



2021-2022

**School Calendar
Student & Parent Handbook**

Hartley Elementary School

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

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

Rob Rickert, Principal

Mission and Goals

- **LINCOLN PUBLIC SCHOOLS MISSION**

The Lincoln Board of Education has defined the mission of the schools to be the development of responsible adults who are productive citizens of a pluralistic community, nation, and world; who are prepared to learn throughout their lives; and who are appreciative of the arts, history, and culture.

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

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

- **HARTLEY ELEMENTARY SCHOOL MISSION STATEMENT**

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

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

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



2021-2022 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 3/19

2021 JULY							2022 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	31	23	24	25	26	27	28	29
							30	31					
2021 AUGUST							2022 FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5		
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30	31					27	28					
2021 SEPTEMBER							2022 MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	6	7	8	9	10	11	12
12	13	14	15	16	17	18	13	14	15	16	17	18	19
19	20	21	22	23	24	25	20	21	22	23	24	25	26
26	27	28	29	30			27	28	29	30	31		
2021 OCTOBER							2022 APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
2021 NOVEMBER							2022 MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30	31				
2021 DECEMBER							2022 JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	31		26	27	28	29	30		

Rev. 6/17/21

- First and last days of class for students
- All schools not in session
- Elementary and middle schools early dismissal (PLC day)
- Elementary school students NOT in attendance (plan days)
- Quarter start dates □ Quarter end dates

GRADUATION DATES

Thursday, May 19, 2022: Yankee Hill Education Center
Thursday, May 19, 2022: Independence Academy
Thursday, May 26, 2022: Bryan Community Focus Program
Friday, Saturday and Sunday, May 27-29, 2022
Fri: East | Sat: LHS, LSE, LNE | Sun: LSW, LNS

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.

Notes: Changes to the calendar may occur as a result of inclement weather or other circumstances. 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 requirements, the Superintendent will 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 day, or other appropriate calendar or schedule measures.

Dear Student and Families,

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

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

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

Sincerely,

Rob Rickert, Principal



Intent of Student Handbook

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

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

SCHOOL DAY



ARRIVAL AND DISMISSAL TIMES

Hours of School-Regular Session
Grades K-5: 9:00 a.m. - 3:38 p.m.

Preschool:

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

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



PLC EARLY RELEASE DAYS

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

Last Tuesday of each month August-April

Last day of School, Wednesday, May 25

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

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

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



ARRIVAL AND DISMISSAL EXPECTATIONS

Our arrival and dismissal routines help to start and end our school days in a positive way.

Arrival

When students arrive on school grounds in the morning, they will be directed to the gated entrance on the East side of the building that leads to the playground off 34th street. At 8:50 a.m. a staff member will open the gates and students will line up by the building. At 8:55 a.m. staff will let students into the building where they will be able to choose a breakfast and head to their classroom to have breakfast with their class. **Students are not allowed to play on the playground prior to school, as a result no child should arrive at school any earlier than 8:50 a.m.** (In the mornings, our teachers are preparing for a full day of learning for your student, supervision is not available prior to the gates being opened at 8:50 a.m.) If students need to arrive before 8:50 a.m. Hartley has childcare available through our on-site Community Learning Center (CLC).

Dismissal

The dismissal bell rings at 3:38 p.m. at the end of the school day, **ALL** students exit to the rear of the building. This allows children to easily meet those with whom they will be riding or walking home. All students must have a dismissal plan on file with the office. You will receive this form the first week of school. Parents and caregivers who are walking to pick up their child should wait outside the gates on 34th street for your student to be dismissed. Parents and caregivers who are driving to pick a student up need to follow our Dropping Off and Picking Up Your Child(ren) protocols listed on the next page. If your student needs after school care Hartley has childcare available through on-site Community Learning Center (CLC).

CEDARS Youth Services Community Learning Center (CLC)

Before and after school care is available to families at Hartley Elementary through the Hartley Community Learning Center (CLC). Registration information is available in the school office or by contacting Katie Christiansen at 402-770-8674 or by email at katie.christiansen@lps.org. Before and after school care is offered from 7:00 a.m.-8:50 a.m. and 3:38 p.m.-6:00 p.m.

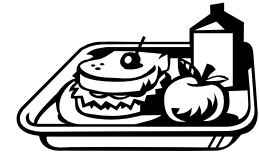
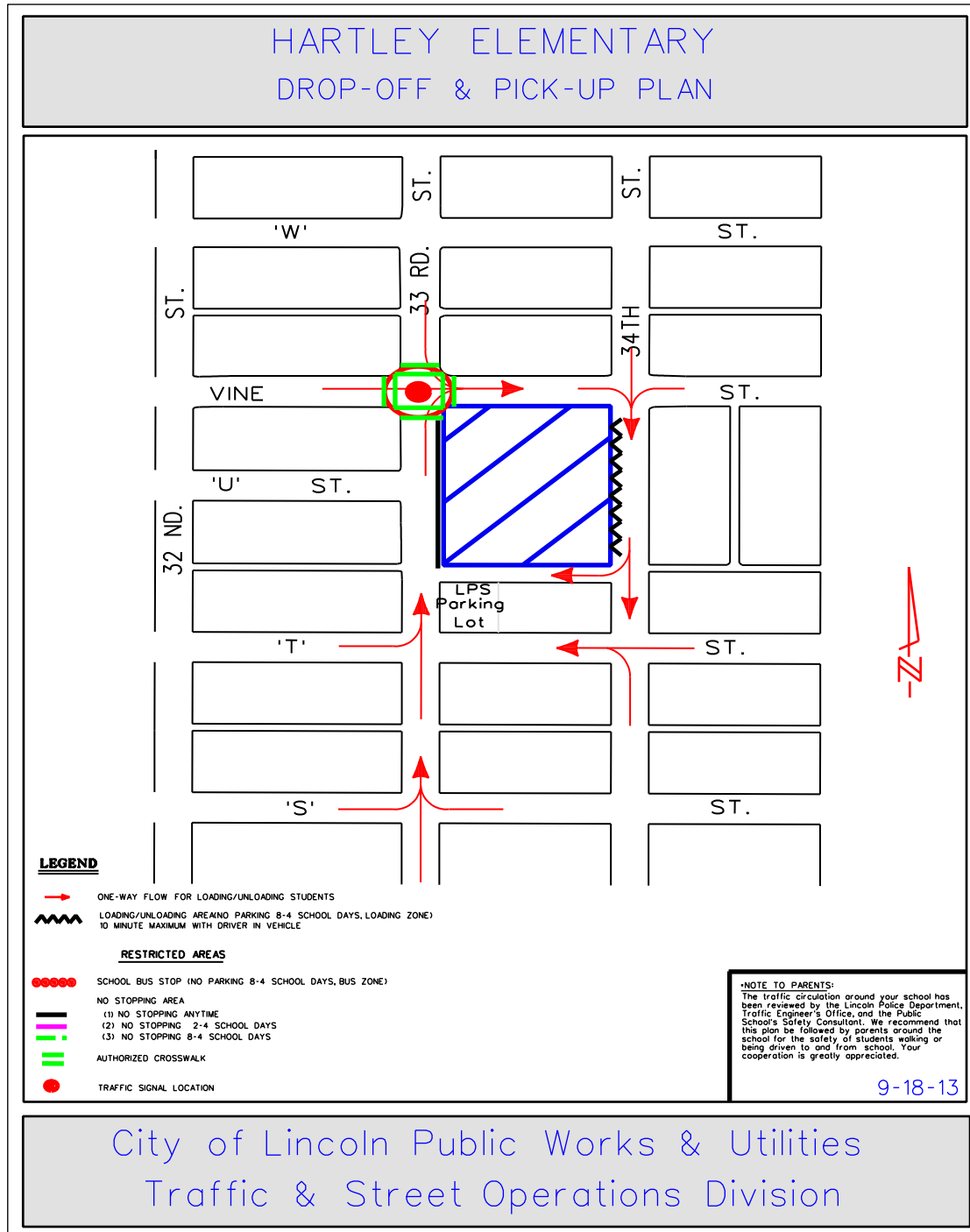
• DROPPING OFF AND PICKING UP YOUR CHILD(REN)

For parent(s) or guardian(s) using vehicles to drop off or pick up children before and after school please use 34th street for this purpose.

The staff parking lot and the alley south of the school building are designated for daycare vans and Lincoln Public Schools buses. For the safety of all students please DO NOT use the staff parking lot or alley as a drop off or pick up location.

Staff members will be on 34th street supervising students to make sure they safely make it to their rides. We ask that you do not encourage your child to cross the middle of the street to get to your car.

For the safety of our children we ask that a parent or guardian escort their child(ren) to their automobile. Because our staff parking lot is a busy place after school, please refrain from having your children cut through the parking lot to meet you on the street.



• BREAKFAST

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

Extra Milk\$0.50
Adult/Non Student\$2.25

• LUNCH TIMES

Hartley offers a lunch program for all of its students. This school year there will be no charge to any student for lunch. If you would like to join your student for lunch, please call the Main Office before 9:00 a.m. that day so that our cafeteria staff will know how many guests to expect. Please make sure and check in at the Main Office upon your arrival for lunch.

11:05 - 1st Grade
11:20 - Kindergarten
11:35 - 2nd Grade
11:50 - 3rd Grade
12:05 - 4th Grade
12:25 - 5th Grade

• LUNCH PRICES

Lunches are free for all students
Adult.....\$3.75
Extra Milk\$0.50

ParentVUE

A school-home communication tool where you can monitor grades, attendance, notifications, and more from your home or work computer.

The ParentVUE portal is a component of the LPS Student Information System that allows parents/guardians to:

- View report cards and attendance
- Put money on lunch accounts and pay fees
- Receive emails from classroom teachers

To activated your ParentVUE account, please follow the instructions below:

1. Please enter the ParentVUE Portal website (<http://synergyvue.lps.org>) into the browser
2. On the ParentVUE Portal page, click on the “I am the parent” link
3. Click “I have and activation key and need to create my account”
4. On the following page read the statement and click “I accept”
5. In the next screen enter the first name, last name, and activation key EXACTLY as it appears below
6. Click “Continue to Step 3” button
7. Select your own username and password. The password must have a minimum of 6 characters, and can consist of numbers and letters
8. Also enter your primary email address. This address will be used to recover your password if you lose it
9. Click “Complete Account Activation” to finish setting up the account

Hartley ParentVUE Information

Child's Name: _____

Email Address for ParentVUE Login: _____

ParentVUE User Name: _____

ParentVUE Password: _____



Hartley Elementary School Centennial Celebration

100 YEARS OF HARTLEY

September 26, 2021 | 1:30-3:00 p.m.

Please join us and help us celebrate 100 years of Hartley.

730 North 33rd Street



August 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12 Open House 5:00-6:00 pm	13	14
15 First Day of School PLC Schedule - School Dismisses at 2:18 pm	16	17 PLC Schedule - School Dismisses at 2:18 pm	18 PLC Schedule - School Dismisses at 2:18 pm	19	20	21
22	23	24	25	26	27	28
29	30	31 PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs	All scheduled events are subject to change. If a change is necessary, all families will be contacted.			

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

***ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.**

USE OF SCHOOL BUILDING AND GROUNDS



• VISITING SCHOOL

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

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

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

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

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

• SALES AT SCHOOL

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

• STUDENT USE OF TELEPHONE

Students will be permitted to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning. Students will not be allowed to use school phones to conduct non school related business (i.e. seeking permission to go to a friends house after school.)

• BICYCLES, SKATEBOARDS, ROLLER BLADES, AND SCOOTERS

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



September 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
All scheduled events are subject to change. If a change is necessary, all families will be contacted.			1	2	3	4
5	6 Schools are Closed	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Hartley Community Family Night at Roca Berry Farm 5:00-7:00pm	24	25
26	27 PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs	28	29	30		

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SCHOLASTIC ACHIEVEMENT



• COMMUNICATING STUDENT PROGRESS: REPORT CARDS & PARENT-TEACHER CONFERENCES

Lincoln Board of Education states (Policy 6570) that "student progress will be reported formally to parents/guardians at least four times each year." Your child will receive a report card at the end of each quarter. Information about elementary student progress is reported in four areas: 1) Progress through district curriculum objectives 2) Performance in assigned curriculum level 3) Effort 4) Use of effective learning or study skills. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher. Our office staff will be happy to let you know of our teachers' planning periods and will forward calls and messages between 8:15-8:55 a.m. as well as after school. Emailing your students teacher is also a great way to communicate with teachers regarding your student, the Main Office would be glad to help you if you need a teachers email address.

Parent Teacher Conferences are scheduled twice a year. First semester conferences have been scheduled for Tuesday, October 5, 2021 and Tuesday, October 13, 2021 from 4:00-7:00 p.m. Second semester conferences have been scheduled for Tuesday, January 25, 2022 and Wednesday, February 2, 2022, from 4:00-7:00 p.m. at Hartley Elementary School.

• CONTACTING YOUR CHILD'S TEACHER

Parents/Guardians are encouraged to call their child's classroom teacher to arrange for conferences or when questions arise that can be handled with a brief discussion. The best time to reach a teacher by phone is before the student day begins or after school. During instructional time, phone messages will be taken for teachers. Emailing your students teacher is also a very effective method of communication. For more involved issues such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.

Notes: _____

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

October 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
All scheduled events are subject to change. If a change is necessary, all families will be contacted.					1 Community Advisory Group Meeting 9:45 am-10:45 am	2
3	4	5 Parent Teacher Conferences 4:00 pm-7:00 pm	6	7	8	9
10	11	12 Parent Teacher Conferences 4:00 pm-7:00 pm	13 Picture Day	14	15 No School for Elementary Students	16
17	18 Schools are Closed	19	20	21	22	23
24	25	26 PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs	27	28	29 Report Cards sent home today	30
31						

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HARTLEY PLEDGE



AS A PARENT/CARING ADULT...

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

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

AS A STUDENT...

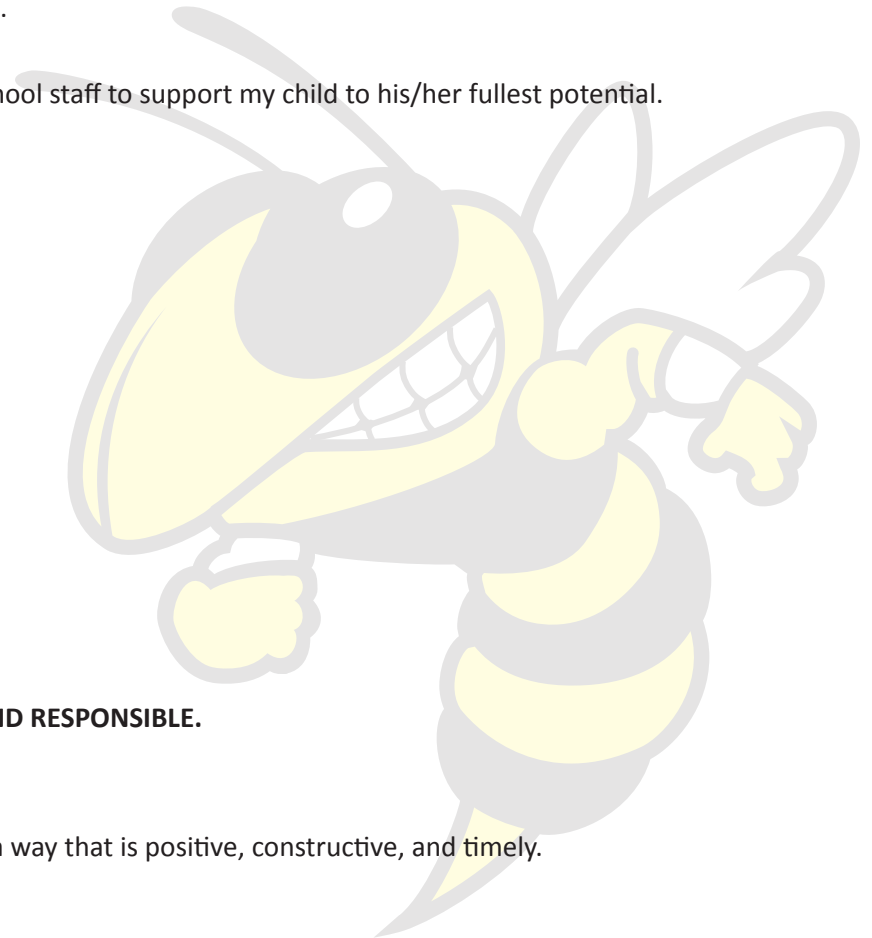
I WILL ACT IN A SAFE, CARING, RESPECTFUL, AND RESPONSIBLE MANNER.

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

AS A TEACHER...

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

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



November 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 Community Advisory Group Meeting 9:45 am-10:45 am	6
7	8	9	10	11	12	13
14	15	16	17	18 Hartley Community Family Night	19	20
21	22	23	24	25	26	27
			Schools are Closed			
28	29 No School for Elementary Students	30 PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs	All scheduled events are subject to change. If a change is necessary, all families will be contacted.			

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• STUDENT SERVICES: GIFTED & SPECIAL EDUCATION

The Lincoln Board of Education and Hartley Elementary recognizes that the student population includes students with exceptional academic abilities. These students shall be provided appropriately challenging curricula and instruction which is congruent with their learning abilities and styles and which shall be provided in classes composed of these students, taught by teachers trained to recognize and meet the needs of these students. Efforts to refer and identify students for the gifted program will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary. Teachers, parents or students can refer students for possible inclusion in the gifted program. These referrals are based on evidence of high academic achievement or outstanding educational performance. The Hartley Gifted Data Gathering Team will make the final decision about placement into the gifted program. Services are delivered by classroom teachers and by an itinerant gifted teacher.

Michelle Sievers, Gifted Itinerant Resource Teacher (msievers@lps.org), may be contacted for information about programming for gifted students.

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

Please contact Angie Ertz, Special Education Coordinator (aertz@lps.org), for information about Hartley's programs for children with special needs.



December 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
All scheduled events are subject to change. If a change is necessary, all families will be contacted.			1 Picture Retake Day	2	3 Community Advisory Group Meeting 9:45 am-10:45 am	4
5	6	7	8	9 Fall Music Concert 2:30 pm & 6:00 pm	10	11
12	13 PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs	14	15	16	17 Hartley Community Family Night	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Schools are Closed - Winter Break						

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BULLYING



If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Jeff Rust. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

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

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

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

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

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

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



January 2022



SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

All scheduled events are subject to change. If a change is necessary, all families will be contacted.

						1
2	3	4	5	6	7	8
	Schools are Closed - Winter Break					
9	10	11	12	13	14	15
					Report Cards sent home today	
16	17	18	19	20	21	22
	Schools are Closed					
23	24	25	26	27	28	29
		PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs				
30	31	Parent Teacher Conferences 4:00 pm-7:00 pm				

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*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.



Hartley Health Office
402-436-1139



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EXTRA-CURRICULAR ACTIVITIES



- **BEFORE- AND AFTER-SCHOOL CARE**

Before and After-school care is available to families at Hartley School through the Hartley Community Learning Center (CLC). Registration information is available in the school office or through Cedars Community Learning Center at 402-770-8614. Before and After School Care Services are offered from 7:00-8:55 a.m. and 3:38-6:00 p.m.

- **AFTER SCHOOL CLUBS AND ACTIVITIES**

Throughout the school year, a variety of interest clubs and activities are sponsored by the Hartley Community Learning Center. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Chorus, Band, and Orchestra. Other clubs and activities may be organized to address special interests of students and staff.

- **COMMUNITY ADVISORY GROUP**

The Hartley Community Advisory Group is a way to be a part of our school community. As an organization, it represents parents/guardians that organizes events and projects that serve children and families. If you wish to be a part of this group, please contact Mr. Rickert. Community Advisory Group meetings are typically held starting in October on the 1st Friday of the month from 10-11 a.m. in the Hartley Cafeteria.

- **PARENT POLICY**

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

February 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>All scheduled events are subject to change. If a change is necessary, all families will be contacted.</p>		1	2	3	4	5
			Parent Teacher Conferences 4:00 pm-7:00 pm		Community Advisory Group Meeting 9:45 am-10:45 am	
	6	7	8	9	10	11
				Hartley Community Family Night		
13	14	15	16	17	18	19
					No School for Elementary Students	
20	21	22	23	24	25	26
		PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs				
27	28					

Schools are Closed

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.

FEDERAL PROGRAMS



- **SCHOOL-WIDE TITLE I PROGRAM**

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

- **FREE/REDUCED LUNCH PROGRAM**

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



GENERAL INFORMATION



- **IMPORTANT INFORMATION NEEDED**

Enrollment information will be filled out by the parent/guardian at open house. **For the safety of your child**, it is a necessary responsibility to give the school the name of a person to contact in case you cannot be reached. **Please also take the time to fill out the (Before and After School Plan) and return it to your child's teacher. This plan will clearly communicate to us how your child(ren) will safely make it to and from school.**

It is very important that parents/guardians notify the school of any change in address and/or telephone number. **The office must have a current telephone number on file in case we must contact you in the event of an emergency.**

When a child moves from one school to another, either in the city or outside the city, **advance notice** is needed so the school can prepare the transfer or withdrawal forms.

- **SAFETY, FIRE AND TORNADO DRILLS**

All schools have safety plans and periodic drills so students know what to do in case of emergency, fire, or tornado in order to be safe. The safety of students is a top priority. All schools cooperate with the fire department to make sure the most effective safety procedures are followed.

- **LOST AND FOUND**

Lost articles are turned in to the office and placed in the Lost and Found area in the northeast first floor hallway. Whenever possible, label your child's articles. Encourage your child to check periodically for lost articles. Articles not claimed by semester break and at the end of the school year are donated to a local charity.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
All scheduled events are subject to change. If a change is necessary, all families will be contacted.		1	2	3	4 Community Advisory Group Meeting 9:45 am-10:45 am	5
	6	7	8	9	10 Hartley Community Family Night	12
	13	14	15	16	17	19
	Schools are Closed					
	20	21	22	23	24	26
27	28	29 PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs	30 Report Cards sent home today	31		
C O L N	P U B L I C	S C H O O L S	•	L I N C O L N	N E B R A S K A	A

19

• PETS AT SCHOOL

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

• FIVE WAYS TO GET YOUR CHILD OFF TO A GOOD START

You can help your child get off to a good start this school year. Here are some ideas to get you started.

1. Get to know your child's teacher. As a parent you know your child best. Share what you know with the teacher. Does your child have a special interest? A favorite book? Are there subjects in which your child needs special help? You don't have to wait until parent teacher conferences-give us a call or write a note!
2. Talk to your child's teacher about issues that might affect your child. What goes on at home affects how a child does in school. Separation, family illness, a new baby, or even a move can all affect a child's schoolwork. You don't have to tell the teacher your personal business, but make sure your child's teacher knows important facts that will help them serve your child better. Remember that reaching your child's teacher is most practical before school (8:15-8:55) and during their plan times (varies by grade level). If it isn't possible to reach him or her, leave a number where you can be reached.
3. Make sure your child gets enough sleep. Tired children can't do their best work. Set a bedtime and stick to it.
4. Learn what is expected of your child. Will there be homework? How much? How can I help?
5. Limit TV and video games. Studies show that children who do best in school watch the least amount of television. But remember, when you first turn off the TV set, you'll have to help your child find other things to do. Read a book or magazine. Take a walk. Visit the library or try playing a game.



Hartley School Office
402-436-1139
730 N. 33rd
Lincoln, NE 68503



April 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
All scheduled events are subject to change. If a change is necessary, all families will be contacted.					1	2
3	4	5	6	7	8 Community Advisory Group Meeting 9:45 am-10:45 am	9
10	11	12	13	14 Spring Music Concert 2:30 pm & 6:00 pm	15 Schools are Closed	16
17	18	19	20	21 Hartley Community Family Night	22	23
24	25 PLC Day, Early Dismissal PLC Schedule - School Dismisses at 2:18 pm No After School Clubs	26	27	28 No School for Elementary Students	29 Schools are Closed	30

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

***ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.**

METHODS OF COMMUNICATION



- **SCHOOL NEWSLETTER**

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

- **WEEKLY COMMUNICATION FOLDERS**

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

- **COMMUNITY NEWS**

"Community News" is a newspaper distributed by Lincoln Public Schools, free to all elementary students the first week of every month from September through May. "Community News" replaces most informational flyers and can be used as a guide to community activities for students. The monthly school lunch menu is included in each issue of "Community News."

- **SCHOOL WEBSITE**

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

- **PARENTVUE**

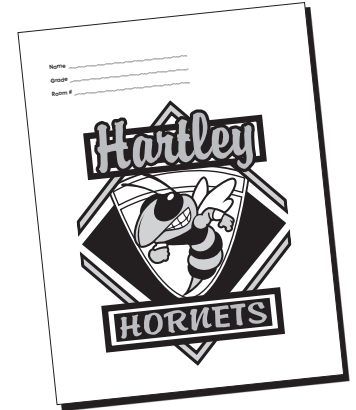
Parents may access communications, attendance information and more for their child through ParentVue. A "button" linking you to ParentVue can be found on our school website.

- **SCHOOL MESSENGER**

This districtwide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address.

- **FACEBOOK**

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



May 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13 Hartley Community Family Night at Peter Pan Park 5:30 pm-7:00 pm	14
15	16	17	18	19	20	21
22	23	24 Field Day	25 Last Day of School 5th Grade Promotion 1:30 pm Report Cards Sent Home Today PLC Schedule - School Out at 2:18	26	27	28
29	30	31	All scheduled events are subject to change. If a change is necessary, all families will be contacted.			

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

***ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.**

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

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

PBIS Acknowledgment System at Hartley Elementary

Honorable Hornet Ticket

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

Hartley Hero

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

Assembly

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

School-wide Acknowledgement

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

Parent's Guide to PBiS Positive Behavior Intervention Support HARTLEY ELEMENTARY

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

**Be Safe
Be Respectful
Be Caring
Be Responsible**



June 2022



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	ENJOY THE SUMMER!	

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*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.

Hartley

BUILDING EXPECTATIONS



	PLAYGROUND	ARRIVAL	ASSEMBLY	RESTROOMS	HALLWAYS	CAFETERIA (Breakfast & Lunch)	DISMISSAL PROCEDURES
Be Safe	<p>Tag may be played on the grassy area of the playground. If it's on the ground, it stays on the ground! I.e., gravel, snow, sticks.</p> <p>Use equipment appropriately.</p>	<p>Wait on the wall for an adult to let you in the building.</p> <p>Walk to line.</p>	<p>Sit crisscross on your spot.</p> <p>Face forward.</p> <p>Hands in lap.</p>	<p>Use the restroom designated for your class</p> <p>Wash hands well.</p> <p>Hands and feet to self.</p>	<p>Eyes Forward.</p> <p>Walk, single file.</p> <p>Stay to the right.</p> <p>Hands and feet to self.</p> <p>Off the wall.</p>	<p>Eyes forward in line.</p> <p>Hands and feet to self.</p>	<p>Cross the street with an adult.</p> <p>Walk your bike.</p> <p>Stay on the sidewalk.</p> <p>Playground is available after 6 p.m.</p>
Be Caring	<p>Share equipment.</p> <p>Be Polite.</p> <p>Use kind words, Include everyone.</p>	<p>Return silent greeting.</p>	<p>Voices off.</p> <p>Clap appropriately.</p>	<p>Wait your turn.</p> <p>Throw all trash in trashcan.</p>	<p>Return silent greetings.</p>	<p>Use kind words in conversations.</p> <p>Use appropriate table manners.</p> <p>Clean up after yourself.</p>	<p>Walk in control with hands to yourself.</p>
Be Responsible	<p>Run a lap.</p> <p>Settle disagreements with rock, paper, scissors, and positive words.</p> <p>Walk to line up in a minute or less when the whistle blows.</p> <p>When the whistle blows, put all equipment away.</p>	<p>Enter door 5.</p> <p>Be on time.</p> <p>Walk on the right side of the hallway.</p> <p>Grab a breakfast as you walk to your classroom.</p> <p>Follow hallway rules.</p>	<p>Participate.</p> <p>Listen.</p>	<p>Sign in/out in your classroom.</p> <p>Carry a bathroom pass.</p> <p>Flush then wash your hands.</p> <p>Return to class quickly.</p> <p>Make sure the restroom is clean before you leave.</p>	<p>Carry the correct hallway pass.</p> <p>Take the appropriate path in a timely manner.</p>	<p>Get everything you need for your meal.</p> <p>Clean up after yourself.</p> <p>Chew with your mouth closed.</p> <p>Use silverware.</p>	<p>Make sure you have all of your things before you exit the building.</p> <p>Use your assigned door, follow hallway expectations.</p> <p>Leave school grounds quickly.</p> <p>Students may only re-enter building through Door 1 with an adult.</p>
Be Respectful	<p>Use appropriate language.</p> <p>Follow game rules. (Ash rules)</p>	<p>Level 0 voice when entering the building.</p> <p>Quietly grab breakfast.</p> <p>Stay on right side of hallway and walk to classroom</p>	<p>Eyes on speaker.</p> <p>Voices off.</p> <p>Be supportive.</p>	<p>Use the restroom designated for your class.</p> <p>Carry a bathroom pass.</p>	<p>Voices off.</p> <p>Hands and feet to self.</p> <p>Quiet feet.</p> <p>Be respectful to other classrooms.</p>	<p>Voices off in line.</p> <p>Level 2 voice at table.</p> <p>Use lunch utensils appropriately.</p> <p>Leave cafeteria quietly.</p> <p>Voices off while waiting for your teacher.</p>	<p>Keep hands, feet, & objects to yourself.</p>

July 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SUMMER ROCKS!					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						

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*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.

HARTLEY TITLE I PARENT INVOLVEMENT POLICY



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

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





Parental Involvement in Title I Programs

6443.1

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

Expectations for Parental Involvement

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

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

Policy Involvement

Each school served under the Title I program shall:

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

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

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

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LINCOLN BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

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