Welcome From Morley

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
Laura Stephenson, Assistant Principal

Intent Of 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 state and federal statues and regulations.

2019-2020 Student Calendar

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

Thursday, May 21, 2020
Bryan Community Focus Program (at TBA)

Sunday, May 24, 2020
PBA: LNE/EHS/LSE | Devaney: LSW/LNS/LHS
2019-2020 Morley School Staff

Office
Principal.......................... Mrs. Stephanie Drake ....sdrake2@lps.org
Assistant Principal ............... Mrs. Laura Stephenson ....lstephe2@lps.org
Exec. Secretary .................... Mrs. Kathy Weins .......... kweins@lps.org
Registrar .......................... Mrs. Dawn Vogt ........... dvogt@lps.org
SEM ................................. Mrs. Karen Fischer ......kfische3@lps.org
Nurse .................................. Ms. Gretchen Batt ...gbatt@lps.org
Health Tech ......................... Mrs. Tori Kyncl ........... vkyncl@lps.org

Support Teachers
Band ................................. Mr. Frank Stroup ..........fstroup@lps.org
Strings .............................. Ms. Ella Ricker .........ericker@lps.org
Gifted Facilitator .................. Mrs. Mary Daily ..........mdaily@lps.org
Reading Recovery/Inter. ......... Mrs. Lennea Lacey ....ilacey@lps.org
Interventionist ..................... Mrs. Karen Hankins ....khankin@lps.org
Resource ........................... Ms. Jamie Gerber ........jgerber2@lps.org
Resource ............................ Ms. Alyssa Gries .........agries@lps.org
Resource ............................ Mrs. Kim Gruber ...........kgrubber@lps.org
Psychologist ....................... Ms. Cindy Veal ..........cveal@lps.org
Social Worker ...................... Mrs. Ann Lough ..........alough2@lps.org
Speech Pathologist ............... Ms. Lorilee Schrader ...lschrad@lps.org

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

Classroom Teachers
Kindergarten ....................... Mrs. Abbie Everett ....aeveret@lps.org
Kindergarten ....................... Mrs. Carol Joza ..........cjjoza@lps.org
Kindergarten ....................... Mrs. Lisa Nielsen .........lnielsen@lps.org

Grade 1 ............................... Ms. Erica Malleck ......emalleck@lps.org
Grade 1 ............................... Ms. Julie Metteer .......jmette@lps.org
Grade 1 ............................... Mrs. Mindy Pinkelman ...mpinkel@lps.org
Grade 1 ............................... Mrs. Kris Sprague .......ksprague@lps.org

Grade 2 ............................... Mrs. Renee Kovar ..........rkovar@lps.org

Grade 2 ............................... Ms. Cortney Townsley ....ctowns@lps.org
Grade 2 ............................... Miss Risa Udell ..........rudell@lps.org

Grade 3 ............................... Ms. Kasey Briones ........kbiones@lps.org
Grade 3 ............................... Mrs. Michele Eggett ......meggett@lps.org
Grade 3 ............................... Mrs. Jordyn Moerer .......jheiser2@lps.org
Grade 3 ............................... Mrs. Deirdre Walton .....dwalton@lps.org

Grade 4 ............................... Mrs. Laura Book ........lbbook@lps.org
Grade 4 ............................... Mrs. Jill Carey ............jcarey@lps.org
Grade 4 ............................... Mr. Lance Erickson .......lericks@lps.org
Grade 4 ............................... Mrs. Ruth Lackey ........rlackey@lps.org

Grade 5 ............................... Mrs. Heather Bohling .......hbbohlin@lps.org
Grade 5 ............................... Mrs. Brenda Irwin ........birwin@lps.org
Grade 5 ............................... Mrs. Connie Peterson .....cpeters@lps.org
Grade 5 ............................... Mrs. Theresa Reinhard ...trein@lps.org

Paraeducators
Mr. James Bennett
Mrs. Andrea Dickey
Ms. Tonya Ehlers
Ms. Sherri Ernst
Mrs. Erin Putnam
Mrs. Anissa McCarty
Ms. Joy McKinney
Mrs. Julie Tooker

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
Shannon Hansen

Productive Citizens • Lifelong Learners!
Morley Elementary School opened in 1961 and is named after former teacher and principal, May Morley. We currently serve 500 students in grades K through 5. In 2009, through a building improvement plan, Morley added six new classrooms, and an administrative wing. Additional improvements and renovations throughout the remainder of the building were also completed at that time.

Our community believes in having high expectations for academics and behavior. We help students grow in all academic areas as we prepare them to be successful in all future endeavors by building their life skills. Morley Elementary has strong parent involvement and an active, supportive PTO. The level of parent participation at Morley School makes a difference.

Our vision for Morley School is To empower all Morley students to become productive citizens and lifelong learners. Our mission is to believe, achieve and succeed.
Lincoln Public Schools Vision
The overall vision of Lincoln Public Schools is to prepare ALL students to be college, career, and civic-life ready with a goal of 90% on-time graduation.

2017-2022 LPS Strategic Plan
Future ready global citizens
Support academic success for all students
Support for educators
Family and community partnerships
Growth ready facilities

For more information visit https://home.lps.org/strategicplan/

Vision of Morley Elementary School
To empower all Morley Students to become productive citizens and lifelong learners.

Mission of Morley Elementary School
The Morley community believes, achieves and succeeds.

Morley's School Improvement Goals
All students will improve achievement in reading comprehension, reading fluency and math number sense.
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>School out at 2:18 p.m.</td>
<td>Kindergarten Parent PTO Boo Hoo Breakfast 9:00 a.m.</td>
<td>School out at 2:18 p.m.</td>
<td>School out at 2:18 p.m.</td>
<td>Open House 5:30-6:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>First Day of School</td>
<td>School out at 2:18 p.m.</td>
<td>School out at 2:18 p.m.</td>
<td></td>
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<tr>
<td>18</td>
<td>PTO Meeting- 6:30 p.m.</td>
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<tr>
<td>25</td>
<td>5th Grade to Lincoln Saltdogs Baseball Game</td>
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<tr>
<td>26</td>
<td>PLC Day Dismiss 80 minutes early</td>
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<tr>
<td>27</td>
<td>School out at 2:18 p.m.</td>
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<td>30</td>
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<td></td>
<td></td>
<td>Morley Spirit Wear Day</td>
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</tbody>
</table>
Methods of Communication

District-Wide School Messenger

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 upcoming events or PLC Days.

School Newsletter: The Morley Messenger

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

Weekly Communication 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 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/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.

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.

Facebook

Check out school happenings on our Facebook Page! (“Like” us at Morley Elementary)
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>September 2019</td>
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<tr>
<td>Labor Day</td>
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<td>School Picture Day</td>
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<td>Schools are Closed</td>
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<td>PLC Day Dismiss 80 minutes early</td>
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<td></td>
<td>School out at 2:18 p.m.</td>
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<td></td>
<td>Morley Spirit Wear Day</td>
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<td>11</td>
<td>12</td>
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<td>14</td>
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<tr>
<td>PTO Meeting- 6:30 p.m.</td>
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<td></td>
<td>PTO Fun Night 5:30-7:30 p.m.</td>
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<td>PLC Day Dismiss 80 minutes early</td>
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</table>

LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA
Arrival/Dismissal Procedures

Arrival Procedures
• The Morley School campus is closed until 8:45 a.m.
• Students arriving for school should not arrive before 8:45 a.m., as there is no supervision until that time.
• Students arriving for breakfast may come at 8:30 a.m.

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.

Schedules

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lunch/Recess Times</th>
<th>Specials Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>11:00-11:40</td>
<td>2:40-3:30</td>
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<tr>
<td>1st Grade</td>
<td>11:20-12:00</td>
<td>1:45-2:35</td>
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<tr>
<td>2nd Grade</td>
<td>11:40-12:20</td>
<td>12:50-1:40</td>
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<tr>
<td>3rd Grade</td>
<td>12:00-12:40</td>
<td>10:35-11:25</td>
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<tr>
<td>4th Grade</td>
<td>12:20-1:00</td>
<td>11:30-12:20</td>
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<tr>
<td>5th Grade</td>
<td>12:40-1:20</td>
<td>9:40-10:30</td>
</tr>
</tbody>
</table>
- October 6, 2019: No School for Elementary Students
- October 7, 2019: Parent-Teacher Conferences 4:00-7:00
- October 8, 2019: School Picture Re-take Day
- October 9, 2019: Fall Break
- October 10, 2019: Fall Break
- October 13, 2019: PTO Meeting- 6:30 p.m.
- October 14, 2019: School Picture Re-take Day
- October 15, 2019: End of Quarter 1
- October 16, 2019: Fall Break
- October 17, 2019: Fall Break
- October 19, 2019: Morley Spirit Wear Day
- October 20, 2019: PTO Morley Masquerade 5:00-7:00
- October 21, 2019: No School for Elementary Students
- October 22, 2019: PLC Day Dismiss 80 minutes early
- October 23, 2019: School out at 2:18 p.m.
Lunch Procedures
SNAP is the name of our cafeteria cash register system. With the SNAP cash register system, a parent/guardian deposits money into an account that is accessed by the child using a card with a barcode. 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. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

The United States Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that “no food may be sold or served that competes with the National School Lunch and/or Breakfast programs one half hour prior to the serving period.” This means that no food may be sold (i.e., pop, snack machines, fund raisers), or class parties. Also, parents may not bring in food for more than their child, as this is in violation of the Federal Lunch Program guidelines.

Students who do not have sufficient funds to pay for breakfast/lunch will bring a note home to remind parents of the need to make a deposit. Families can also sign up for email alerts when there is a low balance.

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.
November 2019

- **November 3**: PTO Meeting - 6:30 p.m.
- **November 4**: PTO Urban Air Night - 4:00-8:00
- **November 5**: PLC Day Dismiss - 80 minutes early
  - School out at 2:18 p.m.
- **November 6**: PLC Day Dismiss - 80 minutes early
  - School out at 2:18 p.m.
- **November 7**: Report Cards Sent Home
- **November 8**: PTO Meeting - 6:30 p.m.
- **November 9**: PTO Urban Air Night - 4:00-8:00
- **November 10**: Morley Spirit Wear Day
- **November 24**: Schools are Closed
Homework

Homework refers to the tasks that a student is given to do outside of the instructional time. The purpose of homework is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some homework each day to provide this needed practice and reinforcement of learning. Parents can support learning at home by asking questions about what your child is learning and what types of homework he/she has. Parents can help to clarify the directions or expectations of the homework so that the student can complete the work to the best of his/her ability. However, it is not the school’s expectation that parents will help students complete their homework or provide instruction at home. If at any time the homework becomes too difficult, please write a note to your child’s teacher stating the questions or concepts that should be clarified.

Make-up Work

Unless a student has been absent for more than two days, we do not take requests for assignments to be sent home. Students and teachers will work together as the student returns to identify the assignments and learning that has been missed. When a student is absent for more than two days, we encourage parents to call the office to request make-up work. Please call before 9:00 a.m., so we can communicate this to your child’s teacher. If a student is going to be absent from school due to traveling, it is difficult for teachers to give the correct assignments in advance. Some ideas of things your child could do while on a trip are journaling about their experience, practicing math facts, and read. Again, students and teachers will work together as the student returns to identify the assignments and learning that has been missed.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. Please consult the calendar for conference dates. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.
No School for Elementary Students

2

Strings Winter Concert
4th Grade- 6:15 p.m.
5th Grade- 7:00 p.m.

Band Winter Concert
6:00 p.m.

Chorus Winter Concert
6:00 p.m.

15

PTO Meeting- 6:30 p.m.

PLC Day Dismiss
80 minutes early

School is out at 2:18 p.m.

End of Quarter 2
Morley Spirit Wear Day

Schools are Closed - Winter Break

Schools are Closed - Winter Break

Schools are Closed - Winter Break
Cell Phone/Personal Electronic Device

Use of cell phones, smart watches, and other personal electronic devices are considered nuisance items if seen or heard during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent. When at school, parents should take only pictures of their own child. Some parents do not want their child photographed. Please help us honor all parent wishes by not taking pictures of other students while at Morley.

Animals on School Property

For the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation. Having your pet in the car with you when you pick up your child is acceptable. Animals brought to school as Pet Therapy animals will follow the Pet Therapy Guidelines and service animals are permitted in accordance with Policy 3972. Thank you for your assistance with this.
January 2020

SUNDAY  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY

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  31

Schools are Closed - Winter Break

Schools are Closed - Winter Break

First Day of 3rd Quarter

PTO Meeting- 6:30 p.m.

PLC Day Dismiss 80 minutes early

School out at 2:18 p.m.

Report Cards Sent Home

Morley Spirit Wear Day
Rights And Responsibilities

LPS Rights and Responsibilities

The Lincoln Public Schools has established rights and responsibilities of students. They are printed in the Important Information booklet. Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff.

Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by all students and staff.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Please review the rights and responsibilities with your child.

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.
February 2020

1. No School for Elementary Students
2. PLC Day Dismiss 80 minutes early
   School out at 2:18 p.m.
   Parent-Teacher Conferences 4:00-7:00
3. Mrs. Book's 4th Grade to Heritage School
4. Mrs. Carey's 4th Grade to Heritage School
5. Mr. Erickson's 4th Grade to Heritage School
6. Mrs. Lackey's 4th Grade to Heritage School
7. Grade 4 to Young People's Concert 1:00-2:30 p.m.
8. PTO Spelling Bee
9. PTO Meeting- 6:30 p.m.
10. Mr. Erickson's 4th Grade to Heritage School
11. Mrs. Lackey's 4th Grade to Heritage School
12. Parent-Teacher Conferences 4:00-7:00
13. Morley Spirit Wear Day
# Morley School-Wide Expectations

<table>
<thead>
<tr>
<th>Areas</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom</strong></td>
<td>• Keep hands, feet, objects to self</td>
<td>• Focus on speaker</td>
<td>• Enter classroom ready to learn</td>
</tr>
<tr>
<td></td>
<td>• Use classroom materials appropriately</td>
<td>• Let the adult be in charge</td>
<td>• Be prepared and do your best</td>
</tr>
<tr>
<td></td>
<td>• Listen to adult directions at all times</td>
<td>• Respect others’ learning environment</td>
<td>• Follow directions quickly and right away</td>
</tr>
<tr>
<td><strong>Hallways</strong></td>
<td>• Keep hands, feet and objects to self</td>
<td>• Voices at level 1</td>
<td>• Stay in line order with your class</td>
</tr>
<tr>
<td></td>
<td>• Walk single file in line order on the right side</td>
<td>• Keep hands, feet and objects to self</td>
<td>• Go directly to your destination</td>
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<tr>
<td></td>
<td>• Keep feet on floor</td>
<td>• Smiles, winks and waves are welcome</td>
<td>• Follow directions from all staff</td>
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<tr>
<td></td>
<td>• Keep water in sink</td>
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<tr>
<td></td>
<td>• Clean up water spills</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>• Keep feet on floor</td>
<td>• Keep bathroom clean</td>
<td>• Use bathroom closest to classroom</td>
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<tr>
<td></td>
<td>• Keep water in sink</td>
<td>• Voices at level 1</td>
<td>• Use 12 pumps of soap and 12 paper towels</td>
</tr>
<tr>
<td></td>
<td>• Clean up water spills</td>
<td>• Give others privacy</td>
<td>• Place paper towels in trash can</td>
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<td></td>
<td>• Voice level 1</td>
<td>• Respect school property</td>
<td>• Flush toilet after use</td>
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<tr>
<td></td>
<td>• Keep feet on floor</td>
<td></td>
<td>• Get adult permission to be in the bathroom</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>• Sit on your pockets, feet on the floor, facing forward</td>
<td>• Respond to signals for attention</td>
<td>• Let a trusted adult know if there is an issue needing taken care of</td>
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<td></td>
<td>• Walk to your assigned spot</td>
<td>• Use manners</td>
<td></td>
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<tr>
<td></td>
<td>• Eat only your food</td>
<td>• Use Level 3 voice at your table</td>
<td></td>
</tr>
<tr>
<td><strong>Playground</strong></td>
<td>• Hands and feet to self</td>
<td>• Play fairly</td>
<td>• Clean up and line up in line order right away at whistle</td>
</tr>
<tr>
<td></td>
<td>• Nature stays on the ground</td>
<td>• Be a good sport</td>
<td>• Take care of equipment</td>
</tr>
<tr>
<td></td>
<td>• Play appropriately on the equipment</td>
<td>• Follow all supervisor directions</td>
<td>• Dress appropriately for weather</td>
</tr>
<tr>
<td></td>
<td>• Voice level 1</td>
<td>• Include others</td>
<td></td>
</tr>
<tr>
<td><strong>Assemblies</strong></td>
<td>• Keep hands and feet to yourself</td>
<td>• Eyes on speaker</td>
<td>• Sit in line order</td>
</tr>
<tr>
<td></td>
<td>• Voice level 1</td>
<td>• Sit flat on “pockets” and criss cross</td>
<td>• Use an appropriate response</td>
</tr>
<tr>
<td></td>
<td>• Eyes on speaker</td>
<td>• Follow signals for attention</td>
<td></td>
</tr>
<tr>
<td><strong>Arrival</strong></td>
<td>• Use sidewalks, crosswalks, and walking track</td>
<td>• Keep hands, feet and objects to self</td>
<td>• Stand in grade level line</td>
</tr>
<tr>
<td></td>
<td>• Follow your before school plan right away</td>
<td>• Voice level 2</td>
<td>• Walk directly to and enter your classroom</td>
</tr>
<tr>
<td></td>
<td>• Walk your bike</td>
<td></td>
<td>• Hang up and unpack belongings</td>
</tr>
<tr>
<td><strong>Dismissal</strong></td>
<td>• Use sidewalks, crosswalks, and walking track</td>
<td>• Keep hands, feet and objects to self</td>
<td>• Pack up all belongings and put in backpack</td>
</tr>
<tr>
<td></td>
<td>• Follow your after school plan right away</td>
<td>• Voice level 2</td>
<td>• Leave on time with your class</td>
</tr>
<tr>
<td></td>
<td>• Check out with your teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Field Trips</strong></td>
<td>• Keep hands, feet and objects to yourself</td>
<td>• Follow adult directions</td>
<td>• Represent Morley school in a positive way</td>
</tr>
<tr>
<td><strong>Busses</strong></td>
<td>• Stay seated on your pockets and facing forward</td>
<td>• Voice level 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Keep hands, feet and objects to yourself</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
March 2020

1. Schools are Closed
2. PLC Day Dismiss 80 minutes early
3. School out at 2:18 p.m.
4. PTO Meeting - 6:30 p.m.
5. End of Quarter 3
6. PTO Bubble Gum Day
7. PTO Movie Night 6:00 p.m.
8. PTO Movie Night 6:00 p.m.
9. Morley Spirit Wear Day
10. Report Cards Sent Home
11.
MTSS-B
(Multi-Tiered System of Support for Behavior)

The philosophy of MTSS-B framework is that relationships, strong academic and behavior instruction, and a continuum of strategies and interventions support positive behavior.

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.

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.

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.
April 2020

5
PTO Meeting - 6:30 p.m.

6
No School for Elementary Students

7

8

9

10

11

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13

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16

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18

19

20
Strings Spring Concert 6:30 p.m.

21
Band Spring Concert 6:00 p.m.

22

23

24
Morley Spirit Wear Day

25

26

27
PLC Day Dismiss 80 minutes early
School out at 2:18 p.m.
Chorus Spring Concert 6:00 p.m.

28

29

30

Schools are Closed
Traffic At Morley

One-Way Traffic Pattern for drop-off and pick-up of students at Morley School

1. Traffic will flow one way (from east to west) in front of the school, turning south at Pacific Street. Only DAYCARE CARE VANS and LPS BUSES will utilize the area on the north side of Monterey Drive between Pacific Street and E. Bermuda Drive.

2. Please use both cut-outs on the north side of Monterey to drop off and/or pick up students. Do not let students get out/in the car in the street.

3. There will be NO loading or unloading on the south side of Monterey Drive in front of the school. This is a “NO PARKING” area.

4. Utilize alternate areas for pick-up/drop-off such as Sumner Street, East Bermuda Drive, the east side of 70th Street, etc. Establish a spot where your child can walk to you instead of you driving to your child.

5. Remember that there are staff members outside to help your child cross Monterey Drive and also 70th Street at arrival and dismissal times. Also, as students are dismissed in the afternoon, a staff member supervises the Monterey & E. Bermuda crosswalk. The supervision is provided when crossing streets and should give parents more confidence regarding their child’s safety.

6. Carpooling with other families reduces the number of cars at arrival and dismissal times. WE ENCOURAGE CARPOOLING!

7. Please do not drop off and/or pick up students in the staff parking lots which also includes handicap parking spots. Only families with special permission from the principal may use the staff parking lots.
PTO Meeting - 6:30 p.m.

Morley Field Day
PTO Urban Air Night
4:00-8:00 p.m.

Last Day of School
5th Grade Recognition
Report Cards Sent Home

Morley Spirit Wear Day
Grade 5 to Camp Sonshine

Report Cards Sent Home
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, 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 2019-2020 PTO president is Megan Cooksley and the president-elect is Talia Klepper. You may email the PTO at president@morley.lps.org.
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.

<table>
<thead>
<tr>
<th>First and last days of class for students</th>
<th>Schools not in session</th>
<th>Quarter start dates</th>
<th>Quarter end dates</th>
</tr>
</thead>
</table>

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.
<table>
<thead>
<tr>
<th>Student Calendar 2019-2020</th>
<th>28</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTO Information</td>
<td>26</td>
</tr>
<tr>
<td>Rock Friends</td>
<td>24</td>
</tr>
<tr>
<td>Student Ambassadors</td>
<td>24</td>
</tr>
<tr>
<td>Traffic Plan</td>
<td>22</td>
</tr>
<tr>
<td>Building</td>
<td>20</td>
</tr>
<tr>
<td>MESS-B</td>
<td>20</td>
</tr>
<tr>
<td>Morley School-Wide Expectations</td>
<td>18</td>
</tr>
<tr>
<td>Attendance</td>
<td>16</td>
</tr>
<tr>
<td>Rights and Responsibilities</td>
<td>16</td>
</tr>
<tr>
<td>Animals on School Property</td>
<td>14</td>
</tr>
<tr>
<td>Call Phone/Personal Device Use</td>
<td>14</td>
</tr>
<tr>
<td>Before and After School Care</td>
<td>12</td>
</tr>
<tr>
<td>Parent-Teacher Conferences</td>
<td>12</td>
</tr>
<tr>
<td>Make-up work</td>
<td>12</td>
</tr>
<tr>
<td>Homework</td>
<td>12</td>
</tr>
<tr>
<td>Breakfast and Lunch Prices</td>
<td>10</td>
</tr>
<tr>
<td>Lunch Procedures</td>
<td>10</td>
</tr>
<tr>
<td>Specials, Lunch, and Access Times</td>
<td>8</td>
</tr>
<tr>
<td>Dismissal Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Arrival Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Facebook</td>
<td>6</td>
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<tr>
<td>Parentite</td>
<td>6</td>
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<tr>
<td>School Website</td>
<td>6</td>
</tr>
<tr>
<td>Community News</td>
<td>6</td>
</tr>
<tr>
<td>Weekly Friday Folders</td>
<td>6</td>
</tr>
<tr>
<td>School Newsletter: Morley Messenger</td>
<td>6</td>
</tr>
<tr>
<td>School Newsletter: Morley Messenger</td>
<td>6</td>
</tr>
<tr>
<td>Vision and Mission of Morley Elementary School</td>
<td>4</td>
</tr>
<tr>
<td>Lincoln Public Schools Strategic Plan</td>
<td>4</td>
</tr>
<tr>
<td>Lincoln Public Schools Vision</td>
<td>4</td>
</tr>
<tr>
<td>School Philosophy and Organization</td>
<td>3</td>
</tr>
<tr>
<td>Morley School Staff</td>
<td>2</td>
</tr>
<tr>
<td>Initial of Handbook</td>
<td>1</td>
</tr>
<tr>
<td>Welcome Letter</td>
<td>1</td>
</tr>
<tr>
<td>Student Calendar 2020-2021</td>
<td>28</td>
</tr>
</tbody>
</table>

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

http://lps.org/go/important

IMPORTANT INFORMATION BOOKLET 2019•2020

lps.org (402) 436-1000
facebook.com/lincolnpublicschools
instagram.com/lincolnpublicschools
twitter.com/LPSorg
LPS Network: lps.org/video

Athletics and Activities ......(402) 436-1610
Business Affairs ...................(402) 436-1635
Communication Services ..(402) 436-1609
Community Learning Ctrs. (402) 436-1964
Community Engagement ..(402) 436-1610
Curriculum ...........................(402) 436-1808
Early Childhood ..................(402) 436-1995
Facility Use .............(402) 436-1072 x82036
Federal Programs ...............(402) 436-1997
Foundation for LPS ............(402) 436-1612
Human Resources ...............(402) 436-1582
Instruction  .......................... (402) 436-1626
Library Media Services ......(402) 436-1628
Multicultural Office ............(402) 436-1605
Nutrition Services ...............(402) 436-1747
Risk Management ...............(402) 436-1760
Special Education ...............(402) 436-1905
Student Services .................(402) 436-1688
Superintendent's Office ....(402) 436-1601
Transportation ....................(402) 436-1073
Wellness ...............................(402) 436-1728