

- ALL IN EVERY DAY - ENGAGED HEARTS, MINDS AND COMMUNITY!



2022-2023

School Calendar Student & Parent Handbook

Brownell Elementary School

6000 Aylesworth Avenue

Phone: 402-436-1127 • CLC Phone: 402-613-7432 • Fax: 402-458-3227

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

- ALL IN EVERY DAY - ENGAGED HEARTS, MINDS AND COMMUNITY!



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 AM-4:30 PM

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 AM** unless eating breakfast. Supervision is not provided before this time. Students will line up with teachers at their grade level doors. **Kindergarten** will line up at the main doors (Door #1) on the west side of the building. **First grade** students will line up on the south side of building off of Aylesworth at Door #15. **Second grade** will line up outside of the front of the building at Door #2. **Third grade** students will line up on the upper south side of building off of Aylesworth at Door #15. **Fourth and Fifth grade** students will line up at the bottom door on the south side of the building off of Aylesworth at Door #16. The welcome bell will ring at **8:55 AM**. At that time students will be escorted into the the building.

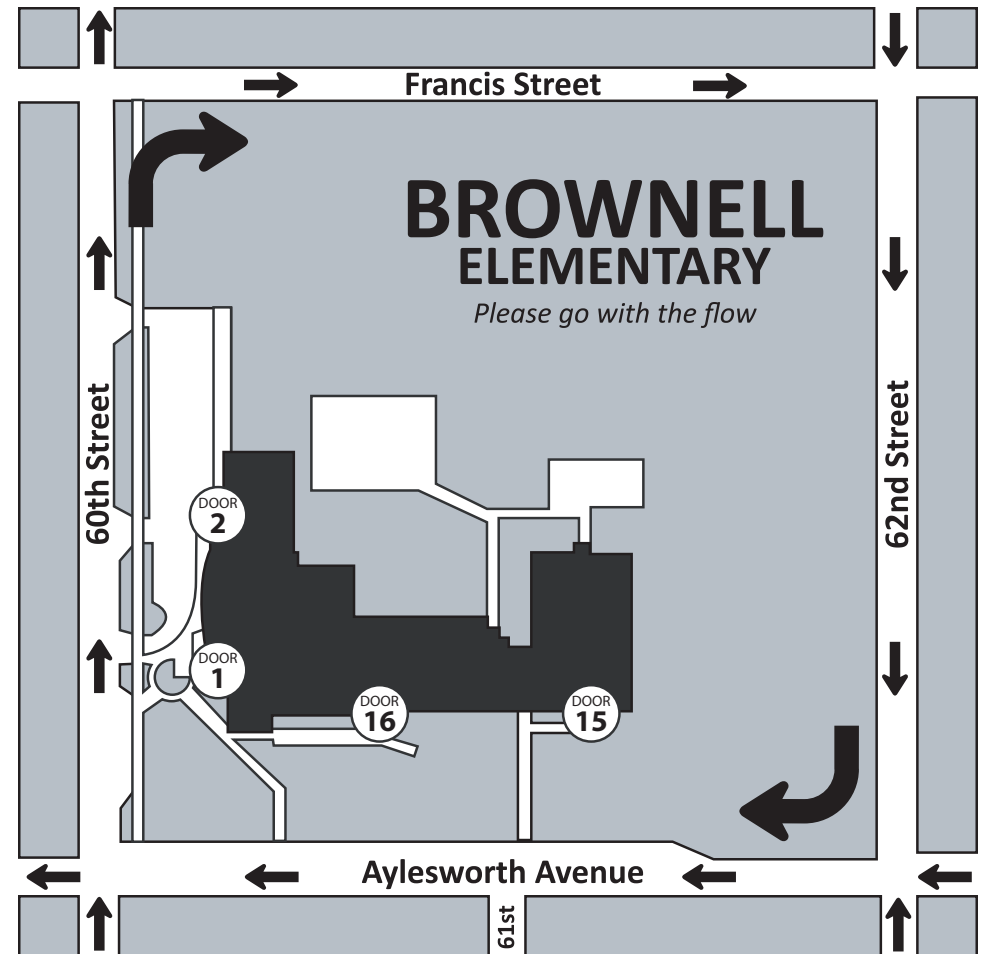
DISMISSAL

Teachers will teach until the 3:38 PM 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 PM and reserved for our CLC services.



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September 2022	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Thought for the month. "Being different isn't a bad thing. It means you're brave enough to be yourself." ~ Luna Lovegood, Harry Potter				1	2	3
	4	5 Schools are Closed	6	7 1st Quarter clubs begin.	8	9	10
	11	12	13	14 Picture Day!	15	16	17
	18	19	20	21	22	23	24
	25	26	27 PLC Day, Early Dismissal School dismissas at 2:18 PM No Early Childhood No clubs today!	28	29 Fall Family Festival 6:00 PM to 7:00 PM	30	
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COMMON AREA EXPECTATIONS





BROWNELL ELEMENTARY SCHOOL

Becoming Part of the Brownell Buffalo HERD

STUDENTS

	Hallways	Restrooms	Arrival	Dismissal	Cafeteria	Outside Recess	Inside Recess
H onest	Walk in line order Make sure a teacher knows where you're going	Be accountable for your own actions Use the restroom only when you need to	Go directly to your grade level line Follow rules for special situations (SOC, band, strings)	Follow your plan for dismissal	Stay in line order Sit at assigned table	Be accountable for your own actions. Work together to solve problems	Be accountable for your own actions. Work together to solve problems
E xpress Respect	Greet others respectfully TAPS and Buckles Walk on the right side of the hallway/stairs	Honor the privacy of others Ask for permission	Use kind words Be respectful to all Leave toys/objects and at home Phones away	Use kind words Be respectful to all Make sure you have all materials with you	Enter with TAPS and Buckles from hall Dismiss by table, clean up, compost line, and wait in line order by Buffalo	Follow adult directions. Play in your area	Follow adult directions right away. Play in your area
R esponsible	Walk facing forward Keep hands buckled, feet, and objects to self Line Order	Keep restrooms clean for others Keep hands, feet, and objects to self Wash your hands TAPS	Walk using sidewalks and crosswalks Sit in your line with the adult Use a level 3 voice	Stay in line with the adult until goodbye signal is given. Walk using sidewalks and crosswalks	Keep personal space. Hands, feet, objects to self	Walk to playground Follow playground rules. Come inside in line order, TAPS and Buckles, within a countdown of 5	Walk to assigned area with TAPS and Buckles Listen to adult directions for activity. Line order, TAPS when leaving
D etermined	Walk directly to the next location	Go directly to and from the restroom	Breakfast @ 8:30 Outside @ 8:45 Special Situations: Band/Strings/SOC according to teacher	After goodbye signal is given to teacher leave school grounds	Talk in a Level 3 Voice	Be an active participant in an assigned area	Be an active participant in the assigned activity

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October 2022	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Thought for the month. You don't have to be perfect to be amazing.						1
	2	3	4	5	6	7	8
	9	10 1st Semester Parent Teacher Conferences 4:00 PM - 7:00 PM	11	12	13 1st Semester Parent Teacher Conferences 4:00 PM - 7:00 PM Last day of 1st Quarter Clubs	14 End of 1st Quarter No Early Childhood No School for Elementary Students	15
	16	17	18	19 Beginning of 2nd Quarter	20	21	22
	Schools are Closed						
	23	24	25 PLC Day, Early Dismissal School dismisses at 2:18 PM	26 Picture Retake Day!	27	28	29
	30	31 2nd Quarter Clubs begin.	No Early Childhood No clubs today				
							
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POSITIVE SUPPORTS

Herd Tickets



Herd tickets are earned when students following our HERD expectations of being honest, expressing respect, being responsible and being determined are met. How many can your student earn?

Bentley Badges



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.

Super Sub Certificate



At Brownell, following HERD expectations is so important that we even include our guest teachers. We recognize that when your child'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**.

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.

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.

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

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December 2022	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Thought for the month. "Somewhere inside all of us is the power to change the world." ~ Matilda, Roald Dahl				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							
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COMMUNICATION

Listed below are Brownell's top forms of family communication systems to inform families about events, reminders and policies at our school:

Buffalo Bytes



Buffalo Bytes are sent via email by principal, Kelly Apel, every Sunday afternoon. Buffalo Bytes include important reminders, after school club information and calendar events.

Wednesday Folders



Wednesday Folders include the following information

- Monthly lunch menus
- CLC information
- Student graded homework
- Event information

Teacher Newsletter



Ask your child's homeroom teacher if they have a newsletter regarding classroom/grade level specific information.



Stay connected.
Stay **#BUFFALOSTRONG**



COMMUNICATION

Listed below are more of 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 menus are included in each issue of *Community News*.
- School Website** Information is regularly updated on our website: <https://brownell.lps.org/>
- ParentVue** Parents may access communications, attendance information and more for their child through ParentVue. A button linking you to ParentVue can be found on the front page of 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**



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February 2023

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

2nd Semester Parent Teacher Conferences
4:00 PM - 7:00 PM

2nd Semester Parent Teacher Conferences
4:00 PM - 7:00 PM

No Early Childhood
No School for Elementary Students

Schools are Closed

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

Thought for the month.
"Never look down on anybody unless you're helping them up." ~ Jesse Jackson

Lincoln Public Schools • Lincoln, Nebraska

School-Parent Compact

Brownell

2021 / 2022 School Year

This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At parent-teacher conferences, the compact shall be discussed as it relates to the individual child's achievement.

Teacher/School:

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.
4. _____

(Optional) Teacher Signature _____

Parent / Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
5. _____

(Optional) Parent Signature _____





Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. _____

(Optional) Student Signature _____

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March 2023	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Thought for the month. "Nothing is impossible, the word itself says 'I'm possible!'" ~ Audrey Hepburn			1	2	3	4
	5	6	7	8	9 Last day of 3rd Quarter Clubs.	10 End of 3rd Quarter	11
	12	13	14	15	16	17	18
	Schools are Closed						
	19	20 Beginning of 4th Quarter	21	22	23	24	25
	26	27	28 PLC Day, Early Dismissal School dismisses at 2:18 PM No Early Childhood	29	30	31	
							
							
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Lunch Times

Students at Robinson go to lunch and recess during the following times:

Grade	Recess	Lunch
Kindergarten	11:10-11:20	11:20-11:45
1st Grade	11:30-11:40	11:40-12:00
2nd Grade	11:50-12:00	12:00-12:20
3rd Grade	12:10-12:20	12:20-12:40
4th Grade	12:25-12:35	12:35-1:00
5th Grade	12:40-12:50	12:50-1:10

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 AM if you plan to have school lunch. Breakfast is from 8:30 AM to 8:55 PM

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.

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.

The primary goals of the Community Learning Center are to:

- Improve student learning and youth development
- Strengthen and support families
- Strengthen and engage neighborhoods

April 2023	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Thought of the month. "You are braver than you believe, stronger than you seem, and smarter than you thin." ~ Christopher Robin, Winnie the Pooh						1
	2	3 4th Quarter Clubs begin!	4	5	6	7 Schools are Closed	8
	9	10 Schools are Closed	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25 PLC Day, Early Dismissal School dismisses at 2:18 PM No Early Childhood No clubs today	26	27 No Early Childhood No School for Elementary Students	28	29
	30					Schools are Closed	
							
							
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2022-2023 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 4/20

JULY 2022

S	M	T	W	T	F	S
					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						

AUGUST 2022

S	M	T	W	T	F	S
	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			

SEPTEMBER 2022

S	M	T	W	T	F	S
				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	

OCTOBER 2022

S	M	T	W	T	F	S
						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					

NOVEMBER 2022

S	M	T	W	T	F	S
		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			

DECEMBER 2022

S	M	T	W	T	F	S
				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

JANUARY 2023

S	M	T	W	T	F	S
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				

FEBRUARY 2023

S	M	T	W	T	F	S
			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				

MARCH 2023

S	M	T	W	T	F	S
			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	

APRIL 2023

S	M	T	W	T	F	S
						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						

MAY 2023

S	M	T	W	T	F	S
	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			

JUNE 2023

S	M	T	W	T	F	S
				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	



- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- ◁ Quarter start dates ▷ Quarter end dates

Rev. 4/8/22





GRADUATION DATES

Thursday, May 18, 2023: Yankee Hill Program
Thursday, May 18, 2023: Independence Academy
Thursday, May 25, 2023: Bryan Community Focus Program
Friday, Saturday and Sunday, May 26-28, 2023
 Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW





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 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.

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June 2023	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Thought of the month. "Be the change that you wish to see in the world." ~ Mahatma Gandhi				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	
							
							
							
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July 2023	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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HELPFUL INFORMATION FOR PARENTS

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

Child's Name _____ School Attending _____ Grade _____

Teacher _____ Room # _____ Lunch SNAP # _____

Other _____

Child's Name _____ School Attending _____ Grade _____

Teacher _____ Room # _____ Lunch SNAP # _____

Other _____

Child's Name _____ School Attending _____ Grade _____

Teacher _____ Room # _____ Lunch SNAP # _____

Other _____

Child's Name _____ School Attending _____ Grade _____

Teacher _____ Room # _____ Lunch SNAP # _____

Other _____

Brownell Elementary School

6000 Aylesworth Avenue
Lincoln, NE 68505

Phone 402-436-1127 • Fax: 402-458-3227

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Principal: Kelly Apel

Coordinator: Molly Barnett

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

