required to complete a volunteer application form. Contact the school office directly.

Examples: Helping in the front office with a mailing, shredding paper, stapling forms, counting flyers for teacher homerooms, shelving books in the media center, decorating in the classroom.

### LEVEL II VOLUNTEERS

Have frequent and direct student contact under the supervision of LPS staff. Level II Volunteers must complete a volunteer application form.

Examples: Room parents, book fair, classroom parties, Friday folders, back-to-school checkout, classroom readers.

### LEVEL III VOLUNTEERS

Have extended contact with students on or off campus, without another LPS employee. Level III Volunteers must complete a volunteer application form **and** submit information for a national background check. *Note: Social Security Number and date of birth are required to conduct the background check.*

Examples: Field trip assistants, chaperoning for school events where students are supervised by an LPS employee (school dances, celebrations, chaperoning an overnight band trip, sponsoring an after school club, driving for school or club events, school Activity outside of the school building that driving or an overnight stay is involved).

### To become a volunteer

1. Use the volunteer descriptions above to determine which volunteer level applies to your interest.
2. If you are interested in Level I volunteer activities, contact the school where you would like to volunteer. You are not required to fill out a volunteer form.
3. If you are interested in a Level II or III volunteer activity, please fill out a volunteer form found on our website [www.lps.org](http://www.lps.org) under *Be a Volunteer*. Make sure to fill in the application fields completely and accurately. Read and respond to the Personal Conduct question and read the Volunteer Code of Conduct. Enter your name to serve as your digital signature and date the form to complete your application. This information is necessary to ensure safety and security to our students and staff.

The window is active for 9 minutes and if no entries are made, a message will pop up allowing the applicant to press the OK button to keep the session active. After 10 minutes of inactivity the page refreshes to the [lps.org](http://lps.org) home page and data is not saved.

4. After you submit the form, Student Services will determine if you are eligible to serve as a volunteer.
5. If you are eligible, the principal at the school you have selected will determine if your volunteer status will be activated.

Once your volunteer application has been reviewed and approved, you are eligible to volunteer for the next 3 school years.

If you have questions, please contact Tanisha Gray, 402-436-1668 Student Services, Security Department.

## Common Practices

Common Practices provide those procedures and activities that are identical at the three building levels in LPS, elementary schools, middle schools, and high schools. Information about unique practices at each school are available in the individual student handbooks available online at <http://www.lps.org/about/important/index.html>, on the schools website or in the school's office.

### DISTRICT DRESS CODE GUIDELINES

Clothing must be appropriate for school settings in order to provide a safe and orderly environment for all students to learn. The responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians, although, the school administration maintains the right to determine the appropriateness or suitability of any student attire.

#### Allowable Dress and Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides. Fabric covering all private parts must not be see through.
- Clothing must cover undergarments and all private parts.
  - All tops must have straps
  - All tops must meet the top of the pants
  - Wearing pants below the waistline is not allowed.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Head wear is allowable as long as it follows other areas of the dress code and the student is easily identifiable.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

#### Non-Allowable Dress and Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- 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, disability, or convey a particular message protected by law.
- Dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff (examples include bandanas, gang signs).
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.
- Clothing with words, pictures, or phrases that depicts violence or intimidation may not be worn (examples include images of guns, knives and any other items generally considered to be a weapon).





#### Students who are in violation of the school dress code will:

1. Be educated on the reason this clothing is not allowed in a school setting, and when possible be given the opportunity to remove the item(s).
2. Be given the opportunity to change into school issued clothing in order to find items that are appropriate to wear.
3. When the first two are not viable options, the student's parent will be contacted to bring appropriate clothing for the student to change into.
4. Repeated violations could result in school consequences.
5. Students will not be allowed to return to classes until they are in compliance with the school dress code.

**NOTE:** Schools may communicate additional information on dress code expectations to students and parents/guardians.

## LPS Best Practices for Communicating Grades

In LPS, our goal is to effectively and consistently communicate academic progress with students and parents/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.

Lincoln Public Schools will post and notify you about your child's report card in ParentVue after the conclusion of each quarter. The school will continue to print a report card for families without ParentVUE or for those who request it from the school office.

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 Lincoln Public 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 Synergy Class Websites in ParentVue.

## Elementary School Common Practices

### OUTDOOR RECESS

We recognize the need for students to play outside, and therefore, every attempt will be made to use the playground when possible. There is not a district-wide temperature that requires schools to have indoor recess. Every playground has unique characteristics and locations that may protect or expose students to the elements. Each principal makes the determination based on the temperature, wind chill, precipitation, progress of snow and ice removal of the grounds.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately dressed for the conditions will be asked to remain on the concrete play area for recess. Indoor recess will be determined by the principal when appropriate.

If students are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from the parent/guardian is required each day that a student is to remain indoors during recess. The note should state the reason for the request.

Although they are fashionable and popular, we discourage students from wearing flip-flops and strappy sandals to school. They are difficult to run in and children trip, fall, or suffer ankle injuries when wearing flip-flops. Sturdy shoes for running are recommended for outdoor play and gym class.

### GIFTS, TREATS, AND INVITATIONS

Money cannot be collected to buy gifts for school personnel. Exceptions can be made in the case of personal misfortune, or if a special honor is being given to a student, parent/guardian, or school staff member.

Classrooms recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or nonedible). Please do not send gifts, party favors, balloons, or flowers. These items will not be delivered to classrooms.

Invitations will not be distributed during the school day. Teachers should be notified ahead of time if a student has invitations to distribute after school. Phone numbers and addresses cannot be distributed by any school personnel.

### SCHOOL/CLASSROOM PARTIES AND CELEBRATIONS

Parties and classroom celebrations (e.g., Fall, Holiday, Valentine's) are at the discretion of the building principal aligned with LPS Guidelines.

Any food that is associated with classroom parties/celebrations will be provided by the school or parent organization with the approval of the principal. Students or families should not bring food for their class for any occasion.

The principal will determine the guidelines for including edible or non-edible treats in individual Valentine cards. Edible treats will be sent home and not be eaten at school due to possible allergies and food sensitivities.



**LATE PICK UP PROCEDURES**

Staff will supervise students at dismissal. When outside supervision concludes, students not picked up are brought inside to the office to ensure safety. Parents are contacted and asked to come into the school and sign students out. If parents/guardians and all emergency contacts cannot be reached, the police may be contacted to help with unification.

**CELL PHONE AND ELECTRONIC DEVICES**

Cell phones, smart watches, and other personal electronic devices are considered nuisance items if heard or used during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent.

**SCHOOL SUPPLIES**

Traditionally, one of the rituals families participate in as they prepare for the new school year is to purchase school supplies. In accordance with the Nebraska Constitution and state and federal law, Lincoln Public Schools provides a free, public education to all students. This generally means the district provides the supplies needed for instruction at no cost to students. This includes text books, pencils, erasers, crayons, glue, scissors, paper, notebooks, tissues, etc. For this reason, please do not send school supplies for your child's individual use at school.

*You are NOT required to purchase any of these items, but you may wish to purchase and donate some items to your child's classroom. We ask that you do not put your child's name on any items. All items purchased will be graciously accepted as a donation to the school and will be shared by all students within the classroom. Please refer to our school website for suggestions.*

**STUDENTS ARRIVING EARLY**

Parents or guardians are expected to follow the designated arrival time for their school. Supervision is not available prior to the arrival time.

**STUDENTS ARRIVING LATE**

Students arriving late after the start of school must enter through the front door and report to the office.

**STUDENTS LEAVING SCHOOL PRIOR TO DISMISSAL BELL**

Parents or guardians are required to sign their child(ren) out of school if they are leaving prior to the afternoon dismissal bell. The parent or guardian must report to the main office for this purpose. Office personnel will assist with this process. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. Students will be called to the office when the parent arrives at school.

**BIKES, SKATEBOARDS, SCOOTERS, HOVERBOARDS, ETC.**

Due to congested traffic at arrival and dismissal surrounding schools, it is strongly recommended parents/guardians allow only older students to ride bikes to school. Younger students often struggle with

controlling the bike, watching for cars, and maintaining focus when riding with other children. All students are expected to follow correct safety practices and to walk their bikes while on school grounds. Bikes are to be locked in the bike rack provided on school grounds. Helmets should be worn and may be taken to the child's locker/coat hook during the school day.

Skateboards, rollerblades, shoes with retractable wheels, shoe skates, all scooters and hoverboards are not allowed on school property. Thank you for not bringing these items when you come to pick up your child.

**ELEMENTARY HOMEWORK EXPECTATIONS**

Homework refers to the tasks that a student is given to do outside of the instructional time. The purpose of homework is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some homework each day to provide this needed practice and reinforcement of learning. Parents can support learning at home by asking questions about what your child is learning and what types of homework he/she has. Parents can help to clarify the directions or expectations of the homework so that the student can complete the work to the best of his/her ability. However, it is not the school's expectation that parents will help students complete their homework or provide instruction at home. If at any time the homework becomes too difficult, please write a note to your child's teacher stating the questions or concepts that should be clarified.

**Middle School Common Practices****MULTI-TIERED SYSTEMS OF SUPPORT FOR BEHAVIOR (MTSS-B) IN THE LINCOLN PUBLIC SCHOOLS**

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

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

**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

*Student Services continued (402) 436-1688*

about the program please contact your school's SCIP Team Leader or the Lincoln/Lancaster County SCIP Coordinator at 402-327-6841.

### EXTRA/INTRAMURAL ATHLETICS

LPS middle schools offer a full-year of after school extra/intramurals for 7th and 8th grade students.

Fall sports include: Cross Country, Soccer, Girls Volleyball; winter sports include: Girls/Boys Basketball and Wrestling; Track is held in the spring. All students are expected to follow assigned guidelines for conduct and academics for participation. Activity specific guidelines will be shared at the start of each season.

**Practices are for athletes only.** Friends and/or family members may not observe practices. People waiting to give students rides home from school should wait in their vehicles in the parking lot. Parents waiting to walk home with students after school should wait in the assigned area. Other LPS students cannot wait on campus for students while they are practicing.

**Early Dismissal Dates:** (August 16-18, 2021) Students will be dismissed at 1:40 p.m.

### Professional Learning Communities (PLC) Dates:

**2021:** August 31, September 28, October 26, November 30, December 14. **2022:** January 25, February 22, March 29, April 26. Students will be dismissed at 1:40 p.m. on these days.

## High School Common Practices

### MULTI-TIERED SYSTEMS OF SUPPORT FOR BEHAVIOR (MTSS-B) IN THE LINCOLN PUBLIC SCHOOLS

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

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

### 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.

## Lincoln Public Schools Middle Level Grading Chart

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

### HIGH SCHOOL OPEN/CLOSED CAMPUS

Only 11th and 12th graders may leave school during lunch. If you have special concerns about your child leaving during lunch, please visit with an administrator at your school. Below is the Board Regulation related to open/closed campus.

**Regulation**

**5511.1**

**STUDENTS**

**Open and Closed Campus**

*Elementary and middle school students are not allowed to leave the campus at any time during the school day without the permission of the building administrator and unless arrangements have been made by a student's parent(s) or guardian to go home for lunch. This arrangement will be permitted only with the permission of the building administrator and if a parent or designated adult is home during the time the student is home for lunch and only if the student is not tardy returning to afternoon classes.*

*High school students are not allowed to leave campus at any time during the school day without permission of the building administrator. Students in grades 11 and 12 may leave the campus for lunch, provided school rules are followed and the student is not tardy in returning to afternoon classes.*

## Grading/Assessments

### SUMMATIVE AND FORMATIVE ASSESSMENTS

- Summative assessments and assignments (calculated as 80% of the overall grade)
  - Summative assessments 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)
  - Formative assessments 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%) because it lessens the statistical impact on the overall average.

**GRADING SCALE**

Synergy Gradebook uses the following scale to assign letter grades based on calculated averages:

90% = A	85% = B+	80% = B	75% = C+	70% = C	65% = D+	60% = D	Below 60% = F
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# THREAT ASSESSMENT (402) 436-1650 & (402) 436-1575

## No Weapons are Allowed at Lincoln Public Schools Even with Passage of the Concealed Weapons Law

Lincoln Public Schools

The Legislature has passed a concealed weapons law (Statutes 69-2427 to 69-2449). Administration wants to remind and assure staff, students, parents and visitors to our schools that weapons are NOT permitted to be brought to or possessed in our school buildings, school grounds or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but NOT at our schools. Anyone who carries a concealed handgun or weapon at a school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

member of the community threat advisory team, and communicates frequently with other human service professionals like domestic violence advocacy to increase safety in cases involving students, parents, and staff.

A safe, secure learning environment is a key component of successful education and our threat team has become an integral part of our overall safety and security strategy at LPS.

For resources to learn more about threat assessment, visit <https://www.fbi.gov/file-repository/making-prevention-a-reality.pdf/view>.

### SAFE TO SAY

Learning occurs best in a warm, inviting, and structured school setting, where students and staff can feel safe in the school environment. Trusting relationships in schools are the most effective means of ensuring school safety. A large part of relationship building in our schools is creating a positive school climate which cultivates confidence in reporting safety concerns.

To assist in creating the safest environment possible for all our students and staff, we are encouraging our staff, students and families to report any concerning behavior that raises suspicion or concern – in students, staff or community members – to a caring adult at your student’s school. Concerning behavior might include warning signs such as: stalking, hostile or negative behavior that elicits fear or discomfort, domestic violence, sighting of a weapon, rumor of a weapon, disturbed or unusual behavior, suicide threats, threatening or intimidating contact or communications.

The Safe to Say button is a method for reporting that allows for anonymous submission of a Non-Emergency Safety Concern. The Safe to Say submissions will be submitted to our Student Services and Security Departments, and each concern will be investigated and/or addressed in a discrete manner that focuses on supporting, not punishing, students in order to make the situation safer.

## LPS Threat Assessment Program

LPS has developed a multidisciplinary response to school safety, specifically addressing the risk of targeted violence toward schools. Attacks at schools have become all too familiar to the American public and LPS uses threat assessment to detect, assess, and address potential threats like this at our schools. Threat assessment is a process of investigating threats or concerning behaviors to determine if a person is on a pathway toward committing an act of targeted violence, assessing the level of risk, and developing an intervention aimed at preventing the violence. Our program draws upon the study and analysis of targeted violence by the US Departments of Justice and Education, and exceeds state standards for safety.

LPS has a dedicated team of professionals that investigates threats and violence risk concerns that includes a certified threat manager, a team social worker, a therapist, and a Lincoln Police investigator. The team responds to concerns reported by a number of sources, including school personnel, other students, parents, and the community at large. The aim of the team is not to identify rule violations or criminal acts, but rather to fully investigate and understand the risk factors and circumstances of each case and then develop a strategy to reduce the risk of violence. School discipline or criminal justice consequences are at times part of the outcome, but the goal of the team is to minimize these responses and instead work to stabilize the situation. Often, risk reduction is achieved by improving the life circumstances of the person that is causing the concern, such as providing mental health supports or other resources. This philosophy is aligned with LPS’s overall approach of providing systems of support for students and reducing disciplinary or criminal justice outcomes.

LPS uses a collaborative approach to safety and managing violence risk, partnering with police, probation, the county attorney, DHHS, and the mental health providers in our community. LPS is a founding



**Safe to Say**  
Report a Safety Concern or Tip

For more information go to: [lps.org/threat](https://lps.org/threat) or call **(402) 436-1000**.

### THE STANDARD RESPONSE PROTOCOL


A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. Below are the procedures used and posted in our buildings. For more information, go to [iloveguys.org](https://iloveguys.org) or contact the Lincoln Public Schools Director of Security at 436-1641.



# IN AN EMERGENCY TAKE ACTION

	<b>HOLD! In your room or area. Clear the halls.</b>	
	<b>STUDENTS</b> Remain in the area until the "All Clear" is indicated	<b>ADULTS</b> Close and lock door Business as usual Account for students and adults
	<b>SECURE! Get inside. Lock outside doors.</b>	
	<b>STUDENTS</b> Return inside Business as usual Monitored entry or controlled release of students as information increases	<b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Business as usual Account for students and adults
	<b>LOCKDOWN! Locks, lights, out of sight.</b>	
	<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door	<b>ADULTS</b> Lock interior doors Turn out the lights Move away from sight Do not open the door Maintain silence Account for students and adults Prepare to evade or defend
	<b>EVACUATE! (A location may be specified)</b>	
	<b>STUDENTS</b> Evacuate to specified location Bring your phone Instructions may be provided about retaining or leaving belongings	<b>ADULTS</b> Lead evacuation to specified location Account for students and adults Notify if missing, extra or injured students or adults
	<b>SHELTER! Hazard and safety strategy.</b>	
	<b>STUDENTS</b> <b>Hazard</b> Tornado Hazmat Earthquake Tsunami <b>Safety Strategy</b> Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground	<b>ADULTS</b> Lead safety strategy Account for students and adults

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Upon request, the LPS security director works with the schools to review and offer input about safety practices. As with all LPS protocol, we continue to review our procedures to ensure general systemic practices.

## Searches of Students and Property *(Regulation 5420.6)*

In maintaining discipline and providing a safe environment for students and staff, District employees are responsible for obeying and enforcing compliance with state statutes, policies and administrative rules. School administrators or designees are authorized to conduct searches of students and their property as well as property of the District in order to enforce compliance with statutes, policies and rules.

A search may be conducted when an administrator or designee determines there is reason to believe it could disclose evidence of the violation of a statute, policy or rule. Administrators or designees are also authorized to conduct area-wide searches (e.g., searches of all student lockers) on the same basis and for reasons which include, but are not limited to, safety, health and discovery of the violation of a statute, policy or rule. 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.

When a search is part of a criminal investigation conducted in cooperation with police or law enforcement, or is intended to discover evidence to be used exclusively in a criminal proceeding, the police or law enforcement official shall be made responsible for the search.

## Video Surveillance

Video cameras may be used on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Notice is hereby given that video surveillance may occur on District property and that, in school vehicles, the recording may include audio. In the event a recording captures a student or other building user violating school policies or rules or local, state or federal laws, the recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

## School Safety

### TRAFFIC PLANS & CROSSWALKS

Schools should have building protocols in place in terms of traffic flow, drop-offs and pick-ups. (See individual school handbook/student planner or building webpage for specific directions.) These protocols are put in place based on safe traffic patterns and the individual nature, needs and environment of each school – with the goal of making sure students arrive and leave their school buildings safely and efficiently. We work closely with City of Lincoln - Public Works – Traffic Engineering Department to establish the “protocols” that support each facility in a safe, effective and efficient manner.

Schools are responsible for communicating those protocols (such as which way to drive during pick-up, etc.) with families at the beginning of each school year. When necessary, they are reinforced with parents during the year if there are specific concerns or traffic congestion issues.

Staff may stand on school property or on sidewalks adjacent to school property to help create an atmosphere of safety and supervision before and after school. Staff may assist students to follow the walk/don't walk signals and may assist in communicating with students when it is safe to enter the crosswalk.



## TRANSPORTATION (402) 436-1073

### Eligibility for Bus Transportation (to/from school)

The District will provide for the transportation to and from school for all students eligible under the provisions of state law, including elementary and middle school students residing over four miles from the school in the attendance area within which they reside, special education students whose individual education plan (IEP)

requires transportation as essential to learning, and students who have been moved for the benefit of the District in instances to relieve overcrowding, major facility renovations, or efficiency in the use of buildings and/or staff. If you have questions concerning LPS transportation service, please call (402) 436-1073.

## COMMUNITY ENGAGEMENT (402) 436-1668

Excellence in education evolves from integrating schools with the community. One of the most impressive aspects of Lincoln's public schools is the outpouring of community support to give children the best education possible. Ever-increasing community involvement in Lincoln's schools has enhanced the quality of the school experience for every child. It is one way this community affirms its support of quality education.

Business representatives in Lincoln have opened their doors to the youth of Lincoln. Community members involved in schools have helped to broaden students' views of their world and add relevance to their learning. It is gratifying and inspiring for students to learn that someone cares whether they succeed in their studies. This is especially true for children whose support system is limited.

In turn, by volunteering in schools, business leaders, community members, parents and grandparents learn that the city's public schools are filled with enthusiastic young people excited about academics.

A few of the ways community members show their commitment to Lincoln's public school children are through the following volunteer groups:

#### TEAMMATES

TeamMates matches students with adults, who meet weekly during the school day at the school site. This one-to-one mentoring program helps students reach their potential, call (402) 436-1990 or email [teammates@lps.org](mailto:teammates@lps.org).

#### VOLUNTEERS IN SCHOOLS

Please call Student Services at (402) 436-1668 for more information about being a volunteer, or go to the LPS website [www.lps.org](http://www.lps.org) and use the keyword *volunteer*.

### Community Groups

#### THE CITIZENS ACADEMY

The Citizens Academy will provide Lincoln Citizens a hands-on interactive public information program that gives them a behind-the-scenes sense of Lincoln Public Schools. This public outreach program features monthly sessions at schools throughout the district. For more information visit: [home.lps.org/citizensacademy](http://home.lps.org/citizensacademy).

#### COMMUNITY CURRICULUM COUNCIL

Community Curriculum Council whose members provide input to District staff on what is important in the education of Lincoln's children.

#### CONSTRUCTION REVIEW COMMITTEE

Construction Review Committee has helped the District build quality schools at the lowest cost through expert review of the construction process.

#### PARENT-TEACHER GROUPS

For parent-teacher groups at each school that support the instruction process, contact the appropriate school, or visit [home.lps.org/pto](http://home.lps.org/pto).

### Questions, Comments, or Compliments...

You can contact Lincoln Public Schools to ask questions or share information. Your questions, comments and compliments will be delivered to the appropriate person in the school district and you will receive a timely response by using the blue "Contact Us" button on our website.

**FOUNDATION FOR LPS** (402) 436-1612

## Foundation for Lincoln Public Schools

The Foundation for Lincoln Public Schools believes that all students should have what they need to reach their full potential.

We work to support student opportunities and classroom resources that tax dollars simply can't. Our role is to enhance curriculum, inspire students and teachers, and expand the community's involvement in education. We work with parents and school groups to help them successfully raise money for classroom and school-based needs.

We embrace the goals and dreams of LPS leadership to bring about district-wide enhancements, and we encourage and inspire community innovation and investment from our donors and partners.

***Last year, through generous donations, the Foundation for Lincoln Public Schools distributed \$1,503,291 in funds.***

Our work includes: partnering with community entities and businesses to raise funds for large-scale projects; managing donor funds and distributions; supporting teachers and schools with our online crowdfunding platform, Fund a Need; working with schools and families to support students with emergency needs like food, clothing, housing and medical care; awarding grants; acknowledging the incredible work of individuals in our schools with Outstanding Educator Awards; recognizing students and staff members through our annual Inspire Awards, managing and distributing scholarships to students pursuing post-secondary education.

To learn more or get involved visit [foundationforLPS.org](http://foundationforLPS.org) or call Wendy Van DeLaCastro, President at (402) 436-1612.

## Fund a Need

Fund a Need is an online crowdfunding platform. The platform allows teachers and schools to post innovative educational ideas and classroom needs for the community to support financially.

Projects are approved by principals, submitted to the Foundation and posted online. Donors may choose from projects and make a tax-deductible donation to fund these classroom needs.

Each project has its own page with a unique URL for easy social sharing, space to describe the project or need, along with a place to share pictures and updates as you work toward your campaign goal.

Once a donor has given, the platform automatically sends a thank you note and receipt from the Foundation as a record for the IRS. Educators can request funds by submitting a request for funds form on our website.

Visit [http://bit.ly/lps\\_teachers\\_fan](http://bit.ly/lps_teachers_fan) or call (402) 436-1612 for more information.



## Fund a Need

[http://bit.ly/lps\\_teachers\\_fan](http://bit.ly/lps_teachers_fan)

**FORMS** *Additional copies of these forms can be found on our website at [www.lps.org](http://www.lps.org).*



Rev. 7/15

**EDUCATIONAL EQUITY COMPLAINT FORM**

Department of Student Services  
Lincoln Public Schools • Lincoln, Nebraska

If you have a complaint or a concern about possible unfair treatment of any student, parent or staff member, or about the use of school materials or facilities, and have not resolved it, please complete this form:

Nature of complaint or concern: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

NS0002  
Rev. 1/21

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# Lincoln Public Schools

Nutrition Services Department • 5905 O Street • Box 13 • Lincoln, NE 68510 • (402) 436-1747 • Fax (402) 436-1775

Dear Parent or Guardian,

**SPECIAL DIETS FOR ALLERGIES AND MEDICAL CONDITIONS:** If your student has a diagnosed food allergy, food intolerance, medical condition or disability which requires a special diet, LPS Nutrition Services will accommodate that dietary request upon receipt of a completed *Medical Statement For Students With Special Nutritional Needs* (page 2 of this form). **Section 2 – Diet Order** must be completed by your licensed health care professional. A note from a physician on a prescription pad or office letterhead cannot be accepted because it does not contain all the required information or parent signature. Information required includes:

- The child's medical condition, allergy or impairment that requires a dietary modification.
- The specific dietary restrictions, modifications or instructions to treat the identified medical condition.
- Approval to use almond milk substitute if student is unable to tolerate lactose-free or soy milk.
- Other instructions such as texture modifications or thickening of liquids to ensure the student meal can be safely consumed.

To ensure student safety, allow up to five school days from receipt of the Medical Statement for Nutrition Services to plan and obtain special foods needed for your child. During this time, please plan to send a lunch from home. If your student does not eat meals at school and will always bring lunch from home, it is still important for the school health office to be aware of all medical conditions including food allergies.

Please feel free to call or email Lynn Goering, Special Diet Dietitian at 402-436-1745 or [lgoering@lps.org](mailto:lgoering@lps.org). The LPS website also contains a wealth of information about special diets, including Q&A's, special menus and other information: The webpage can be found at [lps.org](http://lps.org), scroll down to the "Special Diet" link or type "special diets" in the search box.

**PARENT REQUEST – PERSONAL DIETARY CHANGE:** A parent may request any of the following three dietary changes by filling out SECTION 3 of the *Medical Statement For Students With Special Nutritional Needs* form. The signature of your health care provider is not needed for these three requests.

- (1) A Meatless Entrée, No Pork or No Beef Entrée
- (2) Lactose-Free Milk
- (3) Soy Milk

\*As a courtesy for our diverse student population, the daily menu includes at least two meatless choices every day. Some will contain cheese, milk and/or eggs, and one will be plant based.

**USDA NON-DISCRIMINATION STATEMENT** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



**MEDICAL STATEMENT FOR STUDENTS WITH SPECIAL NUTRITIONAL NEEDS**  
**Nutrition Services Department**  
**Lincoln Public Schools**

**INSTRUCTIONS: Complete SECTION 1 – STUDENT INFORMATION.** This form may be used for the following:

- Special Diet Needed Due to Allergy, Intolerance, Medical Condition or Disability – Health Care Provider completes SECTION 2.** SECTION 2 **MUST** be completed and signed by a State Licensed Health Care Professional (Physician (MD or DO), Physician's Assistant (PA), Advance Practice Registered Nurse-Nurse Practitioner (APRN-NP), or Chiropractor (DC). A Licensed Medical Nutrition Therapist (LMNT) may also complete and sign when acting under the consultation of a licensed physician. This section cannot be completed by the parent/guardian.
- Parent Request For Dietary Change For Personal Reasons – Parent completes and signs SECTION 3.** The parent should complete both SECTION 1 and SECTION 3 (skip Section 2) to request the following three dietary change(s): A. Meatless/Vegetarian, B. Lactose-Free Milk, C. Soy Milk. The signature of a State Licensed Health Care Provider is not needed for these three requests. Use box D. to document a peanut, tree nut allergy.

**QUESTIONS:** Please call Lincoln Public Schools, Nutrition Services Dietitian at **402-436-1745**.

**RETURN COMPLETED FORM:** To the school's Health Office or via fax to Nutrition Services **402-436-1775**.

To ensure student safety, please allow up to five school days from receipt of this form for Nutrition Services to plan menu changes and obtain the special foods needed for your student. During this time, please send a lunch from home.

<b>SECTION 1 – STUDENT INFORMATION</b>			
Student Name (First): _____ (Last): _____		Date of Birth: _____	
Parent Name (First): _____ (Last): _____		Student ID: _____	
Phone: _____	Email: _____	School: _____	Grade: _____
<b>SECTION 2 – SPECIAL DIET FOR ALLERGY, INTOLERANCE, MEDICAL CONDITION OR DISABILITY</b>			
<b>Section 2 MUST be completed and signed by a Licensed Provider (MD, DO, PA, APRN-NP, DC, LMNT). See instructions.</b>			
A. Student's Diagnosis, Food Allergy, Intolerance or Medical Condition: _____			
B. Dietary Restriction, Modification or Prescription OR Check all that apply:			
DAIRY/MILK:	<input type="checkbox"/> Dairy Free Diet	<input type="checkbox"/> Low Lactose Diet	<input type="checkbox"/> No Cheese or Yogurt
MILK SUBSTITUTE:	<input type="checkbox"/> Lactose-Free Milk	<input type="checkbox"/> Soy Milk	
APPROVED USE OF OTHER MILK SUBSTITUTES: <input type="checkbox"/> Almond Milk (not nutritionally equivalent to milk)			
GLUTEN/WHEAT: <input type="checkbox"/> Gluten-Free Diet			
TEXTURE MODIFICATIONS: <input type="checkbox"/> Soft <input type="checkbox"/> Chopped <input type="checkbox"/> Puree <input type="checkbox"/> Other: _____			
THICKENED LIQUIDS: <input type="checkbox"/> Nectar <input type="checkbox"/> Honey <input type="checkbox"/> Pudding <input type="checkbox"/> Other: _____			
C. Printed Name Licensed Health Care Provider: _____			Phone: _____
D. <b>Signature Health Care Provider:</b> _____			Date: _____
<b>SECTION 3 – PARENT REQUEST – PERSONAL DIETARY CHANGE</b> Check all that apply.			
A. <input type="checkbox"/> Meatless/Vegetarian. Or check only those that apply: <input type="checkbox"/> No Beef <input type="checkbox"/> No Pork <input type="checkbox"/> No Chicken <input type="checkbox"/> No Turkey			
<i>PLEASE NOTE: LPS offers at least two meatless options every day, one of which will be plant based. Due to cost and availability, we are unable to fulfill requests for organic food.</i>			
B. <input type="checkbox"/> Lactose-Free Milk	<b>PLEASE NOTE:</b> Health Care Provider approval is required for all other types of milk substitutes, which are not nutritionally equivalent to cow's milk.		D. <input type="checkbox"/> Peanut Allergy
C. <input type="checkbox"/> Soy Milk			<input type="checkbox"/> Tree Nut Allergy
E. <b>Signature Parent/Guardian:</b> _____			Date: _____
I give permission for the school to follow the above diet and agree to allow the school to share information on a "need-to-know" basis with their employees in order to accommodate meals and food-related activities. I agree to allow my child's health care provider and school personnel to discuss information on this form.			

<b>OFFICE USE</b> Date Received: _____
<input type="checkbox"/> Emailed <input type="checkbox"/> FAXED <input type="checkbox"/> Copy To: <input type="checkbox"/> Health Office <input type="checkbox"/> LPSDO <input type="checkbox"/> Cafeteria Initials: _____

IN0001  
Rev. 5/21

# APPLICATION FOR FEE WAIVER AND SHARING INFORMATION CONSENT

Division of Instruction  
Lincoln Public Schools • Lincoln, Nebraska

School Year 2021-2022

## FEE WAIVER REQUEST

The Nebraska Public Elementary and Secondary Student Fee Authorization Act allows fee waivers for students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs. The fee waivers give qualifying students the right to not have to pay certain student fees and to be provided with specialized materials for equipment to participate in certain activities. **Specifically, the fee waiver applies to: (1) participation in extracurricular activities, (2) use of a musical instrument in optional music courses that are not extracurricular activities.** Participation in a free-lunch program or reduced-priced lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

The Board's Student Fee Policy 5520 states: **Students or their parents are encouraged to request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials, and the Fee Waiver must be submitted prior to the conclusion of the activity.** To request a fee waiver, or to decline a fee waiver, complete the following:

- No! I **DO NOT** want a fee waiver for any programs or activities.
- Yes! I **DO** want a fee waiver. I request a fee waiver for the following (Note: Please describe the fee waiver, materials, or equipment requested, and the activity or course; failure to make timely request for a fee waiver for any fees, equipment, material, or instrument not listed may result in a fee waiver not being provided):
- Yes! I **DO** want the fee waiver to be utilized for the free or reduced cost on the Lincoln Public Schools Optional Electronic Device Coverage Program:

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Activity or Course: \_\_\_\_\_

Describe fee waiver or materials or equipment requested, including amount if known:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SHARING INFORMATION CONSENT**

To save you time and effort, the information you gave on your Application for Free or Reduced Meals may be shared with other programs for which your children may qualify. **For the fee waiver program, we must have your permission to share your Application for Free or Reduced Meals information in order to confirm your eligibility for a fee waiver. However, in no event will the manner in which you complete the consent form change whether your child gets free or reduced price meals.**

- No! I **DO NOT** want information from my Application for Free or Reduced Meals shared for purposes of the fee waiver program.
- Yes! I **DO** want school officials to share information from my Application for Free or Reduced Meals with appropriate school officials for purposes of the student fee waiver program and any other program that would benefit student(s).

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For more information, you may call your school principal.**

*Original to Associate Superintendent for Instruction, copy retained at building*

Once this fee waiver application form is turned in to the school completed correctly, the school will verify the student's free and reduced lunch status. The school will also review the items on the application to ensure consistency with School Board Policy 5520. The fee waived items for your student are covered by the district as long as your student is actively participating in fundraising (where applicable), and contributing to their activity.

**ED 506 Form**  
**Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program**

**Parent/Guardian:** This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

**Student Information**

Name of the Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade level \_\_\_\_\_

Name of School \_\_\_\_\_ School District \_\_\_\_\_

**Tribal Membership**

The individual with Tribal membership is the (select only one):  child  child's parent  child's grandparent

If the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: \_\_\_\_\_

Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The Tribe or Band is (select only one):

- Federally Recognized Tribe
- State Recognized Tribe
- Terminated Tribe
- Alaska Native
- Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

- Membership or enrollment number establishing membership (if readily available) or
- Other evidence establishing membership in the Tribe listed above (describe and attach)

Membership or enrollment number establishing membership (if readily available) or other evidence establishing membership in the Tribe listed above (describe and attach). \_\_\_\_\_

**Attestation Statement**

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_



**THIS BOX CONTAINS LINCOLN PUBLIC SCHOOLS SPECIFIC INSTRUCTIONS FOR THIS FORM.**

**Parents/Guardians:** Please return completed TITLE VII (INDIAN EDUCATION) STUDENT ELIGIBILITY CERTIFICATION form to your child's school.

Tribal membership or enrollment number is not required to complete the form if not readily available.

**School Officials:** Please return completed TITLE VII (INDIAN EDUCATION) STUDENT ELIGIBILITY CERTIFICATION forms by school mail to: Indian Education, Box 58.

OMB Control No. 1810-0021 (Exp. 01/31/2024)

**For Parent/Guardians:****Definitions:**

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

**Student Information:** Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

**Tribal Membership:** Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.

**Attestation Statement:** Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335



## NOTICE OF RETURNED CHECKS

Effective May 1, 2004 Lincoln Public Schools has a bad check program for all checks returned by the bank. For each returned check, the person will be required to pay Lincoln Public Schools a service fee of \$20.

### LINCOLN BOARD OF EDUCATION 5905 O Street • Lincoln, NE 68510



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5/19

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

