



**2021-2022**  
**STUDENT & PARENT**  
**HANDBOOK**



**CULLER MIDDLE SCHOOL**

*Home of the Cougars*

5201 Vine Street  
Lincoln, NE 68504  
(402) 436-1210



# 2021-2022 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 3/19

## CULLER PARENT/TEACHER CONFERENCES

Sept. 14

Oct. 19

Feb. 8

Feb. 23

### 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.

**2021**  
**JULY**

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

**2022**  
**JANUARY**

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**AUGUST**

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY**

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**SEPTEMBER**

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25	26	27	28	29	30	

**MARCH**

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27	28	29	30	31		

**OCTOBER**

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24	25	26	27	28	29	30
31						

**APRIL**

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**NOVEMBER**

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28	29	30				

**MAY**

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29	30	31				

**DECEMBER**

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25	26	27	28	29	30	31

**JUNE**

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

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



# GENERAL INFORMATION

## Intent of Handbook

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

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

## Absences

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

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

## Arrival

Upon arriving at school, all students should move directly to the area designated for their grade level to enter the building. 6th graders enter from Vine Street through the north doors. 7th graders use the west doors and the 8th graders use the south doors. Students should enter through door 13 for breakfast.

The Culler campus opens at 7:35 a.m. This is when supervision begins for staff. For reasons of safety, students should not be on campus prior to this time.

Breakfast is available between 7:35 and 7:55 a.m. each morning. Students must remain in the breakfast area until they are dismissed through door 13.

Students wishing to come early to meet with a teacher must obtain a pass from the teacher or office the day before.

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

## **Back Packs/Purses**

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

## **Bicycles**

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

## **Cell Phones and Electronic Devices**

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

## **Computer Use Guidelines**

1. Students will respect copyright laws and will not make unauthorized copies of software unless the original is clearly labeled shareware or in the public domain.
2. Students will not intentionally access information that may be obscene or offensive toward any other individuals, nor will students place any such information on the network or Internet.
3. Students will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person's files.
4. Students will not use the computer systems to disturb or harass other computer users.
5. Students will use the computer equipment to meet instructional objectives and not as entertainment.
6. Students will not waste or take supplies and will print only when necessary to appropriate printers.
7. Students will not use the network for financial gain or any commercial or illegal activity.
8. Students will not engage in vandalism, including bypassing security systems, harming or destroying any data on the LPS network or the Internet, or intentionally share computer viruses.
9. Students will be responsible for any damage on any hardware or software.
10. Students must understand that Lincoln Public Schools is not responsible for any expenses incurred or purchases made while students access any on-line service, such as the Internet.
11. Students must understand that violation of the above statements will make the student subject to disciplinary action and can include the immediate suspension of computer privileges.

## Contacting Staff

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

## Counselors

The Culler counseling program is facilitated by three guidance counselors. The counseling program has a well-defined curriculum with three methods of delivery. These are: 1) classroom guidance; 2) small group facilitation; and 3) individual guidance. Counselors also depend on administrators, teachers, and parents to share with them student concerns. Counselors meet with all instructional teams involved with their students for the purpose of staying informed of students' strengths and needs.

## 2021-2022 Daily Bell Schedule

6th Grade Period Schedule		6th Grade PLC Schedule	
Period 1- 8:00-8:45		Period 1 - 8:00-8:35	
Period 2- 8:46-9:31		Period 2 - 8:36-9:11	
Period 3- 9:32-10:17		Period 3 - 9:12-9:47	
Period 4- 10:18-11:03		Period 4 - 9:48-10:25	
Lunch- 11:05-11:35		Lunch - 10:30-11:00	
Period 5- 11:36- 12:21		Period 5 - 11:00 - 11:40	
Period 6- 12:22-1:08		Period 6 - 11:41-12:17	
Period 7- 1:12-2:04		Period 7 - 12:20-1:00	
Period 8- 2:08-3:00		Period 8 - 1:00-1:40	
7th Grade Period Schedule		7th/8th Grade PLC Schedule	
Period 1- 8:00-8:53		Period 1 - 8:00-8:45	
Period 2- 8:54-9:46		Period 2 - 8:46-9:31	
Period 3- 9:48-10:42		Period 3 - 9:32-10:16	
Period 4- 10:44-11:38		Period 4 - 10:17-11:03	
Period 5- 11:41-1:09		8th Grade Lunch 11:05-11:35	
Lunch- 12:30-1:00		8th grade Period 5 11:38-12:18	
Period 6- 1:11-2:03		7th Grade Period 5 11:05-11:45	
Period 7- 2:04-2:56		7th Grade Lunch 11:45-12:15	
		Period 6 12:20-1:00	
		Period 7 1:00-1:36	
		8th Grade Dismisses at 1:38	
8th Grade Period Schedule			
Period 1- 8:00-8:52		<b>Lunch</b>	
Period 2- 8:56-9:48		6th- 11:05-11:35	
Period 3- 9:52-10:44		8th- 11:45-12:15	
Period 4- 10:48-11:40		7th- 12:30-1:00	
Period 5- 11:43-1:08		<b>Counselors</b>	
Lunch- 11:45-12:15		6th- Mrs. Robinson	
Period 6- 1:12-2:04		7th- Mrs. Pass	
Period 7- 2:08-2:58		8th- Mr. Waite	

## **Dismissal Procedures**

Class is dismissed at 3:00 p.m. except for the first three days of school when we have a 1:40 p.m. dismissal time. Students must leave campus by 3:15 p.m.

On PLC (Professional Learning Community) early release days, students will dismiss from school at 1:40 p.m. Star Tran busses stick to their regular schedule on PLC days (3:00 p.m.).

## **Nuisance Items**

Items that disrupt learning are not allowed in the building.

## **Fire, Tornado, and Building Safety Drills**

The school has a plan to provide for the safety of each student in the event of a fire, tornado, or lockdown (intruder or bomb threat signal) situations. Drills are held periodically during the year to ensure speed and efficiency in getting students to their assigned places of safety. Staff and students also review procedures for a lockdown situation annually.

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

## **Health Policies**

All procedures, guidelines and dates outlined in this document are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education.

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

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

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

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

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

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

Unimmunized students may be excluded from school in the event of a disease outbreak.

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

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

## **Homework Requests**

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

## **Intramural Athletics**

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

## **Lockers and Locks**

Lockers will be assigned by the office. Students are expected to use the assigned locker and not share lockers with any other student for the entire school year. Students are responsible for the content and condition of their lockers. Students

are responsible for the cost of locks if they are lost, stolen or damaged. The replacement cost is approximately \$5.00. Students are also responsible for any damage to the locker itself (for example, physical damage or use of tape, magic markers, etc., on or inside the locker). The locker and lock are the property of the school district. Lockers are accessible to staff and may be opened for inspection at any time. Any inappropriate items found in a locker are considered to be in possession of the person assigned to that locker and disciplinary actions may occur. These guidelines also apply to lockers assigned in locker rooms.

## **Locker Policy**

For the upcoming school year a new locker policy will be put into place to increase productive time in class. This policy aims to decrease the number of tardies and students congregating in the halls. Students will be allowed to access their lockers at the beginning of the day and at dismissal. Students will not be allowed to leave class to use their lockers or during passing periods. The amount of materials needed for classes has decreased due to the implementation of Chromebooks for all students.

### **Items students need to bring to class:**

- Chromebook/Chromebook Bag
- Homework
- Pen/Pencil
- Notebook
- Personal Reading Book (optional, unless required by specific class)

### **Items students should not bring to class:**

- Food/Drink (unless a doctor's note has been provided)
- Cell phone, air pods
- Nuisance items (ex: fidget spinners, putty, Rubik's cubes or other distracting items)
- Coats

### **Exceptions to the Rule:**

Students needing band instruments, cold lunches, feminine supplies, clothes, or tennis shoes, will be allowed to access their lockers on the way to band, lunch, restroom, or the gym.

## **Lunch**

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

Money placed in the student's account may be used in one of three ways:

- 1) for school lunch meals only;
- 2) for school lunch meals and a la carte food items;
- 3) for cash only to be spent as the student wishes for lunch items.

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



## PLEASE NOTE NEW LUNCH PRICES FOR 2021-2022

**Breakfast and lunch will be free to all students.**

### Outside Food

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

### Messages for Students from Parents

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

### Office

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

### Passes

Students must have passes when they are out of class during class time. Students will be asked to return to class if they do not have a pass.

### School Website

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

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

You may access the website at: <http://wp.lps.org/Culler>

### District Dress Code Guidelines

For information on district-wide dress code guidelines, please see the Important Information Booklet or Middle School Common Practices at:

<https://www.lps.org/about/important/>



## **Tardies**

Students who are late to class (tardy) will be assigned last to lunch the next school day. If a student earns five tardies, an email will go out to the students guardian(s). If a student earns 10 tardies in a month, they will be assigned a lunch detention. Each tardy after 10 tardies will result in a lunch detention.

## **Telephone**

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

## **Visitors**

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

## **Weather and School Closings**

The decision to close schools due to extreme weather is normally made before 6:00 a.m. Local radio and television stations are notified. Generally, school will not be dismissed once it is in session. Parents who so desire may come to the school to pick children up in inclement weather at any time during the day. The ultimate decision as to whether a child will attend school rests with the parents.

Students will not be dismissed from school during a tornado warning to leave with parents. This is a district recommendation to ensure the safety of students, parents, and staff.

## **Culler Middle School 2021-2022 Staff Listing**

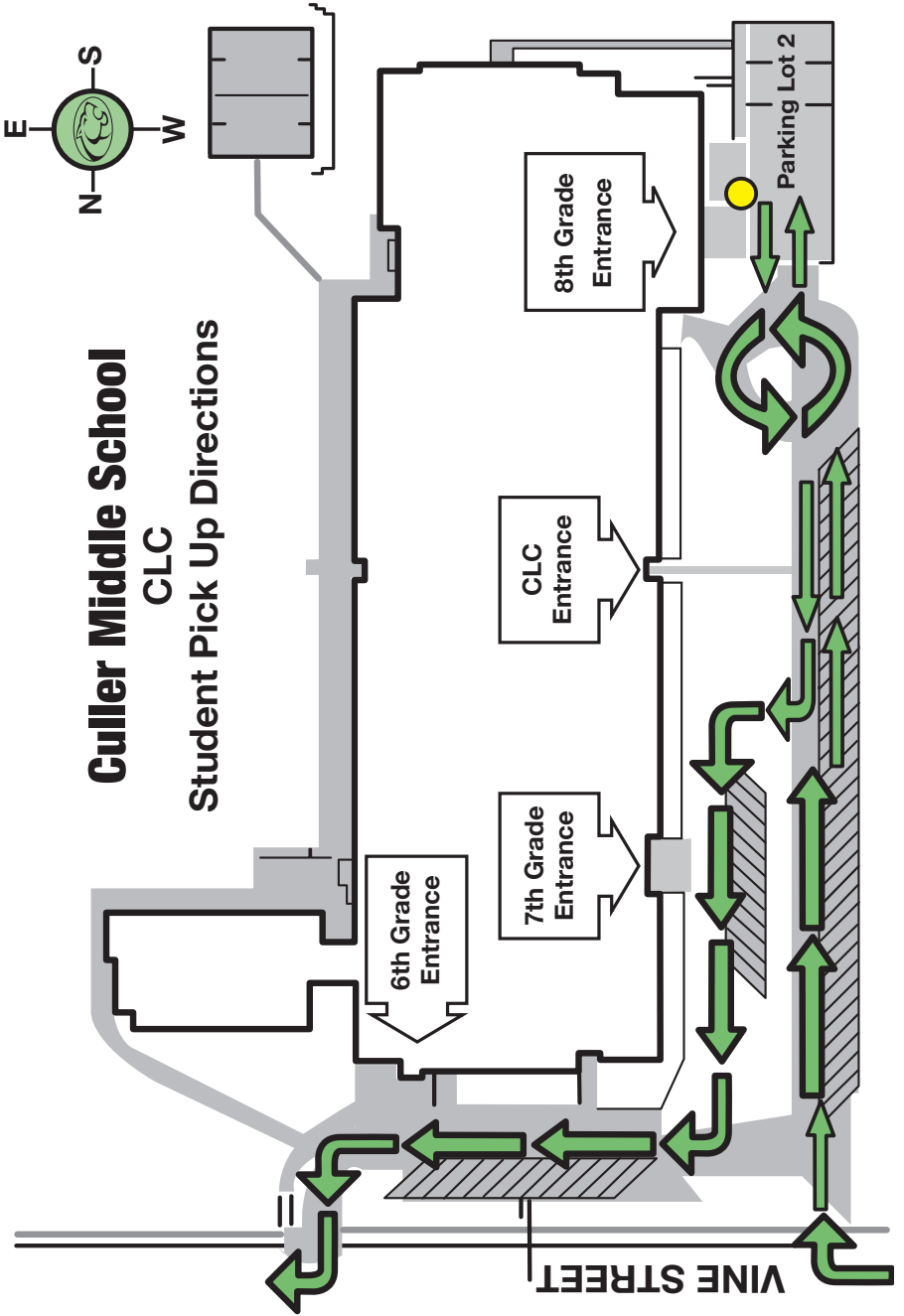
### **Administration**

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

### **Counselors**

Logan Waite – 8th Grade Counselor..... srobins@lps.org  
Margaret Pass – 7th Grade Counselor ..... lwaite@lps.org  
Sherri Robinson – 6th Grade Counselor ..... mpass@lps.org







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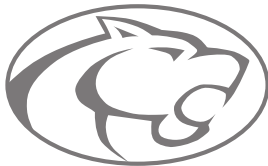
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**CULLER MIDDLE SCHOOL**

5201 Vine Street

Lincoln, Nebraska 68504

402-436-1210 • [culler.lps.org](http://culler.lps.org)



**LINCOLN BOARD OF EDUCATION**

5905 O Street • Lincoln, NE 68510

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