



# Robin Mickle Middle School

Student and Parent Handbook

Current 2022-23

2500 N 67th Street  
Lincoln, NE 68507  
402-436-1216

# Robin Mickle Middle School

## Student Handbook

We would like to welcome you to Robin Mickle Middle School. We look forward to working with you this year.

### **For educational success to occur... It takes the collaborative efforts of three major groups.**

- There is a strong correlation between **student** success and effort. Believe in your abilities, be open to new challenges and ask for help when you are not clear or do not understand.
- **Families** can send a positive message to their students. We believe education is important and can open doors for their future. Let your student know that you believe in their abilities and share that learning takes practice.
- As **educators** our goal will be to challenge and have high student expectations. With student assistance we can create a safe environment, learn about each student, and show caring toward each other.

***Mickle Middle School Vision: Educate...Embrace...Empower***

***Mickle Middle School Mission: Through education, we embrace learning and value differences. We empower students with knowledge and skills to build their future.***

### **How can parents help me as a student?**

1. *Organization and planning* ..... It is difficult to remember all of the things that I am asked to accomplish.
2. *Communication with school* ..... Sometimes I need a reminder (from home) and encouragement to complete assignments or prepare for exams. I also need my adults to regularly look at their "ParentVue" access in Synergy or remind me to look at my "StudentVue".
3. *Look at daily email announcements and the Mickle website*.....Updates to information from my school will be included in those messages from my teachers.
4. *Keep the school informed of changes*.....If we decide to move or change contact information, the school will need to know this in case of emergencies. The same goes for changes to our email addresses.

Communication with Mickle staff can be vital to student success. If you have a question please call us at 402.436.1216, email [mickle@lps.org](mailto:mickle@lps.org), or check our website (<https://mickle.lps.org>). Social media for Mickle on Twitter - @MickleMissiles & Facebook - 'Mickle Middle School'.

Our goal remains the same: challenge students in their learning, prepare them for graduation from high school and let them know that a secondary degree is an option they can reach. Together we can make these goals possible. Again, we want to welcome you to Mickle!

This handbook has a supplemental section to general practices applicable at all LPS middle schools. See that supplement by [clicking here](#).

I have reviewed the information in my student's handbook and asked them to do the same. If I have any questions, I will call the school at 402-436-1216 or email [mickle@lps.org](mailto:mickle@lps.org).

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# Commitments For Success

## Mickle Is An MTSS School

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

## Why MTSS for LPS?

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

## Successful Behavior at Mickle

It is impossible to include all of the behaviors a student is supposed to exhibit at school. Our Mission Statement sets our goals. Simply, Mickle has four tenets everyone is to follow:

- **Be Safe**
- **Be Responsible**
- **Be Respectful**
- **Be A Kind Learner**

If students follow these tenets, they will be very successful at Mickle. If they do not follow these tenets, as described in the Lincoln Public Schools' "Rights and Responsibility of Students" (found on page 16), students will work with their parents, teachers, counselors, administrators, and/or other staff to become more safe, responsible, or respectful. Students will follow through on school assigned consequences or plans for this type of behavior.

Consequences/plans can include loss of privileges at school, change in schedule/placement, after school detentions, and/or in/out-of-school suspensions. This is not an exhaustive list. School staff will inform parents of their children's behavior when it is significantly detrimental to them or others.

## Mickle Staff Commitments:



**At Mickle, We expect students to:**

**Be Safe**

**Be Responsible**

**Be Respectful**

**And Grow To Be A Learner**



# The Student's Role

## Before School

### Arriving at Campus - [Click here for Printable info](#)

To provide a safe environment for students, there are campus hours and guidelines that provide adult supervision. Unless noted otherwise, Mickle campus opens after 7:30 a.m. Students may arrive no earlier than 7:30am at their grade level entry doors. "Hanging out" on neighboring property, sidewalk areas, or the Tyrrell Park is not allowed. Once on campus, students are expected to remain at their grade level doors. Eighth graders enter from Walker Ave. through the southeast door that leads to the East Wing hallway. Seventh graders enter through the northwest gym doors that lead to the gym area hallway. Sixth graders enter from Walker Ave. through the southwest doors that lead to the Main Hallway.

If the weather is dry and the temperature is above 30° F, students will wait outside until 7:53 a.m. After 7:53 a.m, supervising adults will step back inside and grade level doors will be locked. Later arriving, or tardy, students may enter the building through the Main Doors on the west/flagpole side of campus.

Students are welcome to make prior arrangements to work with staff before school. Students arriving early to work with staff are to enter the main west doors with a pass and check into the office. A phone call will be made to the adult to notify them the student has arrived. Students participating in before-school clubs or activities are to enter the Main Door and wait until the group leader is ready to accompany the students to the proper location.

## **Student Dress in Middle School - DISTRICT DRESS CODE POLICY**

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

"Come Dressed for Learning" is a motto. *For "lost and found" purposes, it is recommended that removable pieces of clothing be marked with the student's name.* When parents know and understand the dress regulations it helps us maintain a positive learning environment. If you are not sure whether an outfit is acceptable for school, the list below can be used as a guide.

### Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front, back, and on the sides. Fabric covering all private parts must not be seen through.
- All tops must have straps and cover undergarments.
- All tops must meet the top of the pants.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Headwear without a brim is allowable as long as it follows other areas of the dress code and the student is easily identifiable from all angles. Students may be asked to remove headwear that interferes with the learning process.
- Students may wear hoodies, but must keep the hoods off their heads.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Considerations will be made for students who wear special clothing as required by religious beliefs, disability, or convey a particular message protected by law.

### Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups. This also includes words or depicted graphically that had derogatory, hate, or offensive images.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff. (examples include bandanas, gang signs, etc)



- Clothing with words, pictures, or phrases that depict violence or intimidation may not be worn (examples include images of guns, knives, and any other items generally considered to be a weapon).

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

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

NOTE: Schools may communicate additional information on dress code expectations to students and parents/guardians. Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program. The final decision regarding attire and grooming will be made by the administration.

This handbook has a supplemental section to general practices applicable at all LPS middle schools. See that supplement by [clicking here](#).

**Student Dress in PE**

Students are expected to provide their own apparel for physical education class, which includes a T-shirt, shorts, athletic socks, and proper footwear. During cooler weather students may bring sweats or warm-ups. *It is recommended that each piece of clothing be marked with the student's name.* Physical education clothing should be separate from daily school clothing. Jeans and jean shorts are not proper clothing for physical education class. Slides, Vans, Croqs, boots, or flip-flop type sandals are not proper footwear for physical education class. Just like backpacks, due to concealment concerns, students are not allowed to use separate bags or backpacks (string or otherwise).

**Bikes, Scooters, Skateboards, Etc.**

*Skateboards, roller blades, scooters, "wheelie shoes", Razor Zip Sticks, or other motorized items are not allowed on campus and students may not bring them to school.*

Students may lock their bicycle at any convenient bike rack and are expected to quickly move to their appropriate grade level doors to wait. Students are encouraged to lock their bikes at all times as LPS is not responsible for stolen items. Bicycles should be walked through school crosswalks, on school grounds, or sidewalks. Students may lose the privilege of having bikes at school if not walked on Mickle property.

**Breakfast Program**

Unless noted otherwise, breakfast is available between 7:30 and 7:55 a.m. each morning. The cafeteria will be cleared at 7:57 a.m. to ensure students will arrive at their first class on time. Students should enter in the Main Doors to come to breakfast and students are to remain in the cafeteria until dismissed by the supervising adult. School lunch consists of a choice of two or more hot entrees, salad or meatless entrees plus a salad, vegetable, fruit and milk. Reduced price lunch is forty cents. We encourage all families to download and use the [MySchoolBucks](#) app to monitor and manage your student meal accounts.

# During School

## DON'T Be A Bully

Bullying is NOT okay. This is not just a school rule. Bullying can come in lots of different forms like repeated verbal abuse, physical acts, or through repeated texting and websites. If you see it occurring....as a "bystander" you can help by saying "STOP" to the bully and report the incident to a trusted adult. If you are a target of the repeated behaviors...tell a trusted adult. There are lots of people who are able to help "do something about it", but adults at home or school can't unless it is known that bad things are occurring.

## Attendance

Simply said, ..."Be Here." It is impossible to replicate missed instruction. While teachers can provide extra practice, homework, or activities following an absence, it will not match the full classroom experience. Students who are chronically absent will not achieve the same level of success or make the same positive connections in school as they would if they were in regular attendance. When students are excessively absent...schools will hold meetings and are required to report attendance records to the County Attorney's office (Board Policy 5140.1).

## Cell Phones and Electronic Devices

The use of cell phones and other electronic devices by students is not allowed during the school day (8:00am-3:00pm). This rule is in place to minimize disruptions to the school day, provide privacy to other students/staff and avoid the misuse of personal technology.

If a student must bring a cell phone to school, it should be TURNED OFF after 8am and remain out of sight until the end of the school day. Students are not to carry their phones with them during the day.

Students seen using a cell phone or having one in their possession will have their phone collected by a staff member and brought to the office. Multiple violations will require a parent to pick it up. Continued violations may result in the student losing the privilege of bringing a cell phone to school. All students have access to a phone in the office to call parents/guardians.

Due to the increasing number of problems (thefts, losses, damage, and inappropriate use), personal electronic devices (iPads, Kindles, etc) are not allowed at school. Students seen using these devices during the school day will have them collected and brought to the office. A parent may also be required to pick it up.

Mickle Middle School and Lincoln Public Schools are not responsible for lost or stolen items.

### Disciplinary consequences may include:

Any cell phone or other technology that is visible during the school day will be confiscated by staff and returned at the end of the school day.

First Offense - student may pick up from a secretary in the office.

Second Offense and after - parent will be contacted and/or pick up the technology from the office.

## Technology Resources and Use

Lincoln Public Schools makes technology resources available only to advance educational goals and objectives, supplement instruction and further school purposes. The operation and use of such technology

## 2022-2023 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 4/20

JULY 2022						
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resources by students, staff and the community should be consistent with the Board's expectations (Policy 3972, Regulation 3972.1). Technology resources include, without limitation, computers and related technology equipment, all forms of E-mail or electronic communication, the Internet, and other technology brought on to school property or to a school activity by an individual.

- Electronic devices, including but not limited to Chromebooks, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, signaling devices and other electronic or battery-powered instruments which transmit voice, text, or data from one person to another, may be considered nuisance items. The possession and use of electronic devices shall be the subject of school building rules. Violation of the building rules may result in disciplinary action, including, but not limited to, suspension or expulsion from school and/or confiscation of the device for a reasonable period of time.
- Students who bring non-LPS electronic devices to school do so at their own risk. The District is not responsible for the security and safekeeping of any electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

### **NO EXPECTATION OF PRIVACY**

- Because LPS owns the device, students have no expectation of confidentiality or privacy with respect to the device. LPS may, without prior notice or consent, log into, view, monitor, and record use of the device and any corresponding technology tools at any time for any reason related to the operations of LPS.
- Users have no privacy rights or expectations of privacy when using technology. Computer use and all files or information stored therein, thereon or linked may be monitored, tracked, logged, copied, reviewed and accessed at any time without prior notice. Lincoln Public Schools has complete authority to regulate all computer use and computer users. Computer use is a privilege and not a property right. Computer use is made available subject to all Board policies and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time. No computer use shall be permitted for purposes that are contrary to the mission of the building site or Lincoln Public Schools. All computer users understand they are bound by all Lincoln Public Schools policies and regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time. Inappropriate behavior related to computer use may result in a consequence.

## **Internet Guidelines and Ethical Use of Information**

Students will be ethical users of information while working on schoolwork or with other students at home or at school. Ethical users of information use their own words, read, and take notes from more than one source and develop bibliographies to give credit to original authors. Ethical use applies to print or online resources and sites of social networking. If students violate any of the following statements, they will be subject to disciplinary action.

1. Students will respect copyright laws, and will not make nor download unauthorized copies of copyright protected materials.
2. Students will not intentionally access information that may be obscene or offensive toward any other individual nor will they place any such information on the network or Internet.
3. Students will respect the security of any computer system or network and will not try to gain unauthorized access to system programs, computer systems, or another person's files.
4. Students will not use the computer systems to disturb or harass other computer users.
5. Students will print only when necessary to appropriate printers.
6. Students will not use the network for financial gain or any commercial or illegal activity.
7. Students will not engage in vandalism, including bypassing security systems, harming or destroying any data on the LPS network or the Internet, or intentionally share computer viruses.
8. Students are responsible for any expenses incurred or purchases made while accessing online services, such as the Internet.
9. Students will not access e-mail, chat rooms, games, personal non-schoolwork files or CDs, and social networking sites while utilizing LPS resources.
10. LPS and Mickle staff reserve the right to inspect the contents of student server folders at any time and may delete any non-academic files.

## **Counselors**

Mickle academic counselors are assigned to a class of students all the years of that class's attendance at Mickle. Students should feel free to contact any academic counselor for help with school or personal problems. The counselor is available during the school day for conferences with students or with parents. Academic counselors also have access to refer students and families to other resources outside of the academic counselor realm.

## **Mickle's Office**

Mickle's Office is staffed 7 a.m. - 4 p.m. All students who arrive after the morning bell must stop at the office before going anywhere else in the building. Students who need to leave early must stop in the office to check out. The Office Staff is available to answer questions and assist students throughout the day (before or after school, or during passing times).

## **Lockers**

Hall lockers will be assigned to students at the beginning of the year for storing coats. Students may only use their assigned locker and must keep their combination confidential. While a locker may seem private and safe, students are encouraged to keep personal items, electronics, valuables, or money at home. If students bring personal items on campus, they should be locked in their lockers during the day. Mickle and Lincoln Public Schools are not liable for lost or stolen items. The padlock and locker are the property of the school district. A locker may be opened for inspection at any time there is any question of improper use or questions about the locker contents. The outsides of locker doors are not to be decorated. Inside locker decorations are permitted as long as those do not cause permanent marks/damage. Students may be liable for fines from damages to lockers or vandalism.

## **Announcements and Student Messages**

General welcome announcements are read to students during a morning period and all are posted on monitors by the cafeteria. Reminder announcements may also be read at different points of the day if warranted by administration. Parents can read the daily announcements via the Mickle web site at <http://mickle.lps.org>. Non-emergency student messages or articles for students will be delivered during either 4<sup>th</sup> or 7<sup>th</sup> periods. Parents are asked to not ask for messages after 2pm due to the small amount of time remaining in the day and low availability of adults to get messages delivered.

## **Lunch Time**

Mickle lunch is closed-campus, meaning that all students eat at school. The current [prices for lunches](#) will be published and shared with families prior to the start of school by LPS. Visitors during lunch may not bring food to be shared with students outside the family.

Students may bring a prepared lunch from home to eat at school during the lunch break. After students have their lunches, they will be directed to a set of tables to eat. Food and drinks brought to, or purchased in the cafeteria, need to be consumed before leaving the cafeteria. Students are not allowed to share food and are expected to show appropriate behaviors in the cafeteria. Students who do not follow the expectations during lunch time are subject to loss of privileges.

Students will remain at their table until dismissed to the recess by an adult supervisor. All students will help with general clean-up in the cafeteria, and they are specifically responsible for cleaning up after themselves, pushing in their chairs, returning their own reusables to the plate return area, and throwing away their trash.

## After School

Students not participating in activities may NOT wait at school for participating friends. Those that DO participate must leave campus, or be picked-up, immediately at the end of the activities.

### Leaving Campus at the end of the Day

To provide a safe environment for students, there are campus hours and guidelines that provide adult supervision. Following the end of day dismissal, students should exit the nearest front door and must leave campus to their safety location by the 3:15 p.m. bell. In efforts to be a good neighborhood partner, students continuing to wait, and all students who are not in an after school activity, must be seated inside the school building by the office and must be picked-up by 4:00 p.m. For safety reasons, after 3:15 p.m. adults are asked to come inside the school building to check out their student and take them home safely. “Lingering” or “hanging out” on neighbor property, sidewalk areas, or the Tyrrell Park is not allowed. Home adults are asked not to send opposite messages from school by making the park area a “waiting to get picked up” location.

*On monthly district PLC (Professional Learning Community) early release days, all middle level schools will dismiss students from school to their safety location at 1:40pm. Students must leave by 1:55 p.m., and will be required to report to the office if they need to wait for a ride to pick them up after that time. All students must wait inside the school building by the office and must be picked-up by 2:30 p.m.*

Mickle campus does not reopen until after 7:30 a.m. the next school day. If someone purposely does not follow these guidelines they face school and/or legal trespassing consequences.

### Community Learning Center (CLC) After School Activities, Clubs and Athletics

The YMCA provides a wide range of academic and recreational activities in which all grades of students can participate in many different activities. The full after school Community Learning Center program runs from 3:00 until 5:30 p.m. Monday through Friday. There is a cost for students to participate in the full program. Visit the [Mickle website](#) for information about Community Learning Center activities.

There are also non-fee based after school programs that run from 3-4pm. Much of the Community Learning Center programming is based on student interest. The programs and activities are developed all throughout the year. Students who wish to participate in after school activities should listen to, or read, the announcements for details about clubs, activities, and athletic opportunities offered to Mickle students after school. Students should report immediately to these activities after school. The start and end time for activities is advertised in the announcements.

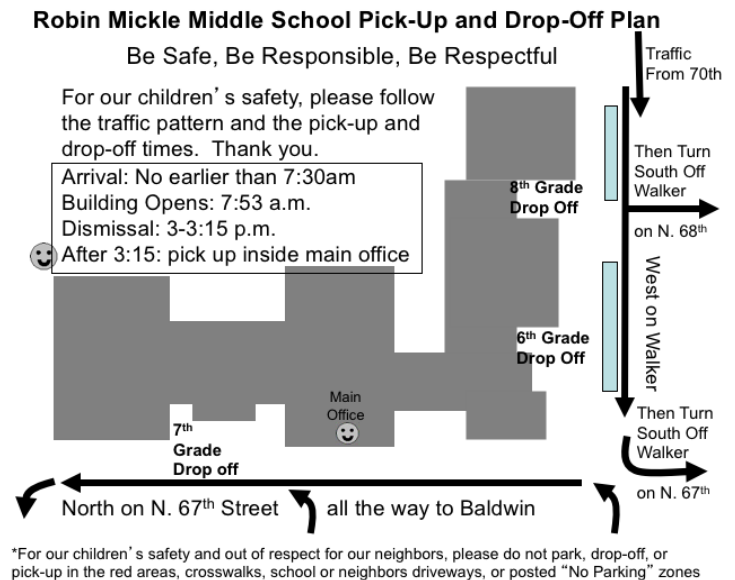
### Evening Student Performances

Evening student performances usually begin at 7:00 p.m. and are considered family events. Unsupervised students during evening activities will be asked to leave and return to their night time safety location for better supervision.

# The Parent's Role Before School

## Students Coming to School

To provide the safest environment possible for children, the City of Lincoln and the Lincoln Public Schools worked on a traffic pattern to make it possible for all students to be dropped-off and picked-up on the school side of the street and avoid the risks of students crossing through traffic. While below the traffic pattern requires more adult time and adult patience, it will decrease the chance of major injuries. If parents are dropping-off students at school, remember, students may not be on campus until after 7:30 a.m. More information on our plan is available by [clicking here](#).



## **Meal (breakfast/lunch) Accounts - [Menu & Account Info on LPS website](#)**

Mickle and LPS utilize a point of sale program that allows for families to have instant and online access to all their student meal information. We encourage all families to click on the link above and download the [MySchoolBucks app](#) for their mobile device.

During the day, each student accesses their account using a finger scanning system for either breakfast or lunch. Money is deposited into the student's personal account (called a prepayment), and when food is purchased the computer subtracts the cost from the student's balance. Any amount of money may be deposited. Cash may also be used to pay for food (breakfast or lunch).

*Families with questions about the reduced cost programs for school meals should click on the LPS link above.* Students can bring money to the Cafeteria to deposit between 7:30 a.m. and 7:55 a.m. in the morning (please enter through the Main Door #1).

*At the middle level,* students are told when their account balance has less than \$5.00 or if they have a negative balance. The [MySchoolBucks app](#) provides the same, immediate information to parents. If a student's account goes empty, students are asked to communicate the need for more meal money with home. Once a student has overdrawn their account, they will be limited to only school provided meals. No access to the optional snack line will be provided.

## **When A Student Is Absent**

If the parent and the school do not communicate about an absence, it is entered as a "truancy". A follow up contact will be made to a parent's home or workplace to verify an absence unless the school is notified. Parents will be notified of tardies to school at the 8am bell via the automated phone/email system using the information provided to schools in the ParentVue system.

Parents are to notify the school if their student will be gone for any portion of the school day (402-436-1216 or email "[mickle@lps.org](mailto:mickle@lps.org)"). *Voice-mail will take attendance calls when the office is closed or when lines are busy.* Parents are asked to provide their name, their child's name, the date and reason for the absence. An office

staff member will take attendance calls between 7:30 a.m. and 4:00 p.m. on school days. If parents haven't spoken with an office staff member before their child returns from an absence, the parents should send their child with a note verifying the date and reason for the absence.

It is impossible to replicate missed instruction and at times it is impossible for some students to attend school every period of every day. While teachers can provide extra practice, homework, or activities following an absence, it will not match the full classroom experience. Students who are chronically absent will not achieve the same level of success or make the same positive connections in school as they would if they were in regular attendance. When students are excessively absent...schools will hold meetings and are required to report attendance records to the County Attorney's office (Board Policy 5140.1). More information about the tracking of attendance can be viewed on [the LPS website](#).

## Requesting School Work

When a student has been absent from class, it is the student's responsibility to further check with the teacher before or after school for information about the missed assignment, notes, or activity from that class. Parents are encouraged to make arrangements in their student's day to allow time for those "missed work conferences" before or after school. During the busy school day, it is an unrealistic expectation that lessons can be shared, taught, and assessed with your student during passing periods, or regular class time.

(From LPS Board regulation 5140.2) If students are absent or tardy, it is their responsibility to contact their teachers about missing work. The school staff will support the student's initiative to make up work. Depending on what is missed, students may be required to stay after school or have their daytime schedule adjusted in order to complete required work. Some assignments or activities are impossible to recreate and absent students will lose those learning opportunities.

While teachers can provide extra practice, homework, or activities from an absence, it will not match the full classroom experience. **If a student is absent for 2 or more days, school work can be requested.** Often, students and families are directed to view classroom assignment online access via Google Classroom and [Synergy StudentVue/ParentVue](#). After a known 2nd day of absence, parents may contact the school at any time, (402.436.1216 or email "[mickle@lps.org](mailto:mickle@lps.org)"), to request missing work if looking online is not possible. Requests made on the 2nd day of absence before 11:00 a.m. will be forwarded to teachers. If applicable, teachers will send paper based work to the office that can be completed at home.

If families are going to be gone for a planned absence of more than 2 days, they should contact the school as soon as they can to make prior arrangements for student work.

## During School

### When A Student Is Tardy

Students are considered tardy to school if they have not arrived in their assigned rooms at the end of transitions for any reason. If tardy to classes, Mickle students may be required to make up time/assignments and/or be subject to loss of school privileges.

### Online Attendance Monitoring for Parents

All LPS families have the ability to look at student attendance records online. Families must ["activate" their ParentVue access](#) and select privacy levels and login information. Please contact the school at any point during the school day for help in this process. If needed, media center computers will be available for families to use during the school day to view information about their student's attendance and class work progress.

## Student Health

When possible, students who become ill during school should have a pass to give permission for them to go to the health office. Only students with emergencies will be received in the health office without passes. The school nurse or health technician will tend to student needs. When feeling ill, it is not appropriate for students to contact their parents first and not get assessed by health office staff. In case of a serious accident or illness, a parent will be notified immediately to decide next steps. Students are not to leave campus unless parents or other authorized personnel have been notified and have given approval.

## Contacting Mickle Staff

Parents are encouraged to call their student's teachers and/or counselors for conferences or questions that can be handled with a brief discussion. Involved problems, such as curriculum concerns, student progress, student discipline, school policy, etc. should be discussed during a conference at school if possible. Parents can reach or leave a message with any Mickle staff member by calling the school number at 402-436-1216. Email addresses are also available via ParentVue/StudentVue online access, or the school website at <http://mickle.lps.org>.

## Messages For Students From Parents

Telephone messages from parents will be relayed to students in cases of emergencies. *The office staff is directed not to interrupt classrooms to call students with non-emergency messages from parents.*

Non-emergency student messages, or items, will be delivered during periods 4 and 7 (when time exists to do so). Parents are asked NOT to text students during the school day. A student's technology will be confiscated if it publically "goes off" during class time. A reminder from Page 9, that student electronics are to be in lockers and powered off during the school day. Please make after school transportation arrangements with your student when they leave home in the mornings. Non-emergency student messages or articles for students will be delivered during either 4<sup>th</sup> or 7<sup>th</sup> periods. Parents are asked to not ask for messages after 2pm due to the small amount of time remaining in the day and low availability of adults to get messages delivered. **Parents are asked to call at least 30 minutes ahead of time if a new student appointment is made.**



# After School

## Students Leaving School

At or around dismissal time, adults are to follow the traffic pattern noted on p.11, or in the link above. Whether walking, or being picked-up, students must leave campus to their safety location following dismissal. In helping Mickle be a better neighborhood partner, students continuing to wait after 3:15 p.m. must be seated inside the school building. “Lingering” or “hanging out” on neighbor property, sidewalk areas, or the Tyrrell Park is not allowed. Adults are asked not to send opposite messages from school by arranging the park area as a “waiting to get picked up” location. Students who are staying after school for an activity must leave campus immediately after the activity ends.

*On monthly district PLC (Professional Learning Community) early release days all middle level schools, will dismiss students from school to their safety location at 1:40pm. Students must leave by 1:55 p.m. Students still not picked up will be required to report to the office when they need to wait for a ride. All students must wait inside the school building by the office and must be picked-up by 2:30 p.m.*

## Study Time

Students who study and do school work outside of school will have greater levels of achievement than students who do not. Good study habits will only be developed with good parent support. One of the most important factors in learning is repeated practice and preparation. Studying and working outside of school are important in the development of learners. Parents should follow minimum guidelines in helping their student be successful in middle school and preparing for beyond.

- Students should study five nights a week. Monday through Thursday, and at least one time on weekends..
- The amount of time studying should be a factor of 10 minutes times the students' grade. (*Sixth graders should study 60 minutes; Seventh graders should study 70 minutes, and Eighth graders 80 minutes.*)
- Studying includes both a general review of class work and materials, organization, and homework.
- Parents should supply a quiet space for students to study where students won't be interrupted.
- Parents do not need to help students with homework, but they should supply structure, materials, and encouragement for their child.
- Chromebooks are educational devices and should not be used for gaming, free time, or as the family computer.
- If students need help in completing their homework, the parents should help arrange a meeting with their student and the classroom teacher for extra help. Parents can contact the school and ask for their student's teacher.
- **Study Time** should include the following components to be successful:
  - Parent and student **review** [ParentVue/StudentVue](#) and school materials to determine what must be accomplished during study time and if the child has the right materials. If students are missing materials, please contact the school right away to see if locker access is still available.
  - The first priority is for students to **complete homework assignments** and tasks required to take part in next day classes.
  - The second priority is for students to **review that day's class activities** to make sure that they still understand. If students don't understand activities or remember class information, they should spend time to formulate questions to ask the next day.
  - At the completion of Study Time, parents and students should **review what was accomplished** during study time, make a plan for any unfinished work, and rehearse any questions the child has to make sure that they get to the heart of the misunderstanding.
  - **Materials should be organized and placed** so not missed as they leave the next morning.

If students routinely do not to complete study time requirements, are unable not complete, or cannot complete assignments within the time limits described, parents must contact their child's teachers or academic counselor immediately. Failure to contact the school about problems with studying could have a significant impact on a student's progress.

## **Extra/Intramural Athletics**

When health restrictions allow, LPS middle schools offer a full-year of after school extra/intramurals for 7<sup>th</sup> and 8<sup>th</sup> grade students.

Fall sports include: Cross Country, Soccer, Girls Volleyball; winter sports include: Girls/Boys Basketball and Wrestling; Track is held in the spring. Season and practice information is included on the Mickle website, emailed parent notes, and included in the announcements read daily. All students are expected to follow assigned guidelines for conduct and academics for participation. Activity specific guidelines will be shared at the start of each season.

*Practices are for athletes only.* Friends and/or family members may not observe practices. People waiting to give students rides home from school should wait in their vehicles in the parking lot. Parents waiting to walk home with students after school should wait by the west gym doors. Other LPS students cannot wait on campus for students while they are practicing. Students must leave school grounds as soon as practice is over, generally no later than 4:30 p.m.

## **Students: Special Information**

### **Lost Articles**

*For “lost and found” purposes, it is recommended that removable pieces of clothing, or other items, be marked with the student’s name.* Students, who have lost a book, clothing, etc., should immediately report the loss to the office and check the “lost and found” collection. Items in the lost and found collection are cleared out periodically.

### **Fines**

Students are responsible for any checked out material. Media books, and textbooks. Students are also responsible for any fines due to damage or misuse of school computers and their personal chromebook.

### **School Books, Materials, Property**

Lincoln Public Schools will provide students with the initial facilities, equipment, materials, books and supplies that are needed for the school year. Students and their families are financially responsible for the loss or damage of school materials and/or property assigned to them or in their possession. Related to electronics, families should be familiar with the [Technology Parent Agreement](#) signed at the beginning of the school year and kept on file in the school office.

### **Wellness**

Mickle tries to provide a culture and curriculum that reinforces student wellness. Mickle and all Lincoln Public Schools property and events are tobacco, drugs, and alcohol free zones. Students face disciplinary action for use, possession, or being under the influence of tobacco, drugs, or alcohol. Students are required to tell staff if they are aware of another student who is using, possessing, or under the influence of tobacco, drugs, or alcohol.

## Rights and Responsibilities of Students

The term “parents” is used to refer both to natural or adoptive parents and to legal guardians.

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

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

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

### II. Areas of Prohibited Student Conduct

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

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

- A. Willfully disobeying any reasonable written or oral request of a school staff member.
- B. The voicing of disrespect to those in authority.
- C. Use of violence, force, coercion, threat, intimidation, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
- D. Willfully causing or attempting to cause substantial damage to property, including the setting of a fire of any magnitude, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- E. Knowingly and intentionally engaging in bullying. Bullying is defined as any ongoing pattern of unwanted, aggressive behavior which may include physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. (Lincoln Public Schools Policy 5482)
- F. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon economic status, race, ethnic background, culture, gender, sexual orientation, religion, age or ability.
- G. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
- H. Knowingly and intentionally using force in causing or attempting to cause personal injury to a school employee, school volunteer, or a student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- I. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
- J. Knowingly and intentionally possessing, using, or transmitting a dangerous weapon other than a firearm. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- K. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.”
- L. Public indecency or sexual conduct.

- M. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense, if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- N. Dressing or grooming in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; or dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- O. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, imitation controlled substance, ecigarette vapor products, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
- P. Violation of technology guidelines.
- Q. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
- R. Recording the image or voice of another person with an electronic device, without the express permission of the person recorded or the failure to promptly delete such a recording following the request of the person recorded.
- S. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
- T. Truancy or failure to attend assigned classes or assigned activities.
- U. Tardiness to school, assigned classes or assigned activities.
- V. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
- W. Repeated violation of any of the rules adopted by the School District or the school.

Students may also be suspended from school for up to five school days by the building administration for conduct constituting grounds for expulsion or other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff which occur on or off school grounds if such conduct interferes with school purposes or there is a connection between such conduct and school.

In addition, administrators and teachers may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, in-school suspensions, or restriction of extracurricular activity. Students are responsible for complying with such disciplinary measures and may be further disciplined for a failure to serve such assigned discipline as directed.

## **Note About "Sexting"**

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

Even if the student was not there to capture the photo or video, it is against the law to be in possession of such photographs – or to share such photographs with other students. Possession and distribution of child pornography carry serious penalties that will affect the future of our students.

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

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

# Lincoln Public Schools Middle Level Grading Chart

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

SYNERGY CODE	COMMENT TYPE	WHAT IT MEANS
<b>EX</b>	<b>Excused</b>	Excused. Used to indicate an assignment is excused and does not need to be completed. It has no effect on the grade.
<b>M</b>	<b>Missing</b>	Used to indicate an assignment is missing. It calculates as a zero until the assignment is turned in and graded.
<b>INC</b>	<b>Incomplete</b>	Used to indicate an assignment is not complete enough to score. It does not affect the grade unless the teacher enters the INC with a score. The code should be removed once the assignment is revised, and then a new grade should be entered.
<b>Grade [space] L</b>	<b>Late Assignment</b>	Used to communicate timeliness/work habits. The grade is included in the overall average.
<b>R</b>	<b>Retaught</b>	Used to indicate that an assignment was regraded after re-teaching or re-assessing.
<b>Blank</b>	<b>Not Yet Graded</b>	Used to indicate that an assignment/assessment still needs to be graded.
<b>AB</b>	<b>Absent</b>	Used to indicate that a student was absent while this work was completed. It calculates as a zero, but it can still be turned in for credit. It is included in missing marks/ reports.
<b>0 (Zero)</b>	<b>No credit</b>	Used to indicate that the student received a grade of zero/no credit. Teachers use this code carefully (and infrequently) because a grade of zero can significantly lower an overall average and misrepresent student achievement. Instead of a zero, teachers more often use the "M" code for work that hasn't been turned in or "INC" for work that isn't ready to be scored yet. Teachers may have to change a grade to a zero if student work is so late that it is no longer practical or useful for students to submit it for credit.



# Parents: Special Information

## Change of Address, Phone Number, ParentVue Info

Students and parents are to keep the school informed of address, phone number, and email changes. The updating can be done within the [ParentVue/StudentVue](#) online access. If questions, call the Mickle school office at 402.436.1216, or email “mickle@lps.org”. Specifically, our school Registrar will work with parents to maintain updated information.

## Visitors and Parents

All visitors, including visiting LPS employees, must check-in and checkout using the Main entrance on the west side of the building. All staff and visitors in the building must wear name badges.

If parents want to visit with a staff member, administrator, or counselor, they should call in advance and set-up an appointment at 402-436-1216, or contact staff members via email. Access to all teacher email accounts is available in the [ParentVue/StudentVue](#) applications. Most staff members are working with students throughout the day and may not be immediately available for phone calls or to return emails immediately.

Parents choosing to park on the street should be respectful of Mickle’s neighbors and park at least five feet from driveways and mailboxes. The drive-through lane in front of the building is a part of Mickle’s handicapped accessible area and should not be considered a parking location.

## Fire, Tornado, and Emergencies

Mickle has contingency plans in case of emergencies that may occur during the school day. Mickle staff and students practice emergency drills throughout the year. Classroom teachers will explain the procedures to students during the first few days of school. If students fail to follow teachers’ directions during an emergency or emergency drill, it can place students and staff in danger. These types of behaviors will result in disciplinary action for students.

If someone arrives at school at the time of a drill, they should be patient and cooperate with school staff until the drill is completed. A drill or emergency procedure might require that the building doors be locked. Students will not be released to anyone other than their living with male/female, biological parents, or legal guardians unless permission has been provided in advance through the census form updates completed with the [ParentVue/StudentVue](#) applications. The emergency checkout list can be edited throughout the year through [ParentVue/StudentVue](#), *but not at the time of the emergency*. Parents having questions should call us at school at 402.436.1216.

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. Also, parents are urged not to call school during severe weather as adults are working with students and phone response is a low priority at these times.

## Inclement Weather / Snow Days

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students whose parents notify school that they will be staying home due to inclement weather will have an excused absence, per district policy. Parents may pick up their children in inclement weather at any time during the school day. Time away from schooling will be marked as an absence. If schools are declared closed for students, the next school day will follow the Mickle X/Y day schedule as if the closure day never occurred. This allows for consistency in long range planning purposes.



## **Parent-Teacher Organization (PTO)**

PTO information, including the names and phone numbers of the officers, is available in the school office. Mickle's PTO generally meets each month. The meeting begins with a thirty-minute presentation/Q & A on a current school topic. Following the presentation/Q & A, the PTO holds its regular business meeting. All parents and students are invited to attend the presentation/Q & A. Questions regarding the PTO meeting time, should be directed to the school office.

Mickle staff members need parents to volunteer at school. Anyone interested in helping at school, please contact the Mickle Office at 402-436-1216, or speak to a PTSO representative.

## **Insurance**

A low-cost group type of insurance policy is made available to parents through the school office. The schools act only as a public carrier for this insurance and are not involved in its sales or claims.

## **Smoking Areas**

All Lincoln Public Schools property and events are tobacco, drugs, and alcohol free zones. Mickle parents may not use these items on school grounds. Mickle does not have a smoking area for adults who are on campus waiting to pick up students, attending performances, or taking part in other business on campus. Adults wishing to smoke must go completely off campus.

## **Communicating and Confidentiality**

### Communication to Parents

- Daily: Announcements are posted to the web at <http://mickle.lps.org> and can also be emailed to addresses provided to the school.
- Mid Quarter: An electronic progress report/report card is sent via email to parents reporting on student academic and conduct progress. Parents may check their student academic / attendance progress at ANY time through [ParentVue/StudentVue](#).
- Quarterly: An electronic progress report/report card is sent home via email to parents on student academic and conduct progress. Quarter 4 report cards will also be emailed to parents. All report cards are viewable any time through [ParentVue/StudentVue](#).

### Communication with Parents and Others

Unless official court documents are presented to the school office and updated annually, Mickle staff will share information with living with male/female, biological parents and legal guardians of students. Mickle staff cannot share personal, health, or academic information with anyone else unless signed releases are completed and given to office staff. Release of Information Permission Forms can be withdrawn at any time, but must be renewed each year to stay in effect.

### Contacting Students

Unless official court documents are presented to the school office and updated annually, Mickle staff will only allow living with male/female, biological parents and/or legal guardians of students to contact them during the school day. Mickle staff cannot allow anyone else contact unless permission is given by the living with male/female, biological parents and/or legal guardians.

## Schedule Changes

Students should review their schedules carefully in [ParentVue/StudentVue](#). Students should check with their parents if they have any questions. If parents feel that they would like a schedule change for their child, parents should contact their student's grade level counselor.

<u>Reasons that schedule changes will be made:</u>	<u>Reasons that schedule changes will not be made:</u>
<ul style="list-style-type: none"><li>• Having the same class appear twice on a schedule</li><li>• Having a class on the schedule that has already been taken</li><li>• A period in which no class is scheduled.</li><li>• A required class is missing (i.e. Eng. Math, Soc. Studies, Sci., etc.)</li><li>• An improper level of a grade/skill level of class has been assigned (band class for a non-band student, 7th grader in an 8th grade class, etc)</li><li>• Dropping a high school credited 8th grade class (AlgebraDiff or a World Language)</li></ul>	<ul style="list-style-type: none"><li>• A wish to change classes to be with a friend</li><li>• A wish for a different teacher</li><li>• A wish to switch a class to a different period of the day</li><li>• A wish to be in a class on a "try out" basis</li></ul>

## Chromebooks - The '[CLASS Plan](#)' an LPS 1 to 1 Initiative

LPS embraces technology as a catalyst that extends our ability to establish, explore, and enhance connections that are integral to learning and essential for greater effectiveness. A learning-focused, instructionally-centric approach demands consistent branding. Rather than create a technology plan that emphasizes the "what," LPS branded the plan [CLASS](#) (Connected Learning for the Achievement of Students & Staff). This choice both articulates "why" the plan was adopted and provides familiar language used throughout the district.

*LPS believes that technology extends the ability to establish, explore and enhance connections that support learning essential to achievement, and increase productivity essential for greater effectiveness.*

We recognize that being the parent of a "Chromebook student" can be frustrating at times. While few students would sit and do worksheets all evening just for fun, it may be that your student does want to work on their Chromebook all evening. When they are staring at a device screen, it may be hard to distinguish homework from entertainment. [CLICK HERE](#) to be directed to the LPS website that offers some strategies parents may find helpful when working with their student. [On the above pages](#), parents can also find access to policies and procedures if questions about broken devices, the assurance program, and the Responsible Use Agreement.

