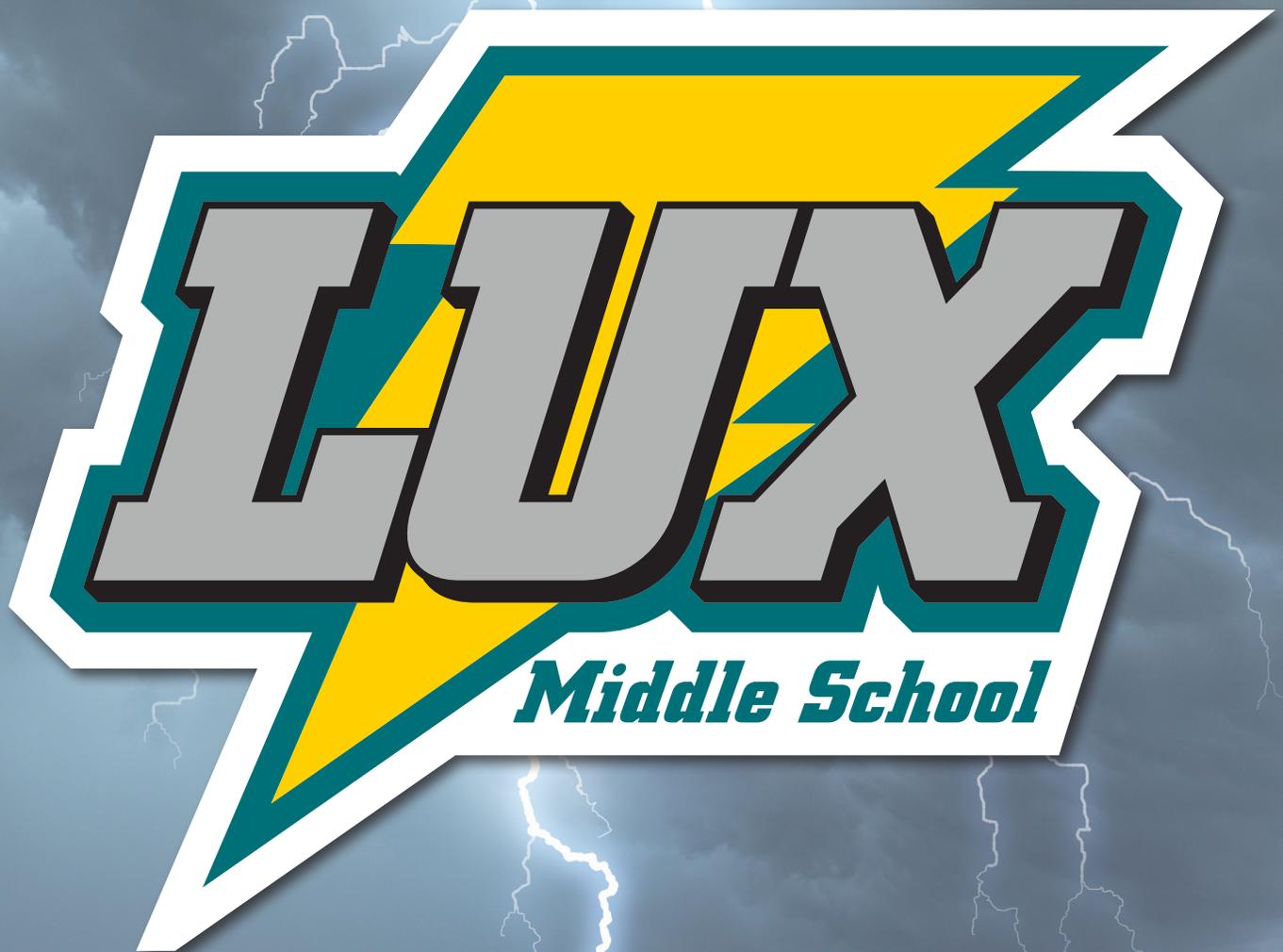


John Lux Middle School
2021-2022 Student & Parent Handbook



Lifelong Learning | United Vision | Excellence in Academics

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



2021-2022 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



APPROVED 9/21

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

Rev. 9/28/21

- 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.

LUX MIDDLE SCHOOL
Home of the Lightning



Lux Mission Statement:

Use best practices with instruction to improve student achievement.

Lux Vision Statement:

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

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

BE RESPECTFUL

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



BE RESPONSIBLE

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

BE SAFE

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

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

Classroom



Welcome to John Lux Middle School!

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

Sincerely,
Duane Dohmen
Principal



INTENT OF HANDBOOK

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

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

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

ARRIVAL PROCEDURES

- The school day begins at 8:00 a.m.
- Sixth graders should enter the building on the west end (by gyms) at Door #9. Seventh graders enter on the east side of the building at Door #22 and 8th graders at the main entrance (by flag pole) at Door #1.
- Students riding Star Tran buses will enter through the main entrance, Door #1.
- School grounds officially open at 7:30 a.m., unless students arrive early for sanctioned, supervised before-school activities. Supervision by designated staff will begin at 7:30 a.m. at both entrances.
- Door #1 opens at 6:50 a.m. for students arriving early for sanctioned, supervised, before-school activities only.
- Door #9 opens at 7:30 a.m. for 6th graders.
- The bell rings to admit students to classroom pods at 7:50 a.m., allowing 10 minutes prior to the tardy bell at 8:00 a.m.
- Students must have a pass to enter the classroom pods prior to the 7:50 a.m. entry time. Passes may be obtained in the office or ahead of time from the specific teacher.
- Class begins at 8:00 a.m. Students arriving after 8:00 a.m. should report to the office to receive a pass to class.
- The cafeteria is open from 7:30 a.m. to 7:50 a.m. for breakfast.

BELL SCHEDULES

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

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

7th & 8th Grade Regular Schedules		6th Grade Regular Schedule	
First Bell	7:50	First Bell	7:50
1st Period	8:00-8:52	1st Period	8:00-8:52
2nd Period	8:56-9:46	2nd Period	8:56-9:46
3rd Period	9:50-10:40	3rd Period	9:50-10:50
4th Period	10:44-11:34	6A Lunch	10:50-11:10
5th Period	11:38-1:12	6A Recess	11:10-11:30
7A Lunch	11:34-11:54	6B Lunch	11:10-11:30
7A Recess	11:54-12:14	6B Recess	10:50-11:10
7B Lunch	11:54-12:14	3rd Period	11:34-11:45
7B Recess	11:34-11:54	4th Period	11:49-12:49
8A Lunch	12:32-12:52	6th Period	12:53-1:53
8A Recess	12:52-1:12	7th Period	1:57-3:00
8B Lunch	12:52-1:12		
8B Recess	12:32-12:52		
6th Period	1:16-2:06		
7th Period	2:10-3:00		

7th & 8th Grade PLC Schedules		6th Grade PLC Schedule	
First Bell	7:50	First Bell	7:50
Team Time	8:00-8:30	Team Time	8:00-8:30
1st Period	8:34-9:06	1st Period	8:34-9:06
2nd Period	9:10-9:42	2nd Period	9:10-9:42
3rd Period	9:46-10:18	3rd Period	9:46-10:30
6th Period	10:22-10:54	4th	10:34-10:50
4th Period	10:58-11:32	Lunch	10:50-11:30
5th Period	11:36-1:02	6A Lunches	10:50-11:10
Lunch	11:32-12:00	6A Recess	11:10-11:30
7A Lunch	11:32-11:52	6B Lunches	11:10-11:30
7A Recess	11:52-12:12	6B Recess	10:50-11:10
7B Lunch	11:52-12:12	4th	11:34-12:02
7B Recess	11:32-11:52	6th	12:06-12:50
8A Lunch	12:22-12:42	7th	12:54-1:40
8A Recess	12:42-1:02		
8B Lunch	12:42-1:02		
8B Recess	12:22-12:42		
7th Period	1:06-1:40		
Last Bell	2:00-2:00		

DISMISSAL PROCEDURES

Class is dismissed at 3:00 p.m. except for the first few days of school & PLC days. At the middle school level, we will assume that all students are responsible for following the agreed upon transportation arrangements made with their parents, whether walking or riding. If there are special circumstances regarding arrival and dismissal procedures for your student, please contact the school office at (402) 436-1220.

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

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

PLC DAYS

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

- | | | |
|----------------|---------------|---------------|
| • August 31 | • November 30 | • February 22 |
| • September 28 | • December 14 | • March 29 |
| • October 26 | • January 25 | • April 26 |

TRANSPORTATION

Some Lux students have the option of riding the Star Tran city bus. Student bus passes can be purchased in the school office for the current Star Tran price, or students who possess a smart phone may opt to purchase tickets through the Token Transit app. As of August 2021, passes are free; families will be informed prior to charges being reinstated.

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

VISITING LUX MIDDLE SCHOOL

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

ABSENCES

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

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

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

[Attendance Process & Collaborative Meetings](#)

[Attendance & the Law](#)

The school records several different codes for absences:

- **IL — Ill:** Parent/Guardian calls a student in ill.
- **PA — Parent Approved:** Parent/Guardian calls a student in absent for another reason - medical appointment, family activity, sports, etc.
- **MD — Medical Excuse:** This code is NOT, in general, used for students who are home ill or for medical appointments. MD is used **only with documentation from a medical provider** that says the student is too ill to be in school, or has had surgery or, in certain cases, suffers a chronic medical condition.
- **SE — School Excused:** Student is absent for a field trip, other school function or funeral (students can receive one day SE-coded absence for a funeral, any additional days are PA - these must be reported by Parent/Guardian).
- **TD — Tardy:** Student is late to school in the morning, or class throughout the day.
- **TR — Truant:** Student is absent from school without notification from a Parent/Guardian.
-

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

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

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

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

TARDY POLICY

Students are expected to be on time for all classes and school activities. If a student arrives at school after the 8:00 a.m. starting time, he/she needs to report to the office for a tardy admission.

HOMEWORK REQUESTS

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

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

WEATHER AND SCHOOL CLOSINGS

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

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

- If emergency sirens sound for a tornado warning, students will be sent to designated shelters and **kept in place until the warning expires - even through dismissal time, if necessary.**
- According to the LPS Important Information Booklet, parents should NOT attempt to come to school during a tornado warning. School officials are NOT permitted to release students from the school building during a tornado warning.

HEALTH OFFICE

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

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

STUDENT MEDICATIONS

Guidelines for Administering Medication information can be found in the *LPS Important Information Booklet* (IIB) on page 13. The IIB can be found online at: ***lps.org/ii***.

Parents are encouraged to adjust the time of medication administration so that a dose at school can be avoided, if possible. Please contact the school nurse if you have any questions.

PHYSICAL EXAMINATIONS

Physical Examination information can be found in the *LPS Important Information Booklet* (IIB) on page 14. The IIB can be found online at: ***lps.org/ii***.

IMMUNIZATIONS

Nebraska Law requires that students shall be protected against poliomyelitis, Diphtheria, Pertussis, Tetanus (DPT), Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox). One dose of Tdap (Tetanus, diphtheria, acellular pertussis) is required for entry to 7th grade. The vaccination can be given after the seventh birthday depending on the brand of vaccine received and prior to entry to 7th grade.

Any student who does not comply with immunization requirements shall not be permitted to continue in school until he or she shall so comply. A student may be provisionally enrolled if he or she has begun the immunizations required under Nebraska Law. For more information, please contact the school nurse in your student's building of enrollment or call 402-436-1655.

Please submit a copy of your student's immunization record to the Health Office.

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

Additional Immunization information can be found in the *LPS Important Information Booklet* (IIB) on page 15. The IIB can be found online at: lps.org/ii.

Physical Education and Health Office Guidelines on Physical Participation

1. All physical education excuses need to be in writing and brought to the Health Office before school starts in the morning.
2. A parent may excuse their child from physical education (in writing) for up to 3 days for an injury or illness. A physical education excuse longer than 3 days requires a note from a doctor.
3. If a student has been excused from physical education a total of 5 days during the semester, a doctor's note is advised.
4. Depending on the circumstances, an alternative plan to physical education class may be made. Please contact the Health Office or your student's PE teacher for questions or concerns.

FOOD ALLERGIES

Lincoln Public Schools recognizes the importance of preventing food allergy exposures and the goal will be to follow the "Guidelines for Managing Students with Food Allergies and Other Dietary Needs." The district does not have control over all food products that come into a building. Even manufactures that have previously been allergen free may change the ingredients at any time and without notice.

These guidelines were adapted from information reviewed from the National Association of Secondary School Principals; the National Association of School Nurses; the Food Allergy and Anaphylaxis Network; The American Academy of Pediatrics; and the National School Boards Association.

Additionally, in order to ensure adequate communication between health services staff and food service/nutrition staff, please provide adequate information outlining your child's restrictions.

Hypersensitivities:

1. Food allergy: Any allergy which may or may not result in anaphylaxis, would require a doctor's note to be treated at school.
2. Food intolerance or dietary restriction: food restrictions based upon religious preferences, e.g. no pork, beef, etc.; vegetarian; other sensitivities; lactose intolerance that is for a beverage substitute only or texture modifications.

The complete guidelines can be found on the LPS Website.

SCHOOL CAFETERIA

All middle level schools in Lincoln have a closed campus for lunch. Students have thirty minutes for lunch. They may bring their lunch from home, buy a regular school meal, or buy “a la carte.” Students may sit where they wish in the cafeteria, but we ask that students change tables only once. Students who misbehave in the cafeteria may receive assigned seats. After lunch, students are permitted to be in designated areas outside (weather permitting) or in the gyms until the next class. Activity areas are supervised by the staff. Students choosing to stay inside must stay seated at their table. Students are not permitted to take food or beverage items either purchased from school or brought from home out of the cafeteria area.

We discourage students from leaving school for lunch. We welcome parents to join us for lunch. However, high school aged visitors not accompanied by an adult may not visit during lunch. Parents or older siblings who have graduated from high school may take their student to lunch, or join us for lunch, but we ask that the office be notified in advance. Friends of that student are not allowed to accompany the student regardless if permission has been given by their parents. If students return after their normal lunch period, they are still responsible for any missing work. **Parents are allowed to provide lunch for their student ONLY. Lunch CAN NOT be brought in for other students or groups.** This is in violation of federal and LPS lunch guidelines. Additionally, students are not allowed to purchase cafeteria meals or other food items for other students. Students must pay for their own food.

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

Lunch

Money for lunch can be handled in two ways:

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

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

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

MEDIA CENTER

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

FINES

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

COMPUTER USE GUIDELINES

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

TELEPHONE

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

CELL PHONES AND ELECTRONIC DEVICES

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

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

MESSAGES AND ITEMS DROPPED OFF

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

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

PASSES

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

LOCKER SECURITY

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

LOCKERS AND LOCKS

Lockers will be assigned by the office. Students are expected to use the assigned locker and not share lockers with any other student for the entire school year. Students are responsible for the cost of locks if they are lost, stolen or damaged. The replacement cost is \$4.00. Students are also responsible for any damage to the locker itself (for example, physical damage or use of tape, magic markers, etc., on or inside the locker). Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in lockers and desks issued or made available to them by the school.

LOST AND FOUND

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

INTRAMURALS

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

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

- As a student/athlete, the school work comes before the athletics. Students involved in intramurals are expected to maintain their academic work and take care of their classroom responsibilities first.
- All athletes are expected to abide by LPSDO student rules as outlined in the Responsibilities of Students Code. This includes filling out and returning the Lux and LPSDO athlete participation forms as requested.
- Unsportsmanlike conduct at practices, games, toward teammates, referees, coaches or other teams may result in removal from practices, competitions, loss of participation for the season or loss of eligibility for the remainder of the year.
- Students should come to practice to learn skills and have fun.
- Students should notify their coach or athletic director if they cannot attend a practice.
- Students should report to practice by 3:05 p.m. and be dressed for practice by 3:10 p.m.
- Students should have a pass from a teacher if they are going to be late for practice.
- Students should plan to walk home or have their ride pick them up by 4:45 p.m. at the gym entrances. Students must leave the campus when practice is over.
- Students who are suspended out of school may not participate in intramurals or other activities while they are on suspension. Students on out-of-school suspension on Friday may not participate in Saturday activities.
- Students on in-school supervision can participate in intramural activities after they have returned to their classes.
- Students will use Lux intramural jerseys during competitions. These must be returned to the Lux intramural program. Jerseys that are lost or not returned will be replaced by the student at their cost. Yearbooks may be held until jerseys are returned or the replacement cost has been paid.
- Students should bring everything they need to practice. Students will not be able to enter the main part of the building or have access to their main lockers after 3:30 p.m. Students should use the locker rooms and fitness room area to store their belongings during practice.
- Practice is for athletes only. Friends and family members may not observe practice. Parents should wait in their cars for their students. Parents waiting to walk home with students after practice should wait by the west gym doors. Other LPS students cannot wait on campus for students while they are practicing.
- There is no transportation provided to intramural events by LPS.
- Intramural athletic events are held on Saturday mornings at various middle schools and high schools in Lincoln.

EVACUATION, SHELTER, AND OTHER BUILDING SAFETY DRILLS

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

HOMEWORK & GRADES

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

Students are graded on nine-week quarters and receive report cards at the end of each quarter. Grades are available to parents through ParentVUE. Mid-quarter reports will be emailed. These reports indicate the areas of excellence or the need for improvement for some students. Report cards include information about grades, work study habits, conduct, and comments from the teachers. Any questions concerning these grades can be answered at first and third quarter parent-teacher conferences or upon request.

REPORTING TO PARENTS

LPS Best Practices for Communicating Grades can be found in the *Common Practices for Middle School* and the *LPS Important Information Booklet (IIB)* on page 46. Both documents can be found online at: lps.org/ii.

GRADING CODES AND MEANINGS

LPS Grading Codes and Meanings can be found in the *Common Practices for High School* and the *LPS Important Information Booklet (IIB)* on page 49. Both documents can be found online at: lps.org/ii.

SYNERGY PARENTVUE

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

HIGH SCHOOL CREDIT NOTE FOR 8TH GRADE STUDENTS

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

SCHOOL VISITATION

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

ROLE OF THE COUNSELORS

The Lux counseling program is facilitated by three guidance counselors. The counselors provide consistency by moving with their assigned class of students through their three years at Lux. The counseling program has a well-defined curriculum with three methods of delivery. These are: 1) classroom guidance; 2) small group facilitation; and 3) individual guidance. Students may access their counselor by filling out a "Student Request" form found outside the counselors' offices. Counselors also depend on administrators, teachers, and parents to share with them student concerns. Counselors meet with all instructional teams involved with their students for the purpose of staying informed of students' strengths and needs.

SCHEDULE CHANGES

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

Reasons that schedule changes will be made:

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

Reasons that schedule changes will NOT be made:

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

SCHOOL COMMUNITY INTERVENTION PROGRAM (SCIP)

School Community Intervention Program (SCIP) information can be found in the *Common Practices for Middle School* and the *LPS Important Information Booklet (IIB)* on page 48. Both documents can be found online at: lps.org/ii.

DISTRICT DRESS CODE GUIDELINES

Information on the District Dress Code Guidelines can be found in the *Common Practices for Middle School* and the *LPS Important Information Booklet (IIB)* under the Student Services section. Both documents can be found online at: lps.org/ii.

STUDENT CONDUCT IN HALLWAYS

Hallways and grade level commons are frequently crowded, and general courtesy is expected and necessary. Students are to be in their places when the tardy bell rings and are not to leave the room until dismissed by the teacher.

MULTI-TIERED SYSTEMS OF SUPPORT FOR BEHAVIOR (MTSS-B) IN LPS

MTSS-B information can be found in the *Common Practices for Middle School* and the *LPS Important Information Booklet* (IIB) on page 47. Both documents can be found online at: lps.org/ii.

LINCOLN PUBLIC SCHOOLS RESPONSIBILITIES OF STUDENTS

Information on the Rights and Responsibilities of Students can be found online in the *LPS Important Information Booklet* (IIB) on page 30 at: lps.org/ii

