

**McPhee Elementary School**  
**820 Goodhue Boulevard**  
**Lincoln, Nebraska 68508**  
**(402) 436-1150 • (Fax) 458-3250**  
Visit our website at <http://mcphee.lps.org>

Dear McPhee Students and Families,

Thank you for taking the time to review the McPhee handbook. This information has been prepared to help families answer questions about the routines and procedures of McPhee School. I encourage you to review the handbook with your child. The "Important Information" booklet provided by Lincoln Public Schools also gives useful family information. Please note dates and times for school events are subject to change. If you have questions about this booklet, please call the school office at 402-436-1150.

On behalf of the school staff, we look forward to teaming with you to make this a successful year for all McPhee students.

Chris Boden  
Principal

### **Intent of Family Handbook**

This handbook is for students, parents, and staff to use as a guide to the rules, regulations, and general information about McPhee 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 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 the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

# School Day

## Student Day

Breakfast	8:50 a.m. - 9:15 a.m.
1st Bell	8:55 a.m.
Tardy Bell	9:00 a.m.
Grades Kindergarten-Grade 5	9:00 a.m. - 3:38 p.m.
Early Childhood Program morning session	8:30 - 12:00 p.m.
Early Childhood Program afternoon session	12:15 - 3:45 p.m.

**Enter McPhee Elementary through the doors facing Goodhue Boulevard.**

## ARRIVAL PROCEDURES

- Students arriving for breakfast should not arrive before 8:50 a.m., as there is no supervision until that time. If your scholar is dropped off before this time, you will be contacted to come back and pick them up or to wait with them.
- If your child is not coming for breakfast, the arrival time is still 8:50.

All students at McPhee are provided a free breakfast each morning. Children who eat breakfast may enter the school grounds at 8:50 a.m. No students are to be on the school grounds prior to 8:50 a.m. except those participating in a special activity or CLC.

Students arriving after 9:00 a.m. must check in the office and will be counted tardy.

We are aware that some parents must go to work prior to the time students may be at school. If you are interested in before-school childcare please contact the McPhee Community Learning Center at 402-436-1150. If your child qualifies for Free/Reduced Lunch and you are working or attending school you may be eligible for partial or total childcare payment through Title XX funds. If that is not an option, please contact Mrs. Boden to create a plan.

## Lunch

The 2020-21 lunch times are as follows:

<b>Grade</b>	<b>Lunch</b>
Kindergarten	11:00 11:30
Grade 1	11:20 – 11:50
Grade 2	11:40 - 12:10
Grade 3	12:00 – 12:30
Grade 4	12:20 – 12:50
Grade 5	12:40 – 1:10

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 scanning their SNAP number 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. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

If your child received **Free/Reduced Lunch** in a Lincoln school last year, your application is valid for the **first 30 days** of school this year. **Please complete a new application**, on the LPS website or at our Open House. Eligibility for the free/reduced lunch program is determined by federal guidelines. You will be responsible to pay for full priced lunches if a new lunch application is not on file within the first 30 days.

If you are coming to school to eat lunch with your child(ren) for a special occasion, please call the office by 9:30 am if you plan to eat school lunch. This will assure that there is enough food prepared.

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, fundraisers), and no food may be brought in to treat for birthday parties, class rewards, or class parties during or just prior to school breakfast/lunch times. Please do not bring treats to school.** Also, parents may not bring in food for more than their child. Students eating school lunch are not allowed to bring snack items into the cafeteria.

Any questions you may have regarding the breakfast or lunch program at McPhee School should be directed to the **cafeteria manager, Mrs. Loschen**. You may call 402-436-1150 and ask for the cafeteria.

## **DISMISSAL PROCEDURES**

- All students are dismissed from the building at 3:38 p.m.
- All students must go directly home or to a school sanctioned after school activity.
- Teachers will escort students out their designated exit door.
- School Campus (including the playground) is closed until 5:45 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.
- If your child is not in the after school CLC program, they will need to leave the playground and cannot return until CLC programming is over. The playground will be available for neighborhood children to play on after 5:45 pm.

**To maximize learning time, we ask that students not be picked up prior to school dismissal. Please make all appointments after school hours whenever possible, as leaving early impacts instruction and learning.**

To comply with the LPS threat assessment policy, when parents/guardians must pick up a child before the regular dismissal time, they must check in at the office. The school will only release students to adults designated by the parent as emergency contacts on the enrollment form. If there are special

circumstances, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the principal must be informed and provided with a copy of that order to maintain on file at the school.

- Scholars in Grades K-3 will be dismissed from the playground area.
- Scholars in grades 4 and 5 will exit out the north side door.
- If you have scholars in the younger and older grades, we ask the older scholar to come around back to the playground to pick up their sibling.
- Students will not be allowed back into the building after they have been dismissed without their teacher or a staff member to accompany them.
- Please do not arrange alternate pick up plans that are not in conjunction with the school wide plan. It is established to keep all scholars safe and accounted for. If you have questions, please see Mrs. Boden.
- Students staying after school for longer than 10 minutes will notify their parent/guardian by phone.
- Students will not be allowed to play on the playground while waiting for rides after school.

## Late Pick Up

- Parents/Guardians of students not picked up by 3:45 p.m. will be called.
- Parents/Guardians must come to the front door to pick up kids if arriving later than 3:45 p.m.
- Police may be called when children are not picked up by 4:00 p.m. and parents or emergency contacts cannot be reached by phone.

It is crucial that we have accurate and up-to-date family information, such as current phone numbers and addresses. If you get a new phone or phone number, we ask that you call the office at 402-436-1150 to have us update your information in our computer system.

If you need after school care, the Community Learning Center is available. Call 402-436-1150 to check on enrollment.

## Communication

### Weekly Communication Folders:

Typically, school news will be sent home via Thursday 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 McPhee.

### 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://mcphee.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 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. If you receive a School Messenger phone call and the phone is not answered, a voice mail will be left by the system. Please be sure to listen to all messages that you receive from the school, as they contain important information that all families need.

**FaceBook:** Check out school happenings on our Facebook Page! “Like” us @mcpheeelementary.

**Twitter:** Follow us on Twitter @McPheelPS to receive tweets about McPhee School.

## Student Use of Telephone

Occasionally, students may need to use the telephone. Students should check with their teacher or Main Office staff to request permission to place a call. If you need to get a hold of your scholar throughout the day for a message, please call the main office and we will ensure your scholar receives the message. Please be mindful that the office staff will try their best to get messages to your child. If you call after 3:00 p.m. the office gets extremely busy.

If you call with information that needs to be relayed to your child, the office staff will not transfer the call to the classroom. The office staff will take a message for your child and get that information to them. Students do not take phone calls at school.

If you need to speak to a teacher at school, the office staff will take a message and the teacher will return the call, if it is during instructional time. We do not interrupt instruction for phone calls, but we will be sure to get the staff member the message in a timely manner. If you call to speak to a teacher during their plan time, every effort will be made to reach that staff member right then for you to speak with them. Again, a message will need to be taken if they are teaching at that time. We appreciate your understanding about protecting teaching time and student learning needs.

Cell phones are highly discouraged and they are considered to be nuisance items. Students will not be allowed to use their cell phones during the school day. If a scholar brings one to school and it does not remain in their backpack, it will be brought to the office and will remain there until a parent/guardian can pick it up. We are not responsible for lost/stolen cell phones. Thank you for your support with this policy.

## After-School Clubs and Activities

The McPhee Community Learning Center provides after-school clubs throughout the school year, which are open to ALL McPhee students and free of charge. Club and registration information will be sent home with students. For the first quarter of the 2022-2023 school year, we will not have CLC clubs. 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.

# McPhee Community Learning Center

Before and after school care is available to families at McPhee through the McPhee Community Learning Center (CLC). CLC provides before and after school care for kindergarten through fifth grade students. Please call 402-436-1150 for registration and a fee schedule.

## McPhee School Behavior Expectations

### 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. 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 and students. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by all students and staff. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Students are responsible with the support of our staff, to conduct themselves in a manner that will create a safe, orderly learning environment at McPhee Elementary School. All appropriate behaviors are included in McPhee's three simple guidelines for success. We will work together to help our children.

**BE SAFE:** We help everyone feel physically and emotionally secure.

**BE RESPECTFUL:** We value and are considerate of others.

**BE RESPONSIBLE:** We are accountable for all of our actions.

**At McPhee School, we do many things to support students with positive behaviors. We use the following tool as a way to recognize positive behaviors:**

**Mustang Marks--** Students receive tickets called Mustang Marks to positively reinforce behaviors. These tickets are yellow in color and your scholar will bring home the top half to let you know they have received one. We use them to recognize our students for the many positive behaviors we see.

We also use different classroom reinforcement systems, and your child's classroom teachers will keep you informed about the plans they have in place for those individual classrooms.

## Parent Involvement

### McPhee Parent Organization – The Dream Team

The McPhee Dream Team dedicates their time and resources to funding and offering activities to the students of McPhee. This group works to support the McPhee community by providing several family engagement events throughout the school year. They also raise money to offset special classroom events for all grade levels.

## **Family Literacy Class**

The Family Literacy Class meets daily and offers English language instruction to parents whose first language is not English. The class also offers a component of parenting classes one day a week and time with their children in the classroom. Childcare is provided during this time for those who have children younger than Kindergarten. For more information or to enroll, please contact Renee King, Family Literacy Coordinator at 402-436-1150.

## **Absences**

If your child is going to be absent or late, please call the office at 402-436-1150. You may call while the office is not open and leave a message on the answering machine. If we do not hear from you and your scholar is absent at 9:30, we will call to make sure your child is safe.

## **Make Up Work**

We appreciate your efforts to pick up homework for your child if they have to be absent. If they only need to be gone one day, the work they missed can be made up at school or sent home with them the following day. If they need to be gone for an extended period of time, please contact your child's teacher to make a plan to get work completed. We can provide work for you to pick up and take home so your scholar can stay caught up with the curriculum.

## **Computer/Technology Use Guidelines**

Technology is an important part of education and we are proud to have access to the latest technology that will support the learning of our scholars. Students are asked to sign a Computer/Technology Use Guidelines document if they are Chromebook users. By signing this document, students agree to follow all technology use rules and policies. Our goal is always to maintain student safety and increase student learning, and this includes their time with technology. You will learn more about Computer Science instruction once the school year starts.

## **PLC/Early Release Days**

On PLC days, students in elementary school are dismissed early to allow teachers time to work together in their teams to plan instruction for students. This is a valuable time for teachers to work together to offer the very best instructional programming for our scholars. School will release at 2:18 pm on the following days:

Monday, August 15, 2022

Tuesday, August 16, 2022

Wednesday, August 17, 2022

Tuesday, August 30, 2022

Tuesday, September 27, 2022

Tuesday, October 25, 2022

Tuesday, November 29, 2022

Tuesday, December 13, 2022

Tuesday, January 31, 2023

Tuesday, February 28, 2023

Tuesday, March 28, 2023

Tuesday, April 25, 2023

## **Parent/Student/Teacher Title 1 Compact**

### **FAMILY AGREEMENT**

**I want my child to achieve. Regular communication with my child and the school staff will promote positive school achievement. Therefore, I will encourage him/her by doing the following:**

- See that my child attends school regularly and on-time.
- Make medical and other appointments after-school or on non-school days.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Establish a time for reading for at least 20 minutes daily.
- Attend parent conferences to discuss my child's school progress.
- Provide a caring environment, including adequate food and rest appropriate to the age of my child.
- Seek out community resources, when needed.
- Check my child's backpack daily and sign and return necessary paperwork.
- Update phone numbers and emergency contacts. Keep the lines of communication open between home and school.

### **STUDENT AGREEMENT**

**It is important that I work to the best of my ability. Therefore, I shall strive to do the following:**

- Attend and do my personal best at school every day.
- Complete and return homework assignments.
- Conform to the rules of student conduct. Be Safe. Be Respectful. Be Responsible.
- Read, or be read to, at least 20 minutes each day outside of school.
- Complete all assignments to the best of my ability.



## **SCHOOL AGREEMENT**

It is important parents, students, the school and the community work together to provide the best possible opportunities for students to achieve. It is our responsibility to initiate ongoing and regular communication with each child and the parent/guardian. As a school, we are committed to providing high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the state's student academic achievement standards. Therefore, I shall strive to do the following:

- Set high expectations for learning.
- Provide homework assignments for students to practice skills introduced in class.
- Encourage students and parents by providing information about student progress.
- Provide a caring, safe, respectful and responsible environment. Teach these skills frequently.
- Notify parents of concerns in a timely manner.
- Send home Thursday Folder items each week to promote home/school communication.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Ensure that our school provides instruction in a safe and supportive environment that enables all students to meet and exceed student performance standards.
- Provide a process for on-going planning, review and improvement of school activities and programs.
- Act as the instructional leader by supporting teachers in their classrooms.
- Help parents find community services, when needed.

## **McPhee Parent Involvement Policy**

The parent/guardian signature on the Parent/Student/School Compact indicates their support in promoting their child's attendance, school effort and overall readiness for school. Parents/guardians are involved in the planning, review and improvement of the Parent Involvement Policy and the Parent/Student/School Compact at an annual parent meeting where they will be informed of the building's Title I participation. The compact outlines how parents/guardians, the entire school staff and students share in the responsibility for improved student achievement. The compact is available during the annual meeting and during the teacher/parent conferences for review and signatures. Parents/guardians and after school program staff meet at the beginning of the year to plan Title I programs and activities. Throughout the year they will meet to review their progress.

## **Bullying**

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