

2025




2026

# MICKLE

## – Middle School –



## Student Handbook

2500 N 67th St. | 402-436-1216 | [mickle.lps.org](http://mickle.lps.org)  
Jason Shanahan, Principal | Jason Brunott, Associate Principal  
 Mickle Middle School



**Lincoln**  
PUBLIC SCHOOLS



## **For Bilingual Liaisons:**

### **Español:**

Por favor llame a este número de teléfono si necesita servicios de intérpretes: 402-436-1980

### **Russian:**

Если вам требуются услуги переводчика пожалуйста позвоните по телефону: 402-436-1786

### **Vietnamese:**

Xin vui lòng gọi về số này nếu quý vị cần có dịch vụ thông dịch: 402-436-1955

### **Ukrainian:**

Будь ласка, зателефонуйте за цим номером, якщо вам потрібні послуги перекладу: 402-436-1786

### **Karen:**

ဝံသးစူကီးလိတဲစိနီင်ဂ်အဲအံ့ဖဲနမ့ၢ်လိာ်ဘၣ်  
ပှၤကတိၤကျိးထံတၢ်အတၢ်ဆိၣ်ထွဲမၤစၤ 402-436-1969

### **Arabic:**

نرجو الإتصال على هذه الأرقام إذا كنتم بحاجة إلى  
خدمات الترجمة للغات العربية 402-436-1715

# 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.

We believe a successful education occurs best when there is collaboration between staff, students and families.

If you have a question please call us at 402.436.1216, email Mickle@lps.org, or check our website (<https://mickle.lps.org>). Social media for Mickle on Facebook - @Mickle Middle School

**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.

### PLEASE NOTE:

All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.

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.

# Table of Contents

LPS Student Calendar 2025 ..... 2

LPS Student Calendar 2026 ..... 3

Intent of Handbook..... 4

Commitments For Success..... 5

The Student’s Role..... 7

During School ..... 10

After School ..... 14

The Parent’s Role ..... 15

During School ..... 18

After School ..... 19

Students: Special Information..... 20



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# LPS Student Calendar -----2025

## JULY 2025

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		

## AUGUST 2025

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						

## SEPTEMBER 2025

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				

## OCTOBER 2025





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	




## NOVEMBER 2025

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						

## DECEMBER 2025

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			

-  First Day for K, 6, & 9th Grades
-  First Day for 1-5, 7-8, & 10-12th Grades
-  Last Day for Students
-  All Schools Not in Session

-  Schools Not in Session (*Professional Learning/Planning Day*)
-  Quarter Start Dates
-  Quarter End Dates

**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.

# LPS Student Calendar -----2026

## JANUARY 2026

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

## FEBRUARY 2026

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

## MARCH 2026

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				

## APRIL 2026

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		

## MAY 2026

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						

## JUNE 2026

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				

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

# Commitments For Success

## MICKLE IS A MTSS SCHOOL

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

## WHY MTSS FOR LPS?

The purpose of a [district-wide MTSS](#) is to establish a climate in which appropriate behavior & academic success 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 successful academic habits is a core component of MTSS.

## SUCCESSFUL BEHAVIOR AT MICKLE

Positive student behavior can be summarized in four expectations:

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

Most students meet these expectations on a daily basis. However, we understand that students will at times have challenges. LPS has a ["Rights and Responsibility of Students"](#) (found on page 13), that highlights specific behavior concerns. Building administration and staff will work with students who fail to meet these expectations. We believe that much like academics, positive behavior is a learned skill.

Consequences/plans for unwanted negative behavior 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 work with parents when assigning consequences.



## MICKLE STAFF COMMITMENTS

### ***MICKLE VISION & MISSION***

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

*E: EDUCATE, EMBRACE & EMPOWER*

#### **WE BELIEVE:**

All students are capable of learning  
High expectations lead to higher achievement  
Effort and achievement should be celebrated  
Positive and caring relationships are essential  
Involvement of community benefits all  
Valuing our differences leads to growth  
Leadership opportunities build skills and character

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

**Be  
Safe**

**Be  
Responsible**

**Be  
Respectful**

**And Grow To Be A  
Learner**



## **MENTAL AND BEHAVIORAL HEALTH**

### **POINT OF CONTACT**

<https://home.lps.org/socialworkers/mental-behavioral-health-points-of-contact/>

## **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. Once on campus, students are expected to remain at their grade level doors. Eighth graders enter from Walker Ave. through the southeast door #18 that leads to the East Wing hallway. Seventh graders enter through the northwest gym doors #8 that leads to the gym area hallway. Sixth graders enter from Walker Ave. through the southwest doors #19 that leads to the Main Hallway.

If the weather is dry and the temperature is above 300 F, students will wait outside until adult supervision. After 7:53 a.m, supervising adults will step back inside and grade level doors will be locked. Later arriving students may enter the building through the main doors #1 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 #1 with a pass and check in with the adult. A phone call will be made to the classroom to notify them the student has arrived. Students participating in before-school clubs or activities are to enter the main door #1 and wait until the group leader is ready to accompany the students to the proper location.

### **STUDENT DRESS CODE FOR LEARNING SUCCESS**

District Dress Code Guidelines For Middle Schools 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.

### **ALLOWABLE DRESS AND 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 see through.
- Clothing must cover undergarments and all private parts.
  - All tops must have straps
  - All tops must meet the top of the pants
  - Wearing pants below the waistline is not allowed.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Head wear is allowable as long as it follows other areas of the dress code and the student is easily identifiable.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

## **NON-ALLOWABLE DRESS AND GROOMING**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Students may wear hoodies, but must keep the hood off their heads. Considerations will be made for students who wear special clothing as required by religious beliefs, disability, or convey a particular message protected by law.
- 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.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff (examples include bandanas, gang signs).
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline

policies for similar violations.

- Clothing with words, pictures, or phrases that depicts 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.

## **STUDENT DRESS IN PE**

Students are expected to provide their own clothing apparel for physical education class.

Activewear is highly encouraged: t-shirt, shorts, and athletic socks. During cooler weather, students may prefer to wear long sleeve activewear and/or sweatpants. For Lost and Found purposes - It is recommended that each piece of clothing be marked with the student's name.

Out of concern for hygiene and comfortability, clothing worn in P.E. is ideally separate from daily school clothing. However, this is not required as there is no locker room access for students. Jeans and jean shorts are not the preferred clothing, but will not exclude students from participating. Slides, Croqs, boots, or flip-flop type sandals are not proper footwear for physical education class and students will not be permitted to participate due to safety concerns. 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”, or other motorized items are not allowed on campus and students may not bring them to school.

Students may use 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.

## **BREAKFAST PROGRAM**

Unless noted otherwise, breakfast is available after 7:30 and before 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 the main doors to come to breakfast and students are to remain in the cafeteria until dismissed by the supervising adult. We encourage all families to download and use the [MySchoolBucks app](#) to monitor and manage your student meal accounts.

# **During School**

## **ATTENDANCE**

For students to be successful at school it is vital that they have good attendance. If chronic absenteeism becomes an issue for a student, school administration and staff will meet collaboratively with families to identify and assist with barriers impeding attendance. More information about the tracking of attendance can be viewed on the [LPS website](#).

## **RESOURCES**

- [Nebraska Department of Education](#)
- [Attendance Works - Resources for Parents](#)

## **SECONDARY PERSONAL ELECTRONIC DEVICE**

## **RESTRICTIONS AND CONSEQUENCES**

Lincoln Public Schools will implement the following consistent electronic device expectations across the school district to help reduce the number of outside distractions during the school day to maximize instructional time.

Information about the updated plans on the use of cell phones and personal electronic devices in school will be shared with students during the first week of school.

## **MIDDLE SCHOOL PLAN**

All personal electronic devices must be powered off and out of sight at all times during the school day. The use of personal electronic devices by students is NOT allowed during the school day. This includes classrooms, hallways, common spaces like lunchrooms, and restrooms between the hours of 8 a.m. and 3 p.m. If each student has their own school locker, the personal electronic device should be turned off and stored in the locker prior to the start of the school day.

- Smartwatches may be worn, but cannot be used for communication purposes.
- Students who need to have electronic devices in order to monitor health conditions will continue to follow their individualized plans.

If a student is accessing a personal electronic device during the school day the following sequence of consequences will be applied. Compliance at any step will prevent movement to the next step.

**Step 1:** Staff will ask the student to put their electronic device in the designated storage location in the classroom. (Does not count as an electronic device infraction if the student complies with the teacher's request). If the student does not comply, move to Step 2.

**Step 2:** The teacher will contact the office and the device will be collected and held in the main office for the remainder of the day. The incident will be logged as an electronic device infraction. If the student does not comply, move to Step 3.

**Step 3:** If the student refuses to turn over the device, they will be removed from the classroom and escorted to the office or designated problem-solving location. The device will be held for the remainder of the day.

If a student needs to leave class on a pass, the personal electronic device will be placed in the cell phone holder. If a student is accessing a personal electronic device in the hallway during the instructional period, the student will be returned to their classroom and asked to put their device in the classroom holder.

- Students who need to contact parents/guardians for emergency reasons may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared

with the student.

As in years past, the school is not responsible for the loss of personal items brought to school.

## Electronic Device Infractions Per Semester

**1st Offense:** Returned to the student at the end of the school day. Offense logged.

**2nd Offense:** Returned to the student at the end of the school day. Offense logged. Parent/guardian notified.

**3rd Offense:** Return to the student at the end of the school day and a building-level in-school corrective plan developed. Parent/guardian notified. Offense logged.

If habitual non-compliance with personal electronic device restrictions leads to frequent disruptions to learning, the teacher will write a referral and the student's administrator will work with the student and family to determine a personalized plan to meet the expectation.

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 violates the LPS Responsibilities of Students (Policy 5480).

If a student brings their personal device to class, they do so at their own risk and, in doing so, specifically agree to hold Lincoln Public Schools harmless from all liability, damages, claims, costs, expenses, or other charges of any kind or nature whatsoever resulting from bringing their device to class.

## COUNSELORS

Mickle school counselors are assigned to a grade level of students. Students should feel free to contact their school counselor for help with school or personal problems. The counselor is available during the school day for conferences with students or with parents. School counselors also can assist in referring students and families to other resources outside Mickle for additional support.

## MICKLE'S OFFICE

Mickle's Office is staffed 7 a.m. - 4 p.m. All students who arrive after the morning bell should stop at the office before going anywhere else in the building. Students who need to leave early are asked to stop in the office to check out. The Office Staff is available to answer questions and assist students throughout the day.

## 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 any time there is a question of improper use or about the contents in the locker. The outsides of locker doors are not to be decorated. Inside locker decorations are permitted as long as they do not cause permanent marks/damage. Students may be liable for fines from damages to lockers.

## ANNOUNCEMENTS AND STUDENT MESSAGES

General welcome announcements are read to students during a morning period and may also be posted on monitors by the cafeteria. Parents can read the daily announcements via the Mickle web site at <http://mickle.lps.org>.

## 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.

School lunch consists of a choice of two or more hot entrees, salad or meatless entrees plus a salad, vegetable, fruit and milk. Students may bring lunch from home. Food and drinks 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 cleaning up after themselves, pushing in their chairs, returning their own trays, and throwing away 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 continue 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 child and take them home safely.

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 and the [Mickle website](#).

## EVENING STUDENT PERFORMANCES

Evening student performances usually begin at 6:00 p.m. and are considered family events.

## The Parent's Role

## BEFORE 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](#).

**Be Safe, Be Responsible, Be Respectful**

From  
Walker Ave

## WHEN A STUDENT IS ABSENT

15



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 contacts provided 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”). 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.

SYNERGY CODE	COMMENT TYPE	WHAT IT MEANS
EX	Excused	Excused. Used to indicate an assignment is excused and does not need to be completed. It has no effect on the grade.
M	Missing	Used to indicate an assignment is missing. It calculates as a zero until the assignment is turned in and graded.
INC	Incomplete	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.
Grade [space] L	Late Assignment	Used to communicate timeliness/work habits. The grade is included in the overall average.
R	Retought	Used to indicate that an assignment was regraded after re-teaching or re-assessing.
Blank	Not Yet Graded	Used to indicate that an assignment/assessment still needs to be graded.
AB	Absent	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.
O (Zero)	No credit	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.

### REQUESTING SCHOOL WORK

When a student has been absent from class, there are a number of ways that a student can keep up with missed work. During an absence, students can use GoogleClassroom and email to

communicate with their teachers. Parents can track progress with the ParentVue app and email teachers as well.

Following an absence, parents are encouraged to be proactive and adjust pick up plans for a few days to allow time for students to have “missed learning conversations” before or after school.

(From LPS Board regulation 5140) 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”), 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.

## **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).

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.

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).

## **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 an in-person 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. Please make after school transportation arrangements with your student when they leave home in the mornings.

Non-emergency student messages, or items, will be delivered during 4th period (when time exists to do so). Parents are asked to not request 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. 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.

## After School

### STUDENTS LEAVING SCHOOL

At or around dismissal time, adults are to follow the traffic pattern noted on p.9, 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. Students who are staying after school for an activity must leave campus immediately after the activity ends.

### EXTRA/INTRAMURAL ATHLETICS

LPS middle schools offer after school [extra/intramurals for 7th and 8th grade students](#).

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 rides home should wait in their vehicles. 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 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 school materials they check out. 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 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](#) acknowledged during online registration at the start of each school year.

## WELLNESS

Mickle provides 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 asked 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 negative 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, e-cigarette 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.

# 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 school office at 402-436-1216, or email “mickle@lps.org”. Our school Registrar will work with parents to maintain updated information.

Lincoln Public Schools Middle Level Grading Chart  
LINCOLN PUBLIC SCHOOLS MIDDLE LEVEL GRADING CHART

PERCENTAGES	CORE ACADEMIC GRADE	GRADE DESCRIPTION	WORK HABITS	WORK HABITS DESCRIPTION	CONDUCT	CONDUCT DESCRIPTION
100-90%	A Superior	Exceeds District Standards of Proficiency	COM Commendable	Students who <b>always or consistently</b> exhibit the nine indicators: <i>Listens, follows oral and written directions, is on task, participates in class, strives for quality work, seeks help as necessary, completes assignments on time, is organized, comes to class prepared.</i>	COM Commendable	Students who <b>always or consistently</b> exhibit the six indicators: <i>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.</i>
89-85%	B+	Meets District Standards of Proficiency	S Satisfactory	Students who <b>usually</b> exhibit the nine indicators listed above.	S Satisfactory	Students who <b>usually</b> exhibit the six indicators listed above.
84-80%	B					
79-75%	C+					
74-70%	C					
69-65%	D+ Comment Included	Approaches, but Does Not Meet District Standards of Proficiency	N Needs Improvement Comment Included	Students whose work/study habits interfere with learning. Marks determined on the nine indicators listed above.	N Needs Improvement Comment Included	Student's social/behavioral skills are interfering with the learning environment of themselves or others. Marks determined on the six indicators listed above.
64-60%	D Passing Comment Included					
59-0%	F Failing Comment Included	Does Not Meet District Standards of Proficiency				

## VISITORS AND PARENTS

Visitors choosing to park on the street should be respectful of Mickle's neighbors and park at least five feet from driveways and mailboxes. 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 addresses are available in ParentVue/StudentVue. Most staff members are working with students throughout the day and may not be immediately available for phone calls or to return emails immediately.

## **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 during the time of a drill or emergency. Students will not be released to anyone other than their 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 402.436.1216 after a drill or emergency.

## **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 early in inclement weather. Time away from schooling will be marked as an absence. If schools are declared closed for students, the next school day will follow the district X/Y day schedule as if the closure day never occurred. This allows for consistency in long range planning.

## **COMMUNICATING AND CONFIDENTIALITY**

### **Communication to Parents**

- Daily: Announcements are posted to the web at <http://mickle.lps.org> and can be emailed to addresses provided to school.
- Mid Quarter: An electronic progress report/report card is sent via email to parents which will display a snapshot on student academic and conduct progress. Parents may view more details about 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 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 legal parents/guardians of students to contact them during the school day. Mickle staff cannot allow anyone else contact unless permission is given by the legal parents/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.

REASONS THAT SCHEDULE CHANGES WILL BE MADE:	REASONS THAT SCHEDULE CHANGES WILL NOT BE MADE:
<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 non-band student, 7th grader in an 8th grade class, etc)</li><li>• Dropping a high school credited 8th grade class (Algebra-Diff 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. 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 noted pages](#), parents can also find access to policies and procedures if questions about broken devices, the assurance program, and the Responsible Use Agreement.

## INTERNET GUIDELINES & TECHNOLOGY

### RESPONSIBLE USE AGREEMENTS

For Students - I will demonstrate digital citizenship by taking care of the LPS Student Computing Device issued to me by LPS. I agree to return the device in good condition at the end of my loan period.

#### **I Will**

- Use the LPS Student Computing Device to access school assigned content and complete school work in accordance with LPS School Board Policy of Acceptable Use of Computers, Network, Internet and Websites.
- Demonstrate proper care of the device by always using the provided protective bag or cover when transporting or storing it.
- Bring the device, fully charged, to school each day.
- Charge the device only with the power cord provided with the device.
- Save all documents and school-related files to approved network servers or Cloud storage so that no data will be lost in the event the device must be completely reset.
- Promptly report any damages to the device and/or problems with the operation of the device.
- Report loss or theft within 24 hours to school officials and authorities.
- Obtain permission from individuals prior to using the device to record them visually or audibly.
- Keep the device free of any decorative writing, drawing, stickers, paint, tape and decals.
- Turn over the device to staff upon request or upon leaving LPS.
- Only use LPS approved Instructional Technology Tools that utilize my LPS username and password. District-approved exceptions will be communicated by the teacher.
- Keep my LPS username and password private.
- Cite all original source content and derivative works developed using generative artificial

intelligence, machine learning or future technology.

### **I Will Not**

- Use any method to bypass web filtering or other content restrictions.
- Throw, drop, or damage the LPS Student Computing Device in any way.
- Give the device to another student, friend or family member for his/her use.
- Attempt to alter the configuration or user permissions of the device.
- Remove or copy any of the software applications or management/security utilities.
- Leave the device unsupervised (on desk, in hall, in car, etc.).
- Redistribute any recordings of my teacher or classroom.
- Distribute, exchange, upload, attach, or archive any type of audio/video recordings unless the content has been reviewed and approved by a teacher who directs where the content will be stored.
- Violate copyright laws by downloading or uploading protected data or material.
- Order replacement parts for or have anyone other than LPS personnel repair or otherwise alter the device.
- Use anyone else's username and password at any time.
- Allow anyone else to use my username and password at any time.
- Allow anyone else to use my device while it is signed into my LPS account.

### **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.





## LINCOLN BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510



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5/25

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