



# Philip H. Schoo Middle School

## Student and Parent Handbook

**2022-2023**

700 Penrose Drive, Suite A  
Lincoln, NE 68521  
402-436-1222

# PHILIP H. SCHOO MIDDLE SCHOOL

## WELCOME TO SCHOO MIDDLE SCHOOL!

We have created our handbook to provide information to parents and the students who attend Schoo Middle School. We want Schoo students to achieve academic success, grow socially and to be proud of their school. The school rules outlined in this handbook have been developed to help students reach these goals.

### SCHOOL MIDDLE SCHOOL MISSION STATEMENT

To Educate, Enrich, Serve, and Support the  
Schoo Middle School Community in Order to  
Prepare Students for the Future.



LINCOLN PUBLIC SCHOOLS • 700 PENROSE DRIVE, SUITE A • LINCOLN, NE 68521 • (402) 436-1222

# CONTENTS

School Day .....	1
Weather and School Closings .....	2
Absences .....	2
Homework Requests .....	3
Tardies .....	3
Computer Use Guidelines .....	3
Fines .....	3
Media Center.....	3
School Cafeteria .....	3
Student Calendar .....	4
Lunch/SNAP .....	4
Telephone .....	5
Book Bags/Purses .....	5
Cell Phones and Electronic Devices .....	5
Safety.....	5
Lost and Found .....	5
Student Health Policies .....	5
Physical Education and Health Office Guidelines	
on Physical Education Participation .....	6
Lockers and Locks .....	6
Locker Security .....	6
Passes .....	6
Principles of Effective Discipline .....	6
Reporting to Parents .....	7
School Visitation .....	7
Role of the Counselors .....	7
Fire, Tornado, and Building Safety Drills .....	8
Student Appearance Policy .....	8
School Middle School Intramural Athletics .....	8
Lincoln Public Schools Responsibilities of Students .....	9

## Intent of Handbook:

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

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

## SCHOOL DAY

The school day begins at 8:00 a.m. The building officially opens at 7:55 a.m. The building is accessible in inclement weather. The bell rings to admit students to classroom wings at 7:55 a.m. allowing five minutes prior to the tardy bell at 8:00 a.m. Students must have a pass from a teacher to enter the classroom pods prior to the 7:55 a.m. entry time.

Period 1	8:00 a.m. - 8:52 a.m.
Period 2	8:55 a.m. - 9:47 a.m.
Period 3	9:50 a.m. - 10:42 a.m.
Period 4	10:45 a.m. - 12:15 p.m. (includes lunch)
Period 5	12:18 p.m. - 1:10 p.m.
Period 6	1:13 p.m. - 2:05 p.m.
Period 7	2:08 p.m. - 3:00 p.m.

Schedules for sixth-grade will vary slightly depending on their classes.

## VISITING SCHOOL MIDDLE SCHOOL

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

Parents or guardians are encouraged to call 402-436-1222 to arrange an appointment if they wish to visit with a staff member, administrator or counselor. Staff may also be contacted via e-mail. E-mail addresses may be found at [www.lps.org](http://www.lps.org). Please remember that most staff members are working with students throughout the day and may not be immediately available.

Visitor parking is located near the front door. There are usually spots available any time of the school day. Please do not park in fire lanes, or the bus drop off and pick-up lane directly to the west of the building.

### Arrival Procedures

Upon arriving at school, all students should move directly to the area designated for their grade to enter the building. The School campus is closed until 7:40 a.m.

### Arrival Times

The earliest arrival time is 7:40 a.m. This is when outside supervision begins. For reasons of safety, students should not be on campus prior to this time.

Students may enter the building at 7:55 a.m.

Class begins at 8:00 a.m. Students arriving after the beginning of classes should report to the office to receive a pass to class.

There is a three minute passing period between classes. Students are expected to be in their classes on time.

### Student Entry & Exit

Students are to enter and exit the following doors each day:

6th Grade = Door 22; 7th Grade = Door 19; 8th Grade = Door 4

Students may only enter Door 1 to visit the main office, attendance office, or eat breakfast.

### Drop Off and Pick Up

Drop off and pick up your children on the passenger side of the car to ensure children do not have to cross the street. Avoid double parking which causes children to walk between cars. Do not wait in or drop off students in curbside areas designated as "NO STOPPING" zones. Other motorists can not see the crosswalk if cars are using these areas to pick up or drop off students.

Please use recommended traffic patterns.

**PLEASE NOTE\*** The parking lot on the north side of the building is for staff parking only. The YMCA parking lot is for YMCA patrons only. There is NO student drop off or pick up in these areas. Thank you!

### **Special Situations**

Students wishing to come early to meet with a teacher must obtain a pass from the teacher the day before. They must remain with the teacher until 7:55 a.m.

Band students will be admitted at 7:52 a.m. in order to store their instruments and should remain in the band room until 7:55 a.m.

Students wishing to attend breakfast (7:40-7:55 a.m.) should use the main entrance. Students must remain in the breakfast area until 7:55 a.m.

Students may ride bicycles to school, but should walk bikes while on campus, and should leave them at the bike racks nearest to each grade level entrance. Students are strongly encouraged to wear a helmet and use a bike lock device to secure the bike to the bicycle rack.

### **Dismissal Procedures**

Class is dismissed at 3:00 p.m. except for the first week of school when we have a 1:40 p.m. dismissal time on designated days. Students are dismissed at 1:40 on PLC days as noted on the student calendar. Parents and guardians will be notified if there are other changes to the dismissal schedule.

Upon dismissal, students will be permitted to walk home, go to their assigned bus, or wait for a ride. Students should leave the School campus immediately if they are walking home. Those waiting for a ride should be picked up by 3:15 p.m. Outside supervision will be available until 3:15 p.m. Please notify the office in writing of any special circumstances.

Students attending a school sanctioned after school activity should arrive by 3:05 p.m.

Students needing to re-enter the building should report to the office via the main entrance.

### **Late Pick Up**

For safety purposes, students waiting for a ride on school property and not picked up by 3:15 p.m. will be instructed to wait in a supervised, assigned area in the building. This is for emergencies only. All students should be picked up by 3:15 p.m. on a regular basis. Thanks for your help in keeping our students safe.

Students staying after school for a teacher will be given a pass and should be picked up at the main entrance.

Students are not allowed to wait at the Fallbrook YMCA.

## **WEATHER AND SCHOOL CLOSINGS**

The decision to close schools due to extreme weather is normally made before 6:00 a.m. Local radio and television stations are notified and will run school closing announcements. The LPS website will also post this information. Generally, school will not be dismissed once it is in session. Many working parents are not prepared to receive their children early and safety becomes a major concern. Parents who so desire may come to the school to pick children up in inclement weather at any time during the day. The ultimate decision as to whether a child will attend school rests with the parents.

Students will not be dismissed from school during a tornado warning to leave with parents. This is a district recommendation to ensure the safety of students, parents, and staff. Our office staff will take cover when teachers and students take cover. Parents who are on school grounds during a warning are welcomed and encouraged to take cover inside the school in the assigned spot for office staff. Thank you for your understanding and patience.

## **ABSENCES**

Students are expected to attend school daily. If students will be absent, parents are asked to call the office each day at 436-1222 to report the absence. All student absences need to be reported to the office. If no call is received, the school will call to confirm the absence. We begin making these calls at approximately 9:30 a.m. We will call home and work numbers and leave messages. If no contact is made, students should bring a written note to the office the day they return to school. All unexcused tardies and absences are recorded as truanties until excused by a parent. Students are responsible for classroom work missed when absent and should contact teachers to ensure they have the appropriate assignments. Students who are absent frequently have difficulty with school success. Excessive absences may be referred to the Office of Student Services and possibly the County Attorney.

**Absences and tardies may be reported 24-hours a day by calling 402-436-1222.**

## **HOMEWORK REQUESTS**

Parents are encouraged to ask for assignments for their children when they miss school. Here are a few tips that will help us better serve your requests so students can receive their assignments and stay caught up in school:

1. If a student will be absent only two days, we usually do not take requests for assignments. We encourage students to call classmates to get the day's assignments.
2. If a student is out more than two days, we encourage parents to call school by 9:00 a.m. to request assignments. If the call is received by 9:00 a.m., we can usually have all assignments available in the office by 3:30 p.m. We know how important school attendance is to academic success, but when students are ill we want to do our part to make sure they can be caught up in a short period of time. We appreciate your efforts to help us and your student during absences.

## **TARDIES**

Students are expected to be on time for all classes and school activities. If a student is tardy to a class they have forfeited the opportunity to use a pass to leave the classroom during that period. Students with tardy problems will be subject to disciplinary action and possible referral to the Office of Student Services. Students must remain in classes until dismissed by a teacher.

## **COMPUTER USE GUIDELINES**

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

## **FINES**

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

## **MEDIA CENTER**

Media Center books may be checked out for a two-week period. Students are responsible for any checked out books and will be billed for replacement costs for any lost books.

## **SCHOOL CAFETERIA**

All middle level schools in Lincoln have a closed campus for lunch. Students have 30 minutes for lunch and lunch break. They may bring their lunch from home, buy a regular school meal, or buy "a la carte."

Students will eat lunch in the cafeteria and be dismissed to "lunch break" outside. Lunch break will be held inside during inclement weather (below 15° wind chill, rain, etc.). Students are not permitted to take food or beverage items either purchased from school or brought from home out of the cafeteria area.



**We discourage students from leaving school for lunch.** We do encourage parents to join us for lunch. Parents or older siblings of college-age may take their student to lunch but the office must be notified by a written note in advance. Adults must come in to the office to check out students in person. Friends of that student are not allowed to accompany the student regardless if permission has been given by their parents. High school age siblings may not have lunch with students unless accompanied by a parent. Non-parental relatives may not have lunch with students unless accompanied by a parent. If students return after their normal lunch period, they are still responsible for any missing work.

In order to minimize risks and provide a safe educational environment for all students, but especially for students with allergies, Regulation 5507.1, LPS Board Policy, outlined below will be enforced by School administration.

Restricting foods and other allergens from the classroom(s) of the student(s) with allergies or from areas where student(s) may be exposed, such as food services environment (which may include restricting foods) during field trips, student transportation and extracurricular activities or events.

Students are not allowed to receive food from food delivery services. All attempts to have food delivered at school will be turned away. Also, **please do not bring outside food in for any other student than your own.** This is a violation of federal lunch guidelines.

## TELEPHONE

Individual room phones are not for student use unless the teacher has given permission. The office phones are for emergency use only.

## BOOK BAGS/PURSES

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

## CELL PHONES AND ELECTRONIC DEVICES

Cell phones must be turned off and out of sight during the school day. Students' cell phones are not to be used during school hours. Also, ear buds/headphones are not allowed to be used during school hours and must stay out of sight. School Middle School is not responsible for any lost or stolen electronic devices. When a student chooses to bring an electronic device from home, they are solely responsible for its safe keeping.

Students may use their phones before they enter the building and after school, as they are leaving the building.

## 2022-2023 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 4/20

<b>JULY</b> 2022	<b>JANUARY</b> 2023
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>AUGUST</b> 2022	<b>FEBRUARY</b> 2023
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
<b>SEPTEMBER</b> 2022	<b>MARCH</b> 2023
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>OCTOBER</b> 2022	<b>APRIL</b> 2023
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>NOVEMBER</b> 2022	<b>MAY</b> 2023
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>DECEMBER</b> 2022	<b>JUNE</b> 2023
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates □ Quarter end dates

### GRADUATION DATES

Thursday, May 18, 2023: Yankee Hill Program  
Thursday, May 18, 2023: Independence Academy  
Thursday, May 25, 2023: Bryan Community Focus Program  
Friday, Saturday and Sunday, May 26-28, 2023  
Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW

**Calendar Options for Families:** The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

**Note:** Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

Please avoid calling or texting your student during the school day. Phone calls interrupt your student's learning and disrupt the learning of others. If you need to contact your student prior to 2:58 p.m., you may leave a message in the main office by calling 402-436-1222.

In order to protect the privacy of students, staff and others in the building, students should not use cell phones, cameras or other photographic devices in the building unless specific permission is given.

Disciplinary consequences are:

First Offense - Student may pick up the device from the office at the end of the school day.  
Communication with home.

Second offense - Same procedure as first offense.

Third Offense - Same procedure as first offense, plus after school detention the next day.

Fourth Offense - Same procedure as first offense, plus in-school suspension for insubordination of school rules.

## **SAFETY**

For reasons of safety, skateboards, scooters, in-line skates, "wheelie" type shoes are NOT allowed on school property and therefore cannot be used as means of transportation to school.

## **LOST AND FOUND**

Many articles that are lost are turned into the office. Unlabeled articles which are not claimed are donated to a worthy cause. Please label articles if possible. Encourage your child to check for lost articles.

## **STUDENT HEALTH POLICIES**

Health Office: The health technician and/or nurse is available for accidents, illness, medical advice, health screening, referral, and classroom resource.

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

**Student Illnesses:** School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature 100°F or greater, vomiting, diarrhea, unexplained rashes, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school.

Please inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

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

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

**School Health Screening:** Nebraska statute requires school-age health screening. Children in preschool and kindergarten through fourth grade, seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school health screening program must provide screening results from a medical provider, dated no earlier than May 1 of the current calendar year, by December 1.



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

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

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

## **PHYSICAL EDUCATION AND HEALTH OFFICE GUIDELINES ON PHYSICAL EDUCATION PARTICIPATION**

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

## **LOCKERS AND LOCKS**

Lockers will be assigned by the office. Students are expected to use the assigned locker and not share lockers with any other student for the entire school year. Due to the increase in student enrollment, some students will be asked to share lockers. Students are responsible for the content and condition of their lockers. Students are responsible for the cost of locks if they are lost, stolen or damaged. The replacement cost is approximately \$4.00. Students are also responsible for any damage to the locker itself (for example, physical damage or use of tape, magic markers, etc., on or inside the locker). The locker and lock are the property of the school district. Lockers are accessible to staff and may be opened for inspection at any time. Any inappropriate items found in a locker are considered to be in possession of the person assigned to that locker and disciplinary actions may occur. These guidelines also apply to lockers assigned in locker rooms.

## **LOCKER SECURITY**

Theft from lockers is always a possibility. Most thefts happen when lockers are left unlocked. Be sure to lock your locker. Lincoln Public Schools assumes no responsibility for damages or theft of student property. For this reason, it is wise to leave valuables at home and not to share your combination with anyone.

## **PASSES**

Students need to have passes when they are out of class during class time. Passes to enter the classroom pods before 7:55 a.m. must be obtained from the teacher to be seen the day before.

## **SCHOOL MIDDLE SCHOOL PRINCIPLES OF EFFECTIVE DISCIPLINE**

We are committed to quality education for all students. All students deserve the most positive educational experience possible for academic and social growth. We have classroom and hallway rules which were developed to promote a safe, nurturing classroom environment that is conducive to learning. To create such an environment, we teach, encourage, coach, and reinforce appropriate behavior to help students follow the classroom rules. Student consequences for inappropriate behavior may include detention, in-school suspension, out-of-school suspension, referral to student services, or other consequences assigned by teachers or administrators.

## FOOD & BEVERAGES

Food must only be consumed during lunch in the Cafeteria. Teachers have discretion which confections, such as chewing gum, is allowed in each of their classrooms. Teachers will establish and communicate individual classroom rules including the use of chewing gum and other confections. Water is the only beverage students are allowed to carry with them in the hallways and into classrooms at Schoo Middle School.

## REPORTING TO PARENTS

The goal for reporting to parents in the Lincoln Public Schools is to provide parents with accurate and helpful information about their child's entire range of school experiences at the end of a grading period. The three areas in which teachers describe your child's progress are in the areas of:

- academic performance
- work/study habits
- social/behavior skills

These three areas have been identified because they are the foundations for future success in school and in life. Middle school students will receive three marks. Please see the brochure; "The Middle School Report Card" 9/07 for additional details and information.

Some Academic Connection classes will be graded Commendable, Satisfactory, or Needs Improvement. Students are graded on nine week quarters and receive report cards at the end of each quarter. Mid-quarter reports will be carried home by students midway through each nine weeks for those not having email service. These reports indicate the areas of excellence or the need for improvement for some students. Report cards include information about grades, conduct, and comments from the teachers. Any questions concerning these grades can be answered at first and third quarter parent-teacher conferences or upon request.

## SCHOOL VISITATION

Parents are invited and urged to visit school and need not wait for a special invitation. However, please make arrangements with teachers prior to the visitation. In the interest of students and staff, we recommend that visits to the classroom not be made during the first two weeks or the last two weeks of school. All visitors should check in at the office at the beginning of their visit to receive a visitor's pass and directions to the classroom. In the interest of safety, after 8:00 a.m., only the main entrance doors will be open to enter the building.

## ROLE OF THE COUNSELORS

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

## SCHEDULE CHANGES

Schedules are made based on the academic needs of the student. Students should review their schedules carefully for mistakes. Mistakes should be reported to the counselor as early as possible. Schedules are distributed during August at grade level open houses.

### Reasons that schedule changes will be made:

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

### Reasons that schedule changes will NOT be made:

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

## **FIRE, TORNADO, AND BUILDING SAFETY DRILLS**

The school has a plan to provide for the safety of each student in the event of a fire, tornado, or emergency situations. Drills are held periodically during the year to insure speed and efficiency in getting students to their assigned places of safety. Staff and students also review procedures for emergency situations annually.

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

## **STUDENT APPEARANCE POLICY**

Students at Schoo Middle School are expected to dress in a way that is appropriate for the school setting. Students are not to dress in a manner that causes a disruption to the educational process or a distraction to the learning environment or in a manner contrary to the mission of the school. Prohibited dress includes clothing or apparel that is distractive or calls for excessive attention, incites horseplay, or that is dangerous to health and safety. The following is a list of examples of attire that will not be considered appropriate. The list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or apparel that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, low cut tops, sagging pants);
- c. Clothing or apparel that promotes beer, alcohol, tobacco, or illegal drugs;
- d. Clothing or apparel that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play;"
- e. Hoodies worn over the head in front of the ears, which makes the student not easily identifiable to staff;
- f. Lounge wear such as flannel pajama bottoms and slippers;
- g. Clothing or apparel which exhibits nudity, makes sexual references or carries inappropriate double meanings, or which includes profanity or messages abusive to staff or other students either individually or as members of groups, or that are otherwise not consistent with the educational mission.
- h. Wearing of blankets, sunglasses or flags in the building.

Consideration will be made for students who wear special clothing as required by religious beliefs or disability. Shorts worn for physical education class should be at least fingertip length. The final decision regarding attire and grooming will be made by the Principal. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

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.

Students should not mark on themselves or others with pens or markers. Students are not allowed to bring permanent markers to school.

Violations of these standards will result in a request to have the inappropriate clothing corrected, or further disciplinary action depending on the circumstances.

## **SCHOO MIDDLE SCHOOL INTRAMURAL ATHLETICS**

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

**All students are expected to follow these guidelines for participation.**

**GOOD SPORTSMANSHIP IS THE EXPECTATION OF ALL SCHOOL MIDDLE SCHOOL ATHLETES AT ALL TIMES.**

- As a student/athlete, the school work comes before the athletics. Students involved in intramurals are expected to maintain their academic work and take care of their classroom responsibilities first.
- All athletes are expected to abide by LPSDO student rules as outlined in the Responsibilities of Students Code.
- Unsportsmanlike conduct at practices, games, toward teammates, referees, coaches or other teams may result in removal from practices, competitions, loss of participation for the season or loss of eligibility for the remainder of the year. (Please see School Intramural Three-Strike Policy)
- Students should come to practice to learn skills and have fun.
- Students should notify their coach if they cannot attend a practice.
- Students should report to practice by 3:05 p.m. and be dressed for practice by 3:10 p.m.
- Students should have a pass from a teacher if they are going to be late for practice.
- Students should plan to walk home or have their ride pick them up as soon as practice is over at 4:15 p.m. Students must leave the campus when practice is over.
- Students who are suspended out of school may not participate in intramurals or other activities while they are on suspension. Students on out-of-school suspension on Friday may not participate in Saturday activities.
- Students on in-school supervision can participate in intramural activities after they have returned to their classes.
- Students will use School intramural t-shirts during competitions. These must be returned to the School intramural program. T-shirts that are lost or not returned will be replaced by the student at their cost.
- Students should bring everything they need to practice. Students will not be able to enter the main part of the building after hours. Students should follow the directions of the coach as to where to store their items.
- Practice is for athletes only. Friends and family members may not observe practice. Parents should wait in their cars for their students.
- Intramurals athletic events are held on Saturday mornings at various middle schools and high schools in Lincoln.

**Three-Strike Policy**

1st Strike – No practice next day

2nd Strike – No participation in next game

3rd Strike – Removal from season

Parents will be notified when each strike is earned

**LINCOLN PUBLIC SCHOOLS RESPONSIBILITIES OF STUDENTS**

For information regarding [Responsibilities of Students], please refer to the *LPS Important Information Booklet*. This information can be found in the Student Services section, on page 30. The *LPS Important Information Booklet* can be found on the front page of the LPS website ([lps.org](http://lps.org)) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

