



Hazel G. Scott Middle School

Student and Parent Handbook 2013-2014

**2200 Pine Lake Road
Lincoln, NE 68512
402-436-1218**



Hazel G. Scott Middle School

Lincoln Public Schools • 2200 Pine Lake Road • Lincoln, Nebraska 68512 • 402-436-1218

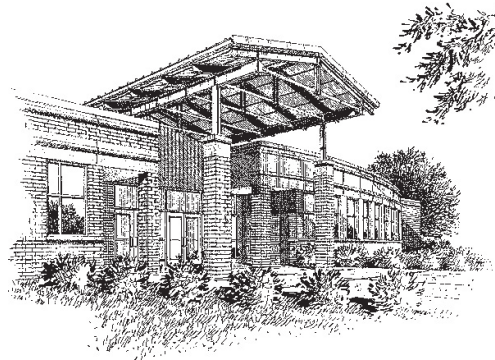
WELCOME TO SCOTT MIDDLE SCHOOL!

This handbook is for the benefit of Scott students, parents, and staff. The Scott staff prides itself in having high academic and behavior expectations of all students. Middle school is a time of social, emotional, and physical change for students. The school rules outlined in this handbook have been developed to help support students in these areas.

If you have any questions or concerns, please call us at 402-436-1218.

Sincerely,

Mr. Dave Knudsen
Principal



SCOTT MIDDLE SCHOOL

Mission Statement

Scholarship
Commitment
Opportunity
Teamwork
Tradition

A safe, inclusive, quality learning environment!

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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 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 7:53 a.m. The building is accessible in inclement weather. The bell rings to admit students to classroom wings at 7:53 a.m. allowing seven 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 7:53 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. - 11:37 a.m.
- Period 5 11:40 a.m. - 1:08 p.m. (includes lunch)
- Period 6 1:11 p.m. - 2:03 p.m.
- Period 7 2:06 p.m. - 2:58 p.m.

Schedules for sixth-grade will vary slightly. Sixth-grade lunch will occur during 4th period.

VISITING SCOTT MIDDLE SCHOOL

Visitors, Parents and Guardians

All visitors, including LPS employees, must check in with the Secured Entrance Monitor (SEM). Visitors will use the east entrance to the building by the bus cut out. This is the only entrance open during the school day. This entrance is handicapped accessible. All staff and visitors in the building must wear I.D. badges.

Parents or guardians are encouraged to call 402-436-1218 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. Please remember that most staff members are working with students throughout the day and may not be immediately available.

Visitor parking is located on the south side of the building. There are usually spots available any time of the school day. Please do not park in fire lanes.

Traffic Map (see map)

This traffic flow pattern was designed in conjunction with City of Lincoln traffic engineers, to provide the greatest level of safety for students. It provides drop-off locations on the school side of the street. We realize that following the pattern may not always be the fastest way of picking up or dropping off a child, **but it will be the safest way.**

Arrival Procedures

Upon arriving at school, all students should move directly to the area designated for their grade to enter the building. The Scott campus is closed until 7:30 a.m.

Arrival Times

The earliest arrival time is **7:30 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 7:53 a.m.

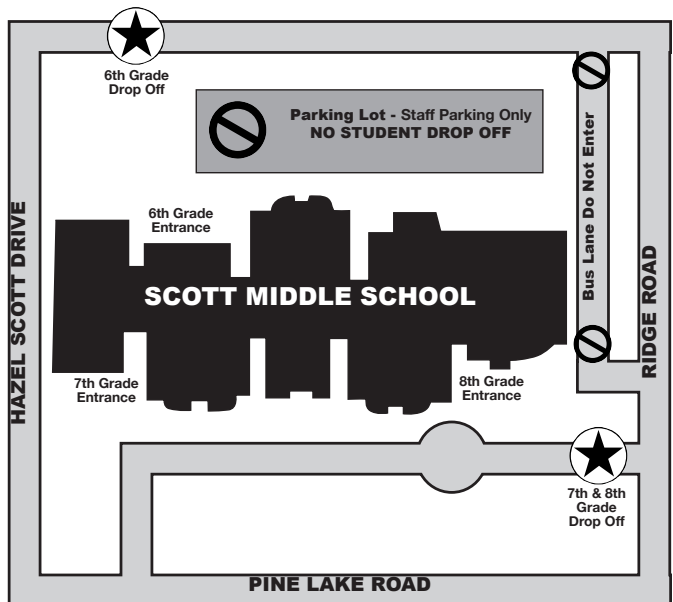
Class begins at 8:00 a.m. Students arriving after the beginning of classes should report to the office to receive a pass to class.

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

Arrival Areas (see map)

6th Grade- Northwest entrance (students being dropped off and picked up on the school side of Hazel Scott Drive)

SPECIAL NOTE: Cars picking up students at this entrance **may not park or stop** between the signs indicating “No Stopping.” Parking or stopping in these areas hinders the view other motorists have of the crosswalks and endangers children. Cars parking or stopping in these areas may be ticketed.



Traffic Patterns (Be Safe, Be Responsible, Be Respectful)

- 6th Grade parents should enter Hazel Scott Dr. off of Pine Lake Road and exit on to Ridge Road.
- 7th and 8th Grade parents should use the drive directly in front of Scott Middle School entering off of Ridge Road and exiting on to Pine Lake Road.

7th Grade- Southwest entrance (students being dropped off and picked up in the drive that runs east to west, entering on Ridge Road and exiting on Pine Lake Road)

8th Grade- Main (southeast) entrance (same as above)

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 curb-side areas designated as “NO STOPPING” zones. Other motorists cannot see the crosswalk if cars are using these areas to pick up or drop off students.

Please study the traffic patterns as illustrated.

PLEASE NOTE: The parking lot and the circle on the north side of the building is for staff parking only. There is NO student drop off or pick up in this area. Thank you!

Special Situations

Students wishing to come early to meet with a teacher must obtain a pass from the teacher or office the day before. They must remain with the teachers until 7:53 a.m.

Band and orchestra students will be admitted at 7:50 a.m. in order to store their instruments and should remain in the band room until 7:53 a.m.

Students wishing to attend breakfast (7:30-7:45 a.m.) should use the east entrance. Students must remain in the breakfast area until 7:53 a.m.

Students may ride bicycles to school and should leave them at the bike racks adjacent to each grade level entrance. Students are strongly encouraged to wear a helmet and use a bike lock to secure the bike to the bicycle rack.

Dismissal Procedures

Class is dismissed at 2:58 p.m. except for the first week of school when we have a 1:58 p.m. dismissal time. Students are dismissed at 1:38 on PLC days as noted on the student calendar. Parents and guardians will be notified if there are other changes to the dismissal schedule. Please see the Scott Middle School web site.

Students may exit through any of the arrival doors.

Upon dismissal, students will be permitted to walk home or wait for a ride. Students should leave the Scott 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 3:08 p.m.

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

Late Pick Up

For safety purposes, all students should be picked up by 3:15 unless they are working with a teacher or at athletic or musical practice. Students are not allowed to loiter on school grounds after the school day.

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

Media Center

Students participating in after school study time in the Media Center should exit and be picked up at the Media doors on the south side of the building.

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. 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 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 the office area. 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 402-436-1218 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. Emergency numbers will be called if we don't hear back from you and the student is gone more than one day. 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 truancies until excused by a parent. Students are responsible for classroom work missed when absent and should contact teachers to insure they have the appropriate assignments. Students who are absent frequently have difficulty with school success.

Absences and tardies may be reported 24 hours any day by calling 402-436-1218.

STUDENT ATTENDANCE DOCUMENTATION AND REPORTING CHANGES- EXCESSIVE ABSENCES

The Nebraska State Legislature passed LB800 in 2011. This new law requires Nebraska Schools to refer every student, whether of elementary, middle or high school age, who reaches 20 absences to the County Attorney, regardless of the reasons for the absences.

Although Lincoln Public Schools encourages regular student attendance it recognizes that there are legitimate reasons for student absences. As such, if a student reaches 20 days of absences or the hourly equivalent of 20 days of absences, a Lincoln Public School administrator will forward documentation to the County Attorney. The documentation may include information about parent/school contacts, the student's attendance record and, in some cases, the nature and reasons for the absences based on home-school communication and other available documentation.

Very few students approach 20 days of absences in a school year. For those who do, it is important that parents understand the school's obligation to refer to the County Attorney but also know that we are not seeking legal action in all cases.

If you have questions, please contact an administrator at your child's school or the Office of Student Services.

Absences and tardies may be reported 24 hours any day calling 402-436-1218.

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. Many teachers have assignments posted on line via Scott Web Site.
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. Students with tardy problems will be subject to disciplinary action and intervention. 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 computers.

AFTER-SCHOOL STUDY TIME

In addition to the regular class time, Scott Middle School provides an after-school study opportunity for students who wish to study or read after the school day has ended. The program runs from 2:58 until 4:00 p.m. Days for this program may be limited due to student numbers and supervisor availability. Guidelines for use of the after-school study time will be distributed. Students who violate guidelines will not be allowed to participate in this program.

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 thirty minutes for lunch. 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. **ALSO, PLEASE DO NOT BRING OUTSIDE FOOD IN FOR ANY STUDENT OTHER THAN YOUR OWN CHILD. This is in violation of federal lunch guidelines.**

LUNCH/SNAP

School Nutrition Accountability Program

Students may participate in the Lincoln Public Schools lunch program by using their SNAP PIN numbers. Students will enter this number on a numeric key pad at the cash register. This number will identify the student on the cash register by their first name and access their account for payment.

2013-2014 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 5/12

2013							2014						
JULY							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	5	6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	
28	29	30	31										
AUGUST							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	
25	26	27	28	29	30	31							
SEPTEMBER							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
							30	31					
OCTOBER							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			27	28	29	30			
NOVEMBER							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31
DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

- First and last days of class for students
 - All schools will dismiss one hour early
 - Schools not in session
 - Students in elementary schools NOT in attendance
 - Elem. and Middle schools dismiss 80 minutes early for PLC days
* High schools release one hour early each Tuesday of the school year for PLC days (beginning Aug. 27th)
- (school year has been adjusted to compensate all PLC days, resulting in no loss of instructional time)

Graduation Dates

Thursday May 22, 2014 Bryan	Saturday May 24, 2014 LNE/LSW/East/LSE	Sunday May 25, 2014 LHS/LNS
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Money can be placed in the student's account three ways:

1) for school lunch meals only; 2) for school lunch meals and a la carte food items; 3) for cash only to be spent as the student wishes for lunch items. Any amount of money may be deposited to the student's account (from \$4.00 to \$200.00). Parents can be assured that the money will be spent only on lunch or breakfast food. It will NOT be necessary for money to be sent to school each day.

The cash register will show zero amount due as long as there is money in the account when needed. This will apply to free lunches, reduced price lunches, or a paid meal. As the student's account is depleted, it will show on the cash register screen and the cashier will tell the student they will need to deposit more money. **Please remember to write on the check or piece of paper how the money is to be deposited to the student's account.** If it is not specified how the deposit is to be used and the student is a paid lunch student, the money will go for cash so the student can buy both a school lunch and a la carte foods (dessert, juice, etc.). If money is put in a student's account for school lunches only and they have a snack item, the cash register will show they owe \$.50 and the student would need to pay that amount in cash. If the student brings cash daily to pay for his/her lunch, it will be accepted. Money may be paid into a student's account in the cafeteria before school and after the food serving line ends at lunch time.

Please feel free to call the cafeteria manager at 436-1328 or the Director of Nutrition Services at 436-1742 with questions or concerns about SNAP. **Students without funds in their accounts may borrow the cost of a regular school meal, but the school does NOT loan cash for lunch.**

TELEPHONE

Each classroom is equipped with a phone. Students may use these phones with teacher permission during the day. Students may be directed to the office if the teacher believes that is appropriate.

If a student needs to contact parents during the school day, they may use a designated phone in the Main Office with permission.

CELL PHONES AND ELECTRONIC DEVICES

PLEASE NOTE: NEW RULE

Due to the increasing number of problems (thefts, losses and damage), personal electronic devices (MP3 players, ipods, ipads, Kindles, Nooks etc.) **are not allowed in the school building at any time. Please leave these items at home.** Students seen using these devices during the school day will have these items collected and brought to the main office. These items will only be returned to a parent or guardian. Scott Middle School and Lincoln Public Schools are not responsible if these items are lost, stolen or damaged.

PLEASE NOTE: NEW RULE

Due to an increase in the abuse, misuse and inappropriate use of cell phones by students the following rules have been put in place. It is hoped that these new rules will provide a reduction in the number of disciplinary actions resulting from phone misuse and a reduction in lost instructional and administrative time.

At no time, under any circumstances, are students to use cell phones in the building during the school day. If a student must bring a cell phone with them to school it is to be turned off upon entry to the building and remain in their locker TURNED OFF during the entire day. Students may only use their cell phones prior to the 7:52 AM bell and after 2:58 PM bell.

Students are not to carry a cell phone with them during the day. Students who are seen using a cell phone after the start of the school day will have their phone collected by a staff member and brought to the main office. These phones will only be returned to a parent or guardian.

After three such violations, a student will lose the privilege of bringing a cell phone to school. Continued violations may result in additional consequences. Scott Middle School and Lincoln Public Schools are not responsible if these items are lost, stolen or damaged.

We understand that parents or guardians may need to contact their child during the school day. If such a situation arises, parents or guardians may contact the main office at 402-436-1218. Messages will be delivered directly to the student. If a student needs to speak directly with a parent or guardian during the school day, they will be allowed to use a school phone to do so.

TRANSPORTATION

Students who go to Scott Middle School have the option of riding the city bus. Student bus passes can be purchased in the school office for the current StarTran price.

For reasons of liability and safety, skateboards, scooters, roller blades and “wheeler” 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 as a classroom resource. Medications that must be given during the school day require the original prescription and an LPS Medication Permit, signed by the parent/guardian.

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

Guidelines for Administering Medication at School: For the safety of all Scott students and staff, please keep all medications, whether over-the-counter or prescription, at home to be administered under the supervision of an adult. Medications will not be administered during school hours unless necessary for promoting a child’s learning experience, first aid or emergency purposes, or management of a medical condition.

To provide over-the-counter medication or prescription medication at school:

- 1) Parents/guardians must sign an LPS medication permission form prior to medication being given.
- 2) Medications must be provided to the school in the pharmacy-labeled or manufacturer-labeled bottle.
- 3) All prescription, and most over-the-counter medication, require a physician’s authorization and instruction.

All medications are to be kept in the school health office unless the school nurse approves alternate arrangements, and/or the LPS procedure for self-carry of medications is in place for the student.

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.

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. 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 7:53 a.m. must be obtained from the teacher to be seen the day before.

SCOTT MIDDLE SCHOOL PRINCIPLES OF EFFECTIVE DISCIPLINE

Student Conduct and B.I.S.T

The purpose of management policies and practices at Scott is to maintain a safe and comfortable learning environment for all students. All students, staff members and parents are responsible for maintaining this positive climate. High expectations for student behavior will be modeled and taught. Problem-solving approaches will be used on an individual basis to help students change behavior should a difficulty arise.

In addition to the BIST procedures, interventions may include any or all of the following:

1. Student-teacher conference/planning session
2. Student-teacher-parent conference/planning session
3. Temporary exclusion from class
4. Teacher-assigned after-school detention
5. Referral to administration
6. Administrative Detention-(after school or noon times)
7. Suspension from school
8. Referral to the Department of Student Services
9. Long-term suspensions or expulsion determined by Student Services

B.I.S.T. Behavior Intervention Support Team

B.I.S.T. is a school-wide behavior management plan that increases student learning time, stops disruptive/hurtful behavior, and teaches skills that will lead to life success.

B.I.S.T. helps students work on these life goals:

- I can take good care of myself, even if I am mad.
- I can be productive and follow directions even if I don't want to.
- I can be okay when others are not okay.

The three basic rules of B.I.S.T. are:

- It is never okay to be disruptive.
- It is never okay to be hurtful.
- It is never okay to be disrespectful.

B.I.S.T. Vocabulary

EARLY INTERVENTION

When an adult provides one redirection for disruptive behavior.

CARING CONFRONTATION

The words sound like, "I see _____". Can you _____, even though _____.

SAFE SEAT

A designated seat in the student's regular classroom intended to provide a safe place where the disruptive behavior can stop. The student is not in trouble.

BUDDY ROOM

A safe seat in another classroom used when a student needs an alternative safe seat for a variety of reasons.

THINK SHEET. WHAT'S UP SHEET

A form used to help students reflect on how to change their disruptive or hurtful behavior.

PROCESSING

A discussion between the adult and student used to develop a plan for the student to be accountable for and change disruptive/hurtful behavior. Processing must occur before a student returns to class after Buddy Room or Recovery.

5 STEPS TO ACCOUNTABILITY

During processing, the adult and the student will discuss these 5 important steps.

1. I did it.
2. I'm sorry.
3. It's a problem in my life.
4. I accept the consequences.
5. I accept help.

RECOVERY

A place, or procedures, for a student when there is a need for an assignment to a safe seat or buddy room for an extended period of time. Recovery happens when a student is having difficulty changing his/her disruptive or hurtful behavior.

PROTECTIVE PLAN

A plan developed to teach the needed life skills to an individual student who is having difficulty.

FOCUSED RECOVERY

An opportunity for a student to focus on their school work without interruption or distraction while working on Life Goals in an individual classroom with a teacher.

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 and
- social/behavior skills.

Academic performance grades will be based on how well a student meets the requirements of the grade level district curriculum as measured by final graded activities such as tests, quizzes, projects, and papers. The academic performance grade will be reported in one of the formats indicated in the chart below.

Grade Description

A	90-100	Exceed District Standards of Proficiency COM
B+	85-89	
B	80-84	Meets District Standards of Proficiency S
C+	75-79	
C	70-74	
D+	65-69	Approaches District Standards of Proficiency N
D	60-64	
F	0-59	Does Not Meet District Standards of Proficiency

Com-Commendable S-Satisfactory N-Needs Improvement

Work/Study habits are important predictors of achievement. The work/study habit grade will be determined by the following nine indicators: listens, is organized, comes to class prepared, participates in class, seeks help as necessary, strives for quality work, follows oral and written directions, completes assignments on time (including homework), and is on task. Work/study habit grades will be reported with a COM, S, or N. (Commendable, Satisfactory, or Needs Improvement).

Social/behavioral skills grades are determined using the following six indicators: accepts consequences for actions, demonstrates self-discipline and control, follows school and classroom rules, demonstrates responsible decision-making skills, demonstrates a positive attitude toward self and others, and interacts with others appropriately. Social/behavioral skills grades will be reported with a COM, S, or N. (Commendable, Satisfactory, or Needs Improvement).

HIGH SCHOOL CREDIT NOTE FOR 8TH GRADE STUDENTS

Students enrolled in French I, Spanish I, Algebra 8 and Differentiated Algebra 8 will receive high school credit upon the successful completion of the course. These classes/grades will appear on the high school transcript and will appear on the high school transcript and will be figured into the student's cumulative grade point average.

In these classes, 80% of the student's grade will be based on summative evaluations. Homework will comprise the remaining 20%.

Students may take these classes on a "pass-fail" basis. Students wishing to take a class on a pass-fail basis will need to complete the appropriate form and have it signed by a parent or guardian. The completed form must be returned to the counselor by 2:58 PM on the last day of the 11th week of the semester. After the date students may not change their method of course evaluation.

Homework

Students are expected to do homework each evening. This may include practice assignments, projects, lesson review, or test preparation. Effective homework requires the cooperation of teacher, student, and parent. All three are needed to have a positive impact on the student's learning. Please use planner pages to organize homework assignments. Homework is one of the best ways to be prepared to do well on the assessments administered that will determine the academic performance grade.

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 sent via Pinnacle emails. 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.

PINNACLE INTERNET VIEWER

Parents and Guardians of LPS students can view secured information about their student(s) through the Pinnacle Internet Viewer or "PIV." Parents can access up-to-date information related to grades, attendance and assignments from your Internet Browser at home or work through the District Web Site; <http://www.lps.org/parents/>

Each family who has not already received them can get their credentials (user name and password) from the Scott registrar. This will allow them to access all students in the family. An internet connection is required to access the PIV.

If you have questions please contact the registrar at 402-436-1218.

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 east bus loop doors will be open to enter the building.

ROLE OF THE COUNSELORS

The Scott 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 Scott. 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. Please refer to the summer mailing for details.

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 Code Red (intruder or bomb threat signal) 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 a Code Red situation 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 Scott Middle School are expected to dress in a way that is appropriate for the workplace/school setting. Students are not to dress in a manner that causes a disruption to the educational process or poses 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 distracting or draws excessive attention to the student, incites horseplay, poses a danger to health and safety or shows an excessive amount of skin. The following is a list of examples of attire that will be considered inappropriate. This list is not exclusive and other forms of attire may be deemed inappropriate at the discretion of the administration.

Tank tops	Hats of any kind	Lounge pants
Tube tops	Headbands	Chains
Halter tops	Bandanas	Spiked apparel
Spaghetti straps tops	Slippers	Hoods
Crop tops	Volleyball shorts	Backpacks
Swimwear	Yoga shorts	Purses
Pajamas/sleepwear	Sagging pants	Scarves

Additionally, the following “fashions” are prohibited:

- Shorts with less than three inches of inseam
- Athletic shorts with the waistband rolled up
- Excessively short skirts
- Shirts or tops that show bra straps
- Shirts that advertise alcohol, drugs, tobacco or have a sexual connotation or double meanings
- Shirts that have a message of racism, prejudice or bigotry
- Shirts that have a gang or crime/violence related messages
- Students are not allowed to wear clothing that shows undergarments
- Shirts or tops that show bare midriffs
- Shirts or tops that show bare backs
- Shirts or tops that show excessive cleavage
- Shirts that depict nudity
- Shirts with profanity or depictions of profane gestures
- Any clothing that violates any item on the Lincoln Public Schools Responsibilities of Students Code of Conduct
- Shirts that are abusive to staff or other adults in the building
- Tight, form-fitting leggings or yoga pants unless covered with an appropriate length shirt, skirt, sweater or dress.

When students are determined to be in violation of the Student Appearance Policy they will be asked to correct it. They may be asked to wear a cover-up of some sort (sweat shirt, sweater, jacket etc.), turn a shirt inside out or wear something from their gym locker. There are also t-shirts in the office that may be loaned to students.

NOTE: In certain situations, parents will be contacted in order that school-appropriate clothing can be provided for the student. Parents will also be notified of continued violations. Additional disciplinary action may follow depending on the circumstances.

In the event a student or parent is uncertain as to whether a particular item or method of dress/grooming is consistent with the schools guidelines, the student or parent should contact the Principal for approval.

Students involved in the physical education program will be informed as to the current PE dress requirements at the beginning of the school year.

****Acceptable clothing is determined at the discretion of the Scott Middle School administration.****

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. Administrative discretion will determine the appropriateness of clothing. 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.

SCOTT MIDDLE SCHOOL INTRAMURAL ATHLETICS

Scott Middle School offers a full year of after school intramural, co-curricular athletics- football, 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 is for 7th and 8th grade students.

All students are expected to follow these guidelines for participation.

GOOD SPORTSMANSHIP IS THE EXPECTATION OF ALL SCOTT 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.
- 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. 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 Scott intramural t-shirts during competitions. These must be returned to the Scott 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.
- There is no transportation provided to intramural events by LPS.
- Intramurals athletic events are held on Saturday mornings at various middle schools and high schools in Lincoln.

LINCOLN PUBLIC SCHOOLS RESPONSIBILITIES OF STUDENTS *(revised 5/13)*

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

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

I. Establishment of Policies, Rules and Regulations

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

II. Areas of Prohibited Student Conduct

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

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

- A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

- B. 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 reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
- C. 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.
- D. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
- E. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student, or making a threat which causes or may be expected to cause a disruption to school operations.
- F. 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.
- G. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, 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.
- H. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in Section 28-401, of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, controlled substance or inhalant.
- I. Truancy or failure to attend assigned classes or assigned activities.
- J. Tardiness to school, assigned classes or assigned activities.
- K. 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.
- L. Public indecency or sexual conduct.
- M. Repeated violation of any of the rules adopted by the School District or the school.
- N. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
- O. 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.
- P. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
- Q. 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.
- R. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
- S. Violation of technology guidelines.
- T. Knowingly and intentionally engaging in bullying on the basis of sex, disability, race, color or national origin. 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)
- U. 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.
- V. 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.
- W. 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.
- X. 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."

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

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

HAZEL G. SCOTT MIDDLE SCHOOL PLANNER

It is our hope that all students will use this planner on a regular basis. We know that organization is very important for middle school students as they mature and develop the habits they will need to be successful in high school. Parents and guardians should review the planner with their student frequently.

Parents, guardians and students should review the contents of the 2012-2013 Student and Parent Handbook found within this planner. Careful attention should be given to both general information and information which may specifically apply to your student. This is important not only for students and families new to Scott but also to returning students as new information is added each year.

After you have read the handbook and reviewed the contents with your student, please sign and detach the form below. Your student should return the form to the teacher who gave them planner. If you have questions please contact the Scott Middle School main office at 402-436-1218. There is a message machine available after 4:00 p.m.

LINCOLN BOARD OF EDUCATION

Barbara Baier Lanny Boswell	Kathy Danek Don Mayhew Katie McLeese Stephenson	Richard Meginnis Ed Zimmer
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Stephen C. Joel, Superintendent

Mailing Address: P.O. Box 82889 • Lincoln, NE 68501-2889

An Equal Opportunity/Affirmative Action Employer

5/13

Parents are requested to sign below after reviewing the handbook with their student.

2013-2014 Student and Parent Handbook Acknowledgement Form

Student's name: _____

I have reviewed the Student and Parent Handbook found within my child's planner with my student. If I have any questions I will call the school at 402-436-1218.

Parent's Signature: _____ Date: ____/____/____