

**Lincoln Public Schools**

# **REMOTE LEARNING PROGRAM**

**2021-2022**

## **STUDENT & PARENT HANDBOOK**

### **REMOTE LEARNING PROGRAM**

1000 S. 70th Street  
Lincoln, NE 68510  
(402) 436-1412  
<http://rlp.lps.org>

**Our Mission Is To Provide LPS Students With  
A Strong Education And Positive Connections,  
Regardless Of Their Learning Environment**

# 2021-2022 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 3/19

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

# REMOTE LEARNING PROGRAM

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**Principal – Casey Fries**  
**Assistant Principal – Marci Imel**  
**Special Education Coordinator – Marci Imel**  
**K-8th Counselor – Paul Bade**

*Welcome to the Remote Learning Program! We are looking forward to a great 2021-2022 school year. Our focus will be on academic achievement and creating a connection with our students. We know that learning in a remote setting can be challenging for certain students and families. We ask that you communicate these challenges with your student's teacher(s), counselor, and/or administrator, so we can brainstorm ways to make this experience more successful. Please feel free to contact us with any additional questions or concerns you may have.*

## **Intent of this 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 the Remote Learning Program. 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 LPS Important Information Booklet provides additional information about Lincoln Public Schools procedures and policies. This handbook can be found on the Parent Center at [www.lps.org](http://www.lps.org). It contains information regarding various district programs and services as well as forms to apply for services. The LPS Important Information booklet should also be reviewed carefully.

## Remote Learning Program Expectations

The goal of the Remote Learning Program is to provide an alternative educational experience for students and families as a result of the Covid-19 pandemic. Although the Remote Learning Program is conducted in a virtual environment, students will stay on track with their peers and receive instruction from certified LPS teachers. In order for this program to be successful, there are some general guidelines and expectations that must be followed by all students and families. Failure to comply with the below expectations may result in a meeting at the Remote Learning Program main office and a potential reassignment to in-person learning.

1. Families will commit to the Remote Learning Program for at least one semester.
2. Regular attendance will be expected by all students. This includes being logged into class via Zoom at the beginning of the period/subject area.
3. All students will be expected to have their cameras on at all times, unless directed by your teacher to have their cameras off.
4. Students will be expected to have a designated workplace that is conducive to learning and accessible every day. Required materials will be provided by the Remote Learning Program.
5. Internet access will be required for all students. The Remote Learning Program will be able to assist families who may need help acquiring internet access.
6. Families of elementary age students will be expected to assist their student in getting connected during their assigned class times, troubleshooting technology issues, and helping with appropriate online behavior, engagement, and work completion.
7. All students enrolled in the Remote Learning Program will still be responsible for following the LPS student code of conduct. This includes appropriate language and dress code as if they were in school.
8. Students will be expected to attend in-person during state standardized testing. The location of the testing will be dependent on the location of their teacher(s), their assigned home school, and the availability of space within the district.
9. Families will be expected to exchange materials at a designated LPS location throughout the year. These materials will be vital for a successful educational experience.
10. Secondary students in the Remote Learning Program will be allowed to participate in athletics and activities. It will be the family's responsibility to communicate their student's interest to their assigned home school.

## Middle School Daily Schedule

6th Grade Schedule		7th Grade Schedule		8th Grade Schedule	
Period 1	8:00-8:50	Period 1	8:00-8:50	Period 1	8:00-8:50
Period 2	8:55-9:45	Period 2	8:55-9:45	Period 2	8:55-9:45
<b>BLOCK 1</b>		Period 3	9:50-10:40	Period 3	9:50-10:40
Humanities	9:50-12:45	Period 4	10:45-11:35	Period 4	10:45-11:35
<b>Or</b>		<b>Lunch</b>		<b>Lunch</b>	
Science	9:50-10:30		<b>11:35-12:20</b>		<b>11:35-12:20</b>
Math/Math Int.	10:35-12:45	Period 5	12:20-1:10	Period 5	12:20-1:10
<b>Lunch</b>		Period 6	1:15-2:05	Period 6	1:15-2:05
	<b>11:15-12:05</b>	Period 7	2:10-3:00	Period 7	2:10-3:00
<b>BLOCK 2</b>					
Humanities	12:50-3:00				
<b>Or</b>					
Math/Math Int.	12:50-2:15				
Science	2:20-3:00				

## Elementary School Daily Schedule

The daily schedule for students will vary by grade level. The day will start at 8:15am and run until 2:50pm on all non-PLC days. All grade levels will have a lunch and screen break from 11:20-12:00.

### Adjusted Schedule Days

Early Dismissal Dates – PLC Dates (Aug. 16, Aug. 17, Aug. 18, Aug. 31, Sep.28, Oct. 26, Nov. 30, Dec. 14, Jan. 25, Feb. 22, Mar. 29, Apr. 26, May 25): *Students will follow the PLC schedule.*

Elementary Plan Days: (Oct. 15, Nov. 29, Feb. 18, Apr.25): *Elementary students will NOT have school on these days.*

### Parent-Teacher Conferences

Parent teacher conferences will be held via zoom each semester. Teachers will be reaching out to families as those dates approach.

## Attendance

Regular and uninterrupted attendance at school is important in helping students to reach their maximum academic potential and to obtain maximum benefit from the school's instructional program. Attendance is also required by Nebraska law. We do understand that some absences from school are unavoidable, but please note the following...

*Nebraska law (LB 800) now requires schools to refer every student who reaches twenty absences or the hourly equivalent of twenty absences to the County Attorney, regardless of the reasons for the absences. The school and County Attorney understand that not every referral will merit legal action.*

### Reporting a Student Absence

If a student will be absent from school, we ask a parent or guardian to call the school office at 402-436-1412 before 8:30 a.m. If we do not hear from a parent, we will attempt to make a contact during the day. If a contact has not been made on the day of the absence, it is necessary for a parent/guardian to send a note with the student on the day of return which states the cause of the absence. Student absence reports are available to parents any time, via the Synergy system.

### Health and Dental Appointments

Although it is preferred that health and dental appointments not be scheduled during school hours, students may need to be excused to keep appointments which can only occur during the school day. Prior to the start of the school day the student should have the office issue a health or dental absence excuse. A student returning from an appointment must report to the office. Phone calls to excuse students during the day should be made as early in the day as possible.

### Make-up Work

Students who have had an excused absence will be allowed a reasonable time to make up their class work. Each teacher will explain his/her specific make-up procedures to students during the first few days of school.

The school staff will support the student's initiative to make up work. However, it is very important to understand that often there is no way to recreate an equivalent experience for what was missed in class.

### Withdrawals and Transfers

When a student leaves the city or moves from one school to another within the city of Lincoln, advance notice of at least one day is needed so the school can prepare a withdrawal form that includes information about courses and progress in those courses. The withdrawal form is to be taken to the receiving school. Other school records will be sent through the mail to the receiving school.



## **Change of Address or Phone Number**

Parents should keep the school informed of address, telephone number, and e-mail changes. Please call us with these changes or send a note.

## **Emergency Contacts**

All students should have emergency contact numbers on file in the Remote Learning Program main office.

## **Rules, Regulations, and Expectations**

### **Referral to Administration**

When a student violates a school rule, he/she may be referred to their administrator. The administrators will investigate the incident and determine the appropriate course of action. Consequences may include: administrative conference, student contract, parent conference, detention, restitution, community service, suspension from school, and/or a referral to Student Services for possible expulsion.

### **Behavior on Zoom**

It is important that all students contribute to a productive learning atmosphere in class. If students disrupt class due to poor behavior, they infringe on the rights of other students to learn. When a student misbehaves in class, teachers will attempt to help him/her correct that behavior. If those efforts are not successful, parents will be contacted and asked for help. Ultimately, if efforts to correct behavior fail, a student may receive a referral to their administrator.

### **Use of Inappropriate Language and Gestures**

In an environment where respect is being shown to one another, the use of profanity or racially denigrating language is out of place. Staff members in the Remote Learning Program attempt to help students use school appropriate language. Some words used and allowed in the public sector are considered inappropriate at school. Depending upon the circumstance, use of profanity or other inappropriate language or gestures may result in disciplinary consequences. Students who direct profanity at any staff member may be suspended until a parent conference can be held. 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.



## **Bullying**

Lincoln Public Schools provides physically safe and emotionally secure environments for all students. Positive behaviors are encouraged in the educational program. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students. Bullying means any ongoing pattern of physical, verbal or electronic abuse at school. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Students engaging in bullying behaviors at school are subject to disciplinary consequences.

## **Sexual Harassment**

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or unwelcome verbal or physical conduct of a sexual nature. This will not be tolerated. Students engaging in any form of harassment are subject to disciplinary consequences.

## **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. All students are required to wear a school appropriate top and bottom while on zoom. Students who do not abide by a reasonable dress code are subject to disciplinary consequences.

## **Technology Plan**

The Lincoln Public Schools Board of Education recently adopted a technology plan that seeks to provide students, teachers and staff with the necessary devices, classroom infrastructure, and teacher training to support the ongoing implementation of digital instructional content.

## **Device Information**

These devices will be distributed at the Remote Learning Program Readiness Days. Information about Readiness Days will be the summer mailing packet. The information focuses on both school expectations and routines related to the safe care of the device, and responsible use of the device while at school and home. Students and parents will be asked to sign a Responsible Use Agreement and will be provided the option to enroll in a Device Coverage Program that reduces fines for accidental damage or loss. The cost of enrollment is \$20 per year or \$10 for those students eligible for fee waiver.





## **Computer Use Guidelines**

1. I 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. I will not intentionally access information that may be obscene or offensive toward any other individuals, nor will I place any such information on the network or Internet.
3. I 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. I will not use the computer systems to disturb or harass other computer users.
5. I will use the computer equipment to meet instructional objectives, and not as entertainment.
6. I will not waste or take supplies and will print only when necessary to appropriate printers.
7. I will not use the network for financial gain or any commercial or illegal activity.
8. I 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. I understand that the Lincoln Public Schools is not responsible for any expenses I incur or purchases I make while accessing any on-line service, such as the Internet.
10. I understand that violation of the above statements will make me subject to disciplinary action and can include the immediate suspension of my computer privileges.

## Remote Learning Program Staff

Last Name, First Name	Subject	Email
Bade, Paul	K-8th Counselor	
Beil, Katrina	5th Grade	kbeil@lps.org
Bidler, Annie	5th Grade	rbidler@lps.org
Bruening, Erika	8th Grade English	ebruenin@lps.org
Christensen, Kristin	4th Grade	kchrist3@lps.org
Davis, Mallory	6th Grade Math/Science	mdavis6@lps.org
Deis, Trenton	Middle School Support	tdeis@lps.org
Endof, Kate	7th Grade FCS	kendorf@lps.org
Fangman, Mark	Special Education	mfangma@lps.org
Foley, Mike	Elementary Music	mfoley@lps.org
Foster, Kara	Middle School PE/Health	kfoster2@lps.org
Fries, Casey	Principal	cfries@lps.org
Gruber, Kim	Special Education	kgruber@lps.org
Haberacker, Laura	Special Education - SLP	lhabera@lps.org
Hobbs, Whitney	2nd Grade	whobbs@lps.org
Hollibaugh, Jennifer	2nd Grade	jhollib@lps.org
Horan, Jessie	7th Grade FCS	jhoran@lps.org
Hoyt, Momoko	Middle School PE/Health	mnakamur@lps.org
Huppert, Ashley	Middle School Business	ahuppert@lps.org
Hyde, Alex	Elementary PE	ahyde@lps.org
Imel, Marci	Assistant Principal	mimel@lps.org
James, Lillian	8th Grade Spanish	ljames2@lps.org
Jantz, Jodie	7th Grade Science	jjantz@lps.org
Jun, Sook	7th Grade English	sjun@lps.org
Lee, Courtney	6th Grade Humanities	clee3@lps.org
Lusardi, Laura	8th Grade Science	
Martinez-Hancock, Stephanie	1st Grade	smartine@lps.org
McShane, Patrice	School Social Worker	pmcshane@lps.org
Nash, Cindy	7th Grade Math	cnash@lps.org
Navas, Daniel	Special Education - SLP	dnavas@lps.org
Newby, Abbi	6th Grade Vocal Music	anewby@lps.org
Olson, Tabatha	4th Grade	tolson1@lps.org
Osterstock, Lyvia	8th Grade Social Studies	losterst@lps.org
Peckham, Jamie	Technician / Registrar	jpeckham@lps.org
Seng, Marcee	Kindergarten	mseng@lps.org
Sims, Steven	8th Grade Math	ssims@lps.org
Sloup, Meg	K-5th Interventionist	msloup@lps.org
Sommers, David	7th Grade Social Studies	
Starr, Crystal	1st Grade	cstarr2@lps.org
States, Becky	ELL Teacher	bstates@lps.org
Stephens, Josh	3rd Grade	jstephen@lps.org
Stock, Megan	Elementary Art	mstock@lps.org
Tatum, Joseph	Middle School Support	ctatum2@lps.org
TBA	Front Office Secretary	
Thomsen, Liz	Middle School Art	ethomsen@lps.org
Tran, Peter	Elementary Computers	ptran3@lps.org
Vasey, Corey	3rd Grade	cvasey@lps.org

## Additional Information

### Weather and School Closings

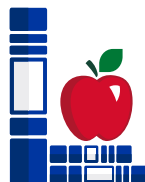
The decision to close school due to extreme weather is normally made before 6:00 a.m. Local radio and television stations are notified and closing information is broadcast at regular intervals from about 6:00 a.m. until noon. Households are notified via the School Messenger system. School closings are also posted on the LPS web page at <http://www.lps.org>. The Remote Learning Program will still follow all district and school closures.

### Parent Communication

Lincoln Public Schools uses a mass communication system for parent notifications. This system will be used to notify parents of emergencies, special events, schedule adjustments and when progress reports are sent home. Notices will be sent via phone and e-mail, so it is very important that parents notify the school of any changes to your contact information.

**Remember, if at any time you have questions about any rules or procedures, please contact the main office at 402-436-1412.**

*The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment.*

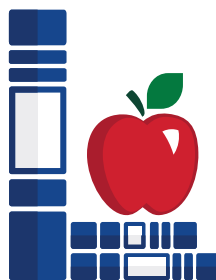


**Lincoln Public Schools**

# REMOTE LEARNING PROGRAM

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5/19

Mailing Address: 5905 O Street • Lincoln, NE 68510

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