2018-2019 Morley Elementary School Student Handbook



6800 Monterey, Lincoln, NE
Phone: 402-436-1154 Fax: 402-458-3254
http://morley.lps.org

Principal: Stephanie Drake
Assistant Principal: Laura Stephenson

School Hours 9:00 a.m.-3:38 p.m.



Families, you will notice there are no calendars attached to the handbook. There is a calendar on the Morley website that will list all the events at school. The website address is http://wp.lps.org/morley/. Go to the website, click on the calendar tab. If you desire, you may subscribe to the calendar and information will be sent to your phone or computer.

Using the Morley website calendar will allow us to give families the latest information about events, field trips, orchestra practices, concerts etc. because it will be updated by our executive secretary daily. Using the website calendar will also save money on paper.

Don't forget, in every Morley Messenger, the upcoming events are also listed.



The Lincoln Public Schools Important Information Booklet can be found online at:

http://lps.org/go/important



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2018-2019 Morley School Staff

Office

Principal Mrs. Stephanie Drake sdrake2@lps.org Assistant Principal Mrs. Laura Stephenson lstephe2@lps.org **Executive Secretary** Mrs. Kathy Weins kweins@lps.org Registrar Mrs. Dawn Voot dvoat@lps.ora Mrs. Karen Fischer kfische3@lps.org SEM kmorgan@lps.org Nurse Mrs. Katie Morgan Health Technician Mrs. Tori Kyncl vkvncl@lps.org

Support Teachers

Band Mr. Frank Stroup fstroup@lps.org ericker@lps.org Strings Ms. Ella Ricker Gifted Facilitator Mrs. Mary Daily mdailv@lps.org Instructional Tech Coach Mrs. LouAnne Miller lamiller@lps.org Reading Recovery/Inter. Mrs.Lennea Lacev llacey@lps.org Interventionist Mrs.Karen Hankins khankin@lps.org igerber2@lps.org Resource Ms. Jamie Gerber Resource Ms. Alvssa Gries agries@lps.org Mrs. Kim Gruber Resource kgruber@lpsorg School Psychologist Mr. Philip Rohde prohde@lps.org School Social Worker Ms. Ann Lough alough@lps.org Speech Pathologist Ms. Lorilee Schrader Ischrad@lps.org

Specialist Teachers

Art Mr. Brad Barker bbarker@lps.org
Computer Science Mr. Ron Schinkel rschink@lps.org
Library Mrs. Stephanie Kinnaman skinnam@lps.org
Music Mrs. Sheri Fraley sfraley@lps.org
PE Mrs. Laurel Heidbrink lheidbr@lps.org

Special Education Paraeducators

Mr. James Bennett Ms. Tonia Ehlers Ms. Sherri Ernst Ms. Jody King Mrs. Julie Tooker

Building Paraeducators

Mrs. Andrea Dickey Mrs. Anissa McCarty

Food Service

Mrs. Karri Busboom, Manager Mrs. Rosann Keller Mrs. Lisa Lehr Mrs. Fannie Odenthal

Custodians

Shane Makovicka, Supervisor Zach Jennings, Asst. Supervisor Dave McMahon, Custodian Shannon Hansen

2018-2019 Morley School Staff Continued Classroom Teachers

Mrs. Abbie Everett Mrs. Carol Jozsa Miss Lexi Morrison	aeveret@lps.org cjozsa@lps.org lmorris@lps.org	room 127 room 128 room 129
		room 130
		room 125
-		
wis. Kris Sprague	ksprague@ips.org	room 124
Mrs. Renee Kovar	rkovar@lps.org	room 120
Miss Erica Malleck	emalleck@lps.org	room 122
Ms. Cortney Townsley	ctowns@lps.org	room 121
Miss Risa Udell	rudell@lps.org	room 123
Ms. Kasey Briones	kbriones@lps.org	room 114
Mrs. Michele Eggett	meggett@lps.org	room 110
Miss Jordyn Heiser	jheiser2@lps.org	room 115
Mrs. Deirdre Walton	dwalton@lps.org	room 111
Mrs. Laura Book	lbook@lps.org	room 112
-	· · · · · · · · · · · · · · · · · · ·	room 113
Mr. Lance Erickson	lericks@lps.org	room 007
Mrs. Ruth Lackey	rlackey@lps.org	room 006
Mrs. Heather Bohling	hbohlin@lps.org	room 005
		room 008
		room 004
Mrs. Theresa Reinhard	trein@lps.org	room 003
	Mrs. Carol Jozsa Miss Lexi Morrison Mrs. Lisa Nielsen Ms. Julie Metteer Mrs. Mindy Pinkelman Mrs. Kris Sprague Mrs. Renee Kovar Miss Erica Malleck Ms. Cortney Townsley Miss Risa Udell Ms. Kasey Briones Mrs. Michele Eggett Miss Jordyn Heiser Mrs. Deirdre Walton Mrs. Laura Book Mrs. Jill Carey Mr. Lance Erickson Mrs. Ruth Lackey	Mrs. Carol Jozsa Miss Lexi Morrison Mrs. Lisa Nielsen Ms. Julie Metteer Mrs. Mindy Pinkelman Mrs. Kris Sprague Mrs. Renee Kovar Miss Erica Malleck Ms. Cortney Townsley Miss Risa Udell Ms. Kasey Briones Mrs. Michele Eggett Miss Jordyn Heiser Mrs. Deirdre Walton Mrs. Laura Book Mrs. Jill Carey Mrs. Heather Bohling Mrs. Heather Bohling Mrs. Brisa Udell Cijozsa@lps.org Imorris@lps.org mpinkel@lps.org mpinkel@l



Welcome From Morley Staff

Dear Students and Families,

Welcome to Morley Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering 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, 402-436-1154.

On behalf of the entire staff, we look forward to working together to make this a productive and successful year of learning and growing. Stephanie Drake, Principal & Morley Staff



Intent Of Student Handbook

This handbook is intended to be used by students, parents and staff as a guide to some of the rules, regulations and general information about Morley 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 to assist their child in following the rules contained in this handbook.

Although the 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. For more detailed information about district policies go to the Morley website at http://wp.lps.org/morley/ Click on the Important Information Booklet or the Common Practices Booklet for all elementary schools.

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 the handbook, the administration will make a decisions based on all applicable school district policies and sate and federal statues and regulations.





Morley School Vision

To empower all Morley students to become productive citizens and lifelong learners.



Five Voice Levels

- 1 Silent
- 2 Shoulder
- **3** Group
- 4 Presentation
- 5 Outside

Four Positive Expectations

- 1 Be Productive
- 2 Be Respectful
- 3 Be Responsible
- 4 Be Safe

Three Goals for Life

- 1 I can follow directions and do my work if I do not want to.
- **2** I can be okay even if others are not okay.
- 3 I can have an overwhelming emotion (anger) and not get into trouble.

Two Things Never Okay in the Classroom

- 1 Never okay to be disruptive
- 2 Never okay to be hurtful

Number **One** Jobs

- 1 Your teacher's number one job is to teach.
- 1 Your number one job is to learn.

Morley Elementary School Mission

The Morley Community
Believes
Achieves
and Succeeds





Specialist Schedule

Third Grade 9:40 - 10:30 am

Fourth Grade 10:35 - 11:25 am

Fifth Grade 11:30 am - 12:20 pm

Second Grade 12:50 - 1:40 pm

Kindergarten 1:45 - 2:35 pm

First Grade 2:40 - 3:30 pm

PBiS Benchmarks of Quality

- 1. PBiS Team
- 2. Faculty Commitment
- 3. Effective Procedures for dealing with discipline
- 4. Data Entry and Analysis
- 5. Expectations and Rules Developed
- 6. Reward/Recognition Program established
- 7. Lesson Plans
- 8. Implementation Plan
- 9. Classroom Systems
- 10. Evaluation



Management Plan

We believe all children have the right to a positive, successful learning climate. The staff and parents work cooperatively to implement strategies and practices to reinforce positive behaviors. Of course, building relationships, fostering belonging, having informal conversations and giving feedback all show students how valuable and essential they are to the Morley community.

Teachers also use a variety of rewards in the classroom to encourage and recognize students doing the right thing. Some examples are: sitting in the teacher's chair or being first in line for lunch. CHIRPS tickets are given out school-wide when teachers notice good behavior. The CHIRPS tickets allow students to be eligible for Friday recognition. Students are recognized quarterly at assemblies and in our newsletters for their character and effort.

Lincoln Public Schools provides a physically safe and emotionally secure environment 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.

Some students are not able to handle their behavior. Teachers work to discourage inappropriate behaviors by structuring the classroom, instituting routines and procedures and developing strong instructional lessons. In order to protect others and the learning environment, teachers and the administration commit to teaching these students the skills so they are missing so they can succeed behavior appropriately in school.

Believe - in each other, in our students and in our families.

Achieve - to our highest potential, using effort and learning.

Succeed - as learners and caring community members.

Bullying

If you feel that peers are bullying your child, please contact your child's teacher or the building principal, Stephanie Drake. 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 with whom they have built a positive relationship.

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.



Second Step Curriculum

Students in kindergarten through fifth grade receive social-emotional instruction and support through the Second Step Curriculum. The Second Step program teaches children self-regulation and skills to manage their feelings, make friends, and solve problems. For more information or resources, you may visit www.secondstep.org.

Before- and After-School Care

Family Service "School's Out" program, which will be housed at Morley, provides before- and after-school care for kindergarten through fifth grade students. Hours are 7:00-9:00 a.m. and 3:38-5:30 p.m. Please call 402 441-7949 for registration information and fee schedule.

Day Cares Who Transport to Morley

Krayon Campus:	(402) 486-4847
Noah's Ark (church across the street):	(402) 486-1930
LaPetite:	(402) 488-3125
Kindercare:	(402) 489-9075
St. Mark's	(402) 489-6051
World of Knowledge:	(402) 483-4769
Adventure Academy:	(402) 805-4224

Arrival Procedures

- The Morley School Campus is closed until 8:45 am unless students are coming to eat breakfast or participate in a before school activity.
- Students arriving for school should not arrive before 8:45 am as there is no supervision until that time.
- Students arriving for breakfast may come at 8:25 am. Students should wait on the porch until the breakfast sign is turned to the green go.

Dismissal Procedures

- All students are dismissed from the building at 3:38 p.m. All students must go directly home or to a school sanctioned after school activity.
- Teachers will escort students out their designated exit door
- School Campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

Before and After School Clubs and Activities

Throughout the school year, a variety of interest clubs and activities are taught by Morley teachers and/or sponsored by the Morley PTO. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Leadership Club, Computer Club, Chorus, Band, Orchestra, Orff Music Group, Fitness Club, Banner Club, etc.. Other clubs and activities may be organized to address special interests of students and staff.

Methods of Communication

District-Wide School Messenger

upcoming events or PLC Days.

This district-wide communication system allows schools to quickly send out school or district phone calls, texts or emails to families with important information. Please be sure the school has your updated phone number and email address so you can receive this information. School Messenger is used to notify families of emergency situations or school closings and to send out reminders about

School Newsletter: The Morley Messenger

Our school newsletter is called the Morley Messenger and information. contains announcements. celebrations and lists school events. This newsletter is sent via email through upcomina School Messenger the last Friday of each month.

Weekly Communication Folders or Friday Folders

Typically, school news will be sent home via Friday folders. Please return the folder on Monday including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Morley 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 fliers 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/morley/

The current Morley Messenger, along with all past issues, are posted on our websites. Many times pictures from different activities or information about upcoming events are also given. The school website has several tabs. One of the tabs is the calendar which will give updated event dates and times.

Facebook: Check out school happenings on our Facebook Page! ("Like" us at Morley Elementary)

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.

Breakfast and Lunch

BREAKFAST

Breakfast 8:30 - 8:55 a.m.

Students \$1.30 - Adult/Non-Student \$2.00

Reduced 30¢ - Extra Milk 50¢

LUNCH

Students \$2.45 - Adult/Non-Student TBA Reduced 40¢ - Extra Milk 50¢ - Second Lunch TBA Exact Change Appreciated

The adult meal price includes milk. Food items may also be purchased a la carte.

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the office before 9:30 a.m. if you plan to have school lunch. Adults and children who are not students in Lincoln Public Schools pay \$3.50 for lunch.

If you are going to eat lunch with your child, we have guest tables for you. We do ask that no other students join you. This eliminates hurt feelings if another student is not chosen to join the table.

Parents may bring a lunch from an outside vendor. Parents may not bring food for children other than their own.

The lunch/recess	s schedule is as follows:	
Grade	Lunch/Recess	
Kindergarten	11:00 - 11:30	
First	11:20 - 11:50	
Second	11:40 - 12:10	
Third	12:00 - 12:30	
Fourth	12:20 - 12:50	
Fifth	12:40 - 1:10	TII.

POS

POS is the name of our cafeteria cash register system. With the POS cash register system a parent/guardian deposits money into an account that is accessed by the child entering their POS number on a keypad in the cafeteria or by swiping/scanning a plastic card. 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 or know how to scan/swipe a card. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools. *The lunch system is now called POS (Point of Sale), SNAP refers to a Federal Program now.*

Lunch Menus

All lunch menus can be accessed online on the <u>lps.org</u> homepage. Please note the updated format with symbols denoting the different food choices.

Attendance

At Special Events, After-School And/Or Evening Activities

Students attending after-school and or evening activities at Morley 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.

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 upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for completion of work.

Please call the school (402-436-1154) in the morning to request homework to be picked up after school. Teachers must have a plan time to gather materials.





Emergency Contact Information

In case of emergency or illness, can we reach you by phone? **Please make sure we have your current phone number!** Just stop in, call or email the office with any changes.

The School Day

Arrival and Dismissal Times

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

It is recommended that children not enter the school grounds until 8:45 a.m. Supervision is not provided before that time. Students will enter the building and go directly to classrooms at the sound of the 8:55 a.m. bell. Please use the main entrance. All other doors will be locked.

Children will be dismissed by teachers at 3:38 p.m. To avoid unnecessary confusion at dismissal time, please plan to meet your child outside the school building. Teachers and/or other school staff 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.

Do not park and leave your car in the cut-out at any time. We ask that parents follow the map and keep traffic one-way only.

Day care vans and buses will use the upper cut-out. The middle cut-out is for drop-off "kiss and dismiss" only. The cut-out by 70th Street can be used for parking.

Please do not drop your students off in the staff parking lot at ANY time. Please use crosswalks at ALL times.

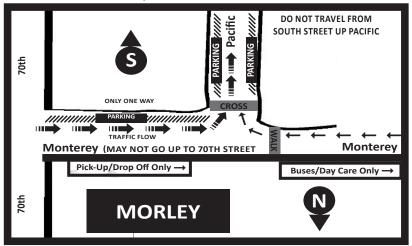
Please do not pick up or drop off students in the parking lots.

Conference Dates

Tuesday, October 9, 2018 from 4:00-7:00 p.m. Thursday, October 11, 2018 from 4:00-7:00 p.m. Tuesday, February 5, 2019 from 4:00-7:00 p.m. Thursday, February 7, 2019 from 4:00-7:00 p.m.

Traffic Plan

- Students may not cross in the middle of the street.
- There will be no access to 70th Street during arrival & disissal
- Please do not block driveways.



PLC Days

You might wonder what teachers do on a PLC Day when your children get out of school early the last Tuesday of every month. This is an important time for teachers to meet together, look over student work and common assessments and make determinations about their instruction. Professional Learning Communities or PLCs are who we are, but Data Teams is what we do. We follow a Data Teams Process every PLC Day. We start with our School-Wide Goals. For example: All students at Morley will improve their literacy skills. Each grade level team looks at their curriculum maps in each academic area and the specific objectives located within each area. Teachers determine the power standards or the most important concepts students must learn in order to succeed. From there, teachers develop incremental SMART goals.

These SMART goals are monitored frequently using common formative assessments to assess progress. Teachers implement common instructional strategies to help students meet these goals. When teachers meet for their scheduled PLC time each month, they go through the following steps of the DATA TEAMS Process:

- 1. Collect and chart data from common formative assessments and student work.
- 2. Analyze data and prioritize needs.
- 3. Set, review, and revise incremental SMART goals.
- 4. Select common instructional strategies.
- 5. Determine results indicators.
- 6. Monitor and evaluate results throughout the month.

School in session from 9:00am until 2:18pm.

August 28, 2018
September 25, 2018
October 30, 2018
November 27, 2018
December 18, 2018
January 29, 2019
February 26, 2019
March 26, 2019
April 30, 2019

2018-19 PLC Days

Student Ambassadors Pointing the way for our new students

Goal: We want new students to leave Morley after their first day feeling comfortable and like they have a new friend.

Students in all grade levels are trained to be Student Ambassadors. When a new student enrolls, a child from the same HR where the new student is assigned is chosen by the HR teacher to be the Student Ambassador. (Third grade students will support their kindergarten class Flock Friends in the beginning.)

The Student Ambassador will be attached to the new student all day.

The Student Ambassador is trained and does the following:

- 1. The Student Ambassador will meet the new student in the office.
- 2. The Student Ambassador will do proper introductions with parents and student. The two students will get their picture taken for the bulletin board.
- 3. Escort the student to the HR classroom.
- 4. Introduce the student to teachers and show them items as they move to the classroom.
- 5. When the students reach the classroom, the Student Ambassador will introduce the new student to the HR teacher again.
- 6. The SA will show the student their seat and where they hang their backpack.
- 7. If there is time before class starts, the SA will show the new student the room.
- 8. If the students move to different classes or go to specials, the SA will introduce the new student to the teachers.
- 9. As the day progresses, the Student Ambassador will give the new student hints about how to do things in the classrooms. (For example-don't sharpen your pencil during this time.)
- 10. At lunch the SA will sit with the new student, show them how to get through the lunch line and discuss the rules.
- 11. At recess, the SA will play with the new student, introduce them to friends and explain the recess rules.
- 12. Lastly, when it is convenient for the teachers, the Student Ambassador uses the tour card and takes the new student on a tour to meet people and see places in the building.



Flock Friends Building Community

Every PLC day, students meet with their Flock Friends for 30 minutes.

An activity is planned by the two classroom teachers or by the grade levels and can be a variety of things: Reading together, learning games, practicing math facts, reviewing PBiS/BIST components, role playing, sharing research projects, singing the Morley song, learning new songs, discussing scenarios, bullying discussions, problem solving social situations, etc.

Classrooms are matched in the following way: Kindergarten with third grade, first grade with fourth grade and second grade with fifth grade.

Parent Teacher Organization

The Morley School Parent Teacher Organization is a vital part of Morley's success with children. As an organization, they represent parents, guardians, teachers and organize events and projects that serve children and families. Monthly meetings are held in the library and all are invited.

Scheduled events and activities are sent to families during the summer. Complete PTO information may be obtained in the Morley office or by looking at the Morley calendar on the Morley webpage at http://morley.lps.org.

The 2018-2019 PTO president is Brooke Lenhoff and the president-elect is Megan Cooksley. You may email Brooke Lenhoff at president@morley.lps.org.

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.

2018-2019 Student Calendar

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Lincoln Public Schools Lincoln, Nebraska



Approved 5/17

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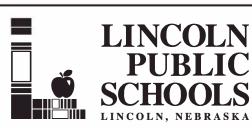
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First and last days of class for students

Schools not in session

(PLC and Plan Days for 2018-2019 were not available at time of printing)

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



BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, pregnancy, childbirth or related medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.