

# **Pound Middle School Handbook 2017 - 2018**

4740 South 45<sup>th</sup> Street  
Lincoln, NE 68516  
402 436-1217



## ***NAMES OF PEOPLE YOU MAY NEED TO CONTACT***

Principal	Dr. Chris Deibler
Associate Principal	Dr. Ross Dirks
Instructional Coordinator	Karen Eihusen
Special Ed Coordinator	Robin Mills
6th Grade Counselor	Lisa Halvorsen
7th Grade Counselor	Abby Wilcher
8th Grade Counselor	Stephanie Shuman
Executive Secretary	Jackie Smith
Main Office Secretary	Lori Linder
Attendance Secretary	Brenda Spieker
Counselor Secretary/Registrar	Krista Smith
School Nurse	Tammy Weihe
Health Office Tech	Erin Brubaker
PTO President	Sarah Olson

## **Pound Middle School Phone Numbers**

Attendance Office – 402-436-1217 option 1  
Main Office – 402-436-1217 option 2  
Counselors/Registrar Office – 402-436-1217 option 3  
Health Office – 402-436-1217 option 4  
Cafeteria - 402-436-1217 option 5  
Custodial – 402-436-1217 option 6  
Fax – 402-458-3217

Voice mail is available in the main office, attendance office and health office for your convenience.

**Pound Middle School Web Page**  
**<http://pound.lps.org>**

## **GUIDELINES FOR STUDENTS AT SCHOOL EVENTS**

1. Students are to arrange for rides to pick them up immediately at the end of the event.
2. A student who leaves an event may NOT return.
3. Students **MUST** be appropriately dressed.
4. Profane or abusive language will **NOT** be tolerated.
5. **NO** alcoholic beverages, tobacco, or drugs of any kind are allowed.
6. Students should adhere to a "hands-off" policy in general to alleviate pushing, shoving, or fighting, and exercise restraint in regard to public display of affection.
7. Students are expected to be respectful of all adults in charge.
8. A disruptive student may be asked to leave the event and his/her parents will be contacted.
9. Only Pound students may attend school social events.
10. Students may attend vocal or instrumental concerts only if they have a sibling participating and their own parent accompanies them.

## **HISTORY**

Pound Junior High School opened in the fall of 1963. The dedication ceremony was held the following spring in May of 1964. The building has 60 classrooms. This year approximately 840 students will attend Pound in grades 6-8.

The school was named after the Judge Stephen Bosworth Pound family. The Pound family was one of the most illustrious Nebraska pioneer families. The three Pound children, Roscoe, Louise, and Olivia and their father brought world-wide recognition and acclaim to themselves and Nebraska because of their many accomplishments. One of their greatest accomplishments was being outstanding educators.

The name was changed to Pound Middle School in the fall of 1993.

2009 was the first year that Pound operated with 100% of the building being air conditioned and heated by a new geo-thermal system. This, along with the addition of a new gym and 16 classrooms, was made possible by the passage of a bond election in 2005.

## **Pound Middle School Lincoln, Nebraska**

### **COMPUTER USE CONTRACT**

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

On behalf of the student body, faculty, and staff, we wish to welcome you to Pound Middle School. We hope your years at Pound will be happy and productive.

We are very proud of Pound Middle School, our outstanding faculty, and the student and parent cooperation we experience. You are welcome to visit the school at any time. **ALL VISITORS MUST CHECK IN AND OUT AT THE SECURITY DESK INSIDE THE FRONT ENTRANCE DURING SCHOOL HOURS.** If you need assistance or if no one is available at the Security Desk, stop in the office to let our staff members know you are here and we will assist you.

We look forward to working with you during your time as a Pound parent.

Dr. Chris Deibler  
Principal

**Please note:** 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.

## SCHOOL HOURS

**REGULAR SCHOOL HOURS** 8:00 a.m. to 2:58 p.m.

**OFFICE HOURS** 7:30 a.m. to 4:00 p.m.

After school activities begin at 3:00 p.m. and continue until 4:00 p.m. or 5:00 p.m. depending on the activity and grade level.

### ARRIVAL AND DISMISSAL

The entry bell rings at 7:53 a.m. Students arriving before this time will wait outside until the bell rings. Sixth graders are to wait outside the north doors and seventh & eighth graders are to wait at the front porch area. During inclement weather students will be able to wait inside the building in designated areas. However, no students will be allowed in the building before 7:30 a.m. unless they are in an organized activity. **Please do not bring students to school before this time.** After school, students not in an organized activity are to leave the school grounds. Staff members do not provide general supervision after 3:15 p.m. Please make arrangements for student transportation to occur by 3:15 p.m. **When waiting for rides, students must be seated on the porch or seated on the edge of the porch. Waiting or loitering by the bike rack is not permitted.**

### DAILY SCHEDULE GRADES 7 & 8

Entry Bell	7:53	Period 4	10:48 - 11:40
Period 1	8:00 - 8:52	Period 5	11:44 - 1:06
Period 2	8:56 - 9:48	Period 6	1:10 - 2:02
Period 3	9:52 - 10:44	Period 7	2:06 - 2:58

### GRADE 6

The sixth grade schedule will consist of four periods of core classes with two periods of academic connections scheduled throughout the day.

**PLEASE OBSERVE THE “ONE-WAY TRAFFIC” PATTERNS (Northbound on 45<sup>th</sup> and Eastbound on LaSalle) AT THE BEGINNING & END OF THE SCHOOL DAY.** Your cooperation is greatly appreciated.

- I. Knowingly and intentionally possessing, using, or transmitting a dangerous weapon other than a firearm. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- J. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.”
- K. Public indecency or sexual conduct.
- L. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense, if a complaint alleging such conduct is filed in a court of competent jurisdiction.
- M. Dressing or grooming in a manner wherein such dress is dangerous to the student’s health and safety or to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar, or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; or dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- N. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, imitation controlled substance, e-cigarette vapor products, inhalant or being under the influence of any of the above; or possession of drug paraphernalia. Use of a controlled substance in the manner prescribed for the student by the student’s physician is not a violation. The term “under the influence” has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant
- O. Violation of technology guidelines.
- P. Plagiarism or copyright infringement by students is considered academic dishonesty, is prohibited and may result in disciplinary action including expulsion from school.
- Q. Recording the image or voice of another person with an electronic device, without the express permission of the person recorded or the failure to promptly delete such a recording following the request of the person recorded.
- R. Willfully violating the behavioral expectations for those students riding Lincoln Public Schools buses.
- S. Truancy or failure to attend assigned classes or assigned activities.
- T. Tardiness to school, assigned classes or assigned activities.
- U. Engaging in any unlawful activity which constitutes a danger to other students or interferes with school purposes.
- V. Repeated violation of any of the rules adopted by the School District or the school.

**Note: Violations of the law will be reported to the Police Department.**

## DRUGS/CONTROLLED SUBSTANCES

State laws and school board policies strictly prohibit the use, evidence of use, possession or transfer of illicit substances, drug paraphernalia, and look-alike drugs of any type on school property or at any school sponsored activity. If a student chooses to violate this policy he/she may be suspended, expelled, or mandatorily reassigned and referred to the appropriate legal authorities. Students should notify their teacher, counselor, or administrator of a suspected controlled substance/drug that is in the building.

### **LINCOLN PUBLIC SCHOOLS RESPONSIBILITIES OF STUDENTS**

An information booklet is sent home each summer describing, in general terms, some of the rights and responsibilities of students in the Lincoln Public Schools and to set forth appropriate regulations governing student conduct. The following is an enumeration of some of the main areas of conduct, which may lead to disciplinary action, including possible expulsion for a period in excess of five (5) school days, for the balance of the semester, and/or for the next consecutive semester.

- A. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- B. Use of violence, force, coercion, threat, intimidation, harassment or other conduct done in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
- C. Willfully causing or attempting to cause substantial damage to property, including the setting of a fire of any magnitude, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- D. Knowingly and intentionally engaging in bullying. Bullying is defined as any ongoing pattern of unwanted, aggressive behavior which may include physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. (Lincoln Public Schools Policy 5482)
- E. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon economic status, race, ethnic background, culture, gender, sexual orientation, religion, age or ability.
- F. Causing or attempting to cause personal injury to any person, including, without limitation, any school employee, school volunteer, or student.
- G. Knowingly and intentionally using force in causing or attempting to cause personal accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary. This conduct shall result in an expulsion for the semester in which it occurred, and the next semester.
- H. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

## PLC DAYS

Students will be dismissed at 1:38 p.m. on days when teachers meet in Professional Learning Communities (PLC) on the following dates:

<b>August 14, 15 &amp; 29</b>	<b>November 28</b>	<b>February 27</b>
<b>September 26</b>	<b>December 19</b>	<b>March 27</b>
<b>October 31</b>	<b>January 30</b>	<b>April 24</b>

All students are to leave the grounds immediately after dismissal on PLC dates as no supervision is provided after 1:45 p.m.

## WEATHER AND SCHOOL CLOSINGS

The decision to close school, due to extreme weather conditions, is normally made by district office personnel before 6:00 a.m. Local radio and television stations are notified and closing information is broadcast at regular intervals from 7:00 a.m. until noon. District will also notify families of school closures by phone through the SchoolMessenger System. Generally, school will not be dismissed early once it is in session. Parents may come to school to pick students up in inclement weather at any time during the day. We will not dismiss students by phone request.

## STUDENT TRANSPORTATION

Transportation to and from school is the responsibility of the family, unless they reside in a designated LPS busing area. Bus tickets for city buses may be purchased in the main office.

## LUNCHESES

Middle Schools have a closed campus with a 30-minute lunchtime. Students may buy a "Type A" (balanced, nutritious) lunch or a la carte items in the school cafeteria. They may also bring sack lunches. **Food brought in from outside vendors is not allowed.** Students may deposit money into their SNAP account or bring cash to make purchases. Money may be placed in the student's SNAP account in three ways:

- 1) designated for school lunch meals only (1 lunch per day)
- 2) designated partially for school meals and partially for a la carte items
- 3) cash - student may spend money as he/she wishes.

Money may be deposited in any amount between **7:30 a.m. and 8:00 a.m.** each school day. Deposits are made in the cafeteria serving area. A kitchen staff member must receive deposits in order for accounts to be credited.

**Please be aware that many middle school students need guidance in lunch selection. While snack items can be a great addition to a meal, they should not become the meal. Parents can help control this by designating some deposited money for meals only.**

### **CLOSED CAMPUS**

No student will be permitted to leave the school campus at noon or at any time during school hours except by office approval.

### **EMERGENCY DRILLS**

Emergency drills will be conducted periodically. The school has plans to provide for the safety of each student in the event of a fire, tornado or other emergency. Complete cooperation from all students is expected during any drill or event.

### **TEXTBOOKS AND MATERIALS FINES**

It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to loss or destruction of equipment or materials beyond normal use, the student should be prepared to make appropriate payments.

### **STUDENT RESPONSIBILITY FOR PERSONAL PROPERTY**

Students are responsible for their property. They must take care of their belongings and never leave money, clothing, textbooks, or other items lying around the building. **It is suggested that students not wear or bring expensive and valuable items to school. Personal property should be marked.** The school is not responsible for lost or stolen property.

### **LOCKERS**

A locker with a combination lock is assigned to each student at the beginning of the year. The lockers are the property of Pound Middle School and are subject to inspection by authorized school personnel.

1. Do not leave valuables or money in lockers.
2. Always close and lock the locker door.
3. The school issues all locks. If one is lost and needs to be replaced, students will be assessed for the cost. Personal locks are not allowed.
4. Lockers and the locker area should be kept neat and clean. Students will be responsible for marks or damage to the locker or lock.
5. Open food/drink items/water bottles are not allowed in lockers.
6. Locker trading is not allowed, only counselors or administrators may change locker assignments. **KEEP YOUR COMBINATION SECRET!**

**All lockers, desks, and equipment are property of the Lincoln Public Schools and may be searched by school officials at any time.**

### **SEXUAL HARASSMENT**

Sexual harassment is forbidden at Pound. Verbal harassment includes, but is not limited to, sexual innuendoes, jokes, etc. Visual harassment includes writing, drawings, gestures, etc. Physical harassment may include unwelcome touching, pinching, petting, etc. Students who choose to violate this policy may be suspended from school.

### **BICYCLES, SKATEBOARDS, AND ROLLER BLADES**

Bike racks are provided at the southwest corner and north end of the building. Bikes should be parked only in the area provided and should be locked individually. The school is not responsible for damage done to bicycles. Skateboards, scooters, roller blades and roller shoes may NOT be brought to school. Students may not skateboard, roller blade, or ride bicycles on the front porch at ANY time.

### **NUISANCE ITEMS**

The possession of articles that disrupt the learning environment shall be considered nuisance items. This includes, but is not limited to, flowers, pagers, laser pointers, headphones, toys, hats, wallet chains, body sprays, perfumes, colognes, fidget spinners, etc. Nuisance items that are brought to school may be confiscated. Cell phones (see page 6), headgear, coats, and bags must be kept in lockers between 8:00 a.m. and 2:58 p.m. **All flowers brought or delivered to school must be kept in the office during the school day and are not to be in the halls or lockers at any time. The school is not responsible for personal items brought to school. Please leave all valuable items at home.**

### **TOBACCO/ALCOHOL**

State law and school board policies prohibit carrying and/or smoking tobacco products or possession or use of alcoholic beverages on school property or at school-sponsored activities. Smoking or alcohol use on or near school grounds will not be tolerated. Students who choose to violate this policy may be suspended, expelled or mandatorily reassigned and may be referred to the police.

If a student chooses to assist others in violating this policy or any other regulation, that student becomes an accessory and may be suspended.

## **BEHAVIOR**

Students are expected to behave appropriately at all times. School conduct should not detract from or hinder our educational objectives. Many problems are eliminated if students observe a "hands off" policy, which means keeping hands off other students and their property. Public display of affection (PDA) is prohibited.

A **Quiet Room** is provided for disruptive students who do not respond to the teacher's request to behave. If a student is sent to the Quiet Room during class, he/she will be expected to think and write about how to solve the problem and **visit with the classroom teacher after school about the incident.**

**Students in In School Suspension will be dismissed at 3:10 PM.**

Everyone appreciates friendliness, courtesy and good manners. Students who practice these will find their association with others more enjoyable. Talking over concerns with teachers and counselors will help to eliminate most misunderstandings so bigger problems can be avoided.

## **INSUBORDINATION**

Insubordination is defined as disobedience of reasonable rules, instructions, and regulations. Rudeness, "talking back", and smart remarks do not have a place in school. If a student chooses to violate this rule, appropriate disciplinary action will be taken according to school policies.

## **BULLYING**

Students have the right to attend school without feeling afraid. Bullying behavior such as verbal and physical abuse, threats, and/or intimidation will not be allowed or tolerated at school. Students who choose to violate this policy may be suspended from school.

## **FIGHTING AND OTHER DISTURBANCES**

When a fight occurs, the possibility of injury to other persons or damage to property exists. For students' protection and the protection of the building, fighting or promoting a fight will not be tolerated in school, on school grounds, in the Pound neighborhood, or at school sponsored activities. Students involved in individual or group intimidation will be subject to disciplinary consequences. This includes students acting as "the back" for the main intimidator. The throwing of snowballs, rocks, or other objects also involves the possibility of injury or damage and will not be allowed. Any display of gang interest or activity is not allowed. This includes clothing, gang signs, language, and graffiti. Once again, for students' protection and that of the building, such activities will not be tolerated at school. Students who choose to violate this policy may be suspended from school.

## **LIBRARY MEDIA CENTER**

The Library Media Center is "one stop shopping" for all student information and personal reading needs. We are well stocked with current and popular print books and magazines as well as many popular fiction audiobooks (mp3 files and players available for check out). We also offer 24/7 (home) access to many ebooks and great databases for homework and personal curiosity needs. "Curiosity is the Key" is our motto! Passwords for these resources will be available at the beginning of each school year.

Library books for classroom projects and personal reading are checked out for two weeks. If a book is needed longer than two weeks, it may be renewed. Fines are not assessed for overdue items, but students are held responsible for payment of lost or damaged library materials.

The Library Media Center and its computer lab is open for student use every day until 3:30 p.m. and, by arrangement, before school. Students can make special arrangements with the teacher-librarian to stay later than 3:30 p.m. to work on school projects on certain days.

## **COUNSELING PROGRAM**

Pound's counseling staff consists of three counselors who are assigned to students by grade level. Counselors are concerned with the welfare, personal growth, and academic success of all students. Counselors' help students learn about themselves and help them to make appropriate decisions about the various aspects of school life. Counselors are good listeners and respect student confidences.

If a student wishes to discuss a concern with a counselor, making an appointment is easy. The student should stop by the counseling center to set up a time to see your counselor.

The Pound counselors welcome you to Pound. We hope your years here are challenging and rewarding. We're here to help make that happen!

## **LOST AND FOUND**

Look for lost items in the main office and the PE area. Items left over at the end of each semester will be donated to charity.

## COMMUNICATION

### DAILY BULLETIN

A Student Bulletin is read at the start of each school day. This bulletin contains important announcements for students and teachers. Students are responsible for the content of these bulletins. A copy of the bulletin is posted in the office, cafeteria, gym and the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade hallways. The bulletin is also posted daily to our web site, <http://pound.lps.org>.

### SCHOOL PHONES and CELL PHONES

Our phone lines are always open to parents. If you have a question or want to discuss anything about your student, feel free to call a teacher, counselor, or administrator. If you need to get an emergency message to a student, call our office **before 2:30 p.m.** and we will relay the message. The office will relay emergency calls from parents only.

Please try to make all arrangements for after school activities, transportation, etc., before your student leaves home in the morning. Students can use the office phone to call home *regarding school matters*, but we try to limit the use to **emergency situations**. The calls should be brief.

**Students are NOT to use personal cell phones inside the building at any time. All student cell phones brought to school must be kept in lockers and turned OFF. Any cell phone that is in sight inside the building at any time will be confiscated and turned in to administration. Parents must come to Pound after the school day to pick up any cell phones that have been confiscated. Students are subject to suspension and privileges to carry cell phones will be lost for repeat offenders.**

### SCHOOLMESSENGER

Families may also be notified of school news, special events and emergencies by phone and/or email messages through the SchoolMessenger system.

### POUND WEBSITE <http://pound.lps.org>

Pound Middle School offers a web site that includes contact information, daily student announcements and other helpful information.

## RULES AND REGULATIONS

### PASSES OR CALL SLIPS

All students are required to have a pass when they are out of their room while classes are in session. These passes must be obtained from that hour's teacher. If for some reason the student feels that he/she is going to be late for the next class, the student must get a pass from the teacher in whose class he/she was detained.

Students who are requested to come to the office, counselor, nurse, or media center will receive a call slip stating when and where to report. Teachers may request students to come in after school for academic or disciplinary reasons. Students must honor ALL requests to see teachers after school.

### WEARING APPAREL

Our expectation is for students to be neat, clean and appropriately dressed in a manner that represents the school as a place of business. Please exercise good judgment and taste in accordance with this philosophy.

1. Clothing which is distracting or indecent, offensive, advertises tobacco, alcohol and/or bars, drugs, and gang activity or has profane language or pictures will not be allowed.
2. Tank tops, tube tops, spaghetti strap tops, and halter tops may not be worn without a T-shirt or other shirt over or under them. In addition, there should be no bare shoulders and skin should not be visible between a person's pants and shirt.
3. No undergarments are to be visible – this includes boxer shorts and bra straps. Clothing resembling sleepwear (including flannel lounge pants) or swimwear is not allowed. "Bedroom" slippers are not allowed.
4. An article of clothing that is too revealing in any other way will also be considered inappropriate, to be determined by Pound staff.
5. Students whose clothing does not meet standards of safety or acceptability will be required to make adjustments. This may involve temporary dismissal from school to change clothing. In this case the time missed from classes will be made up after school.
6. Students may not wear headgear in the building at any time.
7. Coats are not to be worn during the school day.
8. Wallet or watch chains may not be worn.
9. Book bags or other large bags may not be carried during the day.
10. All non-essential items must be stored in lockers upon arriving and not removed until the student leaves school.



### **MEDICAL AND DENTAL APPOINTMENTS**

If a student has an appointment with a doctor or dentist during the school day, he/she needs to bring a signed note to the attendance office at the beginning of the school day indicating the date and time that you plan to pick up the student. We will give the student a form to be signed by the doctor or dentist. It should be returned to the attendance office following the appointment.

### **TARDINESS**

We treat school start time much like a business treats start time. Students must be in their seat when class begins. After four "tardies," students will conference with an administrator and we will send you a note so that you are aware of the problem and can help your student arrive at school on time. A plan will be developed after the fifth tardy. Please note that all tardies to school become part of the attendance record and are not excused by a parent phone call.

### **TRUANCY**

Students gain the most from their education if they attend classes on a regular basis. All absences from school must be accounted for in each student's attendance record. Any absence that is not approved by the school will be counted as "Truancy." Truancy is defined as an absence occurring without the permission of parent/guardian and school officials. State Law LB 800 requires schools to inform the County Attorney of every student, whether of elementary, middle, or high school age who reaches twenty unapproved absences. Missing more than twenty school days or the hourly equivalent is considered "excessive." Please see the statement from the LPS Board below about excessive absence from school.

**"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"**

### **REPORTING TO PARENTS**

Parents can see current grades and attendance records throughout the school year by logging in to ParentVUE through the LPS website. You should have received instructions in the mail regarding signing up for ParentVUE

Paper copies of report cards will be provided at the end of each quarter. Progress reports will be emailed in the middle of each quarter.

### **Parent-Teacher Conferences**

Monday, Sept. 25 & Thursday, Sept. 28	3:30-6:30 p.m.
Tuesday, Feb. 6 & Thursday, Feb. 8	3:30-6:30 p.m.

LPS uses a uniform system for calculating grades in all subject areas in all grades in middle and high school.

\* 80 percent of the students grade will be based on summative assessments and assignments (for example, tests, exams, major projects and long-term assignments that assess and evaluate student learning).

\*20 percent of the student's grade will be based on formative work (for example, homework that monitors ongoing learning).

### **CHANGE OF ADDRESS/PHONE AND WITHDRAWAL**

Many mailings are sent during the school year. To ensure that you receive all information please notify the registrar at 402-436-1217 (opt 3) of any changes in address that occur during the school year.

It is important to keep us informed of changes in home or work phone numbers in case of emergency. Please contact the registrar with any changes. Also, if parents will be out of town, please notify the attendance office of whom to call in case of emergency.

Students who are withdrawing from Pound to attend another school must notify the registrar approximately one week prior to the student's last day. This will allow for a smooth transition to the new school.

Please let us know if school communication should be mailed to the address of more than one parent so that we may maintain our dual mailing list.

## ***SPECIAL ACTIVITIES***

Sixth, Seventh, and Eighth graders will have opportunities for after school clubs and music groups.

### **INTRAMURAL SPORTS PROGRAM**

The basic intramural program for seventh and eighth grade students consists of the following activities: soccer, volleyball, cross-country, basketball, wrestling, and track and field. Practice time is from 3:00 to 4:30 p.m. each afternoon depending upon the sport and the grade level. These activities include interschool competitions on Saturday mornings. A schedule of current activities is posted in the physical education offices.

Sixth graders will have periodic opportunities for after school intramural activities with other Pound students only.

**ONLY STUDENTS INVOLVED IN THE ORGANIZED SPORT ACTIVITY ARE ALLOWED IN OR AROUND A PRACTICE AREA.**

## ***STUDENT HEALTH POLICIES***

### **ILLNESS OR INJURY AT SCHOOL**

If a student becomes ill or injured in school, he/she should ask the teacher to go to the nurse. Students must have a pass to go to the health office unless it is an emergency. If it is determined that the student needs to go home or needs medical treatment, the parent will be contacted. Students are not to go home without permission.

### **MEDICATIONS**

If your student needs to take medication at school, LPS policy is to have the medication (prescription or over the counter) kept in the health office. We do not give any medication without a physician's order. Medications will be administered by the school nurse, health tech or office personnel only when accompanied by a written directive from the doctor and parent and brought in the original container labeled with the physician's prescription. This includes over the counter medications. Formulary medications (ibuprofen and acetaminophen) are available at Pound. Please complete the proper health office form (included in summer mailing) if you are interested in this service.

## ***ATTENDANCE***

### **STUDENT ABSENCE**

Regular attendance at school is necessary in order for students to get the most out of our instructional programs. **If your student is ill and will be absent, please call the school attendance office at 402-436-1217 (opt 1) between 7:30 and 9:00 a.m. or leave a message on the attendance voice mail prior to 7:30 a.m.** Unless the attendance office is notified of the absence, a call will be attempted to verify the absence. If we have not heard from a parent within five days, the absence will remain a truancy.

Parents must inform the school of absences for illness, bereavement in the family, medical appointments, court appearance, or religious observance. Students who are absent in inclement weather when school is being held will be marked absent and treated the same as in any other absence for legitimate causes, providing proper parental notice has been received by the school. Please be aware that **not** all absences approved by a parent will be approved by the school. Medical approval (note from a doctor) may be required for extended or frequent illness.

**It is the responsibility of the student to make up schoolwork that has been missed due to any absence.** If a student has **three consecutive excused absences**, you can call the school attendance office (**402-436-1217 opt 1**) **before 9:00 a.m.** and our staff will assemble homework assignments your student can do at home in order to keep up with class work.

Parents may request a student's absence from school for other reasonable causes. When the absence is parent approved, arrangements should be made in advance. A phone call or a note signed by the student's parent must be received at the attendance office where a form will be issued for the student to take to each of his/her teachers. Each teacher will sign the form and may give advance assignments. Then the form is returned to the attendance office. The school staff is expected to support the student's initiative to make up the work. However, students and parents should understand that often there is no way to recreate an equivalent experience for work missed.

Students who miss a class because of participation in an approved school activity are not considered absent but have been permitted to substitute one activity for another. Students will still be required to complete the class work from the missed class.