



## **Marilyn Moore Middle School**

**2024-2025**

### **Student and Parent Handbook**

**8700 Yankee Woods Dr.**

**Lincoln, NE 68526**

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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 upon all applicable school district policies, and state and federal statutes and regulations.

Please refer to the “Important Information Booklet” posted on the LPS website for more detailed information.

## A Message from the Principal:

Welcome to the 2024-2025 school year at Marilyn Moore Middle School, home of the Mountain Lions! My name is Dr. Czaplá, and I have the privilege of being the principal at Moore Middle School, named after Dr. Marilyn Moore the former Associate Superintendent of Curriculum and Instruction for Lincoln Public Schools. Dr. Moore represents the values of compassion, hard work, care for the community, fierce advocacy of all students, humility, creativity and a passion for learning. It is these values we strive to embrace and display in our actions for every student at Moore.

We enter our 8th year at Moore and are looking forward to serving approximately 850 students. We are excited to welcome several new staff members. Please check out their stories on our Facebook page, so you can learn a little more about the adults who bring a passion to teach our students at Moore and help every student tell their story.

We have high expectations of ourselves as educators and high expectations of our students to work, communicate, create and collaborate in a manner that embraces the values of Dr. Moore. You will find important information and dates in this packet to help prepare you for the exciting 2024-2025 school year. We would also encourage you to familiarize yourself with our website and Facebook page. We look forward to the start of the new school year and to working with each and every student and family at Moore Middle School.

Please don't hesitate to contact us at 402-436-1225 if you have questions.

Sincerely,

Dr. Gary Czaplá

Moore Mission Statement:

“Moore Middle School seeks to ignite a passion in learners to create their own stories and build relationships which empower them to be courageous, empathetic, resilient and creative.”

# 2024-2025 Student Calendar

## Lincoln Public Schools STUDENT CALENDAR | 2024-2025

Approved 2/27/24

JULY 2024							JANUARY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	

AUGUST 2024							FEBRUARY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	

SEPTEMBER 2024							MARCH 2025						
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 2024							APRIL 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31					

NOVEMBER 2024							MAY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30							30	31					

DECEMBER 2024							JUNE 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31					

-  First and Last Days of Class for Students Rev. 4/24
-  All Schools Not in Session
-  Schools Not in Session (Professional Learning/Planning Day)
-  Quarter Start Dates  Quarter End Dates

### GRADUATION DATES

**Tuesday, May 20, 2025** - Yankee Hill & Independence Academy  
**Thursday, May 22, 2025** - Bryan Community Focus Program  
**At Pinnacle Bank Arena May 23-25, 2025**  
 Fri: LNE | Sat: LSW, LNW, LNS, EHS | Sun: LHS, LSE

**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.

# **Moore's arrival and dismissal procedures**

## **Arrival procedures:**

- ~ The school day begins at 8:00 AM. Supervision for students does not start until 7:45 AM. Students will wait outside (weather permitting) until the first bell rings at 7:45 AM.
- ~ The first bell rings at 7:53 AM allowing 7 minutes prior to the tardy bell at 8:00 a.m.
- ~ Students must have a pass from a teacher to enter the classroom prior to the 7:45 AM entry time.
- ~ Students will enter through their assigned entrance:  
6th grade students use the Main Entrance (Door 1).  
7th graders enter through Door #27 and #28 on the East side.  
8th graders enter through Door #29 and #30 on the Southeast corner of the school.

## **STUDENTS WILL NOT BE DIRECTLY SUPERVISED UNTIL 7:45 AM**

The cafeteria is open from 7:35 AM to 7:50 AM for breakfast. Students who are eating breakfast should enter through the main entrance, Door #1. In order to participate in the breakfast program, students must obtain food from the cafeteria.

### **The Class Schedule for 6<sup>th</sup> Grade:**

Period 1 8:00-9:06	Period 5 12:04-1:10
Period 2 9:10-10:16	Period 6 1:14-2:05
Period 3 10:20-11:59	Period 7 2:09-3:00
Period 4 LUNCH	

### **The Class Schedule for 7<sup>th</sup> & 8<sup>th</sup> Grade:**

Period 1 8:00-8:51	Period 5 11:40-1:10
Period 2 8:55-9:46	Period 6 1:14-2:05
Period 3 9:50-10:41	Period 7 2:09-3:00
Period 4 10:45-11:36	

There is a four-minute passing period between classes. Students are expected to be in their classes on time. Tardies and absences may result in disciplinary action.

## **Dismissal procedures:**

Parents should make arrangements to have their student picked up NO LATER than 3:15 PM unless the student is involved in an after-school club or intramural practice. We understand there may be times when a ride is running late. In these cases, students will wait in the foyer area by the main doors (Door #1).

## **Parents must understand there will be no direct supervision after 3:15 PM.**

Doors lock and the main office closes at 4:00 PM. The Copple YMCA offers a Teen Time program for students who need after school supervision after 3:15 PM.. Please contact the Copple YMCA at 402-327-0037 for information.

At the middle school level, we will assume that all students are responsible for following the agreed upon transportation arrangements made with their parents, whether walking or riding. If there are special circumstances you feel we should be made aware of regarding arrival and dismissal procedures for your student, please contact the school office at 402-436-1225.

## **Student Conduct**

### [Student Services](#)

One must remember that the hallways and grade level commons are frequently crowded, and general courtesy is expected and necessary. Violation of common courtesy such as running, screaming, or use of profanity could result in disciplinary action. Students are to be in their assigned classes when the tardy bell rings and are not to leave the room until dismissed by the teacher.

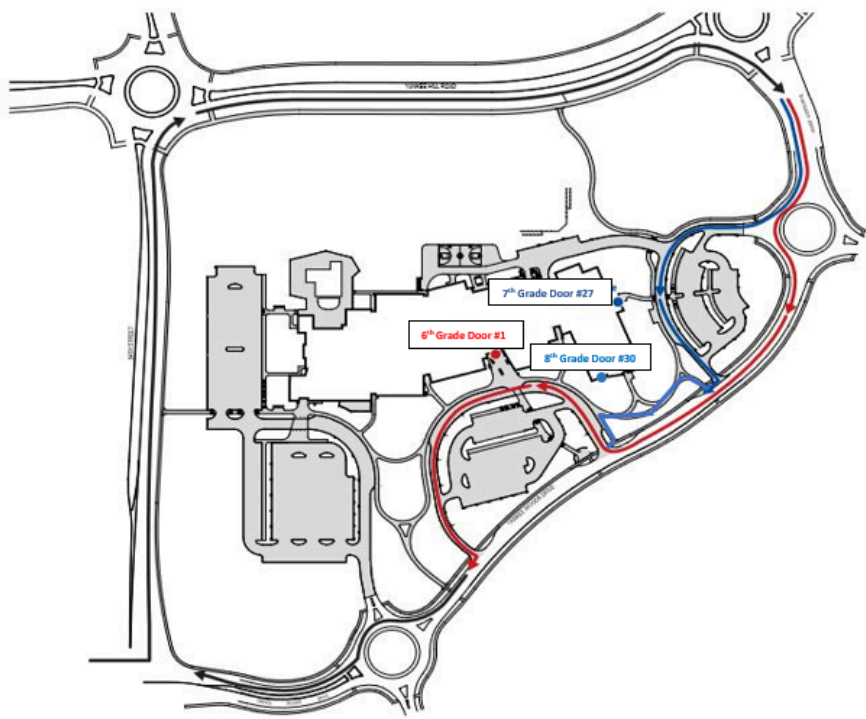
Students will be respectful of ALL visitors to the building, they will conduct themselves in a safe respectful manner.

### **Restrooms**

It's district common practice that if two or more students are in a stall together all parties are subject to be searched.

# TRAFFIC MAP

This traffic flow pattern was designed in conjunction with the 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. Please DO NOT drop off and pick up students in the roundabouts.



**Moore Middle School**

**Arrival and Dismissal Procedures**

8700 Yankee Woods Drive  
Lincoln, Nebraska 68526  
(402) 436-1225

Lincoln Public Schools

**Traffic Patterns**

- \***RED Route:** 6<sup>th</sup> Grade
- \***BLUE Route:** 7/8 Grade

All grades should enter Yankee Woods Drive via Yankee Hill Road. Please **TURN RIGHT** after drop-off to help traffic flow.

**6<sup>th</sup> Grade:** enter/exit building through **DOOR #1**

**7<sup>th</sup> Grade:** enter/exit building through **DOOR #27 and #28**

**8<sup>th</sup> Grade:** enter/exit building through **DOOR #29 and #30**

# Weather and School Closings

## [Severe Weather Policy](#)

The decision to close schools due to extreme weather is normally made before 6:00 a.m. Parents will be notified through the LPS phone system regarding emergency closings. Local radio and television stations are

notified. Generally, school will not be dismissed once it is in session. Parents who so desire may come to the school to pick children up in inclement weather at any time during the day.

### **The ultimate decision as to whether a child will attend school rests with the parent.**

Please know we will do our best to keep your child safe during severe weather. This means:

~ If sirens sound, students will be sent to safe shelters.

~ **Students will be kept in shelters until the tornado warning expires – even if means after dismissal time.**

~ According to the LPS Important Information Booklet , **parents should NOT attempt to come to school during a tornado warning.** School officials are **NOT** permitted to release students from the school building during a tornado warning.

## **Absences**

### [Attendance Policy and Procedures](#)

Students are expected to attend school daily. If students will be absent, parents are asked to call the office each day at 402-436-1225 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. If no contact is made, students should bring a written note to the office the day they return to school. Full day absences can also be entered in ParentVUE.

When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal custody of the student.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the reasons for the absences or other circumstances, one or more meetings will be held between the school (a school attendance officer, a school social worker and/or a school administrator or his or her designee), the child's parent or guardian and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. **After 20 days of absences the school, at their discretion, may refer the student to the County Attorney.**

**Absences and tardies may be reported 24 hours any day by calling 402-436-1225 or submitting online attendance through ParentVue.**

## **Tardy Policy**

Students are expected to be on time for all classes and school activities. If a student arrives at school after the 8:00 a.m. starting time, he/she needs to report to the office for a tardy admission.

## **Homework Requests**

Students should check their Google classroom for assignments if they are absent due to illness, travel etc. Parent/guardians and students can also reach out to teachers and counselors via email for assistance in getting caught up with school work due to absences.

## **Passes**

Students need to have passes when they are out of class during class time. Passes to enter the classroom before 7:50 a.m. must be obtained from the teacher the day before so students may enter the classrooms the following morning. Should a student “NEED” to see his/her teacher before school starts they will need to come to the office to get a pass. Students must have a pass AND check out in the main office if leaving for any reason prior to dismissal time. All secondary schools use LPS Digital Hall Pass to sign in/out of classes.

## **Messages and Items Dropped Off**

Parents and Guardians can call the Main Office to leave messages for students. Please try to limit messages and items for students. If a student has items brought in, it will be the students responsibility to come to the office and pick up the items (including lunches). They may check for items between class periods or stop by during their lunch period or after school. **If you need to contact your student during the day please call the main office instead of texting or calling the students cell phone.**

## **Cell Phones and Electronic Devices**

The use of cell phones, headphones/earbuds, smartwatches, and any other personal electronic devices by students is not allowed during the school day. All personal electronic devices must be powered off and stored in their locker all times during the school day. Smartwatches may be worn but should not be used as a communication device.

**Step 1:** Students found to be in possession of their electronic device will be asked to place the device in the designated storage location within the classroom. At the conclusion of the class period the student will be asked to place their device in their locker prior to reporting to their next class. If a student is found to have their electronic device in a common space, they will be asked to place their device in their locker. Compliance at this step will prevent a student from receiving an electronic device infraction. However, students who repeatedly fail to store their electronic device in their locker may be referred to administration for additional follow-up.

**Step 2:** This step will occur when students are found to be using their electronic device in violation of the LPS Cell Phone guidelines as communicated in the LPS Middle School Common Practices booklet and/or the LPS Responsibilities of Students. In these instances, staff will contact the main office and the device will be collected and logged as an electronic device infraction. 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.



## Electronic Device Infractions Per Semester.

Actions taken for each electronic device infraction that occurs during a semester are as follows:

- 1st Offense:** Returned to the student at the end of the school day. Offense logged. Parent/guardian notified.  
**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.

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 402-436-1225. Messages will be delivered directly to the student. Classrooms do have phones in them when urgent messages must be delivered to the student promptly. 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. All students have access to a phone in the office to call parents or return messages.



## Lost and Found

Our lost and found area is located by the starwell next to the Media Center. Items that are not claimed will be donated to a worthy cause at the end of each quarter. Please label items if possible. Encourage your child to check for lost items.

## **Fines**

Students are responsible for any checked out materials, locks, badges, textbooks, and Chromebooks etc. Students are also responsible for any fines due to damage or misuse of computers. Fines can be paid online in ParentVUE with an active My School Bucks account (<https://www.myschoolbucks.com/>)

## **Lockers and Locks**

Lockers will be assigned by the office. Students are expected to use the assigned locker and not share or change lockers with any other student for the entire school year. Students are responsible for the cost of locks if they are lost, stolen, or damaged. The replacement cost is \$5.00. 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. A locker may be opened for inspection at any time there is any question as to improper use of the locker. 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. Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. Lincoln Public Schools is not responsible for lost or stolen articles. This includes air pods, gaming devices, and cell phones.

**\*\*PLEASE NOTE:** Students may not use large bags OR backpacks to carry books and supplies to classes. Classrooms become overcrowded when large bags are brought to class making it difficult for teachers to assist individual students. Please encourage your student to leave ALL unnecessary items in lockers. Students are also reminded that nuisance items such as fidgets, electronics, etc., are not allowed during school hours and should be left at home. Theft from lockers is always a possibility. Most thefts happen when lockers are left unlocked or when a student shares their combination with others. Be sure to lock your locker and keep your combination private - - you won't be sorry!

# School Cafeteria

LINCOLN PUBLIC SCHOOLS  
NUTRITION SERVICES DEPARTMENT

## Information for Parents 2024-25 YEAR

**HIRING FOOD SERVICE WORKER POSITIONS:** Would you like a job that allows you to work only on the days when your child is in school with great pay and health insurance benefits? We currently have four-, five-, and six-hour positions available. Apply on-line at [LPS.org](https://lps.org).

### STUDENT MEAL PRICING:

- 
- Elementary Breakfast: \$1.30
- Middle School Breakfast: \$1.50
- High School Breakfast: \$1.50
- Reduced Breakfast (all grades): .30 cents
- Elementary Lunch: \$2.50
- Middle School Lunch: \$2.70
- High School Lunch: \$2.85
- Reduced Lunch (all grades): .40 cents
- 
- Milk carton (all meals): .60 cents

**A NEW FREE AND REDUCED MEAL APPLICATION IS REQUIRED EACH SCHOOL YEAR.** Families who may be eligible for free or reduced-price meal benefits must submit a new application each new school year (July 1 or after) to determine eligibility. You must reapply each new school year.

**ONLINE FREE AND REDUCED APPLICATION WILL BE AVAILABLE JULY 22<sup>nd</sup>:** The free and reduced meal application will be available online at [LPS.org](https://lps.org). The online application is fast and secure, and takes only one to two working days to process. When you apply online and have an email address registered with LPS, you will receive an email notification as soon as your application has been processed. Families who received a letter this summer from Lincoln Public Schools Nutrition Services Department stating that their children have been Direct Certified for free or reduced meal benefits do not need to complete an application. Please make sure all the school age children in your home are included in this letter. If one or more of your children are not listed, please call the Nutrition Services office at 402-436-1746. Paper applications may take as long as ten (10) working days to process. Nutrition Services is not responsible for lost paper applications. Free and reduced meal benefits may allow a family to receive fee waiver benefits.

**PRE-PAYMENTS:** Can be made online by following the link on the LPS homepage and clicking "Buy Student Meals" or by sending payment with your student to school. Many parents enjoy the convenience of depositing money into cafeteria accounts using the online prepayment system. Registered users may add funds for all students in their family at one time using this system. Purchases may be made using either your checking account information or VISA, MasterCard or Discover credit cards (nominal transaction fees apply). Cash or check are accepted at each school. If you choose to send cash or check with your student, please include a note indicating your student's name and student ID number.

**MEAL CHARGES:** No student will be denied a school meal if their meal account is zero or negative. The student will be served from the regular menu and the appropriate meal price (reduced or paid) will be added to the student account. If the student's account is zero or negative, the student may not charge a second meal, an extra entrée or any a la carte items. Families are encouraged to regularly check their account balance and track their child's spending to prevent negative meal balances. It is the responsibility of the student's family to provide the funds for the child's meal. Negative balances are expected to be paid in full each school year. When negative balances reach \$10 or more families will receive notification of charges via a Negative Balance letter or automated phone call. Automated phone calls will continue until the negative balance has been paid. Unpaid meal charges are carried over at the end of the school year. The negative balance will remain in the school meal software until it is three years past due. After three years the negative meal balance will be moved to the student's account in the student information system (Synergy). It is important to keep contact information (address, email and phone number) current with LPS.

**LPS ONLINE MENUS:** MealViewer is the online tool LPS uses to post menus for all schools. View menus on your computer by visiting the LPS homepage and clicking on "School Menus". Schools are listed alphabetically. Create your own profile by saving your student's school, or simply "X" to bypass this option and go straight to the menus. Download the mobile app for menu information on the go. Search for "MealViewer to Go" in the App Store or Google Play Store.

**FOOD ALLERGIES OR SPECIAL DIETS FOR MEDICAL REASONS:** The "Medical Statement for Students Requiring Special Meals" is available online at [LPS.org](https://lps.org). This form must be completed, signed by a Physician and faxed to Nutrition Services (402-436-1775) or dropped off at your child's school. After submitting the form, please plan to send a meal with

your child for up to three days so that our staff has time to order the foods necessary to accommodate your student's diet restrictions. If you submitted a form last school year and your child's diet has not changed, nothing further needs to be done. We will continue to provide the diet as ordered last school year. Call 402-436-175 with questions.

**FREE & REDUCED QUESTIONS:** 402-436-1746 or email [freeandreduced@lps.org](mailto:freeandreduced@lps.org)

**CAFETERIA ACCOUNT/ONLINE PAYMENT SUPPORT:** 402-436-1743 or email [foodzone@lps.org](mailto:foodzone@lps.org)

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

After eating, students are permitted to be outside in designated areas until the next class. Activity areas are supervised by the staff. Students are not permitted to take food or beverage items either purchased from school or brought from home out of the cafeteria.

We discourage students from leaving school for lunch. Parents or older siblings who have graduated from high school may take their student to lunch but the office must be notified by a legal guardian in advance. Friends of that student are not allowed to accompany the student regardless if permission has been given by their parents. If students return after their normal lunch period, they are still responsible for any missing work.

**Parents are allowed to provide or bring lunch for their student ONLY. Food CANNOT be brought in for other students or groups. The office will not contact students if food is brought in by a parent. That must be pre-arranged ahead of time with your student. Food CANNOT be delivered from an outside establishment (Jimmy Johns, GrubHub, etc) for a student. We will not accept food from outside establishments for students.**

**This is in violation of federal lunch guidelines.**

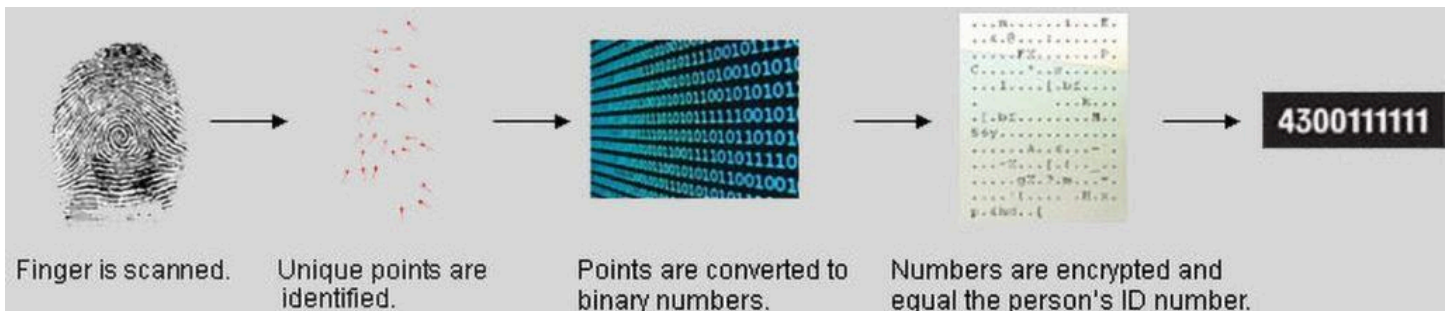
Wellness guidelines: As part of the LPS/Moore Middle School Wellness Plan, **parents cannot bring food or treats to school for students other than their own student unless connected to a class assignment.**

We are trying to encourage healthy eating for all of our students including our healthy lunch choices in our cafeteria.

### [Nutrition Services](#)

LPS has partnered with IdentiMetrics to provide finger scanning at the Point of Sale in our Middle School cafeterias. Information is provided about the finger scanning process and what you can expect as a parent. If your school will be utilizing finger scanning, you will receive a parent letter, and opt-out option prior to starting.

## How the Process Works



IdentiMetrics website: [www.identimetrics.net](http://www.identimetrics.net)

Watch this informative news Video

[About Biometrics](#)  
[Biometric Articles](#)

[Student Privacy Guide](#)  
[The Finger Scanning Process, How It Works](#)  
[The Identimetrics Finger Scanning ID System](#)

[Parent Letter](#)  
[Parent Letter \(Spanish\)](#)

[LPS Biometric Record Privacy Statement](#)

Please feel free to call the cafeteria manager at 402-436-1225 option 5 or the Director of Nutrition Services at 402-436-1742 with questions or concerns.

**PLEASE REMIND YOUR STUDENT THAT THE SCHOOL DOES NOT LOAN MONEY FOR LUNCH**

# **Student Health Policies**

## Health Services

Health Office: the health technician and/or nurse are available for accidents, illness, medical advice, health screening, referral, and classroom resources.

Lincoln Public Schools recognizes the importance of preventing food allergy exposures and the goal will be to follow the “Guidelines for Managing Students with Food Allergies and Other dietary Needs”. The district does not have control over all food products that come into a building. Even manufactures that have previously been allergen free may change the ingredients at any time and without notice.

These guidelines were adapted from information reviewed from the National Association of Secondary School Principals; the National Association of School Nurses; the Food Allergy and Anaphylaxis Network; The American Academy of Pediatrics; and the National School Boards Association.

Additionally, in order to ensure adequate communication between health services staff and food service/nutrition staff, please provide adequate information outlining your child’s restrictions.

Hypersensitivities:

1. Food Allergy: Any allergy dietary restriction which would require a doctor’s note to be treated at school.
2. Food Intolerance: Food restrictions based upon religious preferences, e.g. no pork, beef, etc.; Vegetarian; Other sensitivities; Lactose Intolerance that is for a beverage substitute only or texture modifications.

The complete guidelines can be found on the LPS website.

**In case of an emergency, we need to be able to contact you. Please be sure the school has your current contact information through ParentVue.**

**Student Medications:** All medications to be administered at school must have a signed parent consent form and a current prescription, if it must be given during school hours. Over the counter medications can only be given with a written physician’s order and signed parent consent. Medications are stored in the health office. Parents are encouraged to adjust the time of medication administrations so that a dose at school can be avoided, if possible. Please contact the school nurse if you have any questions or if your child has special needs.

## **Physical Education and Health Office Guidelines on Physical 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 3 days for an injury or illness. A physical education excuse longer than 3 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 be under the supervision of the physical education teacher. The student(s) must remain with the class unless other arrangements have been made.

## **Immunizations and Physical Examinations**

Nebraska Law requires that students shall be protected against poliomyelitis, Diphtheria, Pertussis, Tetanus (DTP), Measles, Mumps, Rubella (MMR), Hepatitis B, and Varicella (chicken pox). Any student who does not comply with immunization requirements shall not be permitted to continue in school until he or she shall comply. A student may be provisionally enrolled if he or she has begun the immunizations required under Nebraska Law. For more information, please contact the school nurse in your student's building of enrollment or call 402-436-1655 (Health Services).

All students enrolling at the beginner grade (Kindergarten or first grade) through twelfth grade, including out of state transfers to any grade, are required to show record of: Three doses of DtaP, DTP, DT, or Td vaccine with at least one dose given no earlier than (4) days before the fourth birthday; three doses of Polio vaccine; 2 doses of MMR vaccine with the first dose given no earlier than 4 days before the first birthday and each dose given at least 28 days apart OR provide a signed parent/guardian statement of past history of chickenpox disease, including year of illness; three doses of pediatric Hepatitis B vaccine, or if the alternate Hepatitis B schedule is used, two doses of adult Hepatitis B vaccine specified for adolescents 11-15 years of age. The alternate two-dose schedule must be administered with at least 112 days between #1 and #2, and must be completed before the 16<sup>th</sup> birthday.

Additional Note: One Tdap (Tetanus, diphtheria, acellular pertussis) is required for entry to 7<sup>th</sup> grade. The vaccination can be given after the seventh birthday depending on the brand of vaccine received and prior to entry to 7<sup>th</sup> grade.

### **Hepatitis B Minimum Intervals:**

- a) 28 days minimum between dose #1 and #2
- b) 112 days minimum between dose #1 and #3
- c) 56 days minimum between dose #2 and #3
- d) The minimum age for dose #3 is 164 days of age

Please submit a copy of your student's immunization record to the Health Office.

For waiver information please call 402-436-1655 or contact the school nurse at the school of enrollment.

# **Intramural Athletics**

## [Intramural Offerings](#)

Moore Middle School offers a full year of after school intramural, co-curricular athletics- soccer, volleyball, cross country, girls and boys basketball, wrestling and track. Students can listen to the daily announcements and emails will be sent to families for the dates of games and practices. Intramural athletics are for 7th and 8th grade students only.

All students are expected to follow these guidelines for participation.

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

- As a student/athlete, the school work comes before 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 Moore intramural jerseys during competitions. These must be returned to the Moore intramural program. Jerseys that are lost or not returned will be replaced by the student at 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.
- Intramural athletic events are held at various middle schools and high schools in Lincoln.



# **MULTI-TIERED SYSTEMS OF SUPPORT FOR BEHAVIOR (MTSS-B) IN THE LINCOLN PUBLIC SCHOOLS**

## [Multi-Tiered System of Supports](#)

Lincoln Public Schools uses a multi-tiered system of support for behavior (MTSS-B) for teaching procedures and techniques designed to help improve behavior. It involves procedures at the school-wide, classroom, and individual student levels. The purpose of a district-wide MTSS-B is to establish a climate in which appropriate behavior is the norm. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and then recognizing students for following our expectations is a core component of MTSS-B.

## **Reporting to Parents**

Moore Middle School and Lincoln Public Schools now use an online grade book called Synergy. This portal will provide you access to all your students' assignments, attendance, and grades in all classes. Advanced features include the ability for you to set up email alerts based on attendance and student performance. If you have more than one student at Moore, you will be able to access all of them via a family access code. Individual students will use their own access code to view only their information. The emphasis with Synergy is for parents to set up their own time lines and parameters for reports being sent directly to their email accounts. Students are assigned grades from "A" to "F" with a grade of "A" representing outstanding achievement and "F" being defined as unsatisfactory work. Students also receive grades for Work Study Habits and Social/Behavioral Skills. These areas are graded Commendable, Satisfactory, or Needs Improvement. These are also important parts of a student's grade.

Students are graded on nine week quarters and receive report cards at the end of each quarter. All report cards and mid-quarter progress reports will be available for viewing through ParentVue. Mid-quarter reports indicate the areas of excellence or the need for improvement for some students. Report cards include information about grades, work study habits, conduct, and comments from the teachers. Any questions concerning grades can be answered at first and third quarter parent-teacher conferences or upon request.

# Grading System

**In LPS, our goal is to effectively and consistently communicate academic progress with students and parents/guardians. In order to meet this goal, LPS developed these guidelines for calculating, entering, and communicating grades. These guidelines are meant to help students and parents/guardians interpret student grades in useful ways.**

Teachers, school administrators, and district curriculum specialists work together to determine how to grade and communicate students' learning. This document describes grading practices that are common (standardized) across instruction in secondary schools. Curriculum specialists and others may provide more specific advice for teachers in other documents (i.e., curriculum specialists provide grading templates for teachers in each curriculum area via Synergy gradebook). Ultimately, teachers design classroom assessment systems to do two things:

- Emphasize the importance of practice and using feedback (formative assessment processes), and
- Provide grades that clearly communicate student achievement on LPS content/skill standards (summative assessment processes). Teachers work to ensure that grades clearly communicate academic achievement and minimize the impact of other factors, such as student behavior/compliance.

The goal of this document is to describe grading practices that are consistent across all classrooms. More detailed information about grading practices can be found on individual teacher's Class Websites (LMS Pages) in ParentVue.

## **Summative and Formative Assessments**

- Summative assessments and assignments (calculated as 80% of the overall grade)
  - Summative assessments are used to evaluate student learning (assessments OF learning), skill acquisition, and academic achievement at the conclusion of a defined instructional period.
  - Typical examples of summative assessment processes are unit tests/exams, projects, papers, and other examples of student work showing the current level of knowledge/skills.
- Formative assessments and assignments (calculated as 20% of the overall grade)
  - Formative assessments provide ongoing and timely feedback that instructors can use to modify their teaching and students can use to improve their learning (assessments FOR learning). Typically, teachers use student responses on these practice opportunities to determine what needs to be clarified or re-taught and/or students use feedback from the practice opportunity to try again (student practice).
  - Typical examples of formative assessment processes are entry/exit tickets, discussions, individual practice, drafts of papers, additional practice items done at home or in class, short quizzes, and other processes that help students show their learning in anticipation of summative assessment events.

## **Grading Scale**

Synergy Gradebook uses the following scale to assign letter grades based on calculated averages:

90% = A	85% = B+	80% = B	75% = C+	70% = C	65% = D+	60% = D	Below 60% = F
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## Synergy Gradebook Codes

Synergy Code	Code Description	What It Means
EX	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 re-graded 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.
0 (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.

## Report Cards

Report cards will be available online through ParentVue on a quarterly and semester basis.

### Quarter Dates:

First quarter –August 12th through October 10th

Second quarter – October 16th through December 20th

Third quarter – January 6th through March 7th

Fourth quarter –March 17th through May 22nd

Semester 1: August 12th 2024 through December 20th 2024

Semester 2: January 6th 2025 through May 22nd 2025

## Role of Counselors

### Counselors

The Moore counseling program is facilitated by three counselors this year. The counseling program has a 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 using the link, “Counselor request” form found on the Moore Middle School website. This will notify the assigned counselor and that counselor will meet with your student at their next availability. 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.

## **School Community Intervention Program (SCIP)**

SCIP is a student assistance program that works with families, schools, and the community to support student behavioral, mental, and emotional health. When schools, parents, and the community build a collaborative relationship of support around students, they are more capable of reaching their full potential. SCIP can assist parents in identifying behaviors or concerns that may be interfering in a student's ability to learn, seek solutions, and explore options, which will increase student's opportunities to be successful in school. In addition to in-school support, SCIP collaborates with community behavioral health agencies to offer another layer of support to students and families. To refer your student to SCIP or to find out more about the program please contact your school's SCIP Team Leader or the Lincoln/Lancaster County SCIP Coordinator at 402-327-6841.

## **Mental and Behavioral Health Advocate**

[Here is the list of advocates at each building.](#)



### **Mental and Behavioral Health Point of Contact**

Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports.

## **School Dress**

[Important Information Booklet](#)

### **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.**

## **School Visitation:**

[Security](#)

Parents may request to visit school, however please make arrangements with administrators prior to the visitation. Every visitor must come through Door 1 and check in through the Main Office. Visitors' badges must be worn and visible while in the building.

## **Fire, Tornado, and Building Safety Drills**

### [Standard Response Protocols \(SRP\)](#)

The school has a plan to provide for the safety of each student in the event of an emergency situation. 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 Hold, Secure, Lockdown, Evacuate and Shelter situations annually.

Students may not be released to parents/guardians during these times.

