Welcome to Brownell Elementary School

STUDENT/ FAMILY INFORMATION

Mission
All In Every Day! Engaged Hearts, Minds And Community.

Vision
Where Teaching And Learning Create Hope: Feel The Energy, Hear The Excitement, See The Possibilities.

Contact Information
6000 Ayelsworth Avenue | Lincoln, Ne 68505
Phone: 402-436-1127 | Fax: 402-458-3227
Office Hours: 7:30 A.m.-4:30 P.m.
Principal: Kelly Apel / Kapel1@Lps.org
Coordinator: Molly Barnett / Bbarnet2@Lps.org

PLEASE NOTE:
All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.
ARRIVAL AND DISMISSAL

ARRIVAL
Students should not enter school grounds until 8:45 A.M. unless eating breakfast. Supervision is not provided before this time. Students will line up with teachers at their grade level doors. Kindergarten and First Grade will line up at the main doors on the west side of the building. Second and Third grade students will line up on the upper south doors. Fourth and Fifth grade students will line up at the bottom south doors. The welcome bell will ring at 8:55. At that time students will be escorted into the building.

DISMISSAL
Teachers will teach until the 3:38 bell and dismiss when closure of activities are complete. To avoid unnecessary confusion at dismissal time, please plan to meet your child outside the school building. Teachers will walk students outside to meet parents and caregivers. In some situations, children will need to complete assignments, or may need additional help from a teacher. Phone calls will be made to alert parents/guardians if the child is remaining after school for more than 10 minutes.

Before and After School Plans must be completed at the time of enrollment and can be updated as needed. Parents/legal guardians may request their child(ren) walk home after dismissal but this needs to be included on the plan.

In the event the parent/guardian or designated escort does not arrive to pick up their student, the school will attempt to contact the parent/legal guardian or emergency contacts. Police may be called when students are not picked up.

The playgrounds are closed until 5:30 and reserved for our CLC services.
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*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.*
# COMMON AREA EXPECTATIONS

**BROWNELL ELEMENTARY SCHOOL**

**Becoming Part of the Brownell Buffalo HERD**

## STUDENTS

<table>
<thead>
<tr>
<th></th>
<th>Hallways</th>
<th>Restrooms</th>
<th>Arrival</th>
<th>Dismissal</th>
<th>Cafeteria</th>
<th>Outside Recess</th>
<th>Inside Recess</th>
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<tbody>
<tr>
<td><strong>H</strong></td>
<td>Walk in line order</td>
<td>Be accountable for your actions</td>
<td>Go directly to your grade level line</td>
<td>Follow your plan for dismissal</td>
<td>Stay in line order</td>
<td>Be accountable for your own actions, work together to solve problems</td>
<td>Be accountable for your own actions, work together to solve problems</td>
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<tr>
<td></td>
<td>Make sure a teacher knows where you’re going</td>
<td>Use the restroom only when you need to</td>
<td>Follow rules for special situations (SOC, band, strings)</td>
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<td>Sit at assigned table</td>
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<td><strong>E</strong></td>
<td>Greet others respectfully</td>
<td>Honor the privacy of others</td>
<td>Use kind words</td>
<td>Use kind words</td>
<td>Enter with TAPS and Buckles from hall</td>
<td>Follow adult directions</td>
<td>Follow adult directions right away, play in your area</td>
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<tr>
<td></td>
<td>TAPS and Buckles</td>
<td>Ask for permission</td>
<td>Be respectful to all</td>
<td>Be respectful to all</td>
<td>Dismiss by table, clean up, compost line, and wait in line order by Buffalo</td>
<td>Play in your area</td>
<td>Play in your area</td>
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<td></td>
<td>Walk on the right side of the hallway/stairs</td>
<td>Leave trays/objects and at home</td>
<td>Make sure you have all materials with you</td>
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<td><strong>R</strong></td>
<td>Walk facing forward</td>
<td>Keep restrooms clean for others</td>
<td>Walk using sidewalks and crosswalks</td>
<td>Stay in line with the adult until goodbye signal is given. Walk using sidewalks and crosswalks</td>
<td>Keep personal space. Hands, feet, objects to self</td>
<td>Walk to playground</td>
<td>Walk to assigned area with TAPS and Buckles</td>
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<td>Keep hands buckled, feet, and objects to self</td>
<td>Keep hands, feet, and objects to self</td>
<td>Sit in your line with the adult</td>
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<td>Follow playground rules</td>
<td>Listen to adult directions for activity, line order, TAPS and Buckles when leaving</td>
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<td></td>
<td>Line Order</td>
<td>Wash your hands TAPS</td>
<td>Use a level 3 voice</td>
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<td>Come inside in line order. TAPS and Buckles, within a countdown of 5</td>
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<td><strong>D</strong></td>
<td>Walk directly to the next location</td>
<td>Go directly to and from the restroom</td>
<td>Breakfast @ 8:30 Outside @ 8:45 Special Situations: Band/Strings/SOC according to teacher</td>
<td>After goodbye signal is given to teacher leave school grounds</td>
<td>Talk in a Level 3 Voice</td>
<td>Be an active participant in an assigned area</td>
<td>Be an active participant in the assigned activity</td>
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*Note: TAPS and Buckles refer to specific rules or procedures that need to be followed by students.*
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<td>PLC Day</td>
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WHAT ARE HERD TICKETS?
Herd Tickets are earned when students follow our HERD expectations of being honest, expressing respect, responsible, and determined. How many can your student earn?

FUN IDEA!
Set a goal in your household to earn a certain amount of tickets in a day, week, or month.

WHAT IS THE BROWNELL BUZZ?
The Brownell Buzz is Brownell’s morning video announcements via Zoom. The Buzz is lead by our Buffaldeaders, Administration Team, and Technology teacher. Every morning at 9:00 am students will watch The Brownell Buzz in their classrooms. It includes lunch choice, pledge of allegiance, reminders, and recognizing birthdays and acts of kindness.

WHEN & WHAT?

Every Friday the Administration team selects a HERD ticket from each homeroom teacher. The student who is selected is recognized on the Brownell Buzz and gets the opportunity to play PLINKO in the office and win a prize. By the end of the year, every student will play PLINKO at least twice. Earn those HERD tickets, students!

PLINKO FRIDAY

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November 2021

1. No School for Elementary Students
2. PLC Day, Early Dismissal
   - School Dismissal 2:18 PM
   - No Early Childhood
3. Picture Retake Day
4. Schools are Closed

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WHAT IS A SUPER SUB CERTIFICATE?
At Brownell, following HERD expectations is so important that we even include our guest teachers. We recognize that when your son or daughter’s classroom teacher is absent, it can feel different. Guest teachers are encouraged to look for students following HERD expectations and recognize their efforts by giving ‘Super Sub Certificates’.

WHAT IS A BENTLEY BADGE?
Special recognition is given to students who are role models following HERD expectations. Quarterly, each classroom teacher, resource team, and specialist team nominate one student to receive a Bentley Badge. The students are recognized on The Brownell Buzz and receive a special certificate and button. They also get to take their picture with our life size stuffed buffalo, named Bentley.

WHAT IS WINNING WEDNESDAY?
Every other Monday on The Brownell Buzz, a school wide expectation challenge is announced. Adults throughout the building watch for the class that consistently demonstrates exemplary efforts in following the school wide expectation. The following Wednesday, the administration team surprises ‘The Winning Wednesday Class’ by visiting their room during The Brownell Buzz. They also receive a prize.
December 2021

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SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

PLC Day, Early Dismissal
School dismisses 2:18 PM
No Early Childhood

End of 2nd Quarter

Schools are Closed - Winter Break

Schools are Closed - Winter Break

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LEVEL CALLS

BROWNELL ELEMENTARY SCHOOL

WHAT ARE LEVEL CALLS?
Relationships and preventative practices are a top priority at Brownell. Before teachers involve administration with a student behavior many strategies are tried. Some examples of these strategies include proximity, private redirects, non verbal cues, triage, change of location, choices, and calm down time/break.

However, when staff members have used all the tools in their teacher toolbox and a student continues to be disruptive or hurtful, teachers can make a level call to request administrative assistance.

LEVEL 1

Examples:
Swearing towards peers/adults, offensive language, screaming, yelling, throwing items, overturning desk/chairs, hitting, punching, kicking, fighting, repeated misuse of technology, damage to Chromebook, leaving the classroom without permission, threats, etc.

LEVEL 2

Examples:
Major safety threat: violence, weapons, fire.

WHAT HAPPENS AFTER A LEVEL CALL?
Restorative practices are also a top priority at Brownell. Therefore, punishment is not the "go to" response. Restorative practices include, problem solving, peer mediation (if needed), writing letters of apology (if needed), and processing with the teacher. Parents are notified if disruptive and/or hurtful behavior becomes chronic.
January 2022

- January 2: PLC Day, Early Dismissal
- January 3: 3rd Quarter Starts
- January 9-15: Schools are Closed - Winter Break
- January 23-29: Schools are Closed
- January 30: No Early Childhood

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BULLYING

If you feel that peers are bullying your child, please contact your child’s teacher or the building principal, Kelly Apel. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

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

- Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

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

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, school social worker or any other adult in the building that they have built a positive relationship with.

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District’s Second Step program.

Everyone at Brownell Elementary School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

**Staff at our school will do the following to prevent bullying and help students feel safe at school:**

- Closely supervise students in all areas
- Watch for signs of bullying and stop it when it happens
- Teach Bully Prevention to all students
- Take bully concerns reported seriously and investigate

**Students at our school will do the following to prevent bullying:**

- We will not bully others
- We will help others who are bullied
- We will not laugh or join in when someone is being bullied
- We will include everyone and not leave anyone out
- Report bullying to an adult

**Brownell reinforce behaviors against bullying:**

- Rules against bullying will be discussed
- Rules will be posted throughout the building
- Strategies will be taught to students using 2nd Steps and in team meetings
- Staff members will look for students displaying building expectations: Honest, Express Respect, Responsible and Determined. HERD tickets will be used to reinforce.
- Drawings will be monthly at Stampede Assemblies
February 2022

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COMMUNICATION
BROWNELL ELEMENTARY SCHOOL

HOW TO STAY UP TO DATE ON BROWNELL INFO?
Listed below are Brownell's top forms of family communication systems to inform families about events, reminders, and policies at our 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/brownell

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.

FACEBOOK
- Check out school happenings on our Facebook Page! “Like” us @ brownellelementaryschool

STAY CONNECTED.
STAY #BUFFALOSTRONG
March 2022

SUNDAY  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY

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End of 3rd Quarter

13  14  15  16  17  18  19

Start of 4th Quarter

20  21

22  23  24  25  26

27  28  29  30  31

PLC Day, Early Dismissal
School Dismisses 2:18 PM
No Early Childhood

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April 2022

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LUNCH AND BREAKFAST
Parents/Guardians are welcome to join their child(ren) for lunch or breakfast. Parents can pay for their child(ren) lunches by sending a check/cash to the main office or go to www.lps.org and under popular pages click Buy Student Meals. Please notify the office before 10:00 a.m. if you plan to have school lunch. Breakfast is from 8:30 a.m. to 8:55 a.m.

Lunch Times:

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CLC (COMMUNITY LEARNING CENTER)
The Community Learning Center at Brownell Elementary is a partnership between school and Northeast Family Center providing the resources necessary for children and youth to be successful.

- The primary goals of the Community Learning Center are to:
- Improve student learning and youth development
- Strengthen and support families
- Strengthen and engage neighborhoods

By serving the needs of Brownell students, their families and the community through various programs, including before and after school activities, academic enrichment, social development and family support services, these goals can be met.

The before and after school program will run from 7:00 AM to 9:00 AM and 3:30 PM to 6:00 PM. Club opportunities will also be offered during these hours.
## Lincoln Public Schools • Lincoln, Nebraska

### May 2022

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*All scheduled events are tentative and subject to change.*
2022-2023 Student Calendar
Lincoln Public Schools
Lincoln, Nebraska

GRADUATION DATES
Thursday
May 20, 2021
Bryan Community Focus Program
(at East)

Sunday
May 23, 2020
LHS/LSW/LNS
(at Pinnacle)
LNE/LSE/East
(at Devaney)

Calendar Options for Families: 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.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstance. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum, the Superintendent reserves the right to implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student days, or other appropriate calendar or schedule measures.

First and last days of class for students
All schools not in session
All schools will dismiss one hour early (PLC day)
Elementary school students NOT in attendance (plan days)
Quarter start dates
Quarter end dates

GRADUATION DATES
Friday, May 12, 2023: Yankee Hill Program
Wednesday, May 17, 2023: Independence Academy
Thursday, May 18, 2023: Bryan Community Focus Program
Friday, Saturday and Sunday, May 26-28, 2023
Fri: LHS  |  Sat: LSE/LNE/LSW  |  Sun: LNS/East
ENJOY THE SUMMER!

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.
**HELPFUL INFORMATION FOR PARENTS**

Parent/Guardian—Please fill in this page to keep as a handy reference when working with the school office.

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<tr>
<th>Child’s Name</th>
<th>School Attending</th>
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Brownell Elementary School

6000 Aylesworth Avenue
Lincoln, NE 68505
Phone 402-436-1127 • Fax: 402-458-3227

Office Hours: 7:30 a.m.—4:30 p.m.
Principal: Kelly Apel
Coordinator: Molly Barnett

Website: http://wp.lps.org/brownell