

HOME OF THE SHINING STARS

# SCOTT MIDDLE SCHOOL



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## STUDENT HANDBOOK

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2024-2025

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



**Lincoln**  
PUBLIC SCHOOLS

# Lincoln Public Schools

## STUDENT CALENDAR | 2024-2025

Approved 2/27/24

**JULY** 2024

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

**JANUARY** 2025

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26	27	28	29	30	31	

**AUGUST** 2024

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**FEBRUARY** 2025

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**SEPTEMBER** 2024

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**MARCH** 2025

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**OCTOBER** 2024

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**APRIL** 2025

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**NOVEMBER** 2024

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**MAY** 2025

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**DECEMBER** 2024

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**JUNE** 2025

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22	23	24	25	26	27	28
29	30					

- First and Last Days of Class for Students Rev. 6/24
- 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
- Wednesday, May 21, 2025** - 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.

# SCOTT MIDDLE SCHOOL

*Home of the Shining Stars*



## Scott Mission Statement

**S**cholarship  
**C**ommitment  
**O**pportunity  
**T**eamwork  
**T**radition

A safe, inclusive, quality learning environment.

### PLEASE NOTE:

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

## SCOTT STARS ARE

**SAFE ★ TOLERANT ★ ACCOUNTABLE ★ RESPECTFUL**

**BE A SCOTT STAR!**

## CLASSROOM EXPECTATIONS

### SAFE

- ★ Keep hands/feet to yourself
- ★ Use furniture appropriately
- ★ Use supplies appropriately
- ★ Bring only necessary supplies to class
- ★ Follow directions the first time
- ★ Be kind in what you say and do

### TOLERANT

- ★ Listen to others' ideas
- ★ Be inclusive
- ★ Help others
- ★ Focus on the positive
- ★ Be accepting of differences
- ★ Encourage each other

### ACCOUNTABLE

- ★ Bring required materials
- ★ Arrive on time
- ★ Complete assignments
- ★ Ask for work when absent
- ★ Put forth your best effort
- ★ Do your own work
- ★ Use your time wisely
- ★ Ask for help when needed

### RESPECTFUL

- ★ Use appropriate language
- ★ Listen to others
- ★ Follow classroom expectations
- ★ Keep phones off and in lockers
- ★ Participate
- ★ Allow adults to be in charge

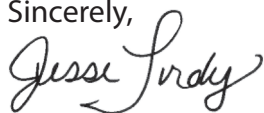


# *Welcome to* **SCOTT MIDDLE SCHOOL!**

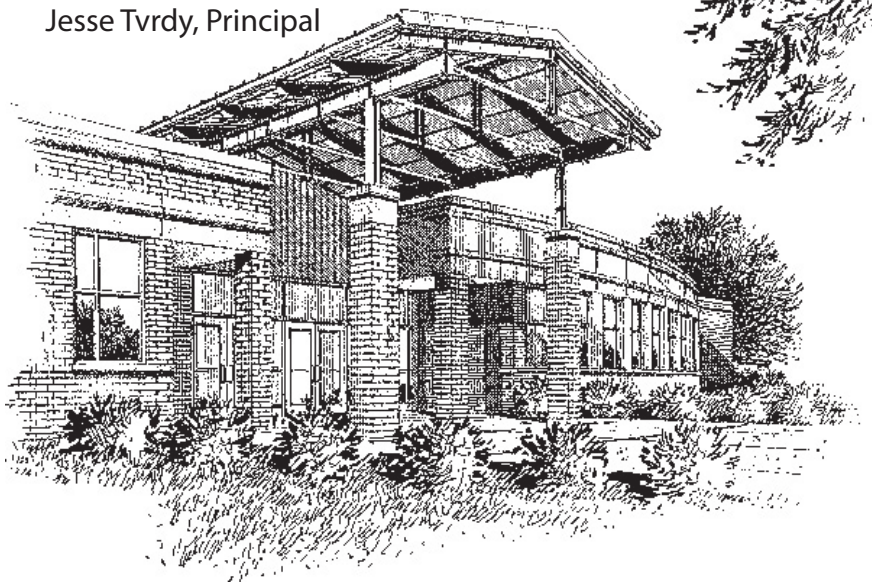
This handbook is for the benefit of Scott students, parents, and staff. The Scott staff prides itself in having high academic and behavior expectations of all students. Middle school is a time of social, emotional, and physical change for students. The school rules outlined in this handbook have been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

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

Sincerely,



Jesse Tvrdy, Principal



## **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.

## Regular Day Schedule 24-25

6TH GRADE	
Period 1	8:00-9:06
Period 2	9:10-10:16
Period 3	10:20-12:01 (Lunch)
Period 4	12:05-1:10
Period 5	N/A
Period 6	1:14-2:05
Period 7	2:09-3:00

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

# Visiting Scott Middle School

## Visitors, Parents and Guardians

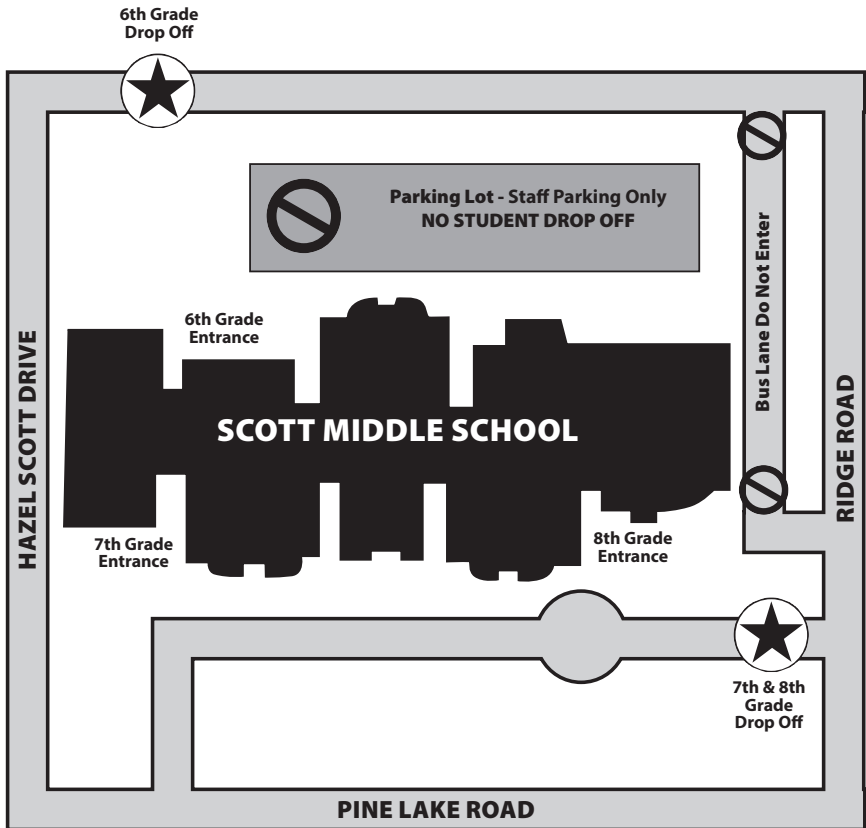
All visitors, including LPS employees, must check in with the Secured Entrance Monitor (SEM) by entering through the main entrance (Door #1) located on the Southeast corner of the building near the flag pole. This is the only entrance open during the school day. This entrance is handicapped accessible. All staff and visitors in the building must wear I.D. badges. Parking is available along the length of the south driveway.

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. Visitors must also check out with our Secured Entrance Monitor and exit the building through Door #1 when leaving school. Staff may also be contacted via e-mail. E-mail addresses may be found at [www.LPS.org](http://www.LPS.org). Please remember that most staff members are working with students throughout the day and may not be immediately available.

Visitor parking is located 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 or the bus cutout adjacent to Door #24.

## Traffic 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. (See map below).



### ***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.



## 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.

- 6th grade students may enter the building through door 14 on the Northwest corner of the building starting at 7:30 a.m. and report to their assigned gym area.
- 7th grade students may enter the building starting at 7:30 a.m. through door 9 on the Southwest corner of the building and report to their assigned area in the gym.
- 8th grade students wait outside of the main entrance before school and will enter the building through door 1 at 7:53 a.m. In the event of inclement weather, they will be brought inside earlier.

## Arrival Areas *(see map on page 9)*

**6th Grade** - Northwest entrance, Door #14 (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.

**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.

Students meeting with a teacher before school should enter through the main entrance and show their pass to office staff. Band and orchestra students will be admitted at 7:45 a.m. in order to store their instruments.

Students wishing to attend breakfast (7:30-7:45 a.m.) should use door 1, the main 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 3:00 p.m. Parents and guardians will be notified if there are other changes to the dismissal schedule. Students may exit through any of the three 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 3:05 p.m.

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

## Late Pick Up

For safety purposes, all students should be picked up by 3:15 p.m. unless they are working with a teacher in a supervised, after school activity such as a club meeting, intramurals or musical rehearsal. **Students are not allowed to loiter on school grounds after the school day.**

## Media Center

Students participating in after school study time in the Media Center should exit and be picked up at the Media door #5 on the south side of the building, no later than 3:50 p.m.

# 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 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 a day by calling 402-436-1218.**

## Student Attendance Expectations and the Reporting of Excessive Absences

In the event of a planned student absence, we ask parents/guardians to notify the school in advance regarding the reason and duration of the absence. **Absences and tardies may be reported 24 hours a day by calling 402-436-1218.**

Lincoln Public Schools encourages regular attendance but does recognize there are legitimate reasons for student absences. Parents will be notified by mail if a student exhibits excessive absences and a collaborative plan may be developed with the family, the grade-level counselor, school social worker and/or a building administrator in an effort to improve attendance.

**“Based on School Board Policy(Reg. 5140.1), the school may report to the county attorney when a collaborative plan involving the school, guardian, and student to reduce barriers to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. Absence codes that make up the excessive absences include:**

**IL-Illness**

**PA-Parent Acknowledged**

**TR-Truant**

If you have questions, please contact a Scott administrator at: 402-436-1218.

# Tardies

Students are expected to be on time for all classes and school activities. A student will be counted truant if they are not in class when class begins. If students are late to class without a pass, they will be marked as tardy.

When a student has reached 4 tardies in one quarter they will be assigned a lunch detention. Subsequent tardies will result in additional lunch detentions. If a student reaches 8 tardies in a quarter, administration will meet with the student to come up with a plan moving forward. All tardies will clear at the end of each quarter.

Students with tardy issues will be subject to disciplinary actions and interventions, including lunch detention, after school detention, and in-school supervision.

Students must remain in the classroom until they are dismissed by the teacher.

# Fines and Repair Costs

Students are responsible for any checked out material, textbooks, or District provided electronic devices such as Chromebooks. Students are also responsible for any repair costs due to damage, misuse, or abuse of computers or Chromebooks. This includes the damage they may cause to computers or Chromebooks assigned to other students.

# After-School Study Zone

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 3:00 until 3:50 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 communicated to students who attend. 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 or other Media Center material.

# School Cafeteria

All middle level schools in Lincoln have a closed campus for lunch. Students have thirty minutes for lunch and recess. 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 recess 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.** Parents or older siblings of college age may take their student to lunch, but the office must be notified in advance. Adults must come into the office to check out the student in person. Friends of that student are not allowed to accompany the student.

Parents are welcome to join their student(s) for lunch. High school age siblings and non-parental relatives may join if they are accompanied by a parent. Parents are allowed to bring outside food for their student(s) only. **Parents may NOT bring outside food in for any student other than their own student as this is a violation of federal lunch guidelines.** Outside food vendors (DoorDash, GrubHub, etc.) are not allowed to make deliveries for students at school. These deliveries will not be accepted.

**NOTE:** Due to volume, no outside food may be brought by parents during the last week of school.

# 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

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 402-436-1218. 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.

## Transportation

For reasons of liability and safety, skateboards, scooters, roller blades and “wheelie” type shoes are **NOT** allowed on school property and therefore cannot be used as means of transportation to school.

Students may ride bicycles to and from school. For the safety of others, once on school property students should dismount their bicycle and walk it to the “bike rack” near each grade level entry door. It is strongly recommended students wear a helmet to and from school. Lincoln Public Schools is not responsible for theft or damage to a bicycle parked on school property.

## 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.**

# 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.

## 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 \$6.00. 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. Students are not allowed to decorate lockers or locker areas for any reason.

Students are allowed to use book bags and backpacks to carry school items to and from school. Students are not allowed to carry book bags and backpacks to class. Students are expected to carry their individual items to class. Exceptions may be made for students using crutches etc.

It is difficult to make a blanket rule covering all the small items students may bring to school to show their friends or teachers. Students may bring those items if they serve a school purpose as identified by the school. It is the student's responsibility to bring, return and manage these items safely. The school cannot accept responsibility for such items becoming broken, lost or stolen. If these become nuisances items, they will be confiscated and returned later. Classroom teachers and building staff members will make the determination as to what constitutes a nuisance item.

Students are not allowed to sell items of any kind at school.



# Locker Security

Theft from lockers is always a possibility. Most thefts happen when lockers are left unlocked or when students share their combination with others. 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 use a pass 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.

# Water Bottles

Students are allowed to bring hard-sided spill proof water bottles only. No Gatorade-style water bottles that squirt will be allowed as they often turn into nuisance items. All bottles must contain only water.

# Scott Middle School Multi-Tiered Systems of Support

## MTSS-Academics

### **Study Zone, Homework Zone, Achievement Zone**

In order to support students who would benefit from academic intervention, Scott Middle School has developed a multi-tiered system to support students. Multi-tiered Systems of Support-Academic will help students be successful with:

- Developing academic and life skills
- Practicing and completing meaningful work
- Building confidence
- Decreasing stress
- Increasing parent communication/engagement

# Scott Stars are . . .

	Classroom	Hallway	Common Areas	Outside the Building
SAFE	<ul style="list-style-type: none"> <li>• Keep hands/ feet to self</li> <li>• Use furniture appropriately</li> <li>• Use supplies appropriately</li> <li>• Bring only necessary supplies to class</li> <li>• Follow directions</li> <li>• Be kind in what you say and do</li> </ul>	<ul style="list-style-type: none"> <li>• Stay to the right when moving through halls</li> <li>• Scott cares, use the stairs</li> <li>• Always walk</li> <li>• Use benches/ hand rails for their intended purpose</li> <li>• Keep hallways clean</li> <li>• Keep hands/feet to self</li> </ul>	<p>Lunch Room</p> <ul style="list-style-type: none"> <li>• Wash hands/use sanitizer</li> <li>• Hands/feet to self</li> <li>• Push in chairs</li> <li>• Walk safely</li> <li>• Use quiet voices</li> <li>• Use food correctly</li> <li>• Wait to be dismissed</li> </ul> <p>Pod Area</p> <ul style="list-style-type: none"> <li>• Sit on chairs/floor not tables</li> </ul> <p>Rest Room</p> <ul style="list-style-type: none"> <li>• Hands/feet to self</li> <li>• Throw paper in trash cans</li> <li>• Flush</li> </ul>	<ul style="list-style-type: none"> <li>• Use correct drop off locations</li> <li>• Keep hands/feet to self</li> <li>• Stay on the sidewalk</li> <li>• Walk bikes while on school grounds</li> <li>• Wear bike helmet/use lock</li> <li>• Use bike racks for intended use</li> <li>• Leave mulch, gravel, snow, rocks, branches on ground</li> <li>• Wipe feet when entering building</li> </ul>
TOLERANT	<ul style="list-style-type: none"> <li>• Listen to others' ideas</li> <li>• Be inclusive</li> <li>• Help others</li> <li>• Encourage each other</li> <li>• Focus on the positive</li> <li>• Be accepting of differences</li> <li>• Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>• Help others when you see a need</li> <li>• Use quiet voices</li> <li>• Be inclusive</li> </ul>	<ul style="list-style-type: none"> <li>• Be inclusive</li> <li>• Clean up after yourself</li> <li>• Help others when you see a need</li> <li>• Use manners</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school pickup/ drop off spots</li> <li>• Arrive to school on time</li> <li>• Be inclusive</li> <li>• Encourage others</li> <li>• Focus on the positive</li> <li>• Report bullying to supervisors</li> <li>• Use good sportsmanship</li> </ul>
ACCOUNTABLE	<ul style="list-style-type: none"> <li>• Bring required materials</li> <li>• Arrive on time</li> <li>• Complete assignments</li> <li>• Ask for work when absent</li> <li>• Put forth your best effort</li> <li>• Do your own work</li> <li>• Use your time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Pass to classes quickly</li> <li>• Stay in assigned areas only</li> </ul>	<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• Put supplies in lockers</li> <li>• Respect classroom activities</li> <li>• Contribute in a positive way</li> </ul>	<ul style="list-style-type: none"> <li>• Report to after school activities on time</li> <li>• Enter/exit building quietly in an orderly manner</li> </ul>
RESPECTFUL	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Follow classroom expectations</li> <li>• Participate</li> <li>• Listen to others</li> <li>• Keep phones off and in lockers</li> <li>• Allow adults to be in charge</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Keep area clean</li> <li>• Use quiet voices</li> <li>• Walk on the right side</li> <li>• Be kind to others</li> <li>• Follow all adult directions</li> <li>• Use hallway passes when required</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Clean up after yourself/keep area clean</li> <li>• Put paper towels in trash containers</li> <li>• Aim/Flush</li> <li>• Report untidiness</li> <li>• Follow all adult directions</li> <li>• Wash hands</li> </ul>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Take care of supplies</li> <li>• Use sidewalks</li> <li>• Use trash containers</li> <li>• Wipe feet on mats</li> </ul>

### Tier 1- Study Zone

**After-School Study Time-** Available for all students on a voluntary basis

- Monday - Friday
- 3:00 PM - 3:50 p.m. (Students are not required to stay until 3:50 p.m.)

**Lincoln Southwest NHS Tutoring (if available)-** Available for all students on a voluntary basis. A teacher may also assign tutoring.

- One day a week- Day TBD
- 3:15 p.m. – 4:15 p.m. (Students are not required to stay until 4:15 p.m.)

### Tier 2- Homework Zone

Teachers assign Homework Zone as a gentle reminder that completed assignments are an expectation of Scott students.

- Monday – Thursday
- 3:00 PM – 3:30 p.m. (Students are required to stay until 3:30 p.m.)
- Parents will be notified by their child for each class they are assigned homework zone
- Students will stay after school the same day they are assigned

### Tier 3- Achievement Zone

Academic interventionists assign achievement zone and will provide support to help students become independent learners as well as evaluators of their own progress.

- Monday – Thursday
- 3:00 p.m. – 4:00 p.m. (Students are required to stay until 4:00 PM)
- Parents will be contacted by the Academic Interventionist to discuss the Achievement Zone assignment
- Students will stay after school for the number of days they are assigned
- If a student skips achievement zone they may be reassigned to an additional day prior to a referral to an administrator

### Tier 4- Referral to Administrator

If a student continues to struggle after Tiers 1-3, the Academic Interventionist will refer the student to an administrator for a parent meeting.

## **MTSS-Behavior**

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 MTSS 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 removal 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

## **MTSS-Vocabulary**

### **IN CLASS MOVEMENT**

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.

### **OUT OF CLASS MOVEMENT**

An out of class movement to another room is used when a student needs an alternative safe place for a variety of reasons.

### **PROCESSING SHEET**

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

### **PROCESSING**

A discussion between the adult and student used to develop a plan for the student to be accountable for and change disruptive behavior. Processing must occur before a student returns to class from an out of class movement or Recovery.

### **RECOVERY ROOM/STUDENT SUPPORT ROOM**

A place and procedure, for a student when there is a need for an alternative placement for an extended period of time. Recovery happens when a student is having difficulty changing his/her disruptive behavior.

### **GOAL SHEET**

A daily visual of goals the student is working on to help him/her problem solve.

### **STAR SUCCESS**

A program for providing systematic and frequent reinforcement and encouragement for positive behaviors so that the student receives high rates of immediate feedback.

## **STAR FOCUS**

A student can be assigned to a classroom/other learning environment for an extended period of time when the student has not processed with a teacher or when they are not responding to his/her plan.

# **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. Grades will be based on 80% summative (tests, quizzes, projects, reports etc.) and 20% formative (homework daily work, class participation etc.).

# **High School Credit Note for 8th Grade Students**

Students enrolled in French I, Spanish I, 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 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 3:00 PM on the last day of the 11th week of the semester. After that 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 Synergy. 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.

## Parent and Student Access to Grades

Lincoln Public Schools uses a student information system called Synergy. This system allows parents, guardians and students to view secured information related to grades, attendance and assignments from home or work over your internet browser through the District Web Site; [www.LPS.org](http://www.LPS.org).

Families new to Lincoln may inquire about receiving their user name and password by contacting the Scott registrar.

## 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 made available to students at Open House in August.

Schedules that may appear visible on-line prior to this are not final and should be considered a work in progress. They are a draft.

**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

## 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.

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.

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

Please reference the full LPS middle school dress code policy by going to [www.LPS.org](http://www.LPS.org), About section and clicking on the Important Information Booklet section from the drop down menu. The policy can be found on the Middle School Common Practices PDF in the middle of the page.

# Scott Middle School Intramural Athletics

Scott Middle School offers a full year of after school intramural, co-curricular athletics- soccer, volleyball, cross country, girls and boys basketball, wrestling and track.

Students should listen to the daily announcements to learn the dates of seasons and practices. Intramural athletics 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 serving an ISS are allowed to practice during their suspension time, but are not allowed to participate in competition.
- Students serving an OSS are not allowed to attend or participate in practices or competitions during their suspension.
- 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.
- Intramural athletic events are held on Saturday mornings at various middle schools and high schools in Lincoln.





# Notes

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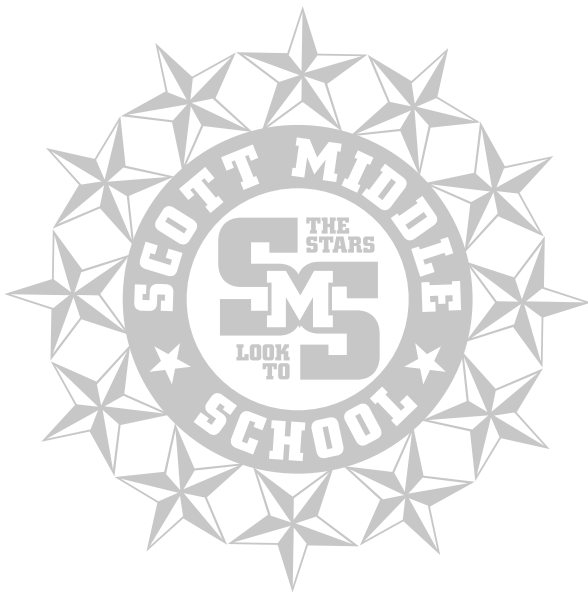
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**All information in this handbook  
is subject to change as needed.**



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5/24

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