

Frequently asked questions (and answers!)

ATTENDANCE:

- How do I let the school know about an absence?

Please call the Lux Office as early in the day as possible to let us know if your student will be absent. The phone number is 436-1220 and you should “Press 1” for the Attendance Office. If you reach voicemail, please leave a message - we listen and update attendance frequently. If you know a student is going to be absent ahead of time (vacation, sporting event, appointment), you do not have to wait until the day of absence to notify us. Also, if you contact teachers about getting homework in advance of an absence, you still need to notify the Office to ensure the absence is recorded. Unless an absence is pre-arranged, students must be called in each day.

- I've called my student in absent - why does ParentVUE show them unexcused?

The school records several different codes for absences:

- IL - ILL - Parent/Guardian calls a student in ill.
- PA - PARENT APPROVED - Parent/Guardian calls a student in absent for another reason - medical appointment, family activity, sports, etc.
- MD - MEDICAL EXCUSE - This code is NOT, in general, used for students who are home ill or for medical appointments. MD is used **only with documentation from a medical provider** that says the student is too ill to be in school, or has had surgery or, in certain cases, suffers a chronic medical condition.
- SE - SCHOOL EXCUSED - Student is absent for a field trip, other school function or funeral (students can receive a one-day SE-coded absence for a funeral, any additional days are PA - these must be reported by Parent/Guardian).
- TD - TARDY - Student is late to school in the morning, or class throughout the day.
- TR - TRUANT - Student is absent from school without notification from a Parent/Guardian.

While the above codes appear on the school's attendance records, ParentVUE only shows the following:

- Unexcused - IL, PA
- Excused - SE or MD
- Tardy - TD
- Truant – TR The difference between unexcused & excused absences (even though both are called in by parent/guardians) is, unexcused absences count toward the student's absence record and excused absences do not. So, when you see an unexcused absence on ParentVUE, it means the Office knows the student is absent with Parent/Guardian knowledge. If the Office does not know a student's whereabouts, ParentVUE will show the TR (Truant) code.

- I called to tell the Office my student was running late. Why do they still receive a Tardy (TD), not Parent Approved (PA)?

Even when a student is reported tardy, their attendance record still must reflect the absence. Recording the absence as a TD automatically counts 15 minutes towards a student's total absences, a Parent Approved counts an entire hour. In addition, students who are tardy more than 10 times in a semester are subject to disciplinary action each day they are late to school. Students who are late to school because of appointments are considered Parent Approved.

- How do I let the school know my student needs to leave early?

Please call the Lux Office as soon as you know a student will be leaving early. The Office will write a pass for the student to leave class and meet you by the flagpole doors (Door #1 on the south side of the building). While we will always work to find your student and excuse them from class as quickly as possible, a student taking a test, or running the mile or at lunch can take a bit longer to locate and dismiss. The earlier we know, the better we can accommodate your schedule. If you arrive to pick up your student and they do not walk out to meet you, please call the Office again and we will remind your student that it's time to go.

- What happens if my student gets sick at school?

A student who is not feeling well should report to the Health Office. The Nurse will examine the student and determine whether they should return to class, rest in the Health Office for a time or go home. If the Nurse determines a student should leave, the Health Office will contact you. Students should NOT call or text home asking to be picked up without visiting the Health Office.

- How do I get make-up work when my student is absent?

If you know the student will be absent ahead of time, have your student speak to their teachers or contact them via email. For other absences, students can often check assignments on StudentVUE or teacher websites or parents may contact teachers via email. If a student reaches their third day of absence, please notify the Office when you call them in and we will arrange for homework to be brought to the Office by the end of the school day. (Please note: We can only request homework first thing in the morning as teachers use their plan period to get it ready.)

COMMUNICATION:

- How do I contact administrators, counselors or teachers?

If you need to contact an administrator or counselor, please call the Lux Main Office at 436-1220, and select option #2. If the administrator or counselor is unavailable, we can connect you with their voicemail. If you need to contact a teacher, and they are not with a class, we can attempt to connect you by phone. However, email is often the best method. [Administrator](#) and [staff](#) emails are available on the Lux website.

- What do I do if my student forgets lunch, homework, or an instrument?

If you bring it to school, we will get it to them. Enter Door #1 (south side by the flagpole) and give the item to the Secured Entrance Monitor. If you tell us the student knows to come get the item - we will hold it in the Office, but NOT contact them. If you tell us to contact the student, we will send them a note or call into class depending on how quickly the item is needed.

- How do I get my student a message?

Just give us a call at 436-1220, option #2. We send notes to students during 3rd period (around 10am) and 7th period (2pm). If something absolutely needs to be communicated at other times, we will call into the classroom. However, we try to avoid interrupting learning time as much as possible.

LUNCHES:

- What if my student forgets his/her lunch? What if my student's lunch account is empty?

Students will ALWAYS be provided with a lunch (but not extras like Gatorade or ice cream snacks). This charge will be reflected on the student's account and must be repaid by the Parent/Guardian in a timely manner. Failure to pay off a student's lunch account will result in their yearbook being held at the end of the year. Unpaid fees will also follow students to other LPS schools and can restrict students from other activities.

- How do I pay for my student's lunch?

Students can bring money into the lunchroom or parents can pay online at: <https://wapp.lps.org/scarlet/parentaccount/login.cfm?idx=y>

- How do I apply for Free/Reduced Lunch?

Please visit the LPS homepage (www.lps.org) and search for "Free Reduced Lunch" for information and an application. Families must reapply every year.

- May I bring in lunch for my student?

Yes, you may bring in lunch for your student, **BUT you cannot bring in lunch for other students or groups of students.** This is in violation of federal lunch guidelines.

TRANSPORTATION:

- Where do I drop off/pick up my student?

Students should be dropped off and picked up in the loop on the south side of the building. Please avoid the bus loop on the east side of the building. Sixth grade students should enter/exit the building at Door #9, 8th graders at Door #1 and 7th graders at Door #22.

Drop off/Pick up time at Lux is very congested, please exercise caution.

- How do I purchase a bus pass for my student?

StarTran passes can be purchased in the Lux Office anytime, from StarTran during Open House or from a number of local stores (like grocery stores) - the price is the same everywhere. There are three types of bus passes:

- **31-day** - This is the pass we recommend for students who ride the bus frequently. It offers unlimited rides for 31 days from its first use. The cost is \$17.
- **20-ride** - This pass is for occasional riders. It is good for 20 rides with no expiration for use - six weeks, six months, a year - however long it takes the student to use 20 rides. The cost is \$33.
- **Reduced pass** - This is only for students who qualify for Free/Reduced Lunch. It acts like a 31-day pass, but costs only \$8. These passes must be ordered through the Lux Office.

The Lux Office always has 31-day and 20-ride passes in stock. Reduced passes, once ordered, require 2-3 days for delivery, so please request a few days ahead of expiration. We can accept cash or check (made out to Lux Middle School) in payment for passes. Maps of bus routes are available in the Office or online at <http://www.lincoln.ne.gov/city/pworks/startran/routemap/> - scroll all the way to the bottom under "Booster Service."