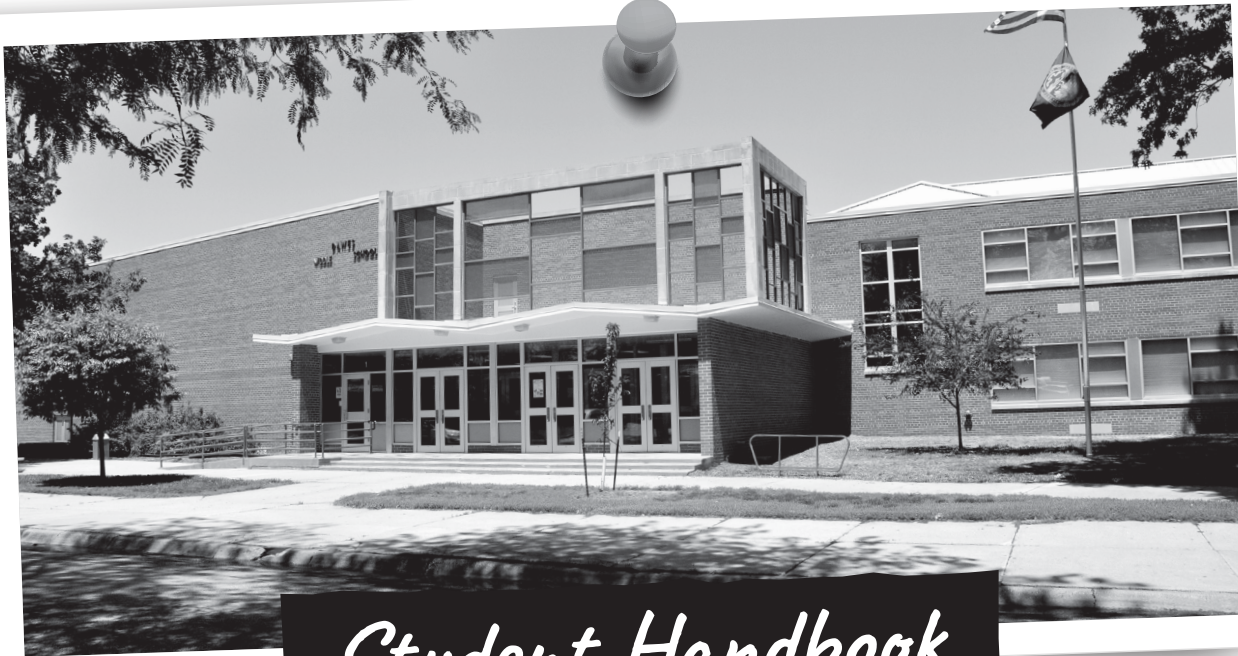


2025



2026

DAWES MIDDLE SCHOOL



Student Handbook

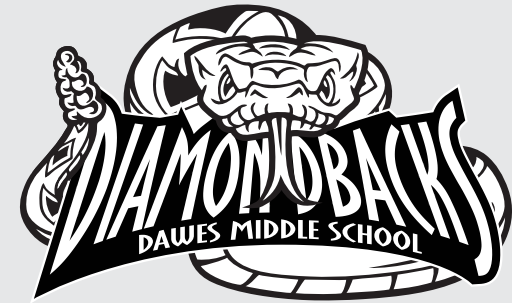
5130 Colfax Street, Lincoln, NE 68504 | 402-436-1211 | Dawes.LPS.org



Lincoln
PUBLIC SCHOOLS

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THE MISSION OF DAWES MIDDLE SCHOOL

Engaging every student every day.

OUR VISION

We care, about all voices, individuals and identities. We learn, to be college and career ready. We hope, for continuous learning and future success

For Bilingual Liaisons:

Arabic: 402-436-1715

Russian: Если вам требуются услуги переводчика пожалуйста позвоните по телефону: 402-436-1942

Español: Por favor llame a este número de teléfono si necesita servicios de intérpretes: 402-436-1938

Vietnamese: Xin vui lòng gọi về số này nếu quý vị cần có dịch vụ thông dịch: 402-436-1939

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

Karen: ဝံသးစူကီးလိတဲစိနိုဝ်အဲအံ့ဖဲနမ့ၢ်လိၣ်ဘၣ်ပုၤကတိၤကျိးထံတၢ်အတၢ်ဆိၣ်ထွဲမၤစၢၤ 402-436-1769



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.



LPS Student Calendar



2025-26

Graduation Dates

Tuesday, May 19, 2026

Yankee Hill

Wednesday, May 20, 2026

Independence Academy

Thursday, May 21, 2026

Bryan Community Focus Program

At Pinnacle Bank Arena May 22-24, 2026

Fri: LSE **Sat:** LNE, LSW, LNW, LNS **Sun:** EHS, LHS, LSB

☉ First Day for K, 6, & 9th Grades

☉ First Day for 1-5, 7-8, & 10-12th Grades

● Last Day for Students

■ All Schools Not in Session

□ Schools Not in Session (*Professional Learning/Planning Day*)

➤ Quarter Start Dates

➤ Quarter End Dates

Calendar Options for Families: The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

JULY 2025

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

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31						

SEPTEMBER 2025

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OCTOBER 2025

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NOVEMBER 2025

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DECEMBER 2025

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JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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APRIL 2026

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MAY 2026

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24	25	26	27	28	29	30
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JUNE 2026

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Intent of Student Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Dawes Middle School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the procedures and rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of 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 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 the 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.

Absences

Students are expected to attend school daily. If students will be absent, parents are asked to call the office each day at 402-436-1211 or communicate the absence electronically via ParentVUE. 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. If no contact is made, students should bring a written note to the office the day they return to school. All unexcused tardies and absences are recorded as trancies until excused by a parent. Students are responsible for classroom work missed when absent and should contact teachers to ensure they have the appropriate assignments. Students who are absent frequently have difficulty with school success.

Absences and tardies may be reported 24 hours any day by calling 402-436-1211.

Attendance Documentation and Excessive Absences

The Nebraska State Legislature passed LB800 in 2011. This new law requires Nebraska Schools to refer every student, whether of elementary, middle or high school age, who reaches 20 absences to the County Attorney, regardless of the reasons for the absences. Although Lincoln Public Schools encourages regular student attendance it recognizes that there are legitimate reasons for student absences. As such, if a student reaches 20 days of absences or the hourly equivalent of 20 days of absences, a Lincoln Public School administrator will forward documentation to the County Attorney. The documentation may include information about parent/school contacts, the student’s attendance record and, in some cases, the nature and reasons for the absences based on home-school communication and other available documentation.

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

Arrival/Tardiness

To keep all students safe, please adhere to the Dawes traffic flow pattern by driving west (one-way) on Colfax. Please allow students to exit vehicles on the north side of the street to avoid crossing in front of moving vehicles. (Please see traffic flow plan at the end of handbook.) Upon arriving at school, all students should move directly to the area designated for their grade level to enter the building. 6th graders enter from Colfax Ave. through the southeast, door 18. 7th and 8th graders enter from Colfax Ave. at the main entrance/southwest, door 1.

The Dawes campus opens at 7:35 a.m. This is when supervision begins for staff. For reasons of safety, students should not be on campus prior to this time. Students may enter the building upon arrival and sit in their designated grade level area.

Breakfast is available between 7:35 and 7:53 a.m. each morning. The cafeteria will be cleared at 7:55 a.m. so students can arrive to their advisory period class on time. Students should enter through the main entrance. No breakfast will be served after 8:05 a.m.

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 teacher until 7:53 a.m.

Classes begin at 8:00 a.m. Students arriving after the beginning of classes should report to the secured entrance monitor (SEM) to receive a pass to class, by entering door 1.

Arriving to class on time is important to ensure each student has access to the lesson objectives and lesson opener. Entering a classroom late disrupts the learning environment for all learners. At Dawes, students are expected to be in the classroom by the start of class. If a student is not in the classroom, they will be considered tardy.

Teachers will close classroom doors to signal class has started. Tardy students will knock, enter the classroom silently and will receive a pink slip alerting the student an assigned lunch detention the next school day. Parents/guardians will receive an automated message at the end of the school day to inform them that their child arrived tardy to one or more classes. Repeated tardiness will result in due process to support timeliness.



Back Packs/Purses

PLEASE NOTE: Students may not carry purses or book bags to classes. Classrooms become overcrowded making it difficult for teachers to assist individual students. Please encourage your student to bring a backpack each day and leave in their assigned locker.



Bicycles

Bicycle racks are provided to students on the south side of the building. It is the student's responsibility to ensure the security of his/her bicycle when using these racks. Lock your bicycles.



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 out of sight at all times during the school day. If each student has their own school locker, the personal electronic device should be turned off and stored in the locker prior to the start of the school day.

Computer Use Guidelines

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



Contacting Staff

Parents or guardians are encouraged to contact staff members, administrators or counselors via e-mail or phone, our goal is to partner with you to serve your student(s). Emails can be found at [Dawes.LPS.org](mailto:info@Dawes.LPS.org). Please remember that most staff members are working with students throughout the day and may not be immediately available.

Counselors

The Dawes counseling program is facilitated by guidance counselors. 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.



Daily Schedules

6TH GRADE DAILY SCHEDULE

Advisory	8:00 a.m. – 8:14 a.m.
Period 1	8:17 a.m. – 9:00 a.m.
Period 2	9:02 a.m. – 9:45 a.m.
Period 3	9:47 a.m. – 10:30 a.m.
Period 4	10:32 a.m. – 11:45 a.m.
Lunch	10:55 a.m. – 11:40 a.m.
Period 5	11:47 a.m. – 12:30 p.m.
Period 6	12:32 p.m. – 1:14 p.m.
Period 7	1:17 p.m. – 2:07 p.m.
Period 8	2:10 p.m. – 3:00 p.m.

7TH/8TH GRADE DAILY SCHEDULE

Advisory	8:00 a.m. – 8:14 a.m.
Period 1	8:17 a.m. – 9:07 a.m.
Period 2	9:10 a.m. – 10:00 a.m.
Period 3	10:03 a.m. – 10:53 a.m.
Period 4	10:56 a.m. – 11:46 a.m.
Period 5	11:49 a.m. – 1:14 p.m.
7th Lunch	11:50 a.m. – 12:20 p.m.
8th Lunch	12:00 p.m. – 12:45 p.m.
Period 6	1:17 p.m. – 2:07 p.m.
Period 7	2:10 p.m. – 3:00 p.m.

Dismissal Procedures

Class is dismissed at 3:00 p.m. Students must leave the building by 3:05 p.m. and leave campus by 3:15 p.m. Students who are not picked up by 3:15 p.m. will go to CLC (if they are enrolled) or inside to the commons area until their ride arrives. Students enrolled in CLC must report by 3:05 p.m. or have a pass. Those students not enrolled in CLC and not picked up by 3:15 p.m., families will be called to discuss an after school plan.

Students are not allowed to loiter on school grounds after the school day.

Health Policies

Health Office: The health technician and/or nurse is available for accidents, illness, medical advice, health screening, referral, and classroom resource.

Student Illnesses: School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature 100°F or greater, vomiting, diarrhea, unexplained rashes, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Guidelines for Administering Medication: Parents/guardians must sign an LPS Medication Parent Form for the child to be given medication at school prior to medication being given.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. Medications including prescription and most over-the-counter medication require a physician's authorization to be given at school. Please limit the amount of medication provided to the school, to a two-week supply.

Guidelines For Head Lice

In Order To:

- Better control a nuisance condition;
 - Reduce absenteeism due to head lice; and
 - Promote a school/parent/guardian partnership in head lice control...
4. When live lice are found on a student, the family will be notified. The student may go home at the end of the day, but parents/guardians have the option of picking their child up earlier, if desired, to begin treatment.
 5. Families will be provided with written treatment information and instructions. Immediate treatment, with nit removal, is necessary.
 6. The student can return to school as soon as he/she is treated for head lice.
 7. A student who has been identified having or treated for head lice must come to the health office for inspection upon returning to school.
 8. A student who returns to school following treatment will be checked again in 7-10 days.
 9. After treatment, the parents/guardians are encouraged to check their child's head for live lice and recheck frequently for two weeks.
 10. Three repeated cases of live lice at school may lead to exclusion from school until lice free.
 11. Families are encouraged to report head lice to the school health office. The school nurses are available to answer questions regarding treatment.

Physical Examination: Evidence of a physical examination by a qualified physician is required within six months prior to the entrance of the child into Early Childhood classes, kindergarten and the seventh grade or in the case of transfer from out of state to any other grade. A parent or guardian who objects must submit a written statement of refusal for his or her child. The statement will be kept in the student's file. Waiver forms are available in the school health office. Additional physical exam requirements may apply for athletic participation.

Immunization Requirements: Students must show proof of immunization upon enrollment in Lincoln's public schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement which is available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Elevator keys are not issued for medical reasons without a doctor's note for readmission and activity restrictions.



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. Go to home.LPS.org/socialworkers/mental-behavioral-health-points-of-contact or scan the QR code for more information.



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.

Homework Requests

If a student is out for two or more days, we encourage parents to email their child's teacher to request assignments. If the email is received by 9:00 a.m., we can usually have all assignments available in the office by 3:30 p.m. We know how important school attendance is to academic success, but when students are ill we want to do our part to make sure they can be caught up in a short period of time.

Intramural Athletics

Dawes 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 are for 7th and 8th grade students only.



Lockers and Locks

Students may use assigned lockers during arrival and dismissal. To decrease hallway congestion students will not be allowed access to their lockers during passing time. The amount of materials needed for classes has decreased due to the implementation of Chromebooks, for all students. Items needed for class: Chromebook/bag, Homework, Pen/Pencil, three-ring binder, assigned reading book or personal reading book. Exceptions include: Students needing band instruments, cold lunches, hygiene supplies, clothes or tennis shoes for PE class.

Lockers will be assigned by the office. Students are expected to use the assigned locker, keep locker locked, and not share lockers with any other students for the entire school year. Students are responsible for the content and condition of their lockers and for the cost of locks if they are lost, stolen or damaged. The locker and lock are the property of the school district, and 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.



Lunch

School Nutrition Accountability Program Students may participate in the Lincoln Public Schools lunch program by using their 5 digit PIN numbers or finger scanning.

Money placed in the student's account may be used in one of three ways:

1. for school lunch meals only;
2. for school lunch meals and a la carte food items;
3. for cash only to be spent as the student wishes for lunch items.

Money may be deposited into student's accounts through online payment system, which accepts credit, debit and electronic checks. The link is located in the left column of LPS.org home page. Students may bring cash or checks to school to be deposited into meal accounts during the school day.

All outside food brought to school needs to be kept in a student's lunch bag.

- First Offense: Student will pick up after school.
- Second Offense: Parents will be called and need to pick up the food.

Students are allowed and recommended to bring sealable/no spill water bottles to school to drink water and establish healthy brain habits. Fast food drinks and lids are not allowed. No glass bottles please. Water bottles are for single use, not to be shared with others.

Parent/Guardian(s) may provide commercial lunch for their student only, during the students assigned lunch period. Parents are welcome to stay and eat lunch with their student in the cafe. Food deliveries are not allowed by anyone other than the parent/guardian of the student.



Please Note

2025-2026 Breakfast and Lunch Prices

BREAKFAST

Student Full Priced Secondary	\$1.50
Reduced	\$0.30
Adult/Non-Student	TBD
Second Breakfast	TBD

MIDDLE SCHOOL LUNCH

Paid	\$2.70
Reduced	\$0.40
Adult/Non-Student	TBD
Second Breakfast	TBD





Free and Reduced Price

Meal Application

Lincoln Public Schools Nutrition Services offers a variety of healthy meal choices for breakfast and lunch to all students through the National School Lunch and Breakfast program. This program also allows us to offer free meal benefits to students that qualify through an application process.

LPS will begin accepting free and reduced meal applications for the year starting July 1, 2025. A new application must be completed each school year. www.heartlandapps.com/Letter.aspx

Applying for Free and Reduced Meals

The fastest and most convenient way to complete an application for your family is to complete the Free/Reduced Meal Application online. The online application allows our office to process your application much more quickly so that your family can begin receiving the program's benefits faster. Completing the application online also reduces the risk of your application being lost or delayed in the mail, insures that your application is complete at the time you submit it and eliminates the need for postage! You must fill out a Free and Reduced form each year.

Messages for Students from Parents

Telephone, or other, messages from parents will be relayed to students in cases of emergencies. The office staff is directed not to interrupt classrooms to call students with non-emergency messages from parents. Non-emergency student messages, or articles will be posted on the student message board at grade level exits. Please remind your student to check the message board daily. Please make after school transportation arrangements with your student prior to their arriving at school for the day. Especially on days that are forecast for storms, the office may receive 50-100 phone calls beginning at 2:00 p.m. for 3:00 p.m. dismissal.

Office

The Dawes Middle School office is open from 7:30 a.m.-4:00 p.m. The office staff is available to answer questions and assist students and parents throughout the day.

Passes

Dawes will utilize LPS Digital Hall Pass, therefore students will request and sign out of class electronically using their Chromebook.

Student Appearance Guidelines

Students as Dawes must wear clothing that is appropriate for school settings in order to provide a safe and orderly environment for all students to learn.

Please review this information on the Important Information Booklet or Middle School Common Practices at LPS.org.

Students should not mark on themselves or others with pens or markers. Students are not allowed to bring permanent markers to school.

Students are not allowed to wear backpacks in the classroom. Students are allowed to wear hoodies, but must take the hood down once entering the building.

Visitors

All staff and visitors in the building must check in with the Secure Entrance Monitor and wear name badges. Visitors will use the main front entrance to the building. This is the only entrance open during the school day. This entrance is handicapped accessible.

Weather and School Closings

The decision to close schools due to extreme weather is normally made before 6:00 a.m. Local radio and television stations are notified. Generally, school will not be dismissed once it is in session. 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 parents.

Fidgets and Nuisance Items

Fidget spinners and other items that disrupt learning are not allowed in the building. A fidget is only available when a student has a specific individualized plan.

Academic Accountability

Students are expected to complete work in class and as assigned as homework. Students who have no missing work are more likely to pass their classes and be prepared for high school. When students have missing work they may be assigned to working lunch or after school with teachers to get needed support and complete missing work. Repeated work refusal will result in due process to support missed learning.

Telephone

School phones are available for student use. Students are expected to seek adult permission prior to using a school phone.

Dawes Traffic Plans

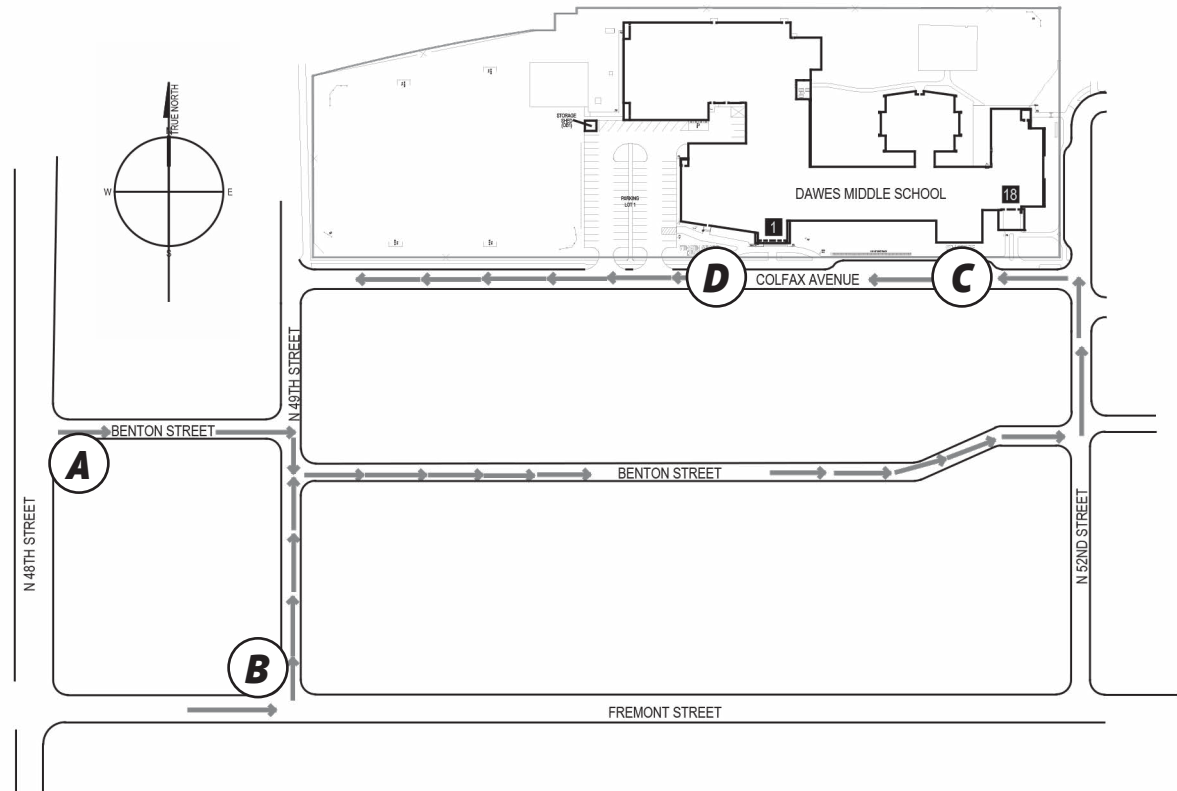
Students will not be dismissed from school during a tornado warning to leave with parents. This is a district recommendation to ensure the safety of students, parents, and staff.

Traffic Pattern

All school traffic will run west on Colfax Avenue during drop off and Pick up times.

Point A—if you are driving to Dawes from 48th Street via Benton Street, You will take a right (south) on North 49th Street and another right (east) on Benton Street until you get to 52nd Street. You will take a left (north) on 52nd Street and finally a left onto Colfax Avenue.

Point B—if you are turning on north 49th Street from Fremont Street you will take a right onto Benton Street until you get to 52nd street. You will take a left (north) on 52nd Street and a left (west) onto Colfax Street.



Morning Drop Off

1. 6th grade students are dropped off in front of east entrance in the cut out (Area C). The drop off area is for parents to stop and let students out of their cars.
2. 7th and 8th grade students are dropped off in front of the main entrance (Area D). The north curb is the drop off only. Do not park and exit your vehicle.
3. All students walking or riding bikes to school will use the cross walks at the east and west ends of Colfax Avenue.

After School Pick Up

2:40-3:10 PM

1. Drivers waiting for students after school may park and wait on the north side of Colfax Avenue. We request no parking on the south side of Colfax Avenue to allow for a steady flow to the west.
2. All drivers are asked to exit to the west using Colfax Avenue.

Dawes Middle School 2025-2026 Staff Listing

* Indicates Team Leader

Administration/Counselors

Nancy Salsman–Principal nsalsman@LPS.org
 Corie Lubash–Associate Principal clubash@LPS.org
 Kayla Hicks–Special Ed Coordinator khicks@LPS.org
 Kathryn Wojahn–Instructional Coordinator kwojahn@LPS.org
 Becky Tegeler–Counselor btiegel@LPS.org
 Cathy Davis–Counselor cdavis4@LPS.org
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ParentVUE/StudentVUE

To create an account, parents need an activation key provided by LPS. If you do not have an activation key please contact your school office. Students do NOT need an activation key and simply log in using their regular LPS Student ID and password.

With ParentVUE/StudentVUE you can:

View course grades

View your student's current grades. Students have access to a StudentVUE account so they can monitor their own performance.

Track attendance

Access student's attendance data, including absences and tardies.

Receive e-mail alerts

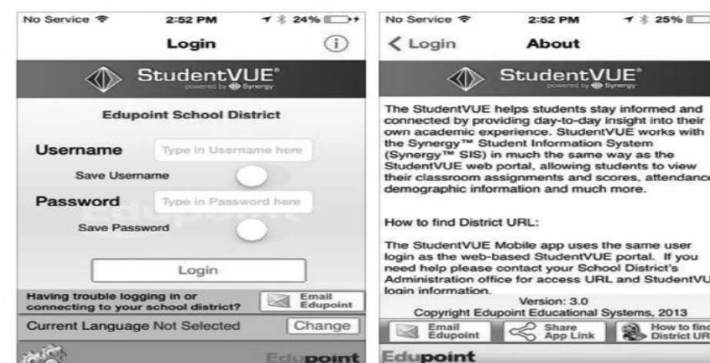
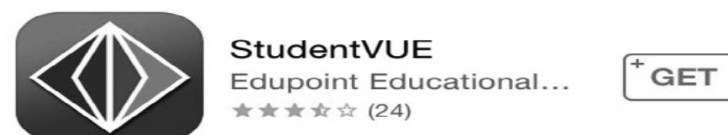
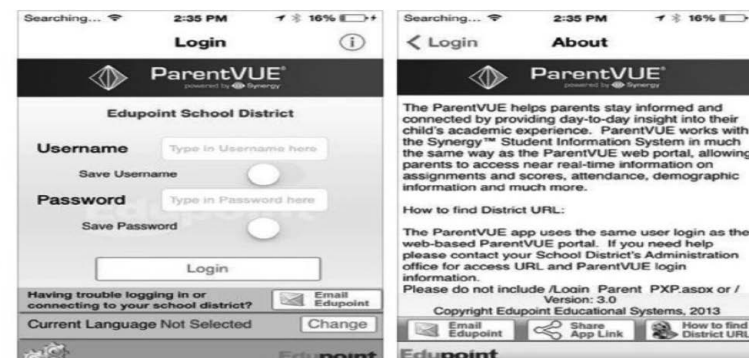
Set up alerts to receive weekly e-mail messages with grade stats. Set threshold for instances where your student's grades rise or fall.

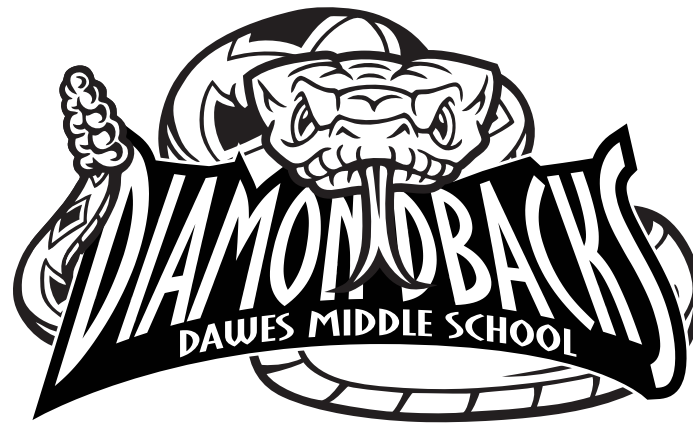
Communicate with teachers

Click on a teacher's name to send e-mail directly referencing student and course.

Mobile Access

Access your student's grades and attendance on-the-go with the free ParentVUE/StudentVUE mobile app (iOS & Android). When looking for the app search **Edupoint** not Synergy





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5/25

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