

2022-2023

Student Handbook



BUILDING A COMMUNITY OF LEARNERS

Lefler Middle School
1100 S. 48th Street
Lincoln, NE 68510
402-436-1215
<http://lefler.lps.org>

Welcome to Lefler Middle School! We are looking forward to a great 2022-2023 school year. Our focus will be on academic achievement and building the skills and knowledge necessary to be lifelong learners. Much can be accomplished toward these goals as we work together. If at any time you have questions, please feel free to give us a call.

Principal – Allison Meister
Associate Principal – Ralph Calafiore
Special Education Coordinator – Barb Grunder
Instructional Coordinator – RJ Plas
Instructional Coach – Kristen Heiser
6th Grade Counselor – Amy Hilzer
7th Grade Counselor – JoLynn Sturek
8th Grade Counselor – Jenny Mercer
Gifted Facilitator – Cara Walz
School Nurse – Krista Hummel

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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 Lefler Middle School. 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. 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.

Daily Schedule

6 th Grade Schedule	7 th Grade Schedule	8 th Grade Schedule
BLOCK 1	Homeroom 8:00-8:12	Homeroom 8:00-8:12
Homeroom 8:00-8:12	Period 1 8:14-9:04	Period 1 8:14-9:04
Humanities 8:12-10:20	Period 2 9:08-9:58	Period 2 9:08-9:58
<i>Or</i>	Period 3 10:02-10:52	Period 3 10:02-10:52
Science/Design Thinking 8:12-9:05	Period 4 10:56-11:46	Period 4 10:56-11:46
Math 9:05-10:20	Lunch 11:50-12:20	Period 5 11:50-12:40
BLOCK 2	Period 5 12:22-1:12	Lunch 12:44-1:14
Humanities 10:24-1:12	Period 6 1:16-2:06	Period 6 1:16-2:06
<i>Or</i>	Period 7 2:10-3:00	Period 7 2:10-3:00
Math 10:24-11:15		
Lunch 11:15-11:50		
Math 11:50-12:20		
Science/Design Thinking 12:20-1:12		
Period 6 1:16-2:06		
Period 7 2:10-3:00		
*Please note: tardy bell rings at 8:00- Students are to be in class by 8:00.		

Arrival at School

Students are expected to arrive at school between 7:45 a.m. and 8:00 a.m. **Prior to that time, no supervision is available.** Students may enter at 7:54 a.m. On days of inclement weather, when deemed necessary, students will be permitted to enter the building at 7:45 a.m. Students will enter through their assigned areas only.

Students riding the StarTran bus to school should arrive after 7:30 a.m. Making the 7:15 a.m. connection downtown allows plenty of time to arrive. Students may not take an earlier bus.

Students eating breakfast should arrive after 7:45 a.m. Only students who are eating Grab & Go breakfast will be allowed in the school at this time. Other students will wait until 7:55 a.m. to enter. Students will wait to eat their Grab & Go breakfast until they are seated in their Homeroom at 8:00 a.m.

Students wishing to see a teacher before school should enter via the main entrance and report to the office for a pass.

Students are assigned to wait in the following areas before school: 6th grade – door #13 (furthest south doors on the east side of the building); 7th grade - main entrance; 8th grade – door #14. Students are not to wait or hang out in any other area.

Some outside groups use our facilities in the morning for student groups to meet. These are not school-sponsored activities. Students attending these activities may not arrive prior to the designated start time and must enter via the back gym entrance. Lefler staff does not supervise these activities.

Dismissal from School

The following dismissal procedures have been implemented to facilitate a safe and orderly close to the school day.

Students will be dismissed at 3:00 p.m. (with the exception of the early dismissal days listed later in this handbook). Upon dismissal, students must leave the school grounds and proceed home. All students must be on their way home, with a staff member, or in an approved activity by 3:05 p.m. **Supervision is not available after 3:10 p.m.**

Students who ride the StarTran bus home from school are to wait near the stoplight with Lefler school staff. The StarTran bus does not arrive until approximately 3:25 p.m. It is not appropriate to roam the neighborhood and catch the bus at an alternative location.

Students who are picked up after school should wait on C Street or Valley Road. For the safety of our students, the parking lots are NOT available for pick up.

Pick-Up Policy During the School Day

In order to help ensure students are safe when leaving Lefler during the school day, a few steps/security measures have been added that we are asking parents to assist with:

- When calling to have a student excused from school, office staff will ask the parent/guardian to verify the child's birthday.

- We ask that rides wait to have student released from class until they are in the parking lot. This will maximize the amount of time spent in class. It may take time to call a classroom, have a student gather their materials and check out in the office, so planning ahead to arrive a little early is encouraged.
- Students should be picked up on the north side of Lefler in the staff parking lot (near Valley Road). Once students check out in the main office, they will be escorted to Door #5 to meet their ride.

Approved After-School Activities

Students are encouraged to work with staff members or participate in an activity program after school. Activities begin immediately after school. Students will not be able to enter these activities after 3:05 p.m. without an approved pass. Approved activities include: working with a teacher; participating in a school-sponsored club; participating in the YMCA after-school program; participating in school-sponsored intramurals; attending Team Time, Achievement Zone, or Homework Zone in the Media Center (the Media Center closes at 4:00 p.m.).

The YMCA sponsors an after-school Community Learning Center (CLC) program each school day from 3:00-5:30 p.m. **There will be no CLC programming offered the first week or last week of school, on non-school days, on Parent-Teacher Conference dates, or when school is canceled due to weather.** Contact 402-436-1565 for more information. You can register online for the CLC program by going to lefler.lps.org and clicking on the "CLC and Clubs" link.

Dismissal from After-School Activities

Students staying after school with teachers or for Lefler club activities are expected to leave school immediately at the conclusion of their activity. If a student must wait for a ride, they are to wait on the benches outside the main office. Students should be picked up no later than 4:00 p.m. There will not be supervision outside nor will there be phones available after 4:30 p.m. when the office closes.

Students participating in special activities or clubs that conclude after 4:15 p.m. will be supervised by the participating sponsor in an area designated by the sponsor until rides arrive. Parents are asked to pick up students at the dismissal time of the program.

Students walking home are to leave immediately at the conclusion of the activity. Students participating in the YMCA program must follow the program's specific dismissal plan. More information can be obtained by calling 402-436-1565.

Early Dismissal Days

The dates for early dismissal are published below. Dismissal procedures will be the same for early dismissal days with the times adjusted to match the dismissal time.

Early Dismissal Dates (Aug.15, 16, and 17): Students will be dismissed at 1:40 p.m. and are to leave school by 1:45 p.m. There will be no after school activities on these days.

Professional Learning Communities (PLC) Dates (Aug.30, Sep.27, Oct.25, Nov.29, Dec.13, Jan.31, Feb.28, Mar.28, Apr.25, and May 25): Students will dismiss at 1:40 p.m. and are to leave school by 1:45 p.m. There will be no after school activities on these days with the exception of the YMCA program.

Breakfast/Lunch Program

Students have the choice of selecting a cold breakfast (ex: cereal and mini breakfast bar) or hot breakfast (ex: breakfast pizza) plus receive 100% fruit juice, low fat milk and optional ½ c serving of fruit. A school lunch consists of a choice of two or more hot entrees, chef salad or meatless entrée plus a salad, vegetable, fruit and milk. Purchase of a carton of cow's milk is 50 cents.

Breakfast is served as Grab & Go style. Students may pick up a Grab & Go breakfast at the door they enter each morning. Hot and cold Grab & Go options will be provided at each entrance.

Lunch is scheduled during the extended fifth period. Well-balanced meals are available in the cafeteria each day.

Lunch rules include: 1) deposit all litter in wastebaskets; 2) return all trays and utensils to dishwashing area; 3) leave tables and floor clean; 4) eat all food in the cafeteria; 5) act appropriately in the lunch room; and 6) once seated, stay seated until finished and ready to clean up your area and be dismissed.

An online payment option is available for paying for extra food items by following the My School Bucks link under Buy School Meals at www.lps.org. A transaction fee will be charged. Students may also bring cash or checks to deposit in their meal account or they may use cash for extra purchases at school. Deposits can be made any day from 7:30-8:00 a.m. in the cafeteria.

Please refer to the Parent Center at www.lps.org, which explains the free or reduced-price breakfast/lunch programs. If a student qualifies for this program, the application should be completed and returned to the office so the appropriate account can be established. A new free/reduced application must be completed each school year. Free or reduced meal benefits may allow a family to receive fee waiver benefits.

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. Please call the main office in advance to arrange a place for lunch if bringing in outside food.

Leaving Campus at Noon

The campuses of middle schools in Lincoln are closed at lunchtime. Students are not permitted to leave the school campus except by approval through the office. If a student does leave the grounds without prior approval, parents will be contacted and disciplinary consequences will result.

We discourage parents from taking their child away from school for lunch, as it often results in missed class time. We will not allow parents to take someone else's child to lunch.

LPS Best Practices for Communicating Grades for Students and Parents

For information on Best Practices for Communicating Grades please refer to the Student Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org."

- ❖ *For updated version, go to www.lps.org, and type (YSOX into the search box. (the "O" is a letter)*

Parent-Teacher Conferences

Each semester, parents will be invited to attend a parent-teacher conference. Conferences between parents and teachers at the middle level are considered supplementary to the written reporting system. Parents are urged to contact teachers throughout the year to check on their child's progress in courses that are of special concern to them.

Continuum of Academic Support for Student Success

Philosophy – Building a community of learners for present and future success.

In order to support students who would benefit from academic intervention, Lefler Middle School Community has developed a four-tiered system to support students. The Academic Support Continuum will help students:

- Develop life and academic skills for present and future school success
 - Practice and complete meaningful work
 - Build confidence
 - Decrease stress
- Increase parent communication/engagement

(TIER 1) CLC Homework Zone - The CLC Homework Zone is available for all students on a voluntary basis.

- 3:05-4:00 Monday-Friday (students are not required to stay until 4:00)
- The CLC Homework Zone is staffed by Lefler teachers and CLC staff.

(TIER 2) Team Time - Team Time is assigned by teachers as a gentle reminder that completed assignments are an expectation of Lefler students.

- 3:05-3:30 Monday-Thursday (students are required to stay until 3:30)
- Team Time is staffed by Lefler teachers.
- Parents will be notified by their child for each class they are assigned team time.
- Students will stay after school the same day they are assigned.

(TIER 3) Achievement Zone - Achievement Zone is assigned by Academic Interventionists and will provide support to help students become independent learners as well as evaluators of their own progress.

- 3:05-4:00 Monday-Friday (students are required to stay until 4:00)

- Achievement Zone is staffed by Lefler teachers.
- Parents will be contacted by the Academic Interventionist to discuss the Achievement Zone assignment.
- Students will stay after school for the number of days they are assigned.

(**TIER 4**) Referral to Administrator – if a student continues to struggle after Tiers 1-3, the Academic Interventionist will refer the student to his/her administrator for a parent meeting.

The bottom line is... **“not doing work is not ok”**

Attendance:

For information on Attendance please refer to the Student Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org."

Reporting a Student Absence

If a student will be absent from school, we ask a parent or guardian to call the school office at 402-436-1215 before 8:30 a.m. If we do not hear from a parent, we will attempt to make 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.

Participation in Activities

If a student is absent during the school day, he/she will not be allowed to participate in school programs and activities held that day or evening. This is also true if a student is assigned to in-school suspension or is suspended from school.

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. A parent of a student who is absent more than three days and is expected to continue being absent for several more days, may call the school office to request assignments or make-up work and to arrange to pick up the books and assignments from the office. If a student wants assignments after day one or two, he/she may call a friend to get those assignments.

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.

Tardy Policy and Procedure

Students are expected to be at school and in their classrooms on time. Being tardy to any class is a disruption to the learning environment. Advisory classes begin at 8:00 a.m. The following steps will be taken if students are tardy to school or any class throughout the day. Tardies will start over at semester.

1-3 Tardies	<ol style="list-style-type: none"> 1) Problem-solving sheet (Called POP) filled out with noon supervisor before going to lunch in the media center tardy room. 2) Parent will receive an automated notification reporting tardy.
3 rd Tardy	Parent will receive an additional automated notification reporting 3 rd tardy.
4-10 Tardies	<ol style="list-style-type: none"> 1) Problem-solving sheet filled out, student will eat lunch in the media center tardy room and stay the full lunch period. 2) Parent will receive automated notifications reporting tardy.
10 or More Tardies	<ol style="list-style-type: none"> 1) Will stay after school with an administrator for 1.5 hours each tardy. 2) Parent Meeting 3) Parent will receive automated notifications reporting tardy

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 Lefler office in case the student is injured or becomes ill and the parent/guardian cannot be reached.

Student Wellness

Sleep

Students are encouraged to get between 7 – 9 hours of sleep each school night in order to be well-rested for learning.

Breakfast

A well-balanced breakfast will get student brains activated and ready for learning. Grab and Go breakfast is offered every school day and students are allowed time in their first period class to eat. Both hot and cold options are available at all lines daily.

Lunch

A hot lunch is available at school daily. Students wishing to pack a lunch from home are allowed to do so. Please refrain from bringing treats for others in your sack lunch. If a student is having outside lunch provided on a special day, i.e. birthday, students will be provided a separate place for eating due to federal hot lunch guidelines.

Exercise

Most students are enrolled in PE class every other day. Physical activity outside of school is also encouraged by participating in intramural sports during the school year. Students do need tennis shoes for their PE class. If you are unable to provide appropriate shoes, please contact our PE teachers, the nurse's office or your grade level counselor.

Student Health Policies

Physical Examinations

For information on Physical Examinations please refer to the Health Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org

Immunizations

For information on Immunizations please refer to the Health Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org."

Student Medications

For information on Guidelines for Administering Medication please refer to the Health Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org

Nurse

A student who becomes ill at school should ask the classroom teacher for a pass to the health office. Only students with emergencies will be received in the health office without a properly signed pass. In case of accident or illness the nurse or other office personnel will tend to the need. A parent will be notified immediately in serious cases. No ill student is allowed to leave the school premises unless he/she checks out through the health office. Students should use **only** the health office phone (not classroom phones) to call home concerning an illness.

Exclusion Changes Due to Covid-19 Pandemic

Due to our fluid situation with the Coronavirus pandemic, exclusion criteria for your student will follow the local directed health measures and recommendations of the Lincoln -Lancaster County Health Department. Go to www.lps.org or call the school nurse for information.

Accident Insurance

The schools do not carry any type of accident insurance for students. However, a low-cost group-type accident insurance policy is made available to parents. A brochure explaining that policy and an application form are made available to students at the beginning of the school year. The school acts only as a public service carrier for this insurance and is not involved in its sales or regulations.

Rules and Regulations

Referral to Administration

When a student violates a school rule, he/she may be referred to the administration. Lefler 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, in-school suspension, suspension from school, and/or a referral to Student Services for possible expulsion.

Behavior in Class

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 be suspended from a class for the remainder of the semester. In this event, the schedule of the student involved will be shortened and the student will receive no credit for that class.

Behavior in the Halls

The hallways and other non-classroom areas are important parts of the learning environment. To ensure everyone's safety, it is important that students act in an orderly way. The hall behavior expectations are:

- 1) Be **R**espectful
 - Conversational voice.
 - Hands/feet to self.

- 2) Take **O**wnership

- Pick up litter.
 - Be on time.
- 3) **Be Accepting**
- Positive interactions.
 - Appropriate physical space.
 - Follow adult directions.
- 4) **Be Responsible**
- Keep locker locked.
 - Use only your locker.
 - Always have your pass or planner.

Staying After School

If a student is requested to remain after school by a teacher, the student is expected to do so unless the student makes specific arrangements with the teacher. It is the student's responsibility to notify his/her parents if he/she must stay after school. The office phone may be used for this purpose.

Possession and Use of Tobacco/Vaping Items /Alcohol and Drugs

Possession or use of tobacco, vaping items, alcohol, or drugs by students in any form on school premises is a violation of school district policy. Students in violation will be suspended and police will be contacted if a violation of law has also occurred.

Fighting

Fighting among students can have a broad range of causes and effects, but is always inappropriate. Students involved in a fight at Lefler will be suspended. Students who assist in inciting others to fight may suffer the same consequences as those who actually fight. Students fighting off school grounds may also be suspended. The police may be contacted and students may be cited for disturbing the peace and/or assault.

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 at Lefler attempt to help students use only language that is appropriate in a school setting. 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

For information on Bullying please refer to the Student Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org

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. Student consequences include suspension, request for reassignment to another school, request for expulsion and assault charges involving the police. No type of harassment will be tolerated.

District Dress Code Guidelines

For information on District Dress Code Guidelines please refer to the Student Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org

Nuisance Items

For information on Nuisance Items please refer to the Student Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org."

Sharpies or Other Permanent Markers

Students are not allowed to have Sharpies or other permanent markers at school.

Valuables/Cell phones

Valuables such as cell phones, iPod, hand-held game systems, expensive jewelry, etc. are not necessary at school. While specific school rules do not prohibit such devices, we strongly encourage parents to ensure these items are left at home. Lefler is not responsible for the loss or theft of such items and will not investigate the loss or theft.

Cell Phone Policy:

Students with cell phones must keep them off and stored away during the school day. We strongly encourage students to leave cell phones at home. Cell phones and smart watches may not be used at any time during the day. Students needing to call home may use the office phone. Parents needing to contact students during the day may call the office.

Cell phones, smart watches and earbuds used during the school day will be confiscated. Lefler is not responsible for the loss or theft of such items and will not investigate the loss or theft. Confiscation of a cell phone will result in the following consequence:

- 1st Offense – Cell phone/smart watch/earbuds will be turned into the office and logged. The student will call parent to notify them. The phone will be returned to student after school.
- 2nd Offense – Cell phone/smart watch/earbuds will be turned into the office and logged. Administrator will call the parent to notify them. The next offense will require a parent/guardian to pick up the phone.
- 3rd Offense – Cell phone/smart watch/earbuds will be turned into the office and logged. Parent/guardian will be required to pick up the phone and make a plan with the administrator to turn the phone into the office or designated adult each day.

Food/Drinks in Locker

No open food or drinks are allowed in lockers. This will help us eliminate any unwanted "pest" problems. If current local health officials limit school water, the administration may approve water bottles to be kept in lockers.

Book Bags and Backpacks

Book bags and backpacks are not allowed in the classrooms, gym or the cafeteria. Upon arrival, students need to place these items in their locker.

Care of Textbooks

Textbooks issued to students at the beginning of the school year are the property of the Lincoln Public Schools. Loss or excessive wear and damage become the student's responsibility and must be paid for at the end of the school year. Fine obligations remaining unpaid will be turned over to a collection agency. Students are requested to cover their books. Covers are available, free of charge, from the media center.

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. In fall of 2021, 6th, 7th, and 8th grade students will be provided with a computing device.

Device Information

These devices will be distributed at Open House. Information will be shared before the year with parents and students and again at the start of the year with students. This 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

For information on Computing Device RUA please refer to the Student Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org.

Gambling

No type of betting or gambling is allowed at school.

Building Care

Care and maintenance of a building that accommodates nearly 600 students is a major job. All of us at Lefler share this responsibility by taking care of the property we use and by helping keep the building clean. Students making a mess will be expected to clean up the mess. Students, who intentionally or through horseplay damage any of Lefler's property, will pay for that damage. Students defacing property by writing will be subject to disciplinary consequences.

School Services

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.

Bicycles

Bicycle racks are provided to students near the southwest side of the building. It is the student's responsibility to insure the security of his/her bicycle when using these racks. (Lock up your bicycles.)

Bulletin/Announcements

The daily bulletin is read to students each day. This bulletin contains announcements of importance and interest to students. Daily announcements are posted on our web site for parents at <http://lefler.lps.org>.

General Information Bulletin Board

The bulletin board outside the office may be used to provide information and announcements for students.

Counselors

A counselor is assigned to incoming students and will remain the student's counselor for grades six, seven, and eight. A student should feel free to contact his/her counselor for help with school or personal problems. The counselor is available during the school day for conferences with students or with parents. Parents who wish to see a counselor are encouraged to make an appointment to ensure that the counselor is available.

Media Center

The media center is open for checking books in and out before school, at noon and after school. Students who check out books from the media center are expected to return them on or before the due date. Repeat offenders will be denied media center privileges. Fines will be assessed for lost books. The media center hours are from 7:30 a.m. – 3:15 p.m. each day. An extended time from 3:05 p.m. - 4:00 p.m. is available for students attending Homework Zone.

Lost and Found

A lost and found service for students is located in the main office. Periodically, lost

items will be placed on a table in the hallway by the Cafeteria. Unclaimed items will be given to charitable organizations.

Lockers

A locker will be assigned to students each year (only one student per locker). In addition, each student will be issued a lock – only school locks may be used on lockers. Students are responsible for keeping their lock on their locker and appropriately locked. At the end of the year, students must return their lock or be assessed a fine. Lockers are the property of Lincoln Public Schools and are accessible to staff when necessary. Students are responsible for the content and condition of their lockers. Students are expected to keep their lockers clean and locked.

Lincoln Public Schools assumes no liability for damage or theft of student property. For this reason, it is wise to leave valuables at home and to not share your locker or combination with anyone.

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

*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.

PE Lockers

Students will not be assigned a locker during physical education classes. Students will use an assigned area to store their Chromebooks. They will wear appropriate clothing and shoes on the days they will be participating in physical education classes.

Student Pictures/Yearbooks

A brochure describing student picture packets will be distributed to all students during the first month of school. Pictures will be taken in September. Pictures taken will be used to complete a yearbook for all students. This yearbook will be completed and sold to students during the second semester. Damaging or defacing others' yearbooks may require you to pay

for a new book. Students are not to use inappropriate language in others' yearbooks.

Telephones

To use the phone at noon, students must have a pass. Students are requested to use the office phone **ONLY** for emergencies or to notify parents that they must stay after school. If weather emergencies force cancellation of events after school, students will be allowed to call home. Only one student may use the office phone at a time and there is a two-minute limit. Students must demonstrate appropriate "office behavior" to use the phone or may lose that privilege. Students must receive teacher permission to use a classroom phone.

Additional Information

Weather and School Closings

For information on the Severe Weather Policy please refer to the Communication Services section of the Important Information Booklet (IIB). The IIB can be found on our website at lps.org

Fire Drills

Fire drills will be held throughout the year. It is important that students regard these fire drills seriously and know the procedure to follow in case of an actual emergency. Students should know the exit route to use from each of their classrooms. Teachers will provide this information. Directions for exit have also been posted in each room. Observance of the following rules will help to ensure safety in the event of fire or fire drills:

- 1). When the fire alarm sounds, leave the room quickly, quietly and in good order.
- 2). Walk rapidly, but do not run.
- 3). Remain close to the nearest wall while moving to the stairway.
- 4). Form as many lines as space will permit.
- 5). Doors will be held open by the first person to reach them.
- 6). After leaving the building, move a safe distance away from the building.

Tornado Drills

In the event of a tornado warning, a signal of five short bells will continuously ring. Students should move into the area as directed by their teacher, sit against one of the walls, and cover their heads with their hands. Students must be very quiet so they can hear directions. During an actual warning, parents are requested to seek shelter for themselves rather than come to school to find their children. This request is intended to maximize the safety of parents and children and minimize the confusion in an emergency situation.

Valuables

Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. Lincoln Public Schools is not responsible for lost or stolen articles.

Visitors

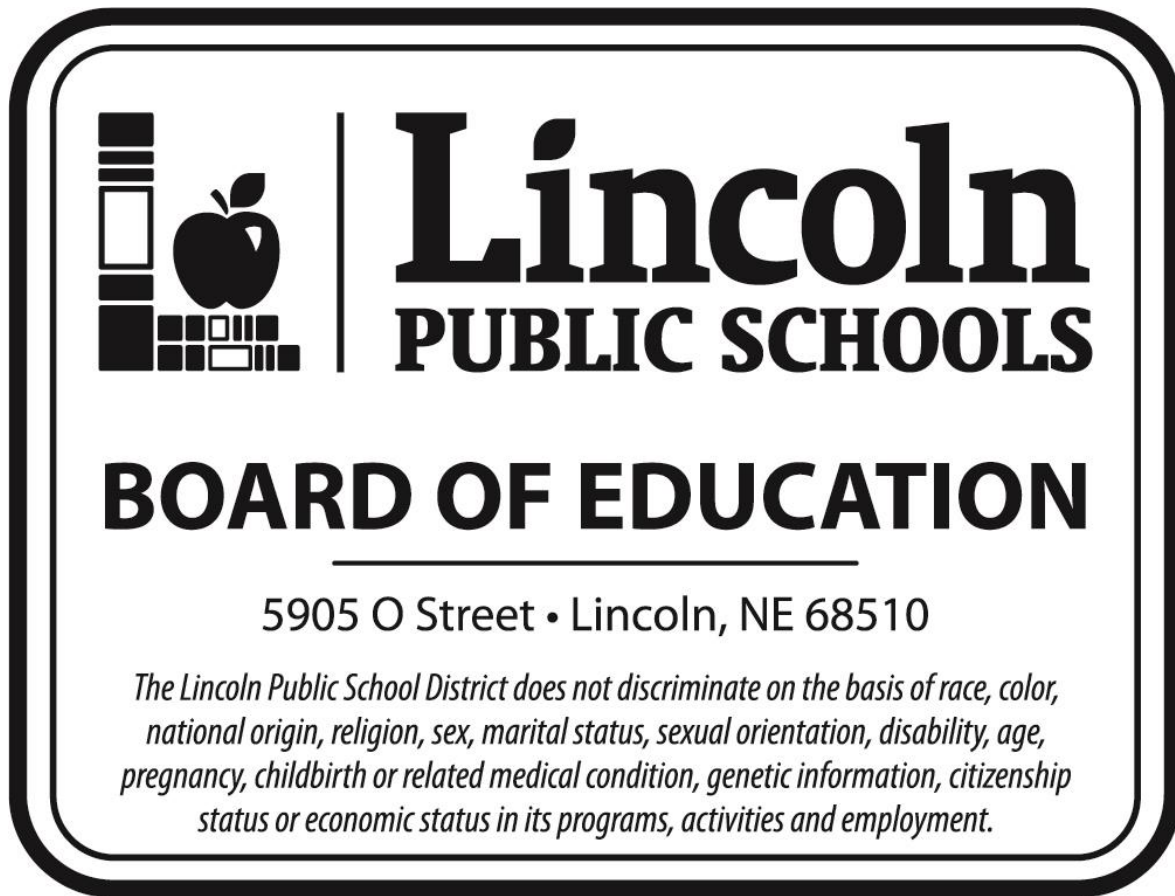
We welcome visitors to our school; however, we want to be certain that a safe and

appropriate instructional environment can be maintained in the classroom. Please prearrange visits with an administrator if at all possible. All visitors should begin their visit by checking in with the Secured Entrance Monitor, then report to the main office. For information on Visitors and Volunteers please refer to the Student Services section of the Important Information Booklet (IIB). The IIB can be found on our website at: lps.org."

Student Activities

There are a wide variety of clubs and activities available for students. These activities are provided so that students can explore their interests and talents. Usually, clubs and other activities run from 3:00-5:30 p.m. Students will receive information about clubs early in the school year.

Remember, if at any time you have questions about any rules or procedures at Lefler, please contact an administrator at 402-436-1215.

The logo for the Lincoln Public Schools Board of Education is enclosed in a rounded rectangular border. On the left side, there is a vertical stack of icons: a book, an apple, and a grid of squares. To the right of these icons, the word "Lincoln" is written in a large, bold, serif font, with "PUBLIC SCHOOLS" in a smaller, bold, sans-serif font below it. Underneath the school name, the words "BOARD OF EDUCATION" are written in a large, bold, sans-serif font. Below this, the address "5905 O Street • Lincoln, NE 68510" is listed. At the bottom of the logo, a line of italicized text reads: "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."

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