

2016-2017

SCHOOL CALENDAR STUDENT & PARENT HANDBOOK

Maxey Elementary School

5200 South 75th Street (68516) • Phone 402-436-1153

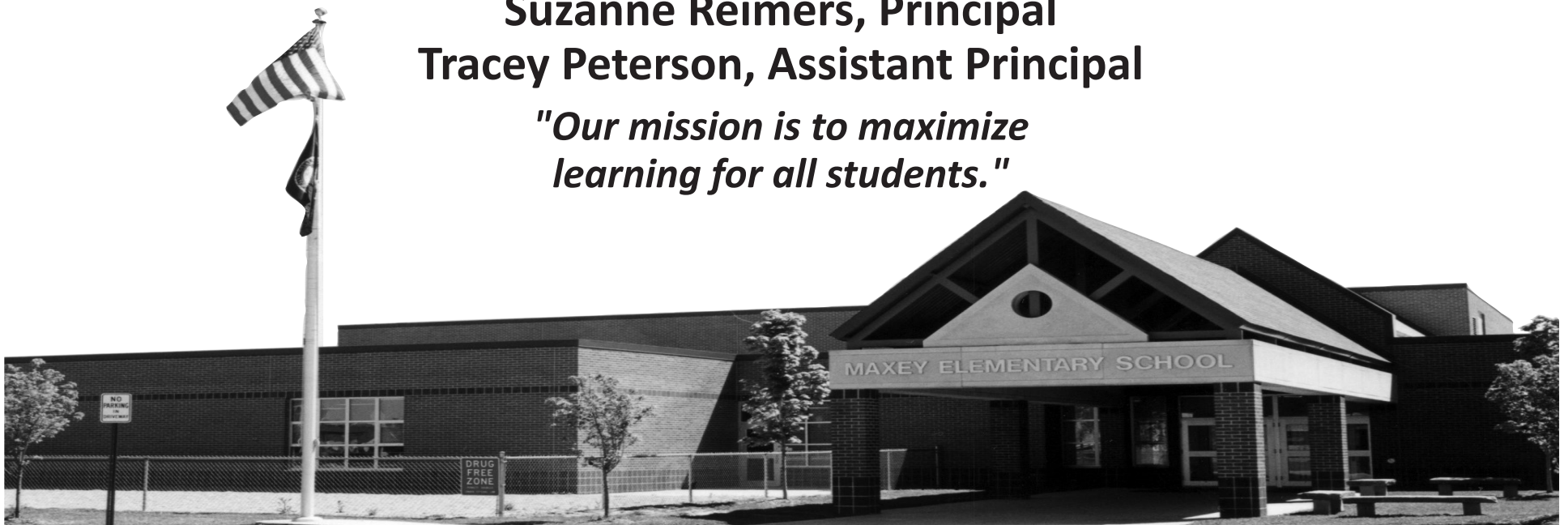
Web Page: <http://maxey.lps.org> • Fax: 402-458-3253

Important Information Booklet: lps.org/ii

Suzanne Reimers, Principal

Tracey Peterson, Assistant Principal

*"Our mission is to maximize
learning for all students."*



2016-2017 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 1/15

2016 JULY							2017 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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24	25	26	27	28	29	30	29	30	31				
31													
AUGUST							FEBRUARY						
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28	29	30	31				26	27	28				
SEPTEMBER							MARCH						
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11	12	13	14	15	16	17	12	13	14	15	16	17	18
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25	26	27	28	29	30		26	27	28	29	30	31	
OCTOBER							APRIL						
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9	10	11	12	13	14	15	9	10	11	12	13	14	15
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NOVEMBER							MAY						
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27	28	29	30				28	29	30	31			
DECEMBER							JUNE						
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11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	

- First and last days of class for students
- Schools not in session
- Students in elementary schools NOT in attendance (Plan Days)
- PLC days-early dismissal (*Plan Days and PLC Days are subject to change*)

Graduation Dates

Thursday, May 25, 2017

Bryan Community Focus Program (*at East*)

Sunday, May 28, 2017

LSW, LNS, LHS (*at Pinnacle*) | LNE, LE, LSE (*at Devaney*)

Dear Students and Families,

Welcome to Maxey Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering any questions you might have about the policies and practices of our school. Please carefully review the contents of the handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to call the school office. Information regarding policies and procedures common to all schools is found in the Important Information Booklet found at lps.org/ii.

On behalf of the entire staff, we look forward to working together to make this a productive and successful year of learning for all.

Suzanne Reimers, Principal
Tracey Peterson, Assistant Principal
And the Entire Maxey Staff

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 Maxey Elementary 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.

JoAnn Maxey

JoAnn Maxey Elementary School,
5200 South 75th Street • Lincoln, Nebraska 68516

JoAnn Maxey was a state senator and president of the Lincoln Board of Education. She was the first African-American member of the board and the first female African-American state senator.

Mrs. Maxey was a member of the school board for six terms beginning in 1975. She was president from 1981 to 1982. As a school board member she was interested in seeing that all children were represented equally. She was a strong proponent of education and worked to improve the school system for all involved and, in particular, for persons of color.

She took time away from the school board from 1977 to 1979 when she was appointed by Governor J.J. Exon to fill out an unexpired term of Senator for Harold Simpson who resigned. She worked for passage of a Displaced Homemakers Bill which addressed the needs of women, especially the needs of single mothers.

Mrs. Maxey was a member of the Lincoln Foundation, Head Start Program, Black Women's Caucus, WICS, League of Women Voters, City Street Advisory Committee, Lincoln Jaycees, Belmont Community Center, Multicultural Committee, Right to Read Committee and the NAACP. She was Director of the Senior Citizens Group at the Malone Community Center and was a laboratory technician at Germer Pediatrics. Mrs. Maxey was also active as a PTA member at McPhee Elementary School.

Mrs. Maxey dedicated her life to children. She taught Sunday School for more than 30 years at Christ Temple Mission and was the youth and senior choir director there as well.

"Even throughout her battle with cancer, she remained a positive, dedicated individual full of determination," wrote Lynne A. Carroll. "When those of us strongly suggested she remain at home to rest on some of those painful days, she refused, as her work for the Lord was not yet done."

Mrs. Maxey's unselfish dedication to the Lincoln community, the church and Lincoln's youth deems it appropriate that the elementary school at South 75th Street and Glynoaks Drive be named JoAnn Maxey Elementary School.

The staff and students are proud to teach and learn at Maxey Elementary School which opened in July 1995.

Maxey School Song

Music by Gerald Saetvett
Lyrics by Gerald Saetvett and Sylvia Bailey

*Here we learn about our world,
We're happy, safe, and free.
We learn to care for other people
Just like you and me.
Our learning is our victory.
We do our very best.
We are so proud of Maxey School
Our minds will never rest.*

*Here with knowledge, strength, and pride
We gather on this day.
Maxey students side by side
We sing, we work, we play.
United in our hopes and dreams,
Together now we sing,
"Here our future will begin,
Our courage leads the way."*

FOREWORD

by Suzanne Reimers, Principal

Welcome to Maxey Elementary School! We are all excited about this new school year. We are ready to meet the challenge. We are eager to begin the process of helping your children become lifelong learners. We truly want to "Maximize the learning of all Maxey School students".

The purpose of this handbook is to give you some basic information about procedures, schedules and expectations we have regarding the operation of our school. The information serves as a reference for Maxey School families. Please give suggestions for additional information you feel will be helpful for the 2017-2018 edition.

We invite you to visit Maxey School as often as you wish. There is always a need for adult volunteers in our classrooms to help children maximize their learning. Your help is appreciated!

MISSION AND PURPOSE

Lincoln Public Schools Mission Statement

The Lincoln Board of Education is committed to providing the highest quality education for all Lincoln Public Schools students. The board sees the primary mission of the schools to be the development of responsible adults:

- who are productive citizens of a pluralistic community, nation and world;
- who are prepared to learn throughout their lives; and
- who are appreciative of the arts, history and culture.

The board holds the district staff accountable for achieving the schools' mission through the most effective and efficient use of available resources.

The board further recognizes that students in the Lincoln Public Schools are educated for the future and therefore expects the school district to be self-renewing, flexible and capable of adjusting to the needs of its various constituencies.

As the elected governing body of the school district, the board believes in sharing its decision-making processes with parents, students, and other citizens and staff members.

Statement of Purpose

The Lincoln Board of Education supports the educational mission of the State of Nebraska. In accordance with this commitment, the board declares that it is the purpose of the Lincoln School District to:

- Offer each individual the opportunity to develop competence in the basic skills of communications, computations and knowledge of basic facts concerning the environment, history and society;
- Offer each individual the opportunity to develop higher order thinking and problem-solving skills by means of adequate preparation in mathematics, science, the social sciences and foreign languages and through appropriate and progressive use of technology;
- Inspire in each individual the ability and desire to continue learning throughout his or her life;
- Encourage knowledge and understanding of political society and democracy in order to foster active participation therein;
- Encourage the creative potential of each individual through exposure to the fine arts and humanities;
- Encourage a basic understanding of and aid the development of good health habits; and
- Offer each individual the opportunity for career exploration and awareness.

MAXEY MISSION & BELIEFS

We will maximize learning for all Maxey Students

- We believe all students in our school need to have an equal opportunity to learn.
- We believe students learn best when they are actively engaged in the learning process.
- We believe students achieve more when there are high and consistent expectations for learning, being safe, respectful, and responsible.
- We believe all students need a significant school relationship in order for significant learning to occur.

SCHOOL DAY

Arrival and Dismissal Times

Grades K-5 ... 9:00 a.m. - 3:38 p.m.
Early Childhood . 8:30 a.m. - 12:00 p.m.

It is recommended that children not enter the school grounds until 8:50 a.m. Supervision is not provided before that time. Students will line up in the designated area and enter the building at the sound of the 8:50 a.m. bell. Teachers will dismiss children at 3:38 p.m. To avoid unnecessary confusion at dismissal time, please plan to meet your child at a designated area outside the school building. Teachers will walk students outside to meet parents, daycare vans, caregivers, etc. In some instances children will need to complete assignments, need additional help from a teacher, or remain for disciplinary purposes. Phone calls will be made to alert parents/guardians if the child is remaining after school for more than 10 minutes.

Once the school day begins, please use the main entrance and check in at the greeter desk. All other doors are locked.

First Student Week of School Schedule

The first 3 days of school have the shortened PLC day schedule. Students in grades K-5 will be dismissed at 2:18 p.m. Thursday and Friday will be regular schedule with 3:38 p.m. dismissal.

Grades K-5

School Starts: 9:00 a.m.
Dismissal: 2:38 p.m.

2016-2017 Specialist Rotation Schedule

Maxey Elementary School

AUGUST						
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SEPTEMBER						
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30	31 ^③					

NOVEMBER						
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JANUARY						
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29	30 ^②	31 ^③				

FEBRUARY						
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12	13 ^③	14 ^④	15 ^①	16 ^②	17 ^③	18
19	20	21 ^③	22 ^④	23 ^①	24 ^②	25
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MARCH						
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5th Grade 4-Day Rotation

KEY

- ① Rotation Days
- First and last days of class for students
- All schools will dismiss one hour early
- Schools not in session
- Elementary students NOT in attendance



2016-2017 Specialist Rotation Schedule

Maxey Elementary School

AUGUST						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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21	22 ^①	23 ^②	24 ^③	25 ^④	26 ^⑤	27
28	29 ^①	30 ^②	31 ^③			

DECEMBER						
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APRIL						
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MAY						
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FEBRUARY						
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12	13 ^①	14 ^②	15 ^③	16 ^④	17	18
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JUNE						
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NOVEMBER						
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27	28	29 ^③	30 ^④			

MARCH						
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19	20 ^④	21 ^⑤	22 ^①	23 ^②	24 ^③	25
26	27 ^④	28 ^⑤	29	30 ^①	31 ^②	

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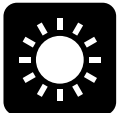
Kindergarten- 4th Grade 5-Day Rotation

KEY

- ① Rotation Days
- First and last days of class for students
- All schools will dismiss one hour early
- Schools not in session
- Elementary students NOT in attendance



August 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11 6:00-7:00pm Maxey Open House	12	13
14	15 First Day of School Early Dismiss 2:18pm	16 Early Dismiss 2:18pm 6:30-7:30pm Third Gr Curriculum Night	17 Early Dismiss 2:18pm	18 6:30-7:30pm Kindergarten Curriculum Night	19	20
21	22 6:30-7:30pm Second Gr Curriculum Night	23 6:30-7:30pm Fifth Gr Curriculum Night	24	25 6:30-7:30pm Fourth Gr Curriculum Night	26	27
28	29	30 PLC Day Dismiss 80 minutes early 6:30-7:30pm First Gr Curriculum Night	31	For a full list of events, refer to the Maxey web calendar.		

STUDENT ARRIVAL AND DISMISSAL PROCEDURES

School Hours

Grades K through 5..... 9:00 a.m.– 3:38 p.m.
Pre-School "Early Childhood" 8:30 a.m.–12:00 p.m.

Arriving to School

Student arrival time for K-5 students at Maxey school is between 8:50 a.m. and 9:00 a.m. It is important to understand that adult outside supervision and adult inside supervision (on inclement weather days) will not be available until 8:50 a.m. Students will be allowed to enter the building at 8:50 a.m. Students are instructed to go to the gym until 9:00 a.m. where adult supervision is provided. Beginning at 9:00 a.m. students will be excused to go to their designated classrooms. The tardy bell rings at 9:05 a.m. Any students arriving to class after this time will be counted tardy. Students arriving to school prior to 8:45 a.m. will not be supervised and are the responsibility of their parents or daycare providers. Students who participate in the programs noted below may enter the building at the times stated and will be supervised:

- 1) Students having a prearranged meeting with a teacher.
- 2) Students that are accompanied by a parent/guardian and are here for a specific pre-arranged meeting.
- 3) Students participating in the Maxey breakfast program. (Seating for breakfast begins at 8:30–8:50 a.m.)
- 4) Students who are registered with the "Family Services Before School Program".
- 5) Students who participate in the Maxey Chorus, Band, Orchestra, Art Banner Club, and Student Council. Arrival time for these programs is between 8:10 a.m. and 8:15 a.m. on designated days set by the sponsor or teacher.

Maxey Student Dismissal Procedures

Dismissal at the End of the Regular School Day/Early Release Days

Students will be allowed to be at school after dismissal time only under the following circumstances:

- 1) They have a prearranged meeting with a teacher.
- 2) They are accompanied by a parent/guardian and are here for a specific pre-arranged meeting.
- 3) They are part of a school sponsored club or activity (such as Student Council or Orchestra), PTO after school classes, or club or activity with an organization that utilizes the Maxey School building.
- 4) They are registered with the "Family Services After School Program".

It is the responsibility of each Maxey family to have a daily "dismissal plan" for their child(ren) to arrive home safely. Parents and guardians are expected to discuss with their children daily as to whether their children are to walk home, ride their bicycle home, or be picked up in a vehicle by a licensed driver.

IT IS THE RESPONSIBILITY OF THE PARENTS TO NOTIFY THE SCHOOL IN WRITING IF THEIR CHILD IS NOT TO WALK HOME UNESCORTED AT REGULAR SCHOOL DISMISSAL TIMES/EARLY RELEASE DAYS OR AFTER SCHOOL EVENTS.

If a child is to walk home, the plan needs to include the walking route and with whom (if anyone) to walk home with your child.

The same would hold true if a child is to ride a bicycle home. If a child is to be picked up by a person driving a vehicle, your child needs to know the name of this individual. It is the responsibility of the parent to communicate this plan with their child.

Maxey School K-5 student dismissal is generally 3:38 p.m. daily, 2:38 p.m. during the first four days of the opening of school on August 12,13, 14, 15 and 2:18 p.m. on designated "early student release days" when staff meet in their professional learning communities. Pre-School Early Childhood students will not be in session on "early student release days". In all cases, parents are responsible for having a dismissal plan for their children and communicating it with their children as how they will get home safely. It is reasonable for all students to be picked up from school within 15 minutes after student dismissal. Designated school personnel will supervise students outside at student dismissal for 15 minutes after the designated dismissal time.

The "Maxey School Student Dismissal Plan" provides for outside adult supervision on all sides of the building, including designated crosswalks located at all major intersections adjacent to the school.

In the event there is a miscommunication between parent and child, and a student is not picked up within 15 minutes of dismissal, Maxey students have been instructed to come to the school office for assistance. All efforts will be made to contact the parent or childcare provider to come to school and pick up the child. Office personnel are on duty until 4:30 p.m. daily and will have to supervise students in the office on an emergency basis until this time. If a child has not been picked up by 4:30 p.m. and there is no school administrator on the school campus, office personnel will contact the police to come and supervise the child. This action will be a last resort, but if necessary, will ensure the safety of the child. Every effort will be made to contact the parent or childcare provider before police are contacted.

September 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
For a full list of events, refer to the Maxey web calendar.				1	2	3
4	5 Schools are Closed	6	7	8	9	10
11	12	13	14	15 Lifetouch Picture Day	16 PTO Fun Night	17
18	19	20	21	22	23	24
25	26 PLC Day Dismiss 80 minutes early Walk-A-Thon	27	28	29	30	

GENERAL INFORMATION

Important Information Needed

General information is mailed before school starts. Fill out the necessary forms carefully and completely and return to school. For the safety of your child, it is a necessary responsibility to give the school the name of a person to contact in case you cannot be reached.

It is very important that parents/guardians notify the school of any change in address and/or telephone number. The office must have a current telephone number on file in case we must contact you in the event of an emergency.

When a child moves from one school to another, either in the city or outside the city, advance notice is needed so the school can prepare the transfer or withdrawal forms.

Birth Certificate Requirements

A student enrolling for the first time in the Lincoln Public Schools must present a certified birth certificate. The requirement for a certified copy was implemented in 1990 with the passage of new state legislation to help track missing children. The document given to parents from the hospital at the time the child is born looks like a birth certificate, but it is not a certified copy, which has a raised seal of the State of Nebraska and the signature of the director of vital statistics. If you need to obtain a certified copy of the certificate, contact the Nebraska Bureau of Vital Statistics, P.O. Box 95007, Lincoln, NE 68509. Phone 471-2871.

Safety, Fire and Tornado Drills

All schools have periodic drills so students know what to do in case of emergency, fire, or tornado in order to be safe. The safety of students is a top priority. All schools cooperate with the fire department to make sure the most effective safety procedures are followed.

Lost and Found

Most lost articles that are found are brought to the Lost and Found area in the vestibule at the east end of the main hallway. Whenever possible, label your child's articles. Encourage your child to check periodically for lost articles. Articles not claimed by semester break and at the end of the school year are donated to a local children's charity.

Procedure for Drop-off, Pick-up and Carpool Lanes

At Maxey School we believe that all students should have a safe learning environment. This includes following a few safety procedures during arrival and dismissal:

- 1) Please observe all "Alert Crossing" signs while driving through intersections. Our staff use these signs to safely walk children across the street. If you see a staff member holding up the sign, please do not drive around them when the way looks clear. Stop, and wait for them to lower the sign.
- 2) Please do not turn left into the circular drive. You will need to enter the drive from the south.
- 3) There is no parking in the circular drive.
- 4) There is no parking along the curb on the north side of the school. The curbside parking is for commercial daycare vans and buses only. Please feel free to park in the parking lot, and walk up to the front of the school to meet your child.
- 5) Whether dropping students off in the morning, or picking them up in the afternoon, please be sure they exit and enter your car on the passenger side. Do not ask them to enter the street to get to your vehicle.
- 6) Students are not to walk in the parking lot unescorted by an adult. Please pick up and drop off students in the appropriate car pool lanes.
- 7) Please remember automobiles use the west circular drive to pick up and drop off students. (front of school)
- 8) The north lane is used for commercial day care vehicles and LPS transportation vehicles. Automobiles may use the North Lane for a.m. ONLY drop-off.

Contacting Your Child's Teacher

Parents/Guardians are encouraged to call or email their child's classroom teacher to arrange for conferences or when questions arise that can be handled with a brief discussion. The best time to reach a teacher by phone is before the student-day begins or after school. During instructional time, voicemail messages can be left for teachers. For involved problems such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged. You may also contact the teacher via LPS email.

October 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
For a full list of events, refer to the Maxey web calendar.						1
2	3	4	5	6 Parent-Teacher Conferences	7	8
9	10	11 Parent-Teacher Conferences	12	13	14 End of First Quarter No School for Elementary Students	15
16	17 Schools are Closed	18	19 Second Quarter	20	21	22
23	24	25 PLC Day Dismiss 80 minutes early	26	27 Lifetouch Picture Retake Day	28 Fall Class Parties	29
30	31					

Professional Learning Communities Early Release Days K-5

The following school days are designated as Professional Learning Communities "Early Release Days" (Tuesdays) for students: August 30, September 27, October 25, November 29, December 20, January 31, February 28, March 28, and April 25. Students in grades K-5 will dismiss 1 hour and 20 minutes earlier than the normal schedule. Students in the preschool "Early Childhood" program will not be in session on these PLC "Early Release Days". Please note the adjusted schedule for these days below:

Grades K-5 School Starts: 9:00 a.m. Dismissal: 2:18 p.m.

Attendance at Special Events, After-School and/or Evening Activities:

Students attending after-school and or evening activities at Maxey School must be accompanied by a parent/guardian. Students must be in attendance during the school day in order to attend special events during the school day, after school and/or evening activities.

Parent Teacher Organization

The Maxey School Parent Teacher Organization is a vital part of Maxey's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Quarterly PTO meetings are held and dates will be listed in the Maxey Messenger. PTO website www.maxeypto.org

The PTO Executive Committee meets at 6:00 p.m. in the conference room prior to the general meetings. All are invited to attend these meetings also.

The 2016-17 PTO President is Jill Trucke.

Breakfast Time/Lunch Time/Specialist Time

Breakfast is served from 8:30-9:00 daily.

Students will have a thirty-minute lunch/recess break. The schedule is as follows:

2016-2017 Lunch/Recess Schedule

Grade	Lunch	Recess	Specialist Time	
Kindergarten	11:00 – 11:15	11:15 – 11:30	12:35 – 1:25	5 Day Rotation
Grade 1	11:20 – 11:35	11:35 – 11:50	1:30 – 2:20	5 Day Rotation
Grade 2	11:40 – 11:55	11:55 – 12:10	10:20 – 11:10	5 Day Rotation
Grade 3	12:25 – 12:40	12:40 – 12:55	9:25 – 10:15	5 Day Rotation
Grade 4	12:10 – 12:25	12:25 – 12:40	11:15 – 12:05	5 Day Rotation
Grade 5	11:55 – 12:10	12:10 – 12:25	2:25 – 3:15	4 Day Rotation

The cost for a student's school prepared lunch is \$2.35 a day. To purchase milk only is \$0.50. SNAP is the name of our cafeteria cash register system. With the SNAP cash register system a parent/guardian deposits money into an account that is accessed by the child entering their SNAP number on a keypad in the cafeteria. If your child is returning to our school, they will use the same number as last year. If your child is new to Lincoln Public Schools, a number will be assigned. It is very important that your child learn their number so they can enter it on the keypad on the first day of school. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools. Adults may purchase a lunch for \$3.30.

Students are allowed one "borrow" from the office, should they not have sufficient funds to pay for lunch, and are expected to repay the loan the following day. Students who must borrow a second time will make a call home for money.

If your child received free/reduced lunch and breakfast LAST year, your application is valid for the first 30 days of school THIS year. Please complete a new application, found in the Important Information booklet you receive in the August mailing, and return it to the office as soon as possible. Eligibility for the free/reduced lunch program is determined by federal guidelines.

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the kitchen before 10:00 a.m. if you plan to have school lunch. Adults and children not students in Lincoln Public Schools pay \$3.30 for lunch.

The United States' Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that "no food may be sold or served that competes with the national School Lunch and/or Breakfast programs one half hour prior to the serving period." This means that no food may be sold (i.e. pop, snack machines, fund raisers), and no food may be brought in one half hour before or one half hour after lunch to treat for birthday parties, class rewards, or class parties. **Also, parents may not bring in food for more than their child.**

November 2016

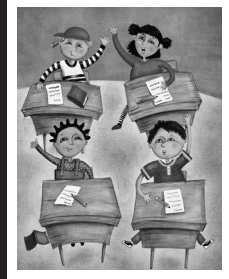


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
For a full list of events, refer to the Maxey web calendar.		1	2 Report Cards Go Home	3	4	5
6	7	8 Election Day	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 No School for Elementary Students	29 PLC Day Dismiss 80 minutes early	30	Schools are Closed		

EXTRA-CURRICULAR ACTIVITIES

Before- and After-school Care

Before- and after-school care is available to families at Maxey School through Family Services, which provides before and after-school care for kindergarten through fifth grade students. Hours are 6:45–9:00 a.m. and 3:38 – 5:45 p.m. Please contact Family Services at 441-7949 for their registration information, fee schedule and additional information.



After School Clubs and Activities

Throughout the school year, a variety of interest clubs and activities are sponsored by Maxey teachers or offered through the Maxey PTO. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Chorus, Band, and Orchestra. Other clubs and activities may be organized to address special interests of students and staff.

Cell Phones

Students are allowed to bring cell phones to school. However, we ask that phones be turned off and remain in backpacks from 8:50 a.m.-3:38 p.m. daily.



USE OF SCHOOL BUILDING AND GROUNDS

Visitors

Parents/guardians and community members are encouraged to visit school. Children not enrolled at Maxey may not visit unless accompanied by an adult. It is recommended that visitors limit their visits to 30 minutes unless other arrangements are made. When visitors do come to school, we ask that they sign in at the “Greeters” Station located in the front hallway and wear the visitor badge that will be provided for them. Wearing this visitor badge will assure all staff that approval has been given by the office to visit.

Volunteers

Maxey School benefits greatly from the many parent and community members who volunteer each year. These volunteers serve in the classrooms, media center, field trips, room parents, and as crossing guards before and after school. Your time and talents are important to the education of children. If you are interested in volunteer work at school please contact your child’s teacher or the school office. To maintain an environment conducive to learning, we ask that volunteers not bring other children during their volunteer time. Volunteers are asked to please sign in and out at the “Greeters” Station.

Smoke-Free Environment

Lincoln Board of Education policy declares all Lincoln Public Schools buildings and grounds smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for all children. When you attend events, please remember that our grounds are smoke- and tobacco-free and abide by our board’s policy.

Student Use of Telephone

Students will be permitted to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning. Cell phones are to be turned off and placed in backpacks from 8:50 a.m.-3:38 p.m.

Nuisance Items/Toys/Weapons

Please leave play items and items that may distract from learning at home. Only school supplies, forms to be returned to school and schoolwork should be brought to school. Leave gum, candy, trading cards, personal CD players, etc. at home. Cell phones are allowed but must be turned off and kept in backpacks from 8:50 a.m.-3:38 p.m. daily.

Knives (including pocket knives) or any other items that might be considered a weapon are strictly prohibited and should NEVER be brought to school. Students who violate this rule face the penalty of suspension and expulsion from school, in accordance with state law. Toys that can be used as weapons or have the appearance of a weapon (i.e. toy gun) are prohibited.

December 2016



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
For a full list of events, refer to the Maxey web calendar.				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	PLC Day Dismiss 80 minutes early	21	22 End of Second Quarter	23	24
25	26	27	28	29	30	31
Schools are Closed - Winter Break						

Schools are Closed -
Winter Break

LPS District Goals

- We will improve the graduation rate.
- We will increase student achievement.
- We will reduce the achievement gap.



Maxey School Improvement Goals

- To increase student achievement in reading/language arts by providing instructional categories to guide all students to think, read and respond critically.
- To increase student achievement in math by providing instructional strategies to guide all students to think, solve problems and respond critically.

SCHOLASTIC ACHIEVEMENT

Communicating Student Progress: Report Cards & Parent-Teacher Conferences

Lincoln Board of Education states (Policy 6570) that “student progress will be reported formally to parents/guardians at least four times each year.” Information about elementary student progress is reported in four areas:

1. Progress through district curriculum objectives.
2. Performance in assigned curriculum level.
3. Character development progress.
4. Use of work or study habits.

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. You will receive information from your child’s teacher regarding the times and dates of Parent Teacher conferences. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.



SUPPORT SERVICES

Student Services: Gifted & Special Education

The Lincoln Board recognizes that the student population includes students with exceptional academic abilities. These students shall be provided appropriately challenging curricula and instruction which is congruent with their learning abilities and styles and which shall be provided in classes composed of these students, taught by teachers trained to recognize and meet the needs of these students. Efforts to refer and identify students for the gifted program will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary. Outstanding abilities are present in students from all cultural groups and across all economic strata. Students shall be placed in the gifted program congruent with their identified needs.

Special education means educational experiences, curriculum and services, through the use of special facilities, equipment, and/or classrooms, which have been adapted to provide special education for students with disabilities. In addition, special education provides support services necessary for evaluation, placement and instruction for students with disabilities.

Please contact Tracey Peterson, Assistant Principal with questions regarding special education and Jennifer Will, gifted facilitator with questions regarding gifted.



In case of emergency, can we reach you by telephone? Please be sure the school has your phone number.

January 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Third Quarter	5	6	7
8	9 Schools are Closed - Winter Break	10	11	12	13	14
15	16 Schools are Closed	17	18 Report Cards Go Home	19	20	21
22	23	24	25	26	27	28
29	30	31 PLC Day Dismiss 80 minutes early	For a full list of events, refer to the Maxey web calendar.			

Maxey Behavioral Expectations Common Areas

	Be Safe	Be Respectful	Be Responsible
All Common Areas	*Walk *Keep hands and feet to self *Respect others personal Space	*Use kind words and actions *Be courteous; greet people, hold doors for others *Use quiet/indoor voices	*Pick up after yourself *Set positive examples for younger students *Be honest
Lunchroom	*Keep all food to yourself *Sit facing the table and push in chairs when you leave	*Wait patiently in line *Allow anyone to sit next to you	*Raise hand if you need to get up *Dispose of your food and tray appropriately
Playground / Recess	*Stay within designated boundaries *Walk on black surface *Be aware of activities around you	*Include everyone in games and activities *Take turns *Use appropriate language	*Put away equipment *Line up when you hear the whistle
Passing areas, Halls, Breezeways, Sidewalks	*Walk *Stay to the right *Allow others to pass	*Walk quietly *Keep hands off walls and art work	*Move through the building with a purpose
Bathrooms	*Keep water in sink *Put towels in garbage *Wash hands	*Give others privacy *Clean up after yourself *Use quiet voices	*Flush toilet after use *Return to room promptly
Arrival and Dismissal Areas	*Use sidewalks and crosswalks *Stay behind yellow line	*Follow adult directions	*Arrive on time *Leave on time
Media	*Keep hands and feet to self	*Use a soft voice in media *Complete task and use time wisely	*Put materials away *Push in chairs
Special Events/ Assemblies	*Keep hand and feet to self *Wait patiently to be seated	*Sit flat *Be a good listener *Quiet voices while entering and exiting	*Quiet during program *Use audience manners

RIGHTS, CONDUCT, RULES & REGULATIONS

Rights and Responsibilities

The Lincoln Public Schools has established rights and responsibilities of students. They are printed in the "Important Information" booklet mailed to parents/guardians before each school year, and are available in the school office. The rights and responsibilities are designed to assure that students have the best opportunity possible to learn in a safe, clean environment without disruption. Please review the rights and responsibilities with your child.

Maxey School Rules

As a Maxey student I will:

1. Be Safe.
2. Be Responsible.
3. Be Respectful.

Management Plan

We believe that all children have the right to a positive, successful learning climate. The staff and parents work cooperatively to reinforce students' positive behavior to ensure this type of environment. Each year a letter is sent home explaining the management plan and the behaviors expected of each child in the team. Questions specific to your child's grade level can be directed to the classroom teacher.

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by all students and staff. Education, strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

February 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
For a full list of events, refer to the Maxey web calendar.			1	2	3	4
5	6	7	8	9	10 Winter Class Parties	11
12	13	14	15	16	17 No School for Elementary Students	18
19	20 Schools are Closed	21	22	23 Parent-Teacher Conferences	24	25
26	27	28 PLC Day Dismiss 80 minutes early Parent-Teacher Conferences				

Bullying

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Suzanne Reimers. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must include:

- Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, school social worker or any other adult in the building that they have built a positive relationship with.

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District's Second Step program.

Bullying Prevention Information

LPS Policy 5482 Students Anti-Bullying Policy

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff.

Bullying means any ongoing pattern of 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 designee, or at school-sponsored activities or school sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The School District shall review the anti-bullying policy annually.

Maxey: Anti-Bullying Plan and Response to Bullying Behaviors

Preventative Plan:

- Teaching and reviewing Positive Behavior Supports – Be Safe, Be Responsible, Be Respectful – School-wide, in grade level teams, and in individual classrooms – morning announcements
- Classroom presentation on bullying – includes the bully, bullied and the bystander
- On-going classroom teaching, modeling and recognition of appropriate school behaviors

Response to Bullying Behaviors

- Identify that the behaviors are on-going and targeting another student (investigation of the situation(s))
- Problem solving session(s) with the bully (and the victim) to help the student recognize and learn that the hurtful behaviors are “bullying”. Parents of the bully are included in this phase of educating the bully and helping him or her to stop the behavior. Some restrictions/plans may be put in place to protect the victim and the bully.
- If bullying continues, a meeting is held with family to determine if more restrictions are necessary and if counseling would be helpful. This could include, but not limited to restricting recess time or areas, restricting transition time, alternate work areas, arrival and dismissal plan, separation plan between the students.
- If the above steps have been completed and bullying continues, next steps could include in-school suspension, out of school suspension, referral to student services, class change.

March 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
For a full list of events, refer to the Maxey web calendar.			1	2	3	4
5	6	7	8	9	10 End of Third Quarter	11
12	13	14	15	16	17	18
Schools are Closed						
19	20 Fourth Quarter	21	22	23	24	25
26	27	28 PLC Day Dismiss 80 minutes early	29 Report Cards Go Home	30	31	

Safety and Security

Communication

Students will bring home a “Wednesday Folder” each Wednesday with information to share. Classroom teachers will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom news, etc. “Community News” is a newspaper distributed by Lincoln Public Schools, free to all elementary students the first week of every month from September through May. “Community News” replaces most informational flyers and can be used as a guide to community activities for students.

Weekly Communication from Maxey School Office

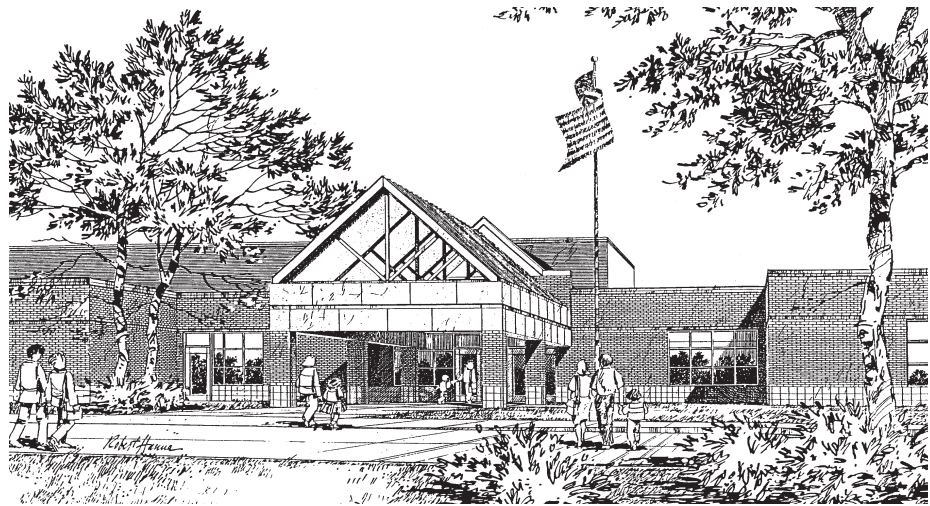
The “Maxey Messenger” is our school newsletter and sent out to all Maxey families who subscribe to this publication through email. The directions to subscribe are as follows:

1. Open your email and click “write or compose” new message
2. In your “TO” box type: join-maxey-messenger@lists.lps.org
3. Click “send”

You should receive a confirmation that you are now subscribed to the “Maxey Messenger”. You will receive this publication on Wednesdays.

We do encourage all Maxey families to subscribe to the “Maxey Messenger” through their email services. This process allows our school to contact you with immediate and emergency information.

The PTO publication, “Mustang Matters” will be attached to the “Maxey Messenger”, along with monthly lunch menus and other pertinent information.



Methods Communication

School Website: Information is regularly updated on our website: <http://wp.lps.org/maxey>

ParentVue: Parents may access communications, attendance information and more for their child through ParentVue. A “button” linking you to ParentVue can be found on our school website.

School Messenger: This district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address.

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
For a full list of events, refer to the Maxey web calendar.												1	
April 2017	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												
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA													



Open/Closed Campus

Elementary students are not allowed to leave school during the school day without permission. If you wish to have your child eat lunch at home, please send a note to let the teacher know in advance. An adult will need to come check the child out of school and the child needs to check in with the greeter when they get back.

Five Ways to Get Your Child Off to a Good Start

You can help your child get off to a good start this school year. Here are some ideas to get you started.

1. Get to know your child's teacher. As a parent you know your child best. Share what you know with the teacher. Does your child have a special interest? A favorite book? Are there subjects in which your child needs special help? You don't have to wait until parent teacher conferences.
2. Talk to your child's teacher about problems, too. What goes on at home affects how a child does in school. Separation, family illness, a new baby, or even a move can all affect a child's school work. You don't have to tell the teacher your personal business, but make sure your child's teacher knows important facts that will help them serve your child better.
3. Make sure your child gets enough sleep. Tired children can't do their best work. Set a bedtime- and stick to it.
4. Learn what is expected of your child. Will there be homework? How much? How can I help?
5. Limit TV. Studies show that children who do best in school watch the least amount of television. But remember, when you first turn off the TV set, you'll have to help your child find other things to do. Read a book or magazine. Take a walk. Visit the library or try playing a game.

These tips can not only get your child off to a good start, they can also help to make the entire school year successful.

Maxey Elementary School Multicultural Vision Statement

Maxey Elementary School is dedicated to assisting students in acquiring the knowledge and skills that are necessary for living and working in a multicultural society. Furthermore, Maxey School is committed to establishing and maintaining a quality educational environment in which all students maximize their achievement academically, intellectually, emotionally and socially. In this environment racial, ethnic, and cultural diversity and social interdependence will be recognized and affirmed by students, staff and members of the Maxey community.

The cultural diversity in our community and world challenges students, staff and members of the Maxey community to understand differing values and customs of racial ethnic and cultural groups. We must work collectively to eliminate prejudice, bigotry, discrimination and stereotyping based on race, ethnicity and culture. All Maxey Elementary School policies, programs and activities will promote and support the goals of multicultural education and cultural proficiency.

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for developing the purpose of the following:

1. Affirm the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, European Americans, Hispanic Americans and Native Americans.
2. Challenge and create an awareness in students in order to eliminate racism, prejudice, bigotry, discrimination and stereotyping based on race, ethnicity and culture.
3. Value multiple cultural perspectives.
4. Provide all members of the Maxey community with the opportunities to "see themselves" in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education, Maxey School will create opportunities to maximize achievement academically and socially in an educational environment in which all students and staff understand and respect the racial, ethnic and cultural diversity and interdependence of members of our society.

Staff List with Emails

Office

Suzanne Reimers, Principalsreimers@lps.org
Tracey Peterson, Assistant Principaltpeters@lps.org
Nancy Jagadich, Secretary IIInjagadi@lps.org
Annette Wiegert, Secretary IIawieger@lps.org

Health Office

Kelly Erwin, School Nursekerwin@lps.org
Alane Wahlstrom, Health Techawahlst@lps.org

Early Childhood Teachers

Ellen Calkinsecalkins@lps.org
Susan Ekelersekeler@lps.org

Kindergarten Teachers

Dawn Cadedcade@lps.org
Linda Freyelfreye@lps.org
Sibyl Gruhlsgruhl@lps.org
Alisha Thompsonathomps5@lps.org
Diane Ziemerdziemer@lps.org

First Grade Teacher

Clarice Andersoncanders3@lps.org
Joan Daharshjdahars@lps.org
Kim Meyerkmeyer@lps.org
Kim Uhingkuhing@lps.org
Joanne Frandoligjfrando@lps.org

Second Grade Teachers

Carrie Gonzalescgonzales@lps.org
Barb Graybgray@lps.org
Bobbi Heibelbheibel@lps.org
Suzan Schoeningsschoen@lps.org
Holly Southwickhsouth@lps.org

Third Grade Teachers

Shari Bitneysbitney@lps.org
Ann Hagamanahagama@lps.org
Pam Siefertpsiefert@lps.org
Carmen Zalmanczalman@lps.org
Amy Frankforterafrankf@lps.org

Fourth Grade Teachers

Nancy Dondlingerndond@lps.org
Christy Firestonecfirest@lps.org
Kim Meyerskmeyers@lps.org
Kelly Reinekekreineke@lps.org

Fifth Grade Teachers

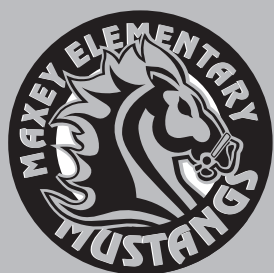
Ruth Beechleyrbeech@lps.org
Mark Boysenmboysen@lps.org
Kris Maxwellkoakland@lps.org
Kelly Schilouskykschilo@lps.org

Specialists

Sylvia Bailey, Vocal Musicsbailey@lps.org
Sheri Christen, Mediaschrist@lps.org
Beth Hergott, Artbhergott@lps.org
Devin Kosmickidkosmick@lps.org
Robert Krueger, Bandrkrueger@lps.org
Amy Holloman, Stringsahollom@lps.org
Greg Tebo, Computergtebo@lps.org

Additional Certified Staff

Paige Leising, Speechpleisin@lps.org
Becky Balfany, Reading Recoveryrbalfany@lps.org
Jen Goddard, Physical Therapistjgoddar@lps.org
Kara Evans, Social Workerkevans3@lps.org
Angie Maranville, Resourceamaran@lps.org
Laurie Miller, Occupational Therapistlrmiller@lps.org
Katelin Lempka, Resourceklempka@lps.org
Megan Norton, Psychologistmnorton@lps.org
Kathy Van Meter, Reading Recoverykvanmet@lps.org
Makala Kubart - Resourcemkubart@lps.org
Sarah Kupke - ELLskupke@lps.org
Kris Guthrie - ELLkguthri@lps.org
Jennifer Will - Giftedjwill2@lps.org
Angie Heckman, Instructional Technology Coachaheckma@lps.org



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Behaviors That Lead to Success

Responsibilities of Elementary Students

The Responsibilities of elementary students tells us what we can do to become good citizens. These rules are written to keep us safe in our schools and protect the rights of all students.

Students who are responsible:

- A. Follow directions given by any school staff member. They speak to and treat school staff respectfully.
- B. Solve problems peacefully. They do not fight, threaten, “put down” others, or force others to do what they don’t want to do.
- C. Respect the property of others. They do not take or break things that belong to the school or others.
- D. Care about how others feel. They do not hurt or try to hurt others.
- E. Treat others fairly. They do not bully or force a student to give them money or valuables.
- F. Help keep the school a safe place. They do not bring weapons of any kind to school.
- G. Care about themselves. They follow the laws and do not have, sell or use tobacco, alcohol, inhalants, other drugs or any imitations of these.
- H. Know that it is important to be in school every day. They are not truant.
- I. Arrive at school on time. They are not tardy.
- J. Use language that is respectful of all people. They do not use offensive gestures, profanity or “put down” people because of their race, religion, gender or ethnic background.
- K. Act in a way that makes others feel comfortable at school. They follow the rules of public decency.
- L. Help make school a good place to learn. They do not repeatedly break the rules of the classroom, playground, lunchroom and school.
- M. Are good citizens. They follow the laws of our state and nation.
- N. Dress properly for school. They do not wear clothing that is unsafe, that offends or that distracts the learning of others.
- O. Help keep buses safe for everyone. They follow school bus rules.
- P. Respect their own bodies and the privacy of others. They do not touch others inappropriately.



These rules are made to guide us. If students choose not to be responsible and break these rules, consequences will follow. Consequences could include suspension or expulsion from school.

This document was written for the use of elementary students. It is intended to supplement the document, Lincoln Public Schools, Responsibilities of Students, not replace it.

LINCOLN BOARD OF EDUCATION 5905 O Street • Lincoln, NE 68510



Barbara Baier
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5/15

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