



2018-2019

**School Calendar
Student & Parent Handbook**

Hartley Elementary School

730 N. 33rd Street • Phone 402-436-1139

Website: hartley.lps.org • Fax: 402-458-3239

Jeff Rust, Principal

Mission and Goals

- **LINCOLN PUBLIC SCHOOLS MISSION**

The Lincoln Board of Education has defined the 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.

It is the intention of the Lincoln Public Schools that all students will achieve the following:

1. Demonstrate competency and fluency in the essential skills of reading, writing, speaking, listening, and mathematics.
2. Think critically and creatively, using higher order thinking skills to make decisions, solve problems, and create new perspectives and possibilities.
3. Understand the important ideas from the arts, humanities, sciences, and mathematics, and understand the relationship among them.
4. Demonstrate the knowledge, skills, and attitude essential for living in a democracy and becoming a contributing member of society.
5. Understand and celebrate the diversity and interdependence of our pluralistic, multicultural community, nation, and world.
6. Respect and care for themselves and others.
7. Respect and care for the natural environment.
8. Work with others productively and cooperatively.
9. Become a lifelong learner.
10. Develop skills to enter the work force.

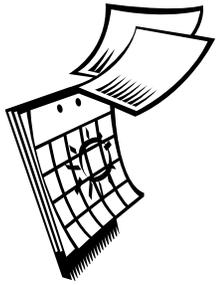
- **HARTLEY ELEMENTARY SCHOOL MISSION STATEMENT**

The heart of Hartley: Safe, caring, and respectful learning community.

Hartley Elementary staff has created a School Improvement Plan that focuses resources on two areas:

- 1) ALL students will improve their comprehension.
- 2) ALL students will improve math number sense.





2018-2019 Student Calendar

Lincoln Public Schools
Lincoln, Nebraska

Approved 5/17

2018 JULY							2019 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											

2018 AUGUST							2019 FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	3	4	5	6	7	8	9
5	6	7	8	9	10	11	10	11	12	13	14	15	16
12	13	14	15	16	17	18	17	18	19	20	21	22	23
19	20	21	22	23	24	25	24	25	26	27	28		
26	27	28	29	30	31								

2018 SEPTEMBER							2019 MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	3	4	5	6	7	8	9
2	3	4	5	6	7	8	10	11	12	13	14	15	16
9	10	11	12	13	14	15	17	18	19	20	21	22	23
16	17	18	19	20	21	22	24	25	26	27	28	29	30
23	24	25	26	27	28	29	31						
30													

2018 OCTOBER							2019 APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	7	8	9	10	11	12	13
5	6	7	8	9	10	11	14	15	16	17	18	19	20
12	13	14	15	16	17	18	21	22	23	24	25	26	27
19	20	21	22	23	24	25	28	29	30	31			
26	27	28	29	30	31								

2018 NOVEMBER							2019 MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	5	6	7	8	9	10	11
4	5	6	7	8	9	10	12	13	14	15	16	17	18
11	12	13	14	15	16	17	19	20	21	22	23	24	25
18	19	20	21	22	23	24	26	27	28	29	30	31	
25	26	27	28	29	30								

2018 DECEMBER							2019 JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2	3	4	5	6	7	8
2	3	4	5	6	7	8	9	10	11	12	13	14	15
9	10	11	12	13	14	15	16	17	18	19	20	21	22
16	17	18	19	20	21	22	23	24	25	26	27	28	29
23	24	25	26	27	28	29	30	31					
30	31												

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

Graduation Dates

Thursday, May 23, 2019

Bryan Community Focus Program (at East)

Sunday, May 26, 2019

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

Dear Student and Families,

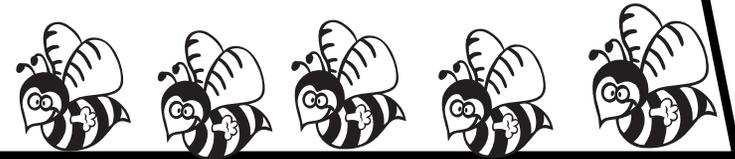
Welcome to Hartley Elementary School! This handbook has been prepared for all students and parents/guardians as a helpful way of answering questions you might have about the policies and practices of our school. Please carefully review the contents of the handbook with your child. Please use this as a reference throughout the school year. We are pleased to welcome you and your family to Hartley Elementary. The Hartley Staff has long been committed to meeting the needs of your child in any way that they can. Our goal is to prepare each child for graduation from high school and beyond and we cannot do this without a partnership with you.

At Hartley, we invite parents and families to become involved at school in learning activities of your children. Parents are always welcome to visit school and are welcome and encouraged to volunteer in classrooms, the media center, and at special events.

On behalf of the entire staff, we look forward to working together with you to make this a productive and successful year of learning and growing. Let us work together to make the learning experience for your child the best it can be.

Sincerely,

Jeff Rust
Principal



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 Hartley 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 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 a 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 a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.



SCHOOL DAY



- **ARRIVAL AND DISMISSAL TIMES**

Hours of School- Regular Session

Grades K-5: 9:00 a.m. - 3:38 p.m.

Preschool:

AM 8:00 - 11:30 a.m.

PM 11:45 a.m. - 3:15 p.m.

The school day begins promptly at 9:00 a.m. and ends at 3:38 p.m. Students arriving after the 9:00 bell should check into the office for a tardy slip. We ask for parents and guardians picking up their children after school to arrive on time. **Children not picked up by 3:50 will not be allowed to wait outside and will be escorted by a staff member to the office.** Adults arriving after 3:50 should report to the office to pick up their child(ren). The police department may be called when children are not picked up by 4:00 p.m..

Hours of School- PLC Early Release Days

(last Tuesday of each month August-April)

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

Our teachers are on duty from 8:15 a.m.-3:45 p.m. The student day begins at 9:00 a.m. and ends at 3:38 p.m.

School begins at 9:00 a.m. After the 9:00 a.m. bell, all students use the main entrance (marked as entrance #1) and must check in with the office. Once the school day begins, please use the main entrance. All other doors will be locked.

- **ENTRANCE AND EXIT ROUTINES**

Our entrance and exit routines help to start and end our school days in a positive way. Students not participating in our breakfast program enter school using the doors located in the back of the building on the east side (off of our playground-**Marked entrance #5**). Students not eating breakfast are welcome to enter the building beginning at 8:50 and report to the gym. Students will sit in their class lines in the gym. **Students are not allowed to play on the playground prior to school, as a result if a child is not eating breakfast at school they should arrive to school no earlier than 8:50 a.m..**

Students who participate in the breakfast program may enter the building through the east entrance off our playground (**entrance #5**) at 8:30 a.m. (**these students should not arrive before 8:30 a.m.**). **Students arriving on campus for breakfast prior to 8:30 are unsupervised. After breakfast all students will report to the gym and sit in their class lines.**

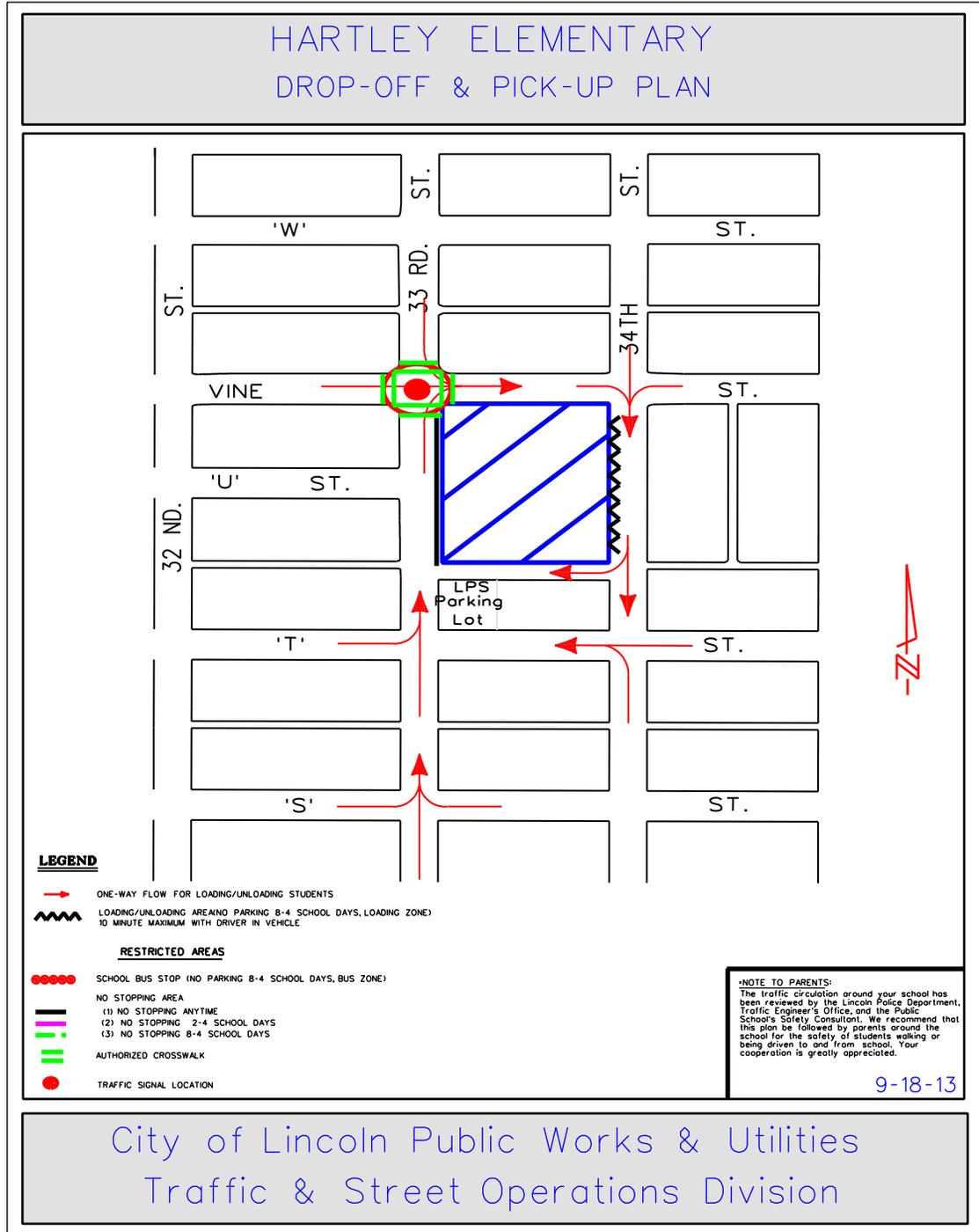
Students not participating in the breakfast program should not arrive before 8:50. Teachers are preparing for their students and supervision is not available until that time. If students need to arrive before 8:50, Hartley has child care available on our site through our Community Learning Center.

At the end of the school day, **ALL** students exit to the rear of the building. This allows children to easily meet those with whom they will be riding or walking on their way home. For those students who will be supervised by a sibling who attends a school other than Hartley, we ask your help in completing a permission form that says you would like your child to be picked up by an older sibling/student. Siblings not attending Hartley should meet their younger sibling at a predetermined spot on our playground or on 34th street. Siblings not attending Hartley are asked to remain off of school grounds (on 34th street- east of the school playground) until the bell rings at 3:38 PM.



• DROPPING OFF AND PICKING UP YOUR CHILD(REN)

For parent(s) or guardian(s) using vehicles to drop off or pick up children before and after school please use 34th street for this purpose. **The staff parking lot and the alley south of the school building are designated for daycare vans and Lincoln Public Schools buses. For the safety of all students please DO NOT use the staff parking lot or alley as a drop off or pick up location.** Staff members will be on 34th street supervising students to make sure they safely make it to their rides. We ask that you do not encourage your child to cross the middle of the street to get to your car. For the safety of our children we ask that a parent or guardian escort their child(ren) to their automobile. Because our staff parking lot is a busy place after school, please refrain from having your children cut through the parking lot to meet you on the street.



City of Lincoln Public Works & Utilities
Traffic & Street Operations Division



• BREAKFAST

A breakfast will be provided to all children that would like to eat breakfast at school. This school year there will be no charge for the breakfast meal.

Extra Milk	\$0.50
Adult/Non Student	\$1.75

• LUNCH TIMES

Hartley offers a lunch program for all its students. If you would like to join your child for lunch, please call the office before 9:00 a.m. that day so that our cafeteria staff will know how many we can expect. Don't forget to check in with our secured entrance monitor, located at the main entrance, when you arrive.

- 11:00- 5th Grade
- 11:10- Kindergarten
- 11:20- 1st Grade
- 11:30- 3rd Grade
- 11:50- 4th Grade
- 11:40- 2nd Grade

• MEAL PRICES

Paid.....	\$2.35
Reduced.....	\$0.40
Adult.....	\$3.40
Extra Milk	\$0.50

USE OF SCHOOL BUILDING AND GROUNDS



• VISITING SCHOOL

We are pleased to have you visit school and we welcome you to Hartley. We are proud of what teachers and children are doing and glad to have you observe. Research supports that parental interest has a positive correlation with student achievement. Children not enrolled at Hartley may not visit unless accompanied by an adult.

Quality instruction and learning are the desired outcomes of the following guidelines:

- * Visits of 20-30 minutes are best for you to get an overview of the class without interrupting the flow of your child's work. **Visits longer than this can distract from the instructional program.**
- * If you are interested in observing a certain area of the curriculum, it is best to call the teacher before the visit to find out what time that subject is normally taught.
- * It is best not to bring younger children as visitors to the classroom; however, they are welcome at school events and in the lunchroom.
- * Teacher responsibility to students will not allow for individual conferences during classroom visits. You are welcome to set an appointment with the teacher.

To ensure the safety of your child from stranger danger, we ask that visitors check in with the secured entrance monitor paraeducator, located at the main entrance, for a visitor's name tag. It is Lincoln Public Schools policy for all staff members, visitors, and volunteers to wear a visible name badge. Even regular volunteers are asked to sign in, as everyone who is expected to help monitor the building may not recognize them.

Students not enrolled at Hartley are not allowed on school grounds during school hours in order to ensure a safe and orderly environment.

• SALES AT SCHOOL

Quite a few of our students are members of teams and clubs outside of school. Fundraising is often a responsibility that goes along with being on a team or in a club. It is impossible for staff members to buy from all of our students, as a result students have hurt feelings when staff members turn them down. Please be respectful of our staff members by not putting them in the uncomfortable situation of being asked to purchase items (i.e. Girl Scouts cookies, candy etc.). Your cooperation is appreciated in keeping non-school related sales out of the building.

• 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. Students will not be allowed to use school phones to conduct non school related business (i.e. seeking permission to go to a friends house after school.)

• BICYCLES, SKATEBOARDS, ROLLER-BLADES, AND SCOOTERS

Students are expected to follow correct safety practices and are asked to walk their bicycles on school grounds. Racks are provided on the west side of the school. Bicycle locks are highly encouraged. **Skateboards, rollerblades, shoe skates, and scooters are not allowed.** We have found that they present safety issues for students. Students that wear shoe skates should remove their wheels prior to entering the building.



August 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9 Hartley Open House 5:00-6:00 pm	10	11
12	13 First Day of School PLC - School Dismissed at 2:18 pm	14 PLC - School Dismissed at 2:18 pm	15 PLC - School Dismissed at 2:18 pm	16	17	18
19	20	21	22	23	24	25
26	27	28 PLC Day Dismiss 80 minutes early School Dismissed at 2:18 pm No After School Clubs	29	30	31	

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." Your child will receive a report card at the end of each quarter. Information about elementary student progress is reported in four areas: 1) Progress through district curriculum objectives 2) Performance in assigned curriculum level 3) Effort 4) Use of effective learning or study skills. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher. Our office staff will be happy to let you know of our teachers' planning periods and will forward calls and messages between 8:15-8:55 a.m. as well as after school.

Parent-Teacher conferences are scheduled twice a year. First semester conferences have been scheduled for October 4th and October 6th from 4:00-7:00 p.m. Second semester conferences have been scheduled for January 31st and February 2nd from 4:00-7:00 p.m. at Hartley Elementary School.

- **CONTACTING YOUR CHILD'S TEACHER**

Parents/Guardians are encouraged to call 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, phone messages will be taken for teachers. For more involved issues such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.

Notes: _____

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

September 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Schools are Closed	4	5	6	7	8
9	10 Community Advisory Group Meeting 5:00-6:00 pm	11	12	13	14	15
16	17	18	19	20 Curriculum Night 5:00-6:30 pm	21	22
23	24	25 PLC Day Dismiss 80 minutes early School Dismissed at 2:18 pm No After School Clubs	26	27	28 All School Assembly 9:30 am	29
30						

HARTLEY PLEDGE

AS A PARENT/CARING ADULT...

I WILL SUPPORT HARTLEY'S MISSION TO TEACH MY CHILD TO BE SAFE, CARING, RESPECTFUL, AND RESPONSIBLE.

- I understand that my involvement in my child's education will help his/her achievement and attitude.
- I will see that my child comes to school every day, on time and ready to learn.
- I will support the school in developing positive behaviors and responsibility in my child.
- I value education and will encourage my child to read daily.
- I will communicate in a positive, constructive and timely manner with teachers and school staff to support my child to his/her fullest potential.

PARENT/CARING ADULT SIGNATURE _____

AS A STUDENT...

I WILL ACT IN A SAFE, CARING, RESPECTFUL, AND RESPONSIBLE MANNER.

- I believe my education is important to me.
- I understand that I need to be caring and not hurtful or disruptive.
- I will show respect for myself, my school, adults and other students.
- I will be safe and obey all school rules and expectations.
- I believe with hard work and effort I can and will learn.
- I know that I can ask for help from an adult at school.
- I will be responsible and safe using my digital device.

STUDENT SIGNATURE _____

AS A TEACHER...

I WILL TEACH, MODEL, AND ASSIST STUDENTS IN BEING SAFE, CARING, RESPECTFUL, AND RESPONSIBLE.

- I believe all students can and will learn.
- I will enforce school and classroom expectations and rules fairly and consistently.
- I will maintain open lines of communication with each student and his/her parents in a way that is positive, constructive, and timely.
- I will seek ways to involve parents in the school community.
- I will encourage children to read or be read to daily.
- I will provide high quality curriculum and instruction to enable children to meet state academic achievement standards

TEACHER SIGNATURE _____

October 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Community Advisory Meeting 5:00-6:00 pm	2 Parent/Teacher Conferences 4:00-7:00 pm	3	4 Parent/Teacher Conferences 4:00-7:00 pm	5	6
7	8	9	10	11	12 No School for Elementary Students	13
14	15 Fall Break	16 Fall Break	17	18	19	20
Schools are Closed						
21	22	23	24	25	26 All School Assembly 2:30 pm Report Cards Sent Home	27
28	29	30 PLC Day Dismiss 80 minutes early School Dismissed at 2:18 pm No After School Clubs	31			

SUPPORT SERVICES

- **STUDENT SERVICES:
GIFTED & SPECIAL EDUCATION**

The Lincoln Board of Education and Hartley Elementary 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. Teachers, parents or students can refer students for possible inclusion in the gifted program. These referrals are based on evidence of high academic achievement or outstanding educational performance. The Hartley Gifted Data Gathering Team will make the final decision about placement into the gifted program. Services are delivered by classroom teachers and by an itinerant gifted teacher.

Mandy Nickolite, Assistant Principal, or Michelle Sievers, Gifted Itinerant Resource Teacher, may be contacted for information about programming for gifted students.

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

Please contact Angie Ertz, Special Education Coordinator, for information about Hartley's programs for children with special needs.



November 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Community Advisory Meeting 5:00-6:00 pm	6	7	8	9	10
11	12	13	14	15	16 Family Movie Night 6:00 pm	17
18	19	20	21	22	23	24
		Schools are Closed				
25	26 No School for Elementary Students	27 PLC Day Dismiss 80 minutes early School Dismissed at 2:18 pm No After School Clubs	28	29	30 All School Assembly 1:30 pm	

BULLYING



If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Jeff Rust. 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.

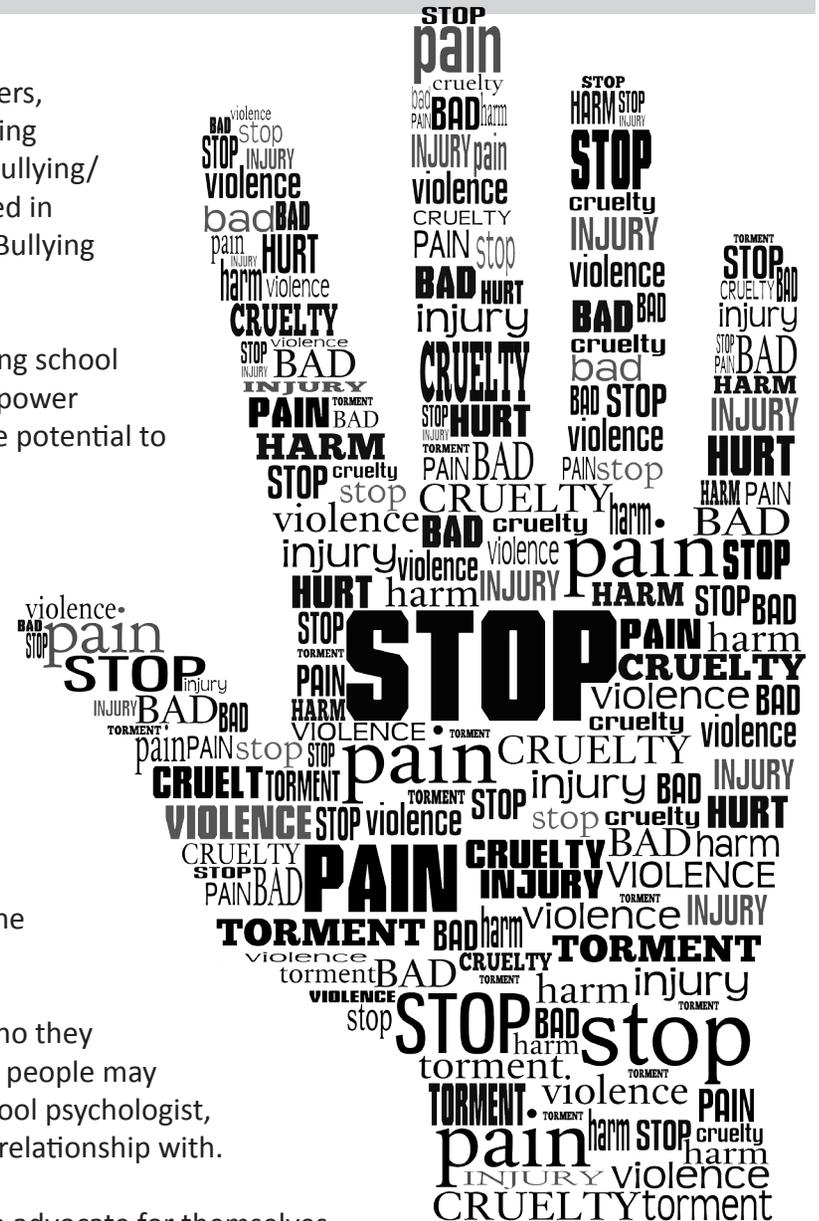
In order to be considered bullying, the behavior must include:

- 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.

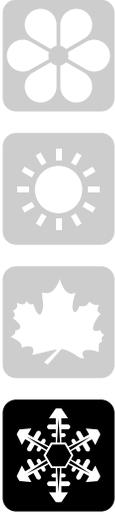
Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

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.



December 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Community Advisory Meeting 5:00-6:00 pm	4	5	6	7	8
9	10	11	12	13 Cultural Night/Family Dessert Night 5:30-7:00 pm	14	15
16	17	18 PLC Day Dismiss 80 minutes early School Dismissed at 2:18 pm No After School Clubs	19	20 All School Assembly 2:00 pm	21 Schools are Closed - Winter Break	22
23	24 Schools are Closed - Winter Break	25	26	27	28	29
30	31	Schools are Closed - Winter Break				



Hartley Health Office

402-436-1139



• **COPYRIGHT AND FAIR USE POLICY**

It is the intent of the Lincoln Public Schools to adhere to the provisions of the U.S. Copyright Law (Title 17). All students and staff are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreements or permission. The Lincoln Public Schools disapproves of unauthorized duplication in any form. Anyone who willfully disregards copyright policy is in violation and assumes all responsibility.

EXTRA-CURRICULAR ACTIVITIES

• **BEFORE- AND AFTER-SCHOOL CARE**

Before and After-school care is available to families at Hartley School through the Hartley Community Learning Center (CLC). Registration information is available in the school office or through Cedars Northbridge Community Center, 437-8835. Before and After School Care Services are offered from 7:00-8:55 a.m. and 3:38-6:00 p.m.

• **AFTER SCHOOL CLUBS AND ACTIVITIES**

Throughout the school year, a variety of interest clubs and activities are sponsored by the Hartley Community Learning Center. 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.

• **COMMUNITY ADVISORY GROUP**

The Hartley Community Advisory Group is a way to be a part of our school community. As an organization, it represents parents/guardians that organizes events and projects that serve children and families. If you wish to be a part of this group, please contact Mr. Rust. Community Advisory Group meetings are held on the 2nd Monday of the month from 5-6 p.m. in the Hartley Media Center.

• **PARENT POLICY**

Hartley Elementary believes strong parental involvement is directly related to student success. We encourage the involvement of parents in the life of their school. Family involvement activities such as Literacy and Math Nights are planned to promote academic success. If you are interested in volunteering, please speak with Jeff Rust about opportunities.

January 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		Schools are Closed - Winter Break				
6	7 Community Advisory Meeting 5:00-6:00 pm	8	9	10	11	12
13	14	15	16 Report Cards Sent Home	17	18	19
20	21 Schools are Closed	22	23	24	25 All School Assembly 10:00 am	26
27	28	29 PLC Day Dismiss 80 minutes early Parent Teacher Conferences 4:00-7:00 pm School Dismissed at 2:18 pm No After School Clubs	30	31 Parent/Teacher Conferences 4:00-7:00 pm		

FEDERAL PROGRAMS

• SCHOOL-WIDE TITLE I PROGRAM

Hartley Elementary utilizes federal funding to supplement the educational programming provided by the Lincoln Public Schools. The School Improvement Plan describes the manner in which these funds are utilized to implement Hartley's goals. We would like to encourage the involvement of parents/guardians in the formulation and implementation of this plan.

• FREE/REDUCED LUNCH PROGRAM

Eligibility for the free/reduced lunch program is determined by federal guidelines.



GENERAL INFORMATION

• IMPORTANT INFORMATION NEEDED

Enrollment information will be filled out by the parent/guardian at open house. **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. **Please also take the time to fill out the (Before and After School Plan) and return it to your child's teacher. This plan will clearly communicate to us how your child(ren) will safely make it to and from school.**

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.

• SAFETY, FIRE AND TORNADO DRILLS

All schools have safety plans and 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

Lost articles are turned in to the office and placed in the Lost and Found area in the northeast first floor 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 charity.

February 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Community Advisory Meeting 5:00-6:00 pm	5	6	7	8	9
10	11	12	13	14	15 Family Movie Night 6:00 pm	16
17	18 No School for Elementary Students	19	20	21	22 All School Assembly 1:30 pm	23
24	25	26 PLC Day Dismiss 80 minutes early School dismissed at 2:18 pm No After School Clubs	27	28		

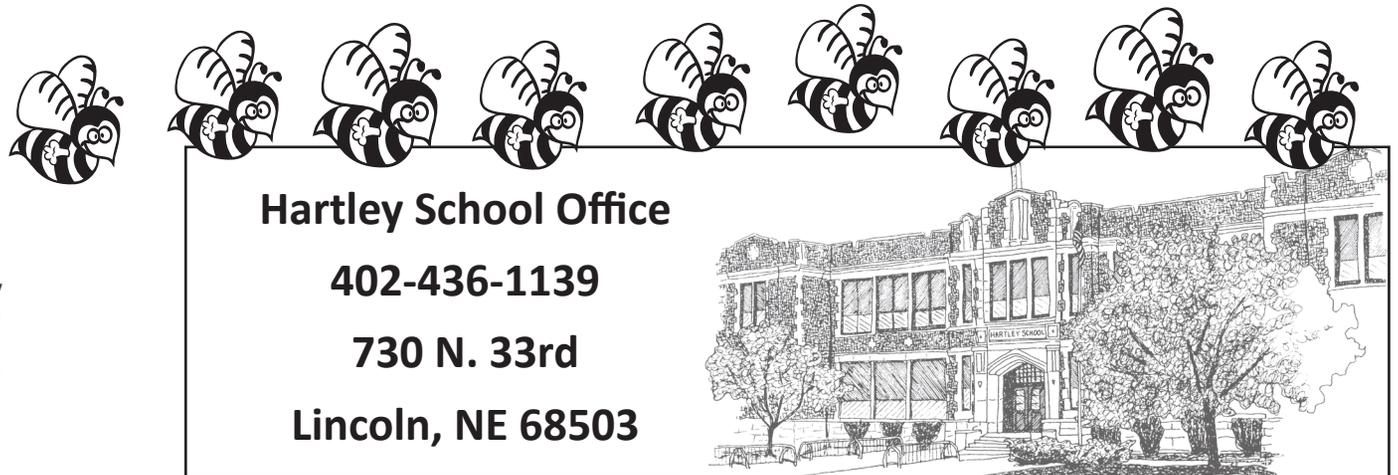
• PETS AT SCHOOL

Pets are an important part of many students' lives and can provide many good learning experiences. The school principal must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. Verification that the pet is up to date on vaccinations must be presented. Please refrain from bringing your pets onto school grounds before and after school. If you are walking a pet to school we ask that you remain off of school grounds and notify your child of the location they should meet you at. Even the best behaved animal can become startled when surrounded by children and lots of action. This could result in a child being injured. **For the safety of all children we ask that pets not be brought on school grounds.**

• 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-give us a call or write a note!
2. Talk to your child's teacher about issues that might affect your child. 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 schoolwork. 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. Remember that reaching your child's teacher is most practical before school (8:15-8:55) and during their plan times (varies by grade level). If it isn't possible to reach him or her, leave a number where you can be reached.
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 and video games. 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.



Hartley School Office

402-436-1139

730 N. 33rd

Lincoln, NE 68503

March 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Community Advisory Meeting 5:00-6:00 pm	5	6	7	8	9
10	11 Spring Break	12 Spring Break	13 Spring Break	14 Spring Break	15 Spring Break	16
Schools are Closed						
17	18	19	20	21 Nature Night 5:00-6:30 pm	22	23
24	25	26 PLC Day Dismiss 80 minutes early School Dismissed at 2:18 pm No After School Clubs	27 Report Cards Sent Home	28	29 All School Assembly 2:00 pm	30
31						

METHODS OF COMMUNICATION

• SCHOOL NEWSLETTER

The Hartley Buzz is a school newsletter distributed monthly through an email that will be sent to families. The Hartley Buzz contains news, updates, and useful information.

• WEEKLY COMMUNICATION FOLDERS

Typically, school news will be sent home via Wednesday folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Hartley Elementary School.

• COMMUNITY NEWS

"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. The monthly school lunch menu is included in each issue of "Community News."

• SCHOOL WEBSITE

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

• 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 districtwide 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.

• FACEBOOK

Check out school happenings on our Facebook Page! "Like" us at www.facebook.com/HartleyHornets

• TWITTER

Follow us on Twitter at @hartleyschool to receive tweets about Hartley Elementary.



April 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Community Advisory Meeting 5:00-6:00 pm	2	3	4	5	6
7	8	9	10	11 Bike Rodeo 4:30-6:00 pm	12	13
14	15	16	17	18	19 Schools are Closed	20
21	22 No School for Elementary Students	23	24	25	26 All School Assembly 10:00 am	27
28	29	30 PLC Day Dismiss 80 minutes early School Dismissed at 2:18 pm No After School Cubs				

★ SCHOOL-WIDE BEHAVIOR PLAN

What is B.I.S.T.?

B.I.S.T. is a school-wide behavior management plan that increases student learning time, stops disruptive/hurtful behavior, and teaches skills that will lead to life success.

B.I.S.T. helps students work on these life goals:

- ◆ I can take good care of myself, even if I am mad.
- ◆ I can be productive and follow directions even if I don't want to.
- ◆ I can be okay when others are not okay.

West Lincoln Staff will partner with your child to develop skills to reach these goals.

The two basic rules of B.I.S.T. are:

- ◆ It is never okay to be disruptive!
- ◆ It is never okay to be hurtful!

B.I.S.T. Vocabulary

You may hear your child or your child's teachers use these terms.

EARLY INTERVENTION is when an adult provides one redirection for disruptive behavior.

CARING CONFRONTATION is how an adult provides the one redirection with consistent language as well as non-punitive actions and intent.

SAFE SEAT is a designated seat in the student's regular classroom intended to provide a safe place where the disruptive behavior can stop. The student is not in trouble. The safe seat provides a place to keep the student out of trouble. A student can place him/herself in the safe seat as well as being assigned by an adult.

STOP/THINK/CHANGE SHEET is a form to help students reflect on how to change their disruptive or hurtful behavior.

PROCESSING is the discussion between the adult and student to develop a plan to be accountable for and change disruptive/hurtful behavior.

BUDDY ROOM is a safe seat in another classroom when a student needs an alternative safe seat for a variety of reasons.

RECOVERY is the assignment to a safe seat or buddy room for an extended period of time for students who are having difficulty changing their disruptive or hurtful behavior.

PROTECTIVE PLAN is what the school and family develop together to provide the structure and support to stop the student's disruptive behavior and to teach the student needed missing skills.

B.I.S.T. Sounds

When you visit Hartley, you might hear adults say to students:

- ◆ **Can you** stop talking **even though** you don't want to?
- ◆ **Can you** be okay **even though** others aren't okay?
- ◆ **Can you** stop screaming **even though** you are mad?
- ◆ How can you be mad and not get in trouble?
- ◆ I don't want you to be in trouble. I just want you to look at yourself so you can change.
- ◆ It's okay to have a problem, but it's not okay to stay stuck in the problem.

5 STEPS TO ACCOUNTABILITY

Staff will work with your child to own the behavior, plan to change it and accept the support from adults.

1. I did it.
2. I'm sorry.
3. It's a problem in my life.
4. I accept the consequences.
5. I accept help.

May 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10 Peter Pan Park Party 6:00-8:00 pm	11
12	13	14	15	16	17	18
19	20	21	22 Last Day of School	23 All School Assembly 9:30 am 5th Grade Promotion 2:30 pm Report Cards Sent Home	24	25
26	27	28	29	30	31	

Positive Behavior Intervention Supports (P.B.i.S.) is a system of school wide, classroom management and individual supports that provide simple but effective strategies to improve behavioral outcomes. This approach offers supports for *all* students in the school, *some* students that have additional behavioral needs, and *few* students who need the most intensive supports. The P.B.i.S framework provides intervention strategies based on over 30 years of research in school discipline from the education, public health, and psychology fields. The research supports a variety of components within the PBIS framework.

- Consistent and well defined expectations
- School-Wide positive reinforcement plan
- Continuum of consequences
- Family Involvement
- Systematic approach to teaching expectations
- Efficient data collection process

PBIS Acknowledgement System at Hartley Elementary

Honorable Hornet Ticket

All staff will use tickets to acknowledge students' meeting Hartley's building wide expectations.

Hartley Hero (The new Star Citizen!)

One student per grade level will be awarded at a monthly assembly and will receive a medal to wear to the next assembly.

Arrival Trophy

A trophy will be awarded daily to K-2 and 3-5 classrooms that meet arrival expectations in the gym.

Assembly

At each monthly assembly, one student's name from each grade level will be drawn, the teacher will state how the student met the expectations, and the student will choose a reward for his/her class!

School Wide Acknowledgement

A grade level/school-wide graph will be developed and posted with progress towards goals. When the building reaches specific benchmarks, Hartley Elementary earns a Spirit Day!

Parent's Guide to PBIS Positive Behavior Intervention Support

Hartley Elementary

Our PBIS mission at Hartley Elementary is to support staff & students by educating and acknowledging appropriate behavior through data based decision making to ensure the Heart of Hartley remains a Safe, Caring, Responsible, and Respectful Learning Community.

***Be Safe**

***Be Caring**

***Be Respectful**

***Be Responsible**



June 2019

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

ENJOY THE SUMMER!

						1
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						



Hartley

BUILDING EXPECTATIONS



	PLAYGROUND	ARRIVAL & MORNING GYM	ASSEMBLY	RESTROOMS	HALLWAYS	CAFETERIA (Breakfast & Lunch)	DISMISSAL PROCEDURES
Be Safe	<p>The playground is a tag free zone, hands/feet to self.</p> <p>If it's on the ground, it stays on the ground! I.e., gravel, snow, sticks.</p> <p>Use equipment appropriately.</p>	<p>Wait on the wall for an adult to let you in the building.</p> <p>Walk to line.</p>	<p>Sit crisscross on your spot.</p> <p>Face forward.</p> <p>Hands in lap.</p>	<p>Hands and feet to self.</p>	<p>Eyes Forward.</p> <p>Walk, single file.</p> <p>Stay to the right.</p> <p>Hands and feet to self.</p> <p>Off the wall.</p>	<p>Eyes forward in line.</p> <p>Right shoulder on the wall.</p> <p>Hands and feet to self.</p> <p>Wait with shoulder on the wall.</p>	<p>Cross the street with an adult.</p> <p>Walk your bike.</p> <p>Stay on the sidewalk.</p> <p>Playground is available after 6 p.m.</p>
Be Caring	<p>Share equipment.</p> <p>Be Polite.</p> <p>Use kind words, Include everyone.</p>	<p>Return greetings.</p>	<p>Voices off.</p> <p>Clap appropriately.</p>	<p>Wait your turn.</p>	<p>Return silent greetings.</p>	<p>Use kind words in conversations.</p> <p>Use appropriate table manners.</p> <p>Clean up after yourself.</p> <p>Voice off.</p>	<p>Walk in control with hands to yourself.</p>
Be Responsible	<p>Run a lap.</p> <p>Settle disagreements with rock, paper, scissors, and positive words.</p> <p>Walk to line up in a minute or less when the whistle blows.</p> <p>When the whistle blows pick up balls and carry them to the cart.</p>	<p>Enter door 5.</p> <p>Be on time.</p> <p>Sit criss cross facing forward.</p> <p>Keep backpacks on and zipped.</p> <p>Follow hallway rules</p>	<p>Participate.</p> <p>Listen.</p>	<p>Carry a bathroom pass.</p> <p>Flush then wash your hands.</p> <p>Return to class quickly.</p> <p>Make sure the restroom is clean before you leave.</p>	<p>Carry the correct hallway pass.</p> <p>Take the appropriate path in a timely manner.</p>	<p>Get everything you need for your meal.</p> <p>Clean up after yourself.</p> <p>Chew with your mouth closed.</p> <p>Use silverware.</p>	<p>Make sure you have all of your things before you exit the building.</p> <p>Use your assigned door, follow hallway expectations.</p> <p>Leave school grounds quickly.</p> <p>Students may only re-enter the building with an adult.</p>
Be Respectful	<p>Use appropriate language.</p> <p>Follow game rules. (Ash rules)</p>	<p>Voices off when adult's hands is up.</p> <p>Voices off/stay seated until adult says stand up.</p>	<p>Eyes on speaker.</p> <p>Hands up, voices off.</p> <p>Be supportive.</p>	<p>Use the restroom designated for your class.</p> <p>Carry a bathroom pass.</p>	<p>Buckles and TAPS.</p> <p>Voices off.</p> <p>Hands and feet to self.</p> <p>Quiet feet.</p> <p>Be respectful to other classrooms.</p>	<p>Voices off in line.</p> <p>Level 2 voice at table.</p> <p>Adults clap students clap, voice off. Music on, voices off.</p> <p>Use lunch utensils appropriately.</p> <p>Leave cafeteria quietly.</p> <p>Voices off while waiting for your teacher.</p>	<p>Keep hands, feet, & objects to yourself.</p>

July 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 4th of July	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	31	SUMMER ROCKS!		

HARTLEY ELEMENTARY – TITLE I PARENT INVOLVEMENT POLICY

Hartley Elementary recognizes the importance of parent involvement in student success. Collaboration between parents, school personnel and the community is essential to accomplish this goal. To provide opportunities for this collaboration, Saratoga Elementary will do the following:

1. Parents will be represented on the School Improvement Team and will provide feedback and suggestions for the Parent Involvement Policy.
2. The School Improvement Plan/Title I Plan will be shared at a parent meeting. Parents are encouraged to make suggestions for changes. The School Improvement Team will review the suggestions and respond if needed.
3. The Parent Involvement Policy will be included in the Parent/Student Handbook given to each family at the beginning of school.
4. A Title I annual parent meeting will be held at the beginning of the school year. During this meeting, information about Title I will be explained.
5. Parents are involved in the planning, review and improvement of the Parent Involvement Policy and the Parent/Student/School Compact at our Annual Parent Meeting where they will be informed of the Building's Title I participation.
6. An end of the year survey will be sent to parents. The survey will provide the parents an opportunity to evaluate the Title I program and make suggestions related to improvements. The data will be used to make improvements at Hartley Elementary for the next school year.
7. Parents will be informed about the Title I Program, school events and the curriculum through monthly newsletters, Wednesday Folders and the School Messenger phone system.
8. Monthly opportunities for parents to participate in with their families may include:
 - Preschool Family Activity Nights
 - Preschool home visits
 - Attending student meetings such as Special Education Meetings
 - Attending Community Advisory Meetings
 - Monthly Family Engagement Activities
9. Information regarding after school clubs for students will be communicated through forms sent home in the Wednesday Mailers or in monthly newsletters.
10. Information about curriculum and assessments will be provided in a language and format the parents can understand. An interpreter will be called as needed for parent conferences and meetings.
11. Teachers will promote the volunteer program by asking parents to come into the classroom to participate in small groups and/or help students one on one. They will also be asked to volunteer at school events throughout the year.
13. Parents will be asked to review the Homework Policy, which is located in the Parent/Student Handbook. Parents will also be asked to provide a quiet space for their child to complete their homework and help them if necessary.
12. Parents will be asked to attend at least two conferences with their child's teacher each school year.



INSTRUCTION REGULATION

Parental Involvement in Title I Programs

6443.1

The policies set forth in this regulation apply to parents of students in Title I programs and have been established in order to implement programs, activities and procedures for the involvement of parents in Title I programs consistent with the Title I laws, as amended by the No Child Left Behind Act of 2001.

Expectations for Parental Involvement

It is the expectation of Lincoln Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring (A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies of the District.
- F. Involving parents in the activities of the schools served under Title I.

Policy Involvement

Each school served under the Title I program shall:

Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.

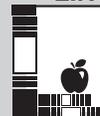
Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care or home visits.

Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs.

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