

Holmes Hedgehogs

**Student & Parent
Handbook**



**5230 Sumner
Lincoln, NE 68506
Phone 402-436-1143
Website: holmes.lps.org
Fax: 402-458-3243
Office Hours: 7:30 a.m.-4:00 p.m.**

L I N C O L N P U B L I C S C H O O L S

2019-2020 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Amended 1/19



2019 JULY

S	M	T	W	T	F	S
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2020 JANUARY

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OCTOBER

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DECEMBER

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JUNE

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GRADUATION DATES

Thursday, May 21, 2020

Bryan Community
Focus Program
Location TBA

Sunday, May 24, 2020

Devaney Center

LSW

LNS

LHS

Pinnacle Bank Arena

LNE

East

LSE

- 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)
- ◁ Quarter start dates
- ▷ Quarter end dates

Holmes Elementary School

5230 Sumner • Lincoln, NE 68506
402-436-1143 • (Fax) 402-458-3243
Visit our website at holmes.lps.org

Dear Students and Families,

Welcome to Holmes 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 with your child. The “Important Information” booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates for school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 436-1143.

On behalf of the Holmes Elementary School Staff, we look forward to working with you to make this a productive and successful year of learning and growing for your child.

Sincerely,
Tim Muggy, Proud Principal
Holmes Elementary School



Intent of Student Handbook

This handbook is intended to be used by students, parents/guardians and staff as a guide to rules, regulations, and general information about Holmes Elementary School. Each student is responsible for becoming familiar with the handbook and knowing information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained within.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended 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 educational programming and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in this handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon the applicable school district policies, and state and federal statutes and regulations.

★ RELEASING STUDENTS

For the safety of students, parents/guardians must come into the office when picking up their child before the regular dismissal time. Office staff will then contact the classroom teacher and the student will be sent to the office.

★ 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. 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.

★ ABSENCES

If your child is unable to attend school, a telephone call to the school office is requested 402-436-1143. Unless the school is notified, a call will be made to your home or place of work to verify the absence.

★ HOLMES HEDGEHOG EXPECTATION PLANS

Holmes School Behavior Expectations

Students are responsible, with the support of our staff, to conduct themselves in a manner that will create a safe learning environment. All appropriate behaviors are included in Holmes' guidelines for success. We will all work together to help our children:

Be Safe

We help everyone feel safe and secure both emotionally and physically.

Be Respectful

We value and are considerate of others.

Be Responsible

We are accountable for all of our actions.



★ POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a framework for improving school climate, reduce behavioral issues and supports academic achievement. There are five essential features to the PBIS Framework.

- Development of school wide Expectations
- Teaching of school wide Expectations
- Development/Implementation of a school wide acknowledgement system
- Development/Implementation of a consistent discipline system
- Use of data to make decisions.

When behavioral expectation are clearly established and taught in the home, children’s problem behavior is prevented or reduced.

Clear Expectations: At Holmes, the behavior expectations are Be Safe, Be Respectful and Be Responsible. Parents may consider creating a behavior matrix that establishes expected behaviors for essential routines at home. You can hold a family meeting to go over the expectations and have a plan for teaching your families expectations.

Expectations	Getting Up in the Morning	Doing My Chores	Outings	Homework	Meal Time	Bedtime
Safe						
Respectful						
Productive						

Acknowledging when your child meets your expectations: At Holmes, students earn Hedgie Bucks for meeting the schools behavioral expectations. At home you can create a system to acknowledge your child when they meet your expectations. You and your child can come up with a point system (stickers, tallies, marbles, coins, etc.) and after your child has earned so many points they can turn the points in for a reward. Rewards do not have to cost money. Examples of rewards could be: stay up 15 minutes longer, not having to do a chore, read a story with mom/dad, play a board game with mom/dad,

pick a movie. You can also have your child save up points for a larger reward such as a special outing or having a friend over.

Consequences when your child does not meet your expectations: When your child does not meet your behavioral expectations, it is important to remain calm and to reteach your expectations to your child. If the behavior warrants a consequence, be consistent and use a consequence that fits the issue. For example, if your child does not do a chore, then they could give up television, game, or computer time to complete the chore. Or if your child is disrespectful to you at the store, they could be given a time out when they get home (possibly 1 minute for each year of age) and have them apologize to you.

We can continue to strengthen the home-school connection by using some of the same strategies at home and at school. Be sure to ask your child about the expectations at Holmes and what behavior they have earned a Hedgie Buck for; then have them help you define the expectations at home.



Holmes Elementary Common Area Expectations

BE SAFE • BE RESPECTFUL • BE RESPONSIBLE

Common Area	Be Safe	Be Respectful	Be Responsible
CAFETERIA/ MULTI-PURPOSE ROOM	<ul style="list-style-type: none"> • KAHFOOTY • Walk • Stay in designated area • Report bullying to an adult 	<ul style="list-style-type: none"> • Voice Level 2 • Show kindness 	<ul style="list-style-type: none"> • Clean up
HALLWAYS	<ul style="list-style-type: none"> • Lock it • Report bullying to an adult 	<ul style="list-style-type: none"> • Walk quietly • Show kindness 	
BATHROOMS	<ul style="list-style-type: none"> • Walk • Report bullying to an adult 	<ul style="list-style-type: none"> • Voice level 2 • Get in, Get out • Flush 	<ul style="list-style-type: none"> • Wash hands • Throw away paper towels
RECESS	<ul style="list-style-type: none"> • KAHFOOTY • Use equipment in a safe manner • Report bullying to an adult 	<ul style="list-style-type: none"> • Play by the rules • Let others participate • Put all equipment back in designated area • Show kindness 	<ul style="list-style-type: none"> • Look to make new friends
CLASROOM	<ul style="list-style-type: none"> • KAHFOOTY • Report bullying to an adult 	<ul style="list-style-type: none"> • Show kindness 	<ul style="list-style-type: none"> • Follow classroom rules • Stay on task and focused

KAHFOOTY—Keep All Hands, Feet, and Other Objects To Yourself



Holmes Elementary Common Area Expectations

BE SAFE · BE RESPECTFUL · BE RESPONSIBLE

Common Area	Be Safe	Be Respectful	Be Responsible
ARRIVAL/DISMISSAL	<ul style="list-style-type: none"> • Lock it • Stay in assigned area • Report bullying to an adult 	<ul style="list-style-type: none"> • Follow adult directions • Greet others • Show kindness 	<ul style="list-style-type: none"> • Follow procedures and expectations
FAMILY SERVICE/CLUBS	<ul style="list-style-type: none"> • KAHFOOTY • Report bullying to an adult 	<ul style="list-style-type: none"> • Follow all adult directions • Greet others • Show kindness 	<ul style="list-style-type: none"> • Clean up

KAHFOOTY—Keep All Hands, Feet, and Other Objects To Yourself

★ BEFORE AND AFTER SCHOOL CARE

Holmes School 402-436-1143 • Mariella Resendiz Alvarado
402-580-3981 or mresend@lps.org • Family Service Office



★ COMMUNICATION

Communication: The Holmes’ Happenings Newsletter contains announcement, information, school events, etc. This newsletter is sent monthly. A hard copy can be obtained by contacting the Holmes Community School Office at 402-436-1143.

Typically, school news will be sent home via Friday folders. Please return the folder on the next day school resumes, including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Holmes Community 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/holmes/>

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.

Parent/Teacher Conferences: Parent/Teacher Conferences are scheduled so that teachers can share important information with parents regarding our students' programming, learning, progress and school systems. Parent/Teacher Conferences also give parents an opportunity to ask questions and to work in partnership with their child's teacher so that learning can be intensified. Please help us meet our goal of having 100% parent participation.

FaceBook: Check out school happenings on our Facebook Page!
"Like" us at: <https://www.facebook.com/holmeshedgehogs/>

★ BULLYING

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

★ BREAKFAST & LUNCH TIMES

Breakfast 7:45 - 8:05 a.m.

Students \$1.30

Reduced \$0.30 – Extra Milk– \$0.50

Lunch (see schedule below)

Students \$2.35

Reduced \$0.40 – Extra Milk– \$0.50

Exact change appreciated, Prices subject to change.

Grade	Lunch/Recess
Kindergarten	10:45-11:20
1st	11:00-11:35
2nd	11:15-11:50
3rd	11:30-12:05
4th	11:45-12:20
5th	12:00-12:35



PARENTS MAY NOT BRING FOOD FOR CHILDREN OTHER THAN THEIR OWN.

★ ATTENDANCE AT SPECIAL EVENTS, AFTER-SCHOOL AND/OR EVENING ACTIVITIES

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

VISIT HOLMES WEB SITE
holmes.lps.org
 For the most updated computer class news, links, and resources.

★ SPECIALISTS

Art

All K-5 classes have instruction in visual art class each week.

Library

Students will use the Media Center frequently as a class, in small groups and individually.

Music

All K-5 classes have instruction in Vocal Music each week. Instrumental instruction is offered for grades four and five. More detailed information will be sent to you by our instrumental music teachers.

Physical Education

All K-5 classes have instruction in Physical Education each week. It is helpful for children to wear appropriate soft-soled shoes for physical education classes.

School Counselor

All K-5 classes have daily access if needed. Students will have the opportunity to participate in as a classroom, in small groups or individually.

★ STUDENT SUPPORT SERVICES

Family Specialist

Our family specialist is at Holmes two days per week and is a resource available to all students and their families. Family Specialists can support families in times of change or crisis, help families work cooperatively in problem solving with school staff, assist families in obtaining needed services from the community and work together with families to improve family relationships and parenting. Parents and students may request these services, or a teacher, school social worker or administrator may offer them.

School Social Worker

Students will use the Library frequently as a class, in small groups and individually.

S.C.I.P.

S.C.I.P. refers to the School Community Intervention Program. A Holmes S.C.I.P. team, consisting of teachers, counselor and support personnel, directing the program.

The purpose of the program is threefold:

1. To identify students exhibiting behaviors which interfere with their ability to learn that may be related to alcohol and/or other drug abuse by themselves or other significant persons in their life.
2. To provide alternative approaches in helping these students deal with these problems.

- 3 To provide a support system to students and parents to address these problems both within and outside the school setting.

★ PARKING & LOADING:

Automobile Parking

Please observe all signs designating no parking, no stopping, or no loading. The cut out area along South 52nd Street is open for buses and daycare vans first. Please never double park or encourage your child to cut between cars or walk through the parking lots unaccompanied by an adult. There is ample parking on residential streets south of the school. Law requires that you do not park within 20 feet of an intersection so as to allow two vehicles to come to the intersection without their progress being impeded.

Parking and loading is not allowed in the following areas:

- School Parking Lots
- Obstructing any crosswalks or residential driveways within 20 feet of the corner of any intersecting streets
- Within any area designated as an official bus stop.
- Areas posted as no parking any time, unloading. Etc.

★ PHONE USE BY STUDENTS

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.

Please feel free to visit with us about special circumstances.

★ CELL PHONE AND ELECTRONIC DEVICES

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

★ 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. Effort.
4. Use of effective learning or study skills.

Holmes PTO is on Facebook!

Make sure to "like" us to receive the latest updates -look for the Hedgehog logo!

PTO Meetings are held the 1st Tuesday of the month in Room #108. Watch Holmes Happenings for meeting reminders and updates!

Congratulations!
As a parent at Holmes, you are officially part of something great - Holmes PTO!

What does the PTO do anyway?

- The PTO funds one field trip for each grade during the year! This includes funding transportation for the field trip.
- It's not all fundraising! PTO works with the school to plan fun, community-building events like Movie Night, Skate Night, etc.
- PTO supports the Holmes teachers and staff by providing food at conferences, supplies for classrooms, and about anything else they might need!
- PTO works with the school to collect Box Tops, soup labels, etc. - all to help raise additional funds for Holmes!

2019-2020 Holmes Elementary PTO Officers

Annette Binerer, President

Marci Powers, Vice-President

Michelle Triplett, Secretary

Kari Lundeen, Treasurer

Parent/Teacher conferences are scheduled twice a year, typically during the first and third quarters. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher at any time.

★ PARENT/TEACHER CONFERENCES



September 10, 2019
 September 12, 2019
 3:30-6:30 p.m.
 and
 March 3, 2020
 March 5, 2020
 3:30-6:30 p.m.



★ 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 involved problems such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.

★ RIGHTS OF DIVORCED PARENTS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

★ HOMEWORK TIPS FOR PARENTS/GUARDIANS

School homework/make-up work should be related to curricular objectives. Students should experience regularly scheduled time at home, free of distractions or interruptions, where they can develop self-discipline and individual responsibility for learning. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words, practice math facts, or write a story. Please work with your child's teacher if you would like additional guidelines.

- Maintain a positive attitude toward learning and the value of homework.
- Help your child find an area to study that is quiet and relatively free of distractions.
- Be patient with the child and praise him/her for any effort made.
- If your child has trouble understanding directions, help him/her with explanations. If the child continues to have difficulty, help the child with the beginning part of the assignment. If the child still has difficulty, end the homework and write a note to the teacher explaining the problem. Do not

do the homework for the child.

- Look over the assignment when the child says they are done to see if they have forgotten anything and have done it well. Praise the child for his/her accomplishment.

★ LOST AND FOUND

A lost and found area is provided at Holmes. Students and parents are encouraged to check it frequently for missing items. Lincoln Public Schools does not provide insurance for personal items.

★ 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.

★ STUDENT APPEARANCE

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

★ BIKES, SKATEBOARDS, SCOOTERS, HOVERBOARDS, ETC.

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

★ SEVERE WEATHER WARNINGS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

★ ANIMALS IN SCHOOLS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

★ VISITORS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

★ ARRIVAL PROCEDURES

- The Holmes Community School campus is closed until 7:45 a.m.
- Students arriving for breakfast should not arrive before 7:45 a.m., as there is no supervision until that time.

★ DISMISSAL PROCEDURES

- All students are dismissed from the building at 2:53 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.

★ DROP OFF & PICK UP MAP

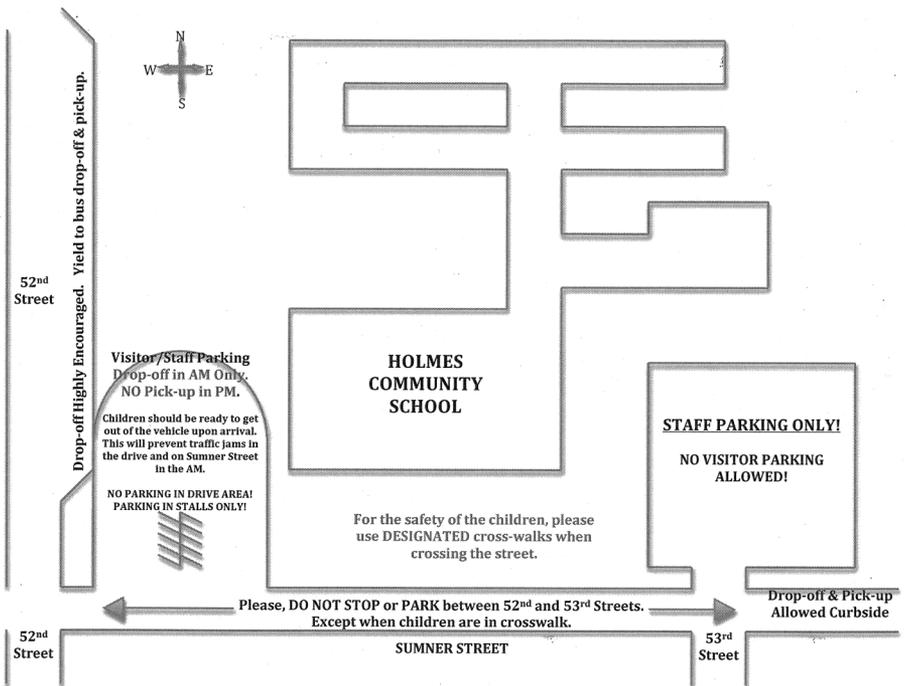


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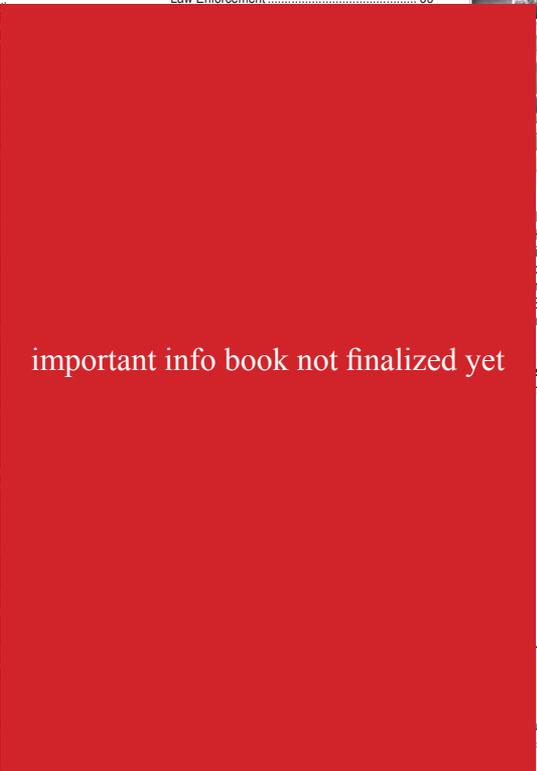
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QUICK REFERENCE: LPSSD Main Department Phone Numbers

Administrative Services..... (402) 436-1010	Intelligence, Department of..... (402) 436-1026
Business Affairs..... (402) 436-1010	Library Media Services..... (402) 436-1026
Communications Services..... (402) 436-1009	Multicultural Office..... (402) 436-1049
Community Learning Ctr..... (402) 436-1008	Recruitment Services..... (402) 436-1147
Community Outreach..... (402) 436-1009	Risk Management..... (402) 436-1049
Curriculum..... (402) 436-1008	Social Media..... (402) 436-1009
Early Childhood..... (402) 436-1005	Student Services..... (402) 436-1049
Facilities..... (402) 436-1017	Superintendent's Office..... (402) 436-1049
Financial Services..... (402) 436-1012	Transportation..... (402) 436-1017
Human Resources..... (402) 436-1002	Web Services..... (402) 436-1049

IMPORTANT INFORMATION BOOKLET 2018-2019

Lincoln Public Schools

Provide Medication During Hours:
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Forms that need to be completed for are available from school offices or sent home on the first day of school.

THE IMPORTANT INFORMATION

Throughout this book the term "parent" includes any individual who has legal custody of a child, or who is otherwise responsible for the child's care, education, or welfare.

This handbook is intended to be used as a resource and to assist their child in understanding the rules contained in this handbook. Each student is responsible for becoming familiar with the rules contained in this handbook 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 make 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. The information provided in this book is subject to change without notice. If you have any questions or concerns please feel free to call 436-1000 or the individual department phone number listed at the beginning of each section.

Holmes Mission Statement: *Holmes Community School is committed to individual academic achievement and character development in a safe environment.*

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