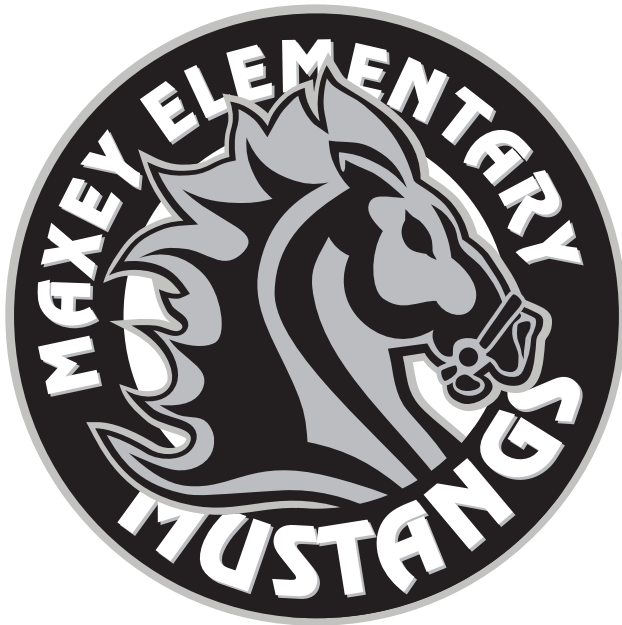


2022-2023

MAXEY ELEMENTARY SCHOOL

STUDENT/PARENT HANDBOOK



5200 S. 75th Street, Lincoln, NE 68516

Phone: 402-436-1153 Fax: 402-458-3253

Website: maxey.lps.org

Principal: Suzanne Reimers

Assistant Principal: Tracey Peterson

Our mission is to maximize learning for all students.

2022-2023 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 4/20

JULY 2022

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AUGUST 2022

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FEBRUARY 2023

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DECEMBER 2022

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JUNE 2023

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- 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 Adacemy
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.

2023-2024 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 2/23/21

JULY 2023

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JANUARY 2024

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FEBRUARY 2024

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OCTOBER 2023

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APRIL 2024

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MAY 2024

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DECEMBER 2023

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Rev. 6/7/22

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Thursday, May 23, 2024: Bryan Community Focus Program
Friday, Saturday and Sunday, May 24-26, 2024
Fri: Schools TBA | Sat: Schools TBA | Sun: Schools TBA

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Maxey Elementary School

DEAR STUDENTS AND FAMILIES,

Welcome to Maxey Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering any questions you might have about the policies and practices of our school. Please carefully review the contents of the handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to call the school office. Information regarding policies and procedures common to all schools is found in the Important Information Booklet found at lps.org/ii.

On behalf of the entire staff, we look forward to working together to make this a productive and successful year of learning for all.

Suzanne Reimers, Principal
Tracey Peterson, Assistant Principal
And the Entire Maxey Staff

INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents and staff as an additional guide to the rules, regulations and general information about Maxey and Lincoln Public Schools along with the [LPS Important Information Booklet](#) and [LPS Elementary Common Practices](#). **Parents are encouraged to use all three booklets as resources and to assist their children in following the rules contained inside all three booklets.**

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract". The administration reserves the right to make decisions and rule revisions at any time to implement appropriate educational programming and 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. **This handbook does not cover all rules, regulations and questions you may have so families are asked to become familiar with both the LPS Important Information Booklet and the Elementary Common Practices Booklet that are found at <http://lps.org/go/important>.**

FOREWORD

by Suzanne Reimers, Principal

Welcome to Maxey Elementary School! We are all excited about this new school year. We are ready to meet the challenge. We are eager to begin the process of helping your children become lifelong learners. We truly want to “Maximize the learning of all Maxey School students”.

The purpose of this handbook is to give you some basic information about procedures, schedules and expectations we have regarding the operation of our school. The information serves as a reference for Maxey School families. Please give suggestions for additional information you feel will be helpful for the 2023-2024 edition.

We invite you to visit Maxey School as often as you wish. There is always a need for adult volunteers in our classrooms to help children maximize their learning. Your help is appreciated!

MAXEY SCHOOL SONG

Music by Gerald Saetvett

Lyrics by Gerald Saetvett and Sylvia Bailey

*Here we learn about our world,
We're happy, safe, and free.
We learn to care for other people
Just like you and me.
Our learning is our victory.
We do our very best.
We are so proud of Maxey School
Our minds will never rest.*

*Here with knowledge, strength, and pride
We gather on this day.
Maxey students side by side
We sing, we work, we play.
United in our hopes and dreams,
Together now we sing,
“Here our future will begin,
Our courage leads the way.”*





MISSION AND PURPOSE

Lincoln Public Schools Mission Statement

The Lincoln Board of Education is committed to providing the highest quality education for all Lincoln Public Schools students. The board sees the primary 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.

The board holds the district staff accountable for achieving the schools' mission through the most effective and efficient use of available resources.

The board further recognizes that students in the Lincoln Public Schools are educated for the future and therefore expects the school district to be self-renewing, flexible and capable of adjusting to the needs of its various constituencies.

As the elected governing body of the school district, the board believes in sharing its decision-making processes with parents, students, and other citizens and staff members.

Statement of Purpose

The Lincoln Board of Education supports the educational mission of the State of Nebraska. In accordance with this commitment, the board declares that it is the purpose of the Lincoln School District to:

- Offer each individual the opportunity to develop competence in the basic skills of communications, computations and knowledge of basic facts concerning the environment, history and society;
- Offer each individual the opportunity to develop higher order thinking and problem-solving skills by means of adequate preparation in mathematics, science, the social sciences and foreign languages and through appropriate and progressive use of technology;
- Inspire in each individual the ability and desire to continue learning throughout his or her life;
- Encourage knowledge and understanding of political society and democracy in order to foster active participation therein;
- Encourage the creative potential of each individual through exposure to the fine arts and humanities;
- Encourage a basic understanding of and aid the development of good health habits; and
- Offer each individual the opportunity for career exploration and awareness.



MAXEY MISSION & BELIEFS

We will maximize learning for all Maxey Students

- We believe all students in our school need to have an equal opportunity to learn.
- We believe students learn best when they are actively engaged in the learning process.
- We believe students achieve more when there are high and consistent expectations for learning, being safe, respectful, and responsible.
- We believe all students need a significant school relationship in order for significant learning to occur.

SCHOOL DAY

Arrival and Dismissal Times

Grades K-5 9:00 a.m. - 3:38 p.m.

Early Childhood 8:30 a.m. - 12:00 p.m.

Early Childhood 12:30 - 4:00 p.m.

It is recommended that children not enter the school grounds until 8:50 a.m. Supervision is not provided before that time. Students will line up in the designated area and enter the building at the sound of the 8:50 a.m. bell. Teachers will dismiss children at 3:38 p.m. To avoid unnecessary confusion at dismissal time, please plan to meet your child at a designated area outside the school building. Teachers will walk students outside to meet parents, daycare vans, caregivers, etc. In some instances children will need to complete assignments, need additional help from a teacher, or remain for disciplinary purposes. Phone calls will be made to alert parents/guardians if the child is remaining after school for more than 10 minutes.

Once the school day begins, please use the main entrance and check in at the greeter desk. All other doors are locked.

First Student Week of School Schedule

The first 3 days of school have the shortened PLC day schedule. Students in grades K-5 will be dismissed at 2:18 p.m. Thursday and Friday will be regular schedule with 3:38 p.m. dismissal.

*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.

SPECIALIST AND ROTATION SCHEDULES

Specialist Rotation

Kindergarten.....	1:30-2:20
First Grade	2:25-3:15
Second Grade	9:25-10:15
Third Grade.....	12:35-1:25
Fourth Grade	11:15-12:05
Fifth Grade.....	10:20-11:10

Specialist Rotation-PLC Day

Kindergarten.....	12:36-1:12
First Grade	1:17-1:53
Second Grade	9:25-10:01
Third Grade.....	11:55-12:31
Fourth Grade	10:47-11:23
Fifth Grade.....	10:06-10:42

Specialist Teachers

Art.....	Beth Hergott
Computer	Ila Jean Traudt
Library	Sheri Christen
Music.....	Kylie Meter
PE.....	Devin Kosmicki



PROFESSIONAL LEARNING COMMUNITIES EARLY RELEASE DAYS K-5

The following school days are designated as Professional Learning Communities “Early Release Days” (Tuesdays) for students: **2022:** August 30, September 27, October 25, November 29, December 13, **2023:** January 31, February 28, March 28, April 25, May 25. Students in grades K-5 will dismiss 1 hour and 20 minutes earlier than the normal schedule. Students in the preschool “Early Childhood” program will not be in session on these PLC “Early Release Days”. Please note the adjusted schedule for these days below:

GRADES K-5

School Starts: 9:00 a.m. Dismissal: 2:18 p.m.

ARRIVAL AND DISMISSAL PROCEDURES

School Hours

Grades K through 5.....	9:00 a.m.– 3:38 p.m.
Pre-School “Early Childhood”	8:30 a.m.–12:00 p.m.
Pre-School “Early Childhood”	12:30–4:00 p.m.

Arriving to School

Student arrival time for K-5 students at Maxey school is between 8:50 a.m. and 9:00 a.m. **It is important to understand that adult outside supervision and adult inside supervision will not be available until 8:50 a.m.** Students will line up and enter using the front door (Door #1). Students will enter the building at 8:50 and report to assigned waiting areas: K- gym, 1-1st grade hallway, 2- 2nd grade hallway, 3-gym, 4-gym, 5- 5th grade hallway. If your child arrives after 9:00am, please have them enter at the front main entrance. The tardy bell rings at 9:05 a.m. Any students arriving to class after this time will be counted tardy. Students arriving to school prior to 8:45 a.m. will not be supervised and are the responsibility of their parents or daycare providers.

Students who participate in the programs noted below may enter the building at the times stated and will be supervised:

- 1) Students having a prearranged meeting with a teacher or are participating in an after school club.
- 2) Students that are accompanied by a parent/guardian and are here for a specific pre-arranged meeting.
- 3) Students participating in the Maxey breakfast program. (Seating for breakfast begins at 8:30–8:50 a.m.)
- 4) Students who are registered with the “Family Services Before School Program”.
- 5) Students who participate in the Maxey Chorus, Band, Orchestra, Art Banner Club, and Student Council. Arrival time for these programs is between 8:10 a.m. and 8:15 a.m. on designated days set by the sponsor or teacher.

Maxey Student Dismissal Procedures

Dismissal at the End of the Regular School Day/Early Release Days

Students will be allowed to be at school after dismissal time only under the following circumstances:

- 1) They have a prearranged meeting with a teacher.
- 2) They are accompanied by a parent/guardian and are here for a specific pre-arranged meeting.

School Campus (including the playground) is closed until 6:00 p.m. except for use by Maxey clubs or Family Service. Reservations for rooms/playground should be entered in the district Archibus System.

It is the responsibility of each Maxey family to have a daily “dismissal plan” for their child(ren) to arrive home safely. Parents and guardians are expected to discuss with their children daily as to whether their children are to walk home, ride their bicycle home, or be picked up in a vehicle by a licensed driver.

IT IS THE RESPONSIBILITY OF THE PARENTS TO NOTIFY THE SCHOOL IN WRITING IF THEIR CHILD IS NOT TO WALK HOME UNESCORTED AT REGULAR SCHOOL DISMISSAL TIMES/EARLY RELEASE DAYS OR AFTER SCHOOL EVENTS.

If a child is to walk home, the plan needs to include the walking route and with whom (if anyone) to walk home with your child.

The same would hold true if a child is to ride a bicycle home. If a child is to be picked up by a person driving a vehicle, your child needs to know the name of this individual. It is the responsibility of the parent to communicate this plan with their child.

Maxey School K-5 student dismissal is generally 3:38 p.m. daily, 2:18 p.m. the first three days of the opening of school on August 15, 16, 17 and 2:18 p.m. on designated “early student release days” when staff meet in their professional learning communities. Pre-School Early Childhood students will not be in session on “early student release days”. In all cases, parents are responsible for having a dismissal plan for their children and communicating it with their children as how they will get home safely. It is reasonable for all students to be picked up from school within 15 minutes after student dismissal. Designated school personnel will supervise students outside at student dismissal for 15 minutes after the designated dismissal time.

The “Maxey School Student Dismissal Plan” provides for outside adult supervision on all sides of the building, including designated crosswalks located at all major intersections adjacent to the school.

In the event there is a miscommunication between parent and child, and a student is not picked up within 15 minutes of dismissal, Maxey students have been instructed to come to the school office for assistance. **All efforts will be made to contact the parent or childcare provider to come to school and pick up the child. Office personnel are on duty until 4:30 p.m. daily and will have to supervise students in the office on an emergency basis until this time. If a child has not been picked up by 4:30 p.m. and there is no school administrator on the school campus, office personnel will contact the police to come and supervise the child.** This action will be a last resort, but if necessary, will ensure the safety of the child. Every effort will be made to contact the parent or childcare provider before police are contacted.

Procedure for Drop-off, Pick-up and Carpool Lanes

At Maxey School we believe that all students should have a safe learning environment. This includes following a few safety procedures during arrival and dismissal:

- Please observe all crosswalks. Our staff assist students to safely walk children across the street. If you see a staff member in a safety vest, please do not drive around them when the way looks clear. Wait for all persons to be out of the crosswalk.
- Please do not turn left into the circular drive. You will need to enter the drive from the south.
- There is no parking in the circular drive.

- There is no parking along the curb on the north side of the school. The curbside parking is for commercial daycare vans and buses only. Please feel free to park in the parking lot, and walk up to the front of the school to meet your child.

- Whether dropping students off in the morning, or picking them up in the afternoon, please be sure they exit and enter your car on the passenger side. Do not ask them to enter the street to get to your vehicle.

- Students are not to walk in the parking lot unescorted by an adult. Please pick up and drop off students in the appropriate car pool lanes.

- Please remember automobiles use the west circular drive to pick up and drop off students. (front of school)

- The north lane is used for commercial day care vehicles and LPS transportation vehicles. Automobiles may use the North Lane for a.m. ONLY drop-off.

After School Pick-Up at Maxey Elementary

Front Lane (West Lane)

Orange Cars: park on side streets and have children meet you or walk up to Maxey and meet your children.

Blue Cars: pull up along the drop off curb and continue the line onto 75th, then Grand Oaks, then 76th. Wait until you are in the school lane to pick up children, not while on streets. When exiting, DO NOT TURN RIGHT, Left Turn Only.

Red Cars: Do not park in these areas so traffic may keep moving.

Side Lane (North Lane)

Green Vehicles: Daycare Vehicles only

Parking Lot

Students must have an adult to accompany them in the parking lot. When exiting the parking lot, DO NOT TURN LEFT, Right Turn Only.

If you need more time, please park in the parking lot or on the side streets. Use crosswalks, obey Lincoln traffic laws and no parking signs. Do not block neighbor's driveways.



Morning Drop off at Maxey Elementary

Front Lane (West Lane)

Orange Cars: choose a line, stay in that line, wait to move up to drop off areas

Blue Cars: pull up along the drop off curb all the way to the handicap parking spot, quickly drop off children, wait for the 5 purple cars to pass, then cross to the outside lane and leave

DO NOT TURN RIGHT, Left Turn Only

Purple Cars: pull up in the outside lane to the sign on the left side, wait for the 5 blue cars to leave, then cross to inside lane and pull all the way up to the end of the Kindergarten playground fence, quickly let your kids out, then leave

DO NOT TURN RIGHT, Left Turn Only

Side Lane (North Lane)

Green/Orange Vehicles: Daycare Vehicles only----LPS Bus Only

If you need more time, please park in the parking lot or side streets. Use crosswalks and follow Lincoln traffic laws and no parking signs.

GENERAL INFORMATION

ParentVue

ParentVUE is a secure, private website through Lincoln Public Schools that allows families access to their child's real-time information. ParentVUE allows you to track attendance, see class websites, view report cards, access Special Education documents, access schedules, grade book information, course history and more! If you have questions or need assistance getting your account set up, stop in or contact the Maxey office.

Birth Certificate Requirements

A student enrolling for the first time in the Lincoln Public Schools must present or upload a certified birth certificate. The requirement for a certified copy was implemented in 1990 with the passage of new state legislation to help track missing children. The document given to parents from the hospital at the time the child is born looks like a birth certificate, but it is not a certified copy, which has a raised seal of the State of Nebraska and the signature of the director of vital statistics. If you need to obtain a certified copy of the certificate, contact the Nebraska Bureau of Vital Statistics, P.O. Box 95007, Lincoln, NE 68509. Phone 471-2871.

Emergency Drills

All schools have 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 follow standard response protocol provided by the "I Love You Guys" Foundation.

Safety and Security

During the school day, all external doors are locked. Visitors will check in with our security entrance monitor and upon approval will be let into the building to visit or volunteer. All visitors will wear a visitors badge.

Lost and Found

Most lost articles that are found are brought to the Lost and Found area in the vestibule at the east end of the main 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 children's charity.

Contacting Your Child's Teacher

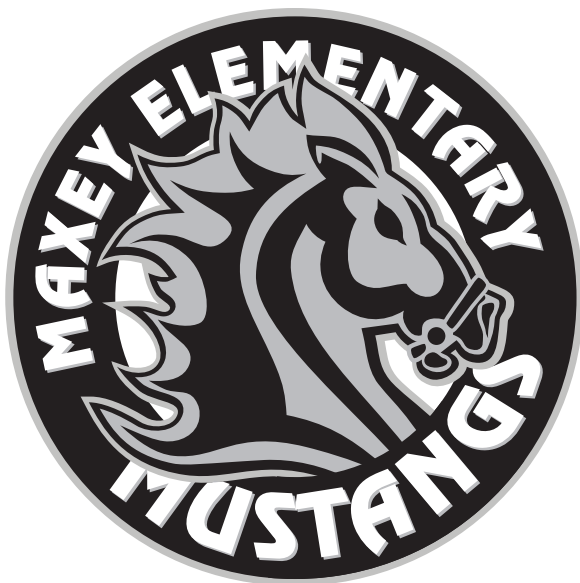
Parents/Guardians are encouraged to call or email their child's classroom teacher to arrange for conferences or when questions arise that can be handled with a brief discussion. The best time to reach a teacher by phone is before the student-day begins or after school. During instructional time, voicemail messages can be left for teachers. For involved problems such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged. You may also contact the teacher via LPS email.

PARENT TEACHER ORGANIZATION

The Maxey School Parent Teacher Organization is a vital part of Maxey's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Quarterly PTO meetings are held and dates will be listed in the Maxey Messenger. PTO website www.maxeypto.org

The PTO Executive Committee meets at 6:00 p.m. in the conference room prior to the general meetings. All are invited to attend these meetings also.

The 2022-2023 PTO President is Sarah Hartung.



ATTENDANCE AT SPECIAL EVENTS

After-School and/or Evening Activities:


Students attending after-school and or evening activities at Maxey School must be accompanied by a parent/guardian. Students must be in attendance during the school day in order to attend special events during the school day, after school and/or evening activities.



BREAKFAST TIME/LUNCH TIME

Breakfast is served from 8:30-9:00 daily.

Students will have a thirty five-minute lunch/recess break. The schedule is as follows:

Lunch/Recess Schedule			
Grade	Lunch	Recess	
Kindergarten	11:00 – 11:20	11:20 – 11:35	
Grade 1	11:40 – 12:00	12:00 – 12:15	
Grade 2	12:00 – 12:20	12:20 – 12:35	
Grade 3	11:20 – 11:40	11:40 – 11:55	
Grade 4	12:20 – 12:40	12:40 – 12:55	
Grade 5	12:40 – 1:00	1:00 – 1:15	

The cost for a student’s school prepared lunch is \$2.50 a day. To purchase milk only is \$0.50. SNAP is the name of our cafeteria cash register system. With the SNAP cash register system a parent/guardian deposits money into an account that is accessed by the child entering their SNAP number on a keypad in the cafeteria. If your child is returning to our school, they will use the same number as last year. If your child is new to Lincoln Public Schools, a number will be assigned. It is very important that your child learn their number so they can enter it on the keypad on the first day of school. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

Students are allowed one “borrow” from the office, should they not have sufficient funds to pay for lunch, and are expected to repay the loan the following day. Students who must borrow a second time will make a call home for money.

If your child received free/reduced lunch and breakfast LAST year, your application is valid for the first 30 days of school THIS year. Please complete a new application, found in the Important Information booklet found on-line. Eligibility for the free/reduced lunch program is determined by federal guidelines.

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the kitchen before 10:00 a.m. if you plan to have school lunch. For current price of adult and children not students in Lincoln Public Schools, see the Nutrition Services homepage on the LPS website.

The United States’ Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that “no food may be sold or served that competes with the national School Lunch and/or Breakfast programs one half hour prior to the serving period.” This means that no food may be sold (i.e. pop, snack machines, fund raisers), and no food may be brought in one half hour before or one half hour after lunch to treat for birthday parties, class rewards, or class parties. **Also, parents may not bring in food for more than their child.**



CELL PHONES

Students are allowed to bring cell phones to school. However, we ask that phones be turned off and remain in backpacks from 8:50 a.m.-3:38 p.m. daily.

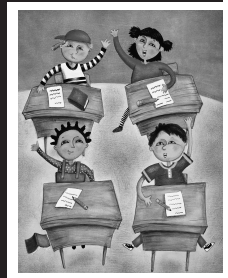
EXTRA-CURRICULAR ACTIVITIES

Before- and After-school Care

Before- and after-school care is available to families at Maxey School through Family Services, which provides before and after-school care for kindergarten through fifth grade students. **Hours are 6:45–9:00 a.m. and 3:38 – 5:45 p.m.** Please contact Family Services at 441-7949 for their registration information, fee schedule and additional information.

After School Clubs and Activities

Throughout the school year, a variety of interest clubs and activities are sponsored by Maxey teachers or offered through the Maxey PTO. 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.



USE OF SCHOOL BUILDING AND GROUNDS

Visitors

Parents/guardians and community members are encouraged to visit school. Children not enrolled at Maxey may not visit unless accompanied by an adult. It is recommended that visitors limit their visits to 30 minutes unless other arrangements are made. When visitors do come to school, we ask that they check in with the security entrance monitor located in the front entryway and wear the visitor badge that will be provided for them. Wearing this visitor badge will assure all staff that approval has been given by the office to visit.

Volunteers

Maxey School benefits greatly from the many parent and community members who volunteer; your time and talents are important to the education of children. Your child's teacher will have opportunities for volunteering in the classroom or special events. To maintain an environment conducive to learning, we ask that volunteers not bring other

children during their volunteer time and check in and out at the SEM desk. Before you volunteer, Lincoln Public Schools has an online application and approval process. Once approved you are an eligible volunteer for 3 years. To become a volunteer, complete the online application at lps.org under Parent Tab > Become a Volunteer. If you have questions or need assistance, stop in or contact the Maxey office.

Smoke-Free Environment

Lincoln Board of Education policy declares all Lincoln Public Schools buildings and grounds smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for all children. When you attend events, please remember that our grounds are smoke- and tobacco-free and abide by our board's policy.

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. Cell phones are to be turned off and placed in backpacks from 8:50 a.m.-3:38 p.m.

Nuisance Items/Toys/Weapons

Please leave play items and items that may distract from learning at home. Only school supplies, forms to be returned to school and schoolwork should be brought to school. Leave gum, candy, trading cards, personal CD players, etc. at home. Cell phones are allowed but must be turned off and kept in backpacks from 8:50 a.m.-3:38 p.m. daily.

Knives (including pocket knives) or any other items that might be considered a weapon are strictly prohibited and should NEVER be brought to school. Students who violate this rule face the penalty of suspension and expulsion from school, in accordance with state law. Toys that can be used as weapons or have the appearance of a weapon (i.e. toy gun) are prohibited.

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." Information about elementary student progress is reported in four areas:

1. Progress through district curriculum objectives.
2. Performance in assigned curriculum level.
3. Character development progress.
4. Use of work or study habits.

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. You will receive information from your child's teacher regarding the times and dates of Parent Teacher conferences. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher at any time.

SUPPORT SERVICES

Student Services: Gifted & Special Education

The Lincoln Board 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. Outstanding abilities are present in students from all cultural groups and across all economic strata. Students shall be placed in the gifted program congruent with their identified needs.

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

Please contact Tracey Peterson, Assistant Principal with questions regarding special education and Susan Dinsdale, gifted facilitator with questions regarding gifted.





LPS DISTRICT GOALS

Prepare ALL students to be college, career and civic-life ready with a goal of 90% on-time graduation.

District Focus Areas for Continuous Improvement

Instruction | Student Supports | Equity

MAXEY SCHOOL IMPROVEMENT GOALS

- To increase student achievement in reading/language arts by providing instructional categories to guide all students to think, read and respond critically.
- Maxey focus areas: equitable practices and systems. 100% active participation/individualization to meet needs.

RIGHTS, CONDUCT, RULES & REGULATIONS

Rights and Responsibilities

The Lincoln Public Schools has established rights and responsibilities of students, they are printed in the “Important Information” booklet found on-line. The rights and responsibilities are designed to assure that students have the best opportunity possible to learn in a safe, clean environment without disruption. Please review the rights and responsibilities with your child.

Responsibilities of Elementary Students

The Responsibilities of elementary students tells us what we can do to become good citizens. These rules are written to keep us safe in our schools and protect the rights of all students.

Students who are responsible:

- Follow directions given by any school staff member. They speak to and treat school staff respectfully.
- Solve problems peacefully. They do not fight, threaten, “put down” others, or force others to do what they don’t want to do.
- Respect the property of others. They do not take or break things that belong to the school or others.
- Care about how others feel. They do not hurt or try to hurt others.

- E. Treat others fairly. They do not bully or force a student to give them money or valuables.
- F. Help keep the school a safe place. They do not bring weapons of any kind to school.
- G. Care about themselves. They follow the laws and do not have, sell or use tobacco, alcohol, inhalants, other drugs or any imitations of these.
- H. Know that it is important to be in school every day. They are not truant.
- I. Arrive at school on time. They are not tardy.
- J. Use language that is respectful of all people. They do not use offensive gestures, profanity or “put down” people because of their race, religion, gender or ethnic background.
- K. Act in a way that makes others feel comfortable at school. They follow the rules of public decency.
- L. Help make school a good place to learn. They do not repeatedly break the rules of the classroom, playground, lunchroom and school.
- M. Are good citizens. They follow the laws of our state and nation.
- N. Dress properly for school. They do not wear clothing that is unsafe, that offends or that distracts the learning of others.
- O. Help keep buses safe for everyone. They follow school bus rules.
- P. Respect their own bodies and the privacy of others. They do not touch others inappropriately.

These rules are made to guide us. If students choose not to be responsible and break these rules, consequences will follow. Consequences could include suspension or expulsion from school.

This document was written for the use of elementary students. It is intended to supplement the document, Lincoln Public Schools, Responsibilities of Students, not replace it.

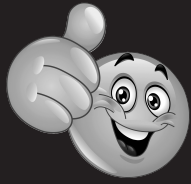
Management Plan

We believe that all children have the right to a positive, successful learning climate. The staff and parents work cooperatively to reinforce students’ positive behavior to ensure this type of environment. Each year a letter is sent home explaining the management plan and the behaviors expected of each child in the team. Questions specific to your child’s grade level can be directed to the classroom teacher.

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by all students and staff. Education, strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

MAXEY BEHAVIORAL EXPECTATIONS

	Be Safe	Be Respectful	Be Responsible
All Common Areas	<ul style="list-style-type: none"> • Walk • Keep hands and feet to self • Respect others personal Space 	<ul style="list-style-type: none"> • Use kind words and actions • Be courteous; greet people, hold doors for others • Use quiet/indoor voices 	<ul style="list-style-type: none"> • Pick up after yourself • Set positive examples for younger students • Be honest
Lunchroom	<ul style="list-style-type: none"> • Keep all food to yourself • Sit facing the table and push in chairs when you leave 	<ul style="list-style-type: none"> • Wait patiently in line • Allow anyone to sit next to you 	<ul style="list-style-type: none"> • Raise hand if you need to get up • Dispose of your food and tray appropriately
Playground / Recess	<ul style="list-style-type: none"> • Stay within designated boundaries • Walk on black surface • Be aware of activities around you 	<ul style="list-style-type: none"> • Include everyone in games and activities • Take turns • Use appropriate language 	<ul style="list-style-type: none"> • Put away equipment • Line up when you hear the whistle
Passing areas, Halls, Breezeways, Sidewalks	<ul style="list-style-type: none"> • Walk • Stay to the right • Allow others to pass 	<ul style="list-style-type: none"> • Walk quietly • Keep hands off walls and art work 	<ul style="list-style-type: none"> • Move through the building with a purpose
Bathrooms	<ul style="list-style-type: none"> • Keep water in sink • Put towels in garbage • Wash hands 	<ul style="list-style-type: none"> • Give others privacy • Clean up after yourself • Use quiet voices 	<ul style="list-style-type: none"> • Flush toilet after use • Return to room promptly
Arrival and Dismissal Areas	<ul style="list-style-type: none"> • Use sidewalks and crosswalks • Stay behind yellow line 	<ul style="list-style-type: none"> • Follow adult directions 	<ul style="list-style-type: none"> • Arrive on time • Leave on time
Media	<ul style="list-style-type: none"> • Keep hands and feet to self 	<ul style="list-style-type: none"> • Use a soft voice in media • Complete task and use time wisely 	<ul style="list-style-type: none"> • Put materials away • Push in chairs
Special Events/ Assemblies	<ul style="list-style-type: none"> • Keep hand and feet to self • Wait patiently to be seated 	<ul style="list-style-type: none"> • Sit flat • Be a good listener • Quiet voices while entering and exiting 	<ul style="list-style-type: none"> • Quiet during program • Use audience manners



MAXEY SCHOOL RULES

As a Maxey Student I Will:

Be Safe. Be Responsible. Be Respectful.

BULLYING

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

Bullying Prevention Information

LPS Policy 5482 Students Anti-Bullying Policy

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by students and all staff.

Bullying means any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school designee, or at school-sponsored activities or school sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The School District shall review the anti-bullying policy annually.

Maxey Anti-Bullying Plan & Response to Bullying Behaviors

Preventative Plan:

- Teaching and reviewing Positive Behavior Supports – Be Safe, Be Responsible, Be Respectful – School-wide, in grade level teams, and in individual classrooms – morning announcements
- Classroom instruction on bullying – includes the bully, bullied and the bystander from the second steps curriculum
- On-going classroom teaching, modeling and recognition of appropriate school behaviors

Response to Bullying Behaviors

- Identify that the behaviors are on-going and targeting another student (investigation of the situation(s))
- Problem solving session(s) with the bully (and the victim) to help the student recognize and learn that the hurtful behaviors are “bullying”. Parents of the bully are included in this phase of educating the bully and helping him or her to stop the behavior. Some restrictions/plans may be put in place to protect the victim and the bully.
- If bullying continues, a meeting is held with family to determine if more restrictions are necessary and if counseling would be helpful. This could include, but not limited to restricting recess time or areas, restricting transition time, alternate work areas, arrival and dismissal plan, separation plan between the students.
- If the above steps have been completed and bullying continues, next steps could include in-school suspension, out of school suspension, referral to student services,



COMMUNICATION

Communication

Students will bring home a “Wednesday Folder” each Wednesday with information to share. Classroom teachers will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom news, etc. “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.

Weekly Communication from Maxey School Office

The “Maxey Messenger” is our school newsletter and sent out to all Maxey families through School Messenger.

You will receive this publication on Wednesdays.

The PTO publication, “Mustang Matters” will be attached to the “Maxey Messenger”, along with monthly lunch menus and other pertinent information.

Methods Communication

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

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.



OPEN/CLOSED CAMPUS

Elementary students are not allowed to leave school during the school day without permission. If you wish to have your child leave school for any part of the day, please send a note to let the teacher know in advance. An adult will need to come check the child out of school and the child needs to check in with the SEM when they get back.

FIVE WAYS TO GET YOUR CHILD OFF TO A GOOD START

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

1. Get to know your child's teacher. As a parent you know your child best. Share what you know with the teacher. Does your child have a special interest? A favorite book? Are there subjects in which your child needs special help? You don't have to wait until parent teacher conferences.
2. Talk to your child's teacher about problems, too. What goes on at home affects how a child does in school. Separation, family illness, a new baby, or even a move can all affect a child's school work. You don't have to tell the teacher your personal business, but make sure your child's teacher knows important facts that will help them serve your child better.
3. Make sure your child gets enough sleep. Tired children can't do their best work. Set a bedtime- and stick to it.
4. Learn what is expected of your child. Will there be homework? How much? How can I help?
5. Limit TV. Studies show that children who do best in school watch the least amount of television. But remember, when you first turn off the TV set, you'll have to help your child find other things to do. Read a book or magazine. Take a walk. Visit the library or try playing a game.

These tips can not only get your child off to a good start, they can also help to make the entire school year successful.



MAXEY ELEMENTARY SCHOOL

MULTICULTURAL VISION STATEMENT

Maxey Elementary School is dedicated to assisting students in acquiring the knowledge and skills that are necessary for living and working in a multicultural society. Furthermore, Maxey School is committed to establishing and maintaining a quality educational environment in which all students maximize their achievement academically, intellectually, emotionally and socially. In this environment racial, ethnic, and cultural diversity and social interdependence will be recognized and affirmed by students, staff and members of the Maxey community.

The cultural diversity in our community and world challenges students, staff and members of the Maxey community to understand differing values and customs of racial ethnic and cultural groups. We must work collectively to eliminate prejudice, bigotry, discrimination and stereotyping based on race, ethnicity and culture. All Maxey Elementary School policies, programs and activities will promote and support the goals of multicultural education and cultural proficiency.

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for developing the purpose of the following:

1. Affirm the culture, history and contributions that shall include all families.
2. Challenge and create an awareness in students in order to eliminate racism, prejudice, bigotry, discrimination and stereotyping based on race, ethnicity and culture.
3. Value multiple cultural perspectives.
4. Provide all members of the Maxey community with the opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education, Maxey School will create opportunities to maximize achievement academically and socially in an educational environment in which all students and staff understand and respect the racial, ethnic and cultural diversity and interdependence of members of our society.



MAXEY ELEMENTARY SCHOOL

A Wells Fargo Bank "Gold Star Award School"

Awarded for Significant Increases in Student Achievement in 1999

Advanced Accredited Elementary School

Lincoln Public Schools' First and Only Elementary School



Staff List with Emails

Office

Suzanne Reimers, Principal sreimers@lps.org
Tracey Peterson, Assistant Principal tpeters@lps.org
Amy Demma, Executive Secretary..... ademma@lps.org
Annette Wiegert, Registrar awieger@lps.org

Health Office

TBA, School Nurse
Alane Wahlstrom, Health Tech awahlst@lps.org

Early Childhood Teachers

Caitlin Bailey cbailey@lps.org
Jennifer Greaves jgreaves@lps.org
Alisha Theye athey@lps.org

Kindergarten Teachers

Dawn Cade dcade@lps.org
Linda Freye lfrey@lps.org
Ellen Calkins..... ecalkins@lps.org
Alisha Thompson athomps5@lps.org
Anna Codr..... acodr@lps.org

First Grade Teacher

Jamie Treat jtreat@lps.org
Bailey Fordham..... bbrown3@lps.org
Kim Meyer kmeyer@lps.org
Chelsea Wavada cwavada@lps.org
Joanne Frandolig jfrando@lps.org

Second Grade Teachers

Hannah Heyl hhey1@lps.org
Lisa Kapustka lkapust@lps.org
Bobbi Heibel bheibel@lps.org
Suzan Schoening..... sschoen@lps.org
Holly Southwick hsouth@lps.org

Third Grade Teachers

Carrie Gonzales cgonza1es@lps.org
Pam Siefert psiefert@lps.org
Carmen Zalman czalman@lps.org
Amy Frankforter afrankf@lps.org

Staff List with Emails *(continued)*

Fourth Grade Teachers

Christy Firestone.....	cfirest@lps.org
Kelly Reineke	kreineke@lps.org
Kelly Schilousky	kschilo@lps.org
Clarice Anderson	canders3@lps.org

Fifth Grade Teachers

Bonnie Smith	smith-msmith6@lps.org
Anne Hatch	ahatch@lps.org
Morgan Watteyne.....	mhansen7@lps.org
Makenna Schmeling	mdrewel@lps.org
Brooke Greve	bgreve@lps.org

Specialists

Kylie Meter, Vocal Music.....	kmeter@lps.org
Sheri Christen, Media	schrist@lps.org
Beth Hergott, Art	bhergott@lps.org
Devin Kosmicki, PE.....	dkosmick@lps.org
Nolan Schmit, Band	nschmit@lps.org
Ila Jean Traudt, Computer	itraudt@lps.org
Rhonda Neely, Strings.....	rneely@lps.org

Additional Certified Staff

Sydney Meister, Speech.....	smeister@lps.org
Becky Balfany, Interventionist	rbalfany@lps.org
Jen Goddard, Physical Therapist.....	jgoddar@lps.org
Kara Evans, Social Worker.....	kevans3@lps.org
Marty Resseguie, Resource	mresseg@lps.org
Jodi Rust, Occupational Therapist	jrust1@lps.org
Jen Oestmann, Resource	jdavis2@lps.org
Bryanna Doughty, Psychologist.....	bdoughty@lps.org
Kathy Van Meter, Interventionist.....	kvanmet@lps.org
Makala Schroeder, Resource	mschroe@lps.org
Sarah Kupke, ELL.....	skupke@lps.org
Laura Bartels, ELL.....	lbartel@lps.org
Susan Dinsdale, Gifted.....	sdinsda@lps.org
Stephanie Gilb, ELL.....	sgilb@lps.org
Rhonda Niles, Interventionist.....	rniles@lps.org@lps.org
Melissa Hartter, Counselor	mhartte@lps.org



JOANN MAXEY

JoAnn Maxey was a state senator and president of the Lincoln Board of Education. She was the first African-American member of the board and the first female African-American state senator.

Mrs. Maxey was a member of the school board for six terms beginning in 1975. She was president from 1981 to 1982. As a school board member she was interested in seeing that all children were represented equally. She was

a strong proponent of education and worked to improve the school system for all involved and, in particular, for persons of color.

She took time away from the school board from 1977 to 1979 when she was appointed by Governor J.J. Exon to fill out an unexpired term of Senator for Harold Simpson who resigned. She worked for passage of a Displaced Homemakers Bill which addressed the needs of women, especially the needs of single mothers.

Mrs. Maxey was a member of the Lincoln Foundation, Head Start Program, Black Women's Caucus, WICS, League of Women Voters, City Street Advisory Committee, Lincoln Jaycees, Belmont Community Center, Multicultural Committee, Right to Read Committee and the NAACP. She was Director of the Senior Citizens Group at the Malone Community Center and was a laboratory technician at Germer Pediatrics. Mrs. Maxey was also active as a PTA member at McPhee Elementary School.

Mrs. Maxey dedicated her life to children. She taught Sunday School for more than 30 years at Christ Temple Mission and was the youth and senior choir director there as well.

"Even throughout her battle with cancer, she remained a positive, dedicated individual full of determination," wrote Lynne A. Carroll. "When those of us strongly suggested she remain at home to rest on some of those painful days, she refused, as her work for the Lord was not yet done."

Mrs. Maxey's unselfish dedication to the Lincoln community, the church and Lincoln's youth deems it appropriate that the elementary school at South 75th Street and Glynoaks Drive be named JoAnn Maxey Elementary School.

The staff and students are proud to teach and learn at Maxey Elementary School which opened in July 1995.



Lincoln
PUBLIC SCHOOLS

BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, pregnancy, childbirth or related medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.