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Betsy Gomez, Principal \* Seth Lutz, AP



Website: mcphee.lps.org  
820 Goodhue Blvd \* 402-436-1150  
16/17 Student & Parent Handbook  
McPhee Elementary

## LPS Calendar + Important Dates

### PLC/Early Release:

August 30  
September 27  
October 25  
November 29  
December 20  
January 31  
February 28  
March 28  
April 25

### Parent Teacher

**Conferences:**  
September 6 & 8  
February 27 & 28

### Frequent Contacts:

McPhee Office/Your Child's Teacher  
Andrea Phillips, School Social Worker  
Jamie Mapp, School Psychologist  
402-436-1150

**Before/After School Care (CLC)**  
Lincoln Parks and Recreation  
402-441-7952

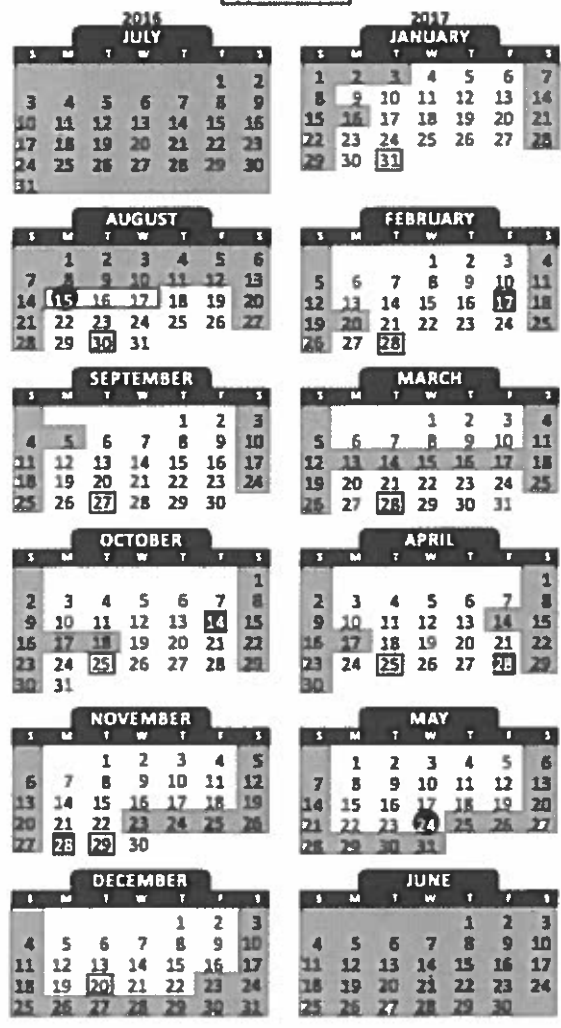
### INTENT OF STUDENT HANDBOOK

This flipbook is intended to be a brief overview of common information. It is not inclusive. Please refer to your Important Information Booklet or seek out McPhee's administration if you have any further questions. Should a situation arise that is not covered by this flipbook, administration will be responsible for making a decision based upon all applicable school district policies, & state & federal statutes and regulations.

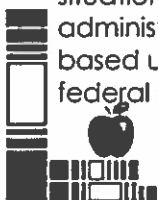
## 2016-2017 Student Calendar

Lincoln Public Schools  
Lincoln, Nebraska

Approved 1/15



- First and last days of class for students
- School's not in session
- Students in elementary school's NOT in attendance (Plan Days)
- PLC days-early dismissal (Plan Days and PLC Days are subject to change)



Lincoln Public Schools

## School Improvement Goals:

1. To increase the knowledge, understanding and application of number sense across the curriculum for all students.
2. To increase reading comprehension across the curriculum for all students.

## PTA Involvement:

The McPhee PTA is a vital part of McPhee's success with your scholar in reaching our school improvement goals. Parents/guardians are encouraged to attend PTA meetings and provide feedback in regards to programming and family events. For more information on how to get involved, see Ms. Gomez.

## Lunch Room Procedures

You are more than welcome to come and join your scholar for lunch! We ask that you check in with the SEM and sit with your scholar at the yellow tables. To promote health habits, we do not share food. You are more than welcome to bring your child a lunch, however, you cannot bring food for your scholar's friends.

The school cafeteria is a dining room away from home. Good eating habits and courteous conversations during lunch contribute to an enjoyable learning environment. The use of appropriate manners are expected from all scholars.

Items such as pop and candy are highly discouraged and your scholar will be asked to save them for after school if they are brought.

FREE breakfast is provided to all students and can be obtained between 8:35AM and 9AM.

If you have any questions about SNAP, negative account balances, free/reduced lunch applications please call the office at 402-436-1150 or visit [www.lps.org](http://www.lps.org).

### Lunch/Recess Times

\*all students attend recess prior to lunch\*

5<sup>th</sup> Grade-11:40-12:15

1<sup>st</sup> Grade-11:50-12:25

3<sup>rd</sup> Grade-12:00-12:35

2<sup>nd</sup> Grade-12:10-12:45

4<sup>th</sup> Grade-12:20-12:55

Kindergarten-12:30-1:05

### Lunch Prices

Scholars: \$2.35

Adults/Visitors: \$3.40

\*Prices are subject to change\*

For more information visit [www.lps.org](http://www.lps.org) or call 402-436-1000.

## Bicycles, Skateboards, Rollerblades and Scooters

Scholars are expected to follow correct safety practices and are asked to walk their bikes/scooters on school grounds. Racks are provided on the west side of the school and bike locks are highly encouraged. The school is not responsible for lost/stolen bikes.

Skateboards, rollerblades and skate shoes are not allowed.

## Nuisance Items/Cell Phones

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.

Cell phones are highly discouraged and is considered a nuisance item. If your scholar brings one to school and it doesn't remain in their backpack, it will be brought to the office and remain there until a parent/guardian can come pick it up. We are not responsible for lost/stolen cell phones.

## Phone Usage/Messages

If you are needing to get your scholar a message during the day please call the office at 402-436-1150. Please be advised that after 3pm, your message may not make it to your scholar in time. It is highly encouraged to make after school plans before school begins and we will make every attempt to ensure that if your plans do change that your scholar is aware.

Unless for an academic reason or with permission, scholars will be unable to use the phone during the school day as it tends to disrupt the learning environment.

## Methods of Communication

**Mustang Messenger:** The Mustang Messenger contains announcements and other pertinent school information. The newsletter is sent home bi-weekly in Thursday folders.

**Thursday Folders:** Important information for the week is sent home each week. Please make sure to return your child's Thursday folder on Fridays.

"Community News" is a newspaper distributed by LPS. It contains pertinent community information, events and school lunch menus.

**ParentVue:** Parents may access communications, attendance and grades through ParentVue. The link can be found on our website [mcphee.lps.org](http://mcphee.lps.org).

Get up to date information along with pictures of what students are learning on Facebook (McPhee Elementary School) and Twitter (@mcpheelps)!

## Absences

If your child is going to be absent or late, please call the office at 402-436-1150. You may call while the office is not open and leave a message on the answering machine. If we do not hear from you and your scholar is absent by 9:30, we will call to make sure your child is safe.

## Make Up Work

We appreciate parent/guardians' conscientious regard for picking up homework for their child.

\*If your child will be absent only one day, work may be made up or taken home the following day.

\*If your child will be absent for an extended period of time, please contact your scholar's teacher to plan for completion of work and notify the office.

## Educational Equity

The Lincoln Board of Education is committed to the concept of educational equity for scholars, staff and patrons of Lincoln Public Schools. In all programs conducted by the school district, the dignity and worth of all human beings will be recognized. Such recognition shall be extended regardless of a person's economic status, race, ethnic background, culture, religion, sex, sexual orientation, age or mental, physical or linguistic ability.

## Gifted and Special Education

The Lincoln Board recognizes that the student population includes students with exceptional academic abilities. These students shall be provided appropriately challenging curriculum 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 your scholar.

If you have questions about the gifted program, please contact our Gifted Itinerant, Mrs. Prochnow.

If you have questions about the special education process or programming, please contact Mr. Lutz.

## Creating and Maintaining a Successful Learning Environment

We believe that all scholars have the right to a positive, successful learning climate. It is an expectation that staff and parents work collaboratively to reinforce students' positive behavior to ensure this type of environment.

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors are strongly encouraged no matter what the situation and inappropriate behaviors (including bullying, intimidation and harassment) are strictly prohibited.

In order to ensure that students have a safe and positive learning environment that they deserve, McPhee is utilizing a new management plan this year titled Well Managed Schools. This program will replace BIST. This plan may be used anywhere on property including the playground, lunchroom and hallways. Information will be sent home regularly to families about the skills your scholars will be learning, practicing and receiving positive feedback for. It is highly encouraged that you talk with your student about these skills and how they apply to their daily lives.

More information about Well Managed Schools can be found on our website, our social media pages, through your child's teacher or by talking to McPhee administration.

## Computer/Technology Use Guidelines

Listed below are the LPS staff/student guidelines to be followed when using district technology:

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

## Computer/Technology Guidelines

## Fire/Tornado/Emergency Drills

All schools are required by law to have periodic drills so students are prepared in the event of an emergency. The safety of students is a top priority. If you are already at school and a drill occurs, please comply with all staff member directions and be another adult role model for our scholars. If a tornado warning occurs during the school day please do not attempt to come to school. Staff will not be able to meet or assist parents/families as they will be occupied ensuring that the scholars in their care are being taken care of at their assigned locations.

## Inclement Weather/Playground

The superintendent of schools is authorized by the Board of Education to close schools in case of severe weather. If such an event occurs, the local media will be notified. The information is broadcast regularly by radio/TV stations or can be obtained by calling LPS district office at 402-436-1000.

In the event of a tornado warning, all students will move to their assigned sheltered areas. If it is after school hours, you are more than welcome to come join us. Depending on how severe of a threat and with administration approval, you may take your child home with you.

In the event of rain or severe windchill/temp, indoor recess may be scheduled. There is not a magic temperature, so please ensure that your child is dressed and prepared to go outside every day of the year. Research shows that fresh air is incredibly beneficial, so we like to be outside for recess as much as possible.

## Bullying/Harassment

If you feel that your child is being bullied by peers, please contact your child's teacher or McPhee administration. All reported incidents of bullying/unsafe behavior will follow the protocol outlined in LPS Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived imbalance of power. 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 info or popularity to control or harm others.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

Bullying also includes actions such as making threats, spreading hurtful rumors, attacking someone physically or verbally or 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 they are being bullied or are in an unsafe situation. These may include teachers, school psychologist, administrators, social workers or anyone who your child has 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.