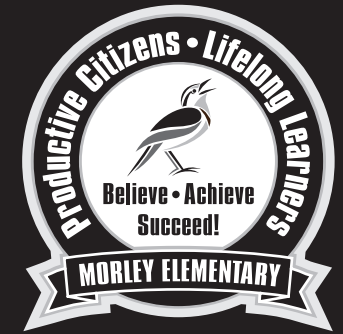


# 2022-2023

## Morley Elementary School

### Student Handbook



6800 Monterey, Lincoln, NE  
Phone: 402-436-1154 Fax: 402-458-3254  
<http://morley.lps.org>

Principal: Brandi Hennerberg  
Assistant Principal: Kasey Briones  
School Hours 9:00 a.m.-3:38 p.m.





# Welcome From Morley

Dear Students and Families,

Welcome to Morley Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering 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, 402-436-1154.

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

Brandi Hennerberg, Principal  
Kasey Briones, Assistant Principal



## Intent Of Handbook

This handbook is intended to be used by students, parents and staff as a guide to some of the rules, regulations and general information about Morley 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 to assist their child in following the rules contained in this handbook.

Although the 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. For more detailed information about district policies go to the Morley website at <http://wp.lps.org/morley/>. Click on the Important Information Booklet or the Common Practices Booklet for all elementary schools.

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 the handbook, the administration will make a decisions based on all applicable school district policies and state and federal statutes and regulations.

## 2022-2023 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 4/20

JULY 2022							JANUARY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													

AUGUST 2022							FEBRUARY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		5	6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28				
28	29	30	31										

SEPTEMBER 2022							MARCH 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	5	6	7	8	9	10	11
4	5	6	7	8	9	10	12	13	14	15	16	17	18
11	12	13	14	15	16	17	19	20	21	22	23	24	25
18	19	20	21	22	23	24	26	27	28	29	30	31	
25	26	27	28	29	30								

OCTOBER 2022							APRIL 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2	3	4	5	6	7	8
2	3	4	5	6	7	8	9	10	11	12	13	14	15
9	10	11	12	13	14	15	16	17	18	19	20	21	22
16	17	18	19	20	21	22	23	24	25	26	27	28	29
23	24	25	26	27	28	29	30	31					

NOVEMBER 2022							MAY 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	7	8	9	10	11	12	13
6	7	8	9	10	11	12	14	15	16	17	18	19	20
13	14	15	16	17	18	19	21	22	23	24	25	26	27
20	21	22	23	24	25	26	28	29	30	31			
27	28	29	30										

DECEMBER 2022							JUNE 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	4	5	6	7	8	9	10
4	5	6	7	8	9	10	11	12	13	14	15	16	17
11	12	13	14	15	16	17	18	19	20	21	22	23	24
18	19	20	21	22	23	24	25	26	27	28	29	30	
25	26	27	28	29	30	31							

- 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

### 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.

**PLEASE NOTE:**  
All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.



# 2022-2023 Morley School Staff

2

## Office

Principal..... Mrs. Brandi Hennerberg.. bhennerb@lps.org  
Assistant Principal ..... Ms. Kasey Briones.....kbriones@lps.org  
Exec. Secretary ..... Ms. Tonia Ehlers..... tehlers@lps.org  
Registrar ..... Ms. Amy McClanahan..... amcclan@lps.org  
SEM ..... Ms. Karen Draper... kdraper@lps.org  
Nurse ..... Mrs. Trio Springer..... tspringe@lps.org

## Support Teachers

Band ..... Ms. Megan Burkle..... mburkle2@lps.org  
Strings..... Ms. Sara Miller.....smiller8@lps.org  
Gifted Facilitator ..... Mrs. Tara Zuspan ..... tzuspan@lps.org  
Interventionist ..... Mrs. Lennea Lacey ..... lacey@lps.org  
Interventionist ..... Mrs. Karen Hankins..... khankin@lps.org  
Resource ..... Mrs. Kayla Oman.....koman@lps.org  
Resource ..... Mrs. Cassandra Wilson ..... ckrebs@lps.org  
Psychologist..... Mr. Philip Rohde ..... prohde@lps.org  
Social Worker ..... Mrs. Ann Lough.....alough2@lps.org  
Speech Pathologist ..... Ms. Lorilee Schrader ..... lschrad@lps.org

## Specialist Teachers

Art..... Mrs. Regina Downey.... rdowney2@lps.org  
Computer Science ..... Mr. Ron Schinkel ..... rschink@lps.org  
Library ..... Mrs. Stephanie Kinnaman... skinnam@lps.org  
Music..... Mrs. Sheri Fraley ..... sfraley@lps.org  
PE..... Mrs. Laurel Heidbrink ..... lheidbr@lps.org

## Classroom Teachers

Kindergarten..... Ms. Jamie Gerber... jgerber2@lps.org  
Kindergarten..... Mrs. Carol Jozsa ..... cjozsa@lps.org  
Kindergarten..... Mrs. Lisa Nielsen..... lnielsen@lps.org

Grade 1 ..... Ms. Risa Udell... rudell@lps.org  
Grade 1 ..... Mrs. Mindy Pinkelman.....mpinkel@lps.org  
Grade 1 ..... Mrs. Kris Sprague..... ksprague@lps.org

Grade 2 ..... Ms. Julie Metteer... jmetteer@lps.org  
Grade 2 ..... Mrs. Kate Athey ..... kathey@lps.org  
Grade 2 ..... Mrs. Nicole Peterson ..... nfowler@lps.org

Grade 3 ..... Mrs. Jill Carey..... jcarey@lps.org  
Grade 3 ..... Mrs. Morgan Wilkinson ... mwilkin2@lps.org  
Grade 3 ..... Mrs. Deirdre Walton ..... dwalton@lps.org

Grade 4 ..... Mrs. Janelle Franklin ..... jfrankli@lps.org  
Grade 4 ..... Mrs. Renee Kovar..... rkovar@lps.org  
Grade 4 ..... Mr. Lance Erickson ..... lericks@lps.org

Grade 5 ..... Mrs. Heather Bohling..... hbohlin@lps.org  
Grade 5 ..... Mrs. Brenda Irwin ..... birwin@lps.org  
Grade 5 ..... Mrs. Amy Stithem ..... astithem@lps.org

## Paraeducators

Mr. James Bennett  
Ms. Ceceilia Cabrera  
Mrs. Andrea Dickey  
Ms. Sherri Ernst  
Mrs. Melissa Hoelscher  
Mrs. Dickinson  
Ms. Jessica Aspergen

## Food Service

Mrs. Karri Busboom, Manager  
Mrs. Rosann Keller  
Mrs. Lisa Lehr  
Ms. Kay Keating

## Custodians

Shane Makovicka, Supervisor  
Dave McMahon, Asst. Supervisor  
Shannon Hansen  
Tyler McAlexander

Productive Citizens • Lifelong Learners!







## School Philosophy and Organization

Morley Elementary School opened in 1961 and is named after former teacher and principal, May Morley. We currently serve approximately 400 students in grades K through 5. In 2009, through a building improvement plan, Morley added six new classrooms, and an administrative wing. Additional improvements and renovations throughout the remainder of the building were also completed at that time.

Our community believes in having high expectations for academics and behavior. We help students grow in all academic areas as we prepare them to be successful in all future endeavors by building their life skills. Morley Elementary has strong parent involvement and an active, supportive PTO. The level of parent participation at Morley School makes a difference.

Our vision for Morley School is To empower all Morley students to become productive citizens and lifelong learners. Our mission is to believe, achieve and succeed.





## Lincoln Public Schools

### Lincoln Public Schools Vision

The overall vision of Lincoln Public Schools is to prepare ALL students to be college, career, and civic-life ready with a goal of 90% on-time graduation.

#### 2017-2022 LPS Strategic Plan

Future ready global citizens  
Support academic success for all students  
Support for educators  
Family and community partnerships  
Growth ready facilities

For more information visit  
<https://home.lps.org/strategicplan/>



### Vision of Morley Elementary School

To empower all Morley Students to become productive citizens and lifelong learners.

### Mission of Morley Elementary School

The Morley community believes, achieves and succeeds.

### Morley's School Improvement Goals

All students will improve achievement in reading comprehension, reading fluency and math number sense.



Productive Citizens • Lifelong Learners!



# August 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11 5:00-6:00 Open House	12	13
14	15 First Day of School 2:18 Early Dismissal	16 2:18 Early Dismissal	17 2:18 Early Dismissal	18	19 Friday Folder	20
21	22	23	24	25	26 Friday Folder Morley Messenger	27
28	29	30 PLC Day, Early Dismissal 2:18 Early Dismissal	31			

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

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

# Methods of Communication

## District-Wide School Messenger

This district-wide communication system allows schools to quickly send out school or district phone calls, texts or emails to families with important information. Please be sure the school has your updated phone number and email address so you can receive this information. School Messenger is used to notify families of emergency situations or school closings and to send out reminders about upcoming events or PLC Days.

## School Newsletter: The Morley Messenger

Our school newsletter is called the Morley Messenger and contains announcements, information, celebrations and lists of upcoming school events. This newsletter comes out the last Friday of each month via email through School Messenger.

## Weekly Communication Friday Folders

Typically, school news will be sent home via Friday folders. Please return the folder on Monday including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Morley School.

## Community News

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



## School Website

Information is regularly updated on our website:

<http://wp.lps.org/morley/>

The current Morley Messenger, along with all past issues, are posted on our websites. Many times pictures from different activities or information about upcoming events are also given. The school website has several tabs. One of the tabs is the calendar which will give updated event dates and times.

## 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.

## Facebook

Check out school happenings on our Facebook Page! ("Like" us at Morley Elementary)





# September 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Friday Folder	2 3
4	5 Schools are Closed	6	7	8	9 Friday Folder	10
11	12	13 Picture Day	14	15	16 Friday Folder	17
18	19	20	21	22	23 Friday Folder	24
25	26	27 PLC Day, Early Dismissal 2:18 Early Dismissal	28	29	30 Friday Folder Morley Messenger	

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

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

# Arrival/Dismissal Procedures

## Arrival Procedures

- The Morley School campus is closed until 8:45 a.m.
- Students arriving for school should not arrive before 8:45 a.m., as there is no supervision until that time.
- Students arriving for breakfast may come at 8:30 a.m.

## 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 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/ playground should be entered in the district Archibus system.

# Schedules

Grade .....	Recess/Lunch Times .....	Specials Times
Kindergarten.....	10:50-11:25 .....	1:45-2:35
First Grade.....	11:00-11:35 .....	2:40-3:30
Second Grade... ..	11:15-12:00 .....	12:50-1:40
Third Grade.....	12:25-1:00 .....	9:05-9:55
Fourth Grade... ..	12:10-12:45 .....	10:00-10:50
Fifth Grade.....	11:45-12:30 .....	10:55-11:45



# October 2022



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

						1
2	3	4	5	6	7 Friday Folder	8
9	10	11 4:00-7:00 Parent/Teacher Conferences	12	13 4:00-7:00 Parent/Teacher Conferences Friday Folder	14 No School for Elementary Students	15
16	17	18	19	20	21 Friday Folder	22
23	24	25 PLC Day, Early Dismissal  Picture Re-Take Day 2:18 Early Dismissal	26	27	28 Report Cards Go Home Friday Folder Morley Messenger	29
30	31					

Schools are Closed

LINCOLN, PUBLIC SCHOOLS • LINCOLN, NEBRASKA

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



# Lunch Procedures

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 using a card with a barcode. 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.

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), or class parties. Also, parents may not bring in food for more than their child, as this is in violation of the Federal Lunch Program guidelines.

Students who do not have sufficient funds to pay for breakfast/lunch will bring a note home to remind parents of the need to make a deposit. Families can also sign up for email alerts when there is a low balance.

# Breakfast and Lunch

## BREAKFAST

Breakfast 8:30 - 8:55 a.m.

Students \$1.30- Adult/Non-Student \$2.50

Extra Milk 50¢

## LUNCH

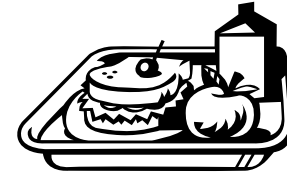
Students \$2.40 - Adult/Non-Student \$4.00 Reduced 40¢ - Extra Milk 50¢ - Second Lunch TBD Exact Change Appreciated

The adult meal price includes milk. Food items may also be purchased a la carte.

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the office before 9:30 a.m. if you plan to have school lunch. Adults and children who are not students in Lincoln Public Schools pay \$3.50 for lunch.

If you are going to eat lunch with your child, we have guest tables for you. We do ask that no other students join you. This eliminates hurt feelings if another student is not chosen to join the table.

Parents may bring a lunch from an outside vendor. Parents may not bring food for children other than their own.



# November 2022



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

4

5

Friday Folder

6

7

8

9

10

11

12

Friday Folder

13

14

15

16

17

18

19

Friday Folder  
Morley Messenger

20

21

22

23

24

25

26

Friday Folder

Schools are Closed

27

28

29

30

PLC Day,  
Early Dismissal  
2:18 Early Dismissal

No School for  
Elementary Students

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

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

## Homework

Homework refers to the tasks that a student is given to do outside of the instructional time. The purpose of homework is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some homework each day to provide this needed practice and reinforcement of learning. Parents can support learning at home by asking questions about what your child is learning and what types of homework he/she has. Parents can help to clarify the directions or expectations of the homework so that the student can complete the work to the best of his/her ability. However, it is not the school's expectation that parents will help students complete their homework or provide instruction at home. If at any time the homework becomes too difficult, please write a note to your child's teacher stating the questions or concepts that should be clarified. If homework is left at school, students can get it the next school day. Students will not be allowed to go back to the classroom after school hours to get homework.

## Make-up Work

Unless a student has been absent for more than two days, we do not take requests for assignments to be sent home. Students and teachers will work together as the student returns to identify the assignments and learning that has been missed. When a student is absent for more than two days, we encourage parents to call the office to request make-up work. Please call before 9:00 a.m., so we can communicate this to your child's teacher. If a student is going to be absent from school due to traveling, it is difficult for teachers to give the correct assignments in advance. Some ideas of things your child could do while on a trip are journaling about the their experience, practicing math facts, and read. Again, students and teachers will work together as the student returns to identify the assignments and learning that has been missed.

## Parent-Teacher Conferences

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. Please consult the calendar for conference dates. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher at any time.





# December 2022



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Friday Folder	2 3
4	5	6	7	8	9 Friday Folder	10
11	12 PLC Day, Early Dismissal 2:18 Early Dismissal	13	14	15	16 Friday Folder Morely Messenger	17
18	19	20	21	22 Friday Folder	23 24 Schools are Closed Winter Break	
25	26	27	28	29	30	31
Schools are Closed - Winter Break						
C O L N	P U B L I C	S C H O O L S	•	L I N C O L N	N E B R A S K A	

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

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



## Before/After-School Care

Family Service “School’s Out” program, which will be housed at Morley, provides before- and after-school care for kindergarten through fifth grade students. Hours are 7:00-9:00 a.m. and 3:38-5:30 p.m. Please call 402 441-7949 for registration information and fee schedule.

### Day Cares Who Transport to Morley

Krayon Campus:..... (402) 486-4847  
 Noah’s Ark (church across the street): . (402) 486-1930  
 LaPetite:..... (402) 488-3125  
 Kindercare: ..... (402) 489-9075  
 St. Mark’s:..... (402) 489-6051  
 World of Knowledge:..... (402) 483-4769  
 Adventure Academy:..... (402) 805-4224

## Cell Phone/Personal Electronic Device

Use of cell phones, smart watches, and other personal electronic devices are considered nuisance items if seen or heard during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent. When at school, parents should take only pictures of their own child. Some parents do not want their child photographed. Please help us honor all parent wishes by not taking pictures of other students while at Morley.

## Animals on School Property

For the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation. Having your pet in the car with you when you pick up your child is acceptable. Animals brought to school as Pet Therapy animals will follow the Pet Therapy Guidelines and service animals are permitted in accordance with Policy 3972. Thank you for your assistance with this.



# January 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 Friday Folder	7
8	Schools are Closed - Winter Break		11	12	13 Report Cards Sent Home Friday Folder	14
15	16	17	18	19	20 Friday Folder	21
22	Schools are Closed		25	26	27 Friday Folder Morley Messenger	28
29	30	31 PLC Day, Early Dismissal 2:18 Early Dismissal				

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

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



# Rights And Responsibilities

## LPS Rights and Responsibilities

The Lincoln Public Schools has established rights and responsibilities of students. They are printed in the Important Information booklet. 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.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Please review the rights and responsibilities with your child.

## Attendance

### At Special Events, After-School And/Or Evening Activities

Students attending after-school and or evening activities at Morley 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.



# February 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Friday Folder	4
5	6	7 4:00-7:00 Parent/Teacher Conferences	8	9 4:00-7:00 Parent/Teacher Conferences	10 Friday Folder	11
12	13	14	15	16 Friday Folder	17 No School for Elementary Students	18
19	20 Schools are Closed	21	22	23	24 Friday Folder Morley Messenger	25
26	27 PLC Day, Early Dismissal 2:18 Early Dismissal	28				

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

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

# Morley School-Wide Expectations

18

Areas	Be Safe	Be Respectful	Be Responsible
Classroom	<ul style="list-style-type: none"> <li>Keep hands, feet, objects to self</li> <li>Use classroom materials appropriately</li> <li>Listen to adult directions at all times</li> </ul>	<ul style="list-style-type: none"> <li>Focus on speaker</li> <li>Let the adult be in charge</li> <li>Respect others' learning environment</li> <li>Speak and respond appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Enter classroom ready to learn</li> <li>Be prepared and do your best</li> <li>Follow directions quickly and right away</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Walk single file in line order on the right side</li> </ul>	<ul style="list-style-type: none"> <li>Voices at level 1</li> <li>Keep hands, feet and objects to self</li> <li>Smiles, winks and waves are welcome</li> </ul>	<ul style="list-style-type: none"> <li>Stay in line order with your class</li> <li>Go directly to your destination</li> <li>Follow directions from all staff</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Keep feet on floor</li> <li>Keep water in sink</li> <li>Clean up water spills</li> </ul>	<ul style="list-style-type: none"> <li>Keep bathroom clean</li> <li>Voices at level 1</li> <li>Give others privacy</li> <li>Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom closest to classroom</li> <li>Use 1-2 pumps of soap and 1-2 paper towels</li> <li>Place paper towels in trash can</li> <li>Flush toilet after use</li> <li>Get adult permission to be in the bathroom</li> <li>Let a trusted adult know if there is an issue needing taken care of</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Sit on your pockets, feet on the floor, facing forward</li> <li>Walk to your assigned spot</li> <li>Eat only your food</li> </ul>	<ul style="list-style-type: none"> <li>Respond to signals for attention</li> <li>Use manners</li> <li>Use Level 3 voice at your table</li> </ul>	<ul style="list-style-type: none"> <li>Focus on eating</li> <li>Wipe up your area</li> <li>Pick up after yourself</li> <li>Raise your hand to dump food or tray</li> <li>Push in your chair when leaving</li> <li>Follow adult directions</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Nature stays on the ground</li> <li>Play appropriately on the equipment</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly</li> <li>Be a good sport</li> <li>Follow all supervisor directions</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Clean up and line up in line order right away at whistle</li> <li>Take care of equipment</li> <li>Dress appropriately for weather</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 1</li> <li>Eyes on speaker</li> <li>Sit flat on "pockets" and criss cross</li> <li>Follow signals for attention</li> </ul>	<ul style="list-style-type: none"> <li>Sit in line order</li> <li>Use an appropriate response</li> </ul>
Arrival	<ul style="list-style-type: none"> <li>Use sidewalks, crosswalks, and walking track</li> <li>Follow your before school plan right away</li> <li>Walk your bike</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self.</li> <li>Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Stand in grade level line</li> <li>Walk directly to and enter your classroom</li> <li>Hang up and unpack belongings</li> </ul>
Dismissal	<ul style="list-style-type: none"> <li>Use sidewalks, crosswalks, and walking track</li> <li>Follow your after school plan right away</li> <li>Check out with your teacher</li> <li>Walk your bike</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Pack up all belongings and put in backpack</li> <li>Leave on time with your class</li> </ul>
Field Trips Busses	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Stay seated on your pockets and facing forward</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>Represent Morley school in a positive way</li> </ul>

Productive Citizens • Lifelong Learners!



# March 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Friday Folder	4
5	6	7	8	9	10 Friday Folder	11
12	13	14	15	16	17	18
Schools are Closed						
19	20	21	22	23	24 Friday Folder	25
26	27 PLC Day, Early Dismissal 2:18 Early Dismissal	28	29	30	31 Report Cards Sent Home Friday Folder Morley Messenger	

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

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



# Morley Student Management Flow Chart



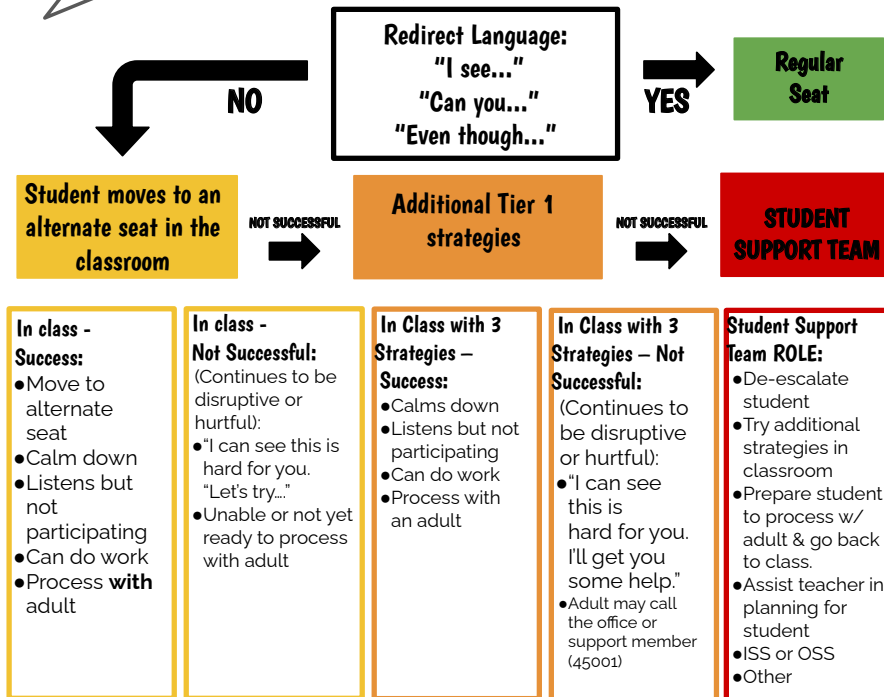
## 5 THINGS TO DO BEFORE EACH NEW ACTIVITY

- Establish behavior standards unique to activity. (share what safe/respectful/responsible behavior looks/sounds for each activity)
- Give clear, concise directions for activity.
- Remove all materials from desk except what is needed for specific activity.
- Give directions for how student should ask for help
- Determine amount of time for activity and give direction about what to do if the student finishes early.

## Office Managed Behaviors

1. Physical Aggression
2. Harassment-Sexual/Racial/Bullying (repetitive, targeted, mean, hurtful behavior, with an imbalance of power)
3. Blatant Disrespect of Adults in Charge.

## Response to Behavior



## Additional Tier 1 Strategies to Consider:

- Proximity
- Wait Time/break
- Choices
- Distractors/Sensory Tools
- Praise/Positive Feedback (find something good!)

When a student begins to work with another adult, the sending teacher/adult is responsible for contacting parents and documenting the minor behavior in Synergy the day of the incident. Three in class movements per week = parent contact.

# April 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

						1
2	3	4	5 Friday Folder	6	7 Schools are Closed	8
9	10 Schools are Closed	11	12	13	14 Friday Folder	15
16	17	18	19	20	21 Friday Folder Morley Messenger	22
23	24	25 PLC Day, Early Dismissal 2:18 Early Dismissal	26 Friday Folder	27	28	29
30				No School for Elementary Students	Schools are Closed	

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

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

# MTSS-B

## (Multi-Tiered System of Support for Behavior)

The philosophy of MTSS-B framework is that relationships, strong academic and behavior instruction, and a continuum of strategies and interventions support positive behavior.

We believe all children have the right to a positive, successful learning climate. The staff and parents work cooperatively to implement strategies and practices to reinforce positive behaviors. Of course, building relationships, fostering belonging, having informal conversations and giving feedback all show students how valuable and essential they are to the Morley community.

Teachers also use a variety of rewards in the classroom to encourage and recognize students doing the right thing. Some examples are: sitting in the teacher's chair or being first in line for lunch. Positive feedback is given to students to encourage a growth mindset. Students are recognized quarterly at assemblies and in our newsletters for their character and effort.

Lincoln Public Schools provides a physically safe and emotionally secure environment 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.

Some students are not able to handle their behavior. Teachers work to discourage inappropriate behaviors by structuring the classroom, instituting routines and procedures and developing strong instructional lessons. In order to protect others and the learning environment, teachers and the administration commit to teaching these students the skills so they are missing so they can succeed behavior appropriately in school.

**Believe** - in each other, in our students and in our families.

**Achieve** - to our highest potential, using effort and learning.

**Succeed** - as learners and caring community members.

# Bullying

If you feel that peers are bullying your child, please contact your child's teacher or the building principal, Brandi Hennerberg. 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 with whom they have built a positive relationship.

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.



# May 2023



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

4

5

6

Friday Folder

7

8

9

10

11

12

13

Friday Folder

14

15

16

17

18

19

20

Friday Folder  
Morley Messenger

21

22

23

24

Last Day of School

25

26

27

Report Cards Sent Home  
2:18 Early Dismissal  
Friday Folder

28

29

30

31

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

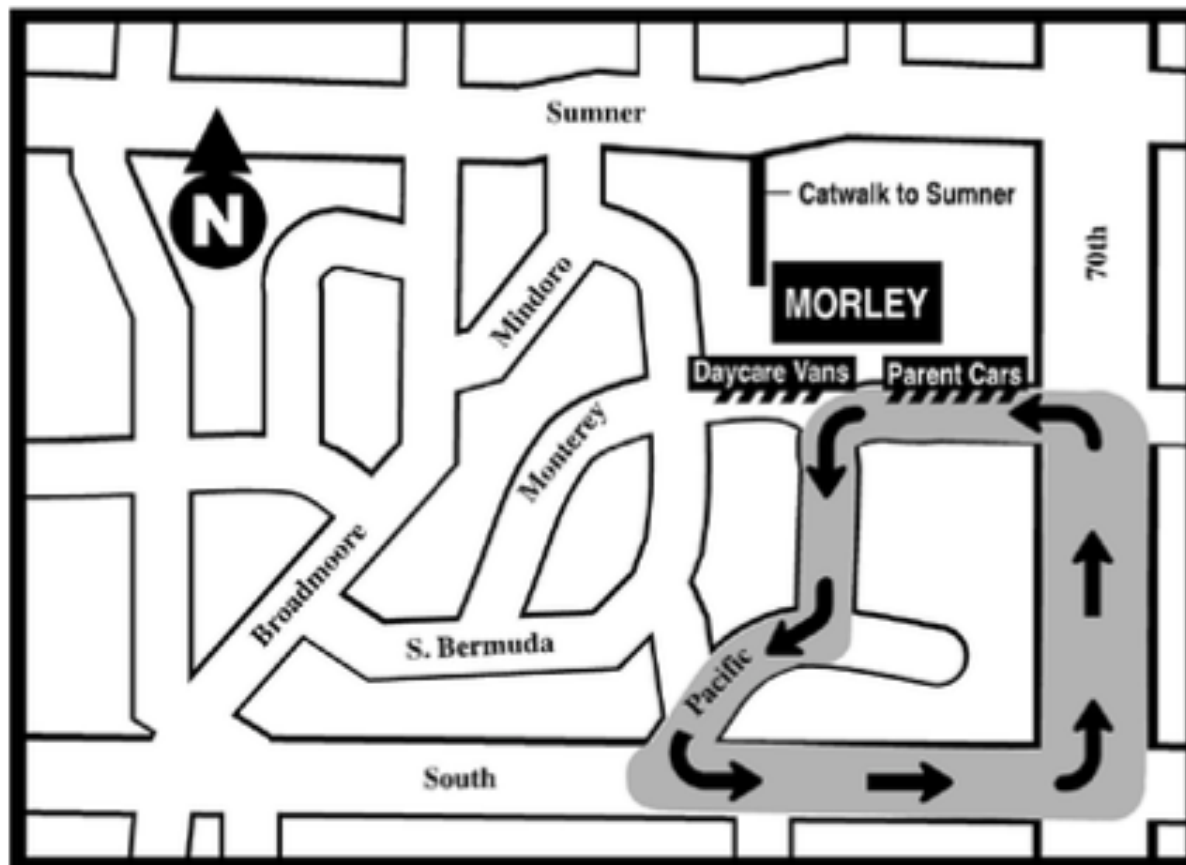
**\*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.**



# Traffic At Morley

## One-Way Traffic Pattern for drop-off and pick-up of students at Morley School

1. Traffic will flow one way (from east to west) in front of the school, turning south at Pacific Street. Only DAYCARE CARE VANS and LPS BUSSES will utilize the area on the north side of Monterey Drive between Pacific Street and E. Bermuda Drive.
2. Please use both cut-outs on the north side of Monterey to drop off and/or pick up students. Do not let students get out/in the car in the street.
3. There will be NO loading or unloading on the south side of Monterey Drive in front of the school. This is a "NO PARKING" area.
4. Utilize alternate areas for pick-up/drop-off such as Sumner Street, East Bermuda Drive, the east side of 70th Street, etc. Establish a spot where your child can walk to you instead of you driving to your child.
5. Remember that there are staff members outside to help your child cross Monterey Drive and also 70th Street at arrival and dismissal times. Also, as students are dismissed in the afternoon, a staff member supervises the Monterey & E. Bermuda crosswalk. The supervision is provided when crossing streets and should give parents more confidence regarding their child's safety.
6. Carpooling with other families reduces the number of cars at arrival and dismissal times. **WE ENCOURAGE CARPOOLING!**
7. Please do not drop off and/or pick up students in the staff parking lots which also includes handicap parking spots. Only families with special permission from the principal may use the staff parking lots.



# June 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

29

30

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

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

# Student Ambassadors

## Pointing the way for our new students

**Goal:** We want new students to leave Morley after their first day feeling comfortable and like they have a new friend.

Students in all grade levels are trained to be Student Ambassadors. When a new student enrolls, a child from the same HR where the new student is assigned is chosen by the HR teacher to be the Student Ambassador. (Third grade students will support their kindergarten class Flock Friends in the beginning.)

The Student Ambassador will be attached to the new student all day.

The Student Ambassador is trained and does the following:

1. The Student Ambassador will meet the new student in the office.
2. The Student Ambassador will do proper introductions with parents and student. The two students will get their picture taken for the bulletin board.
3. Escort the student to the HR classroom.
4. Introduce the student to teachers and show them items as they move to the classroom.
5. When the students reach the classroom, the Student Ambassador will introduce the new student to the HR teacher again.
6. The SA will show the student their seat and where they hang their backpack.
7. If there is time before class starts, the SA will show the new student the room.
8. If the students move to different classes or go to specials, the SA will introduce the new student to the teachers.
9. As the day progresses, the Student Ambassador will give the new student hints about how to do things in the classrooms. (For example-don't sharpen your pencil during this time.)
10. At lunch the SA will sit with the new student, show them how to get through the lunch line and discuss the rules.
11. At recess, the SA will play with the new student, introduce them to friends and explain the recess rules.
12. Lastly, when it is convenient for the teachers, the Student Ambassador uses the tour card and takes the new student on a tour to meet people and see places in the building.

# Flock Friends Building Community

**Every PLC day, students meet with their Flock Friends for 30 minutes.**

An activity is planned by the two classroom teachers or by the grade levels and can be a variety of things: Reading together, games, practicing math facts, reviewing PBIS/BIST components, role playing, sharing research projects, singing the Morley song, learning new songs, discussing scenarios, bullying discussions, problem solving social situations, etc.

Classrooms are matched in the following way: Kindergarten with third grade, first grade with fourth grade and second grade with fifth grade.

## Parent Teacher Organization

The Morley School Parent Teacher Organization is a vital part of Morley's success with children. As an organization, they represent parents, guardians, teachers and organize events and projects that serve children and families. Monthly meetings are held in the library and all are invited.

Scheduled events and activities are sent to families during the summer. Complete PTO information may be obtained in the Morley office or by looking at the Morley calendar on the Morley webpage at <http://morley.lps.org>.

The 2021-2022 PTO President is Melanie Dawkins and the president-elect is Becky Ziemba. You may email the PTO at [president@morley.lps.org](mailto:president@morley.lps.org).



# June 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	29	30	

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

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



# 2023-2024 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/23/21

JULY 2023							JANUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	1	2	3	4	5	6	
9	10	11	12	13	14	15	7	8	9	10	11	12	13
16	17	18	19	20	21	22	14	15	16	17	18	19	20
23	24	25	26	27	28	29	21	22	23	24	25	26	27
30	31						28	29	30	31			

AUGUST 2023							FEBRUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		

SEPTEMBER 2023							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2					1	2	
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30

OCTOBER 2023							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				

NOVEMBER 2023							MAY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30	31	

DECEMBER 2023							JUNE 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
31							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. 6/7/22

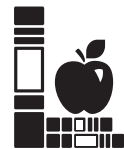
## GRADUATION DATES

**Monday, May 20, 2024:** Yankee Hill, Independence Academy  
**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

**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.





**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.*

# Table of Contents

Student Calendar 2022-2023 .....	1
Welcome Letter .....	1
Intent of Handbook .....	1
Morley School Staff .....	2
School Philosophy and Organization .....	3
Lincoln Public Schools Vision .....	4
Lincoln Public Schools Strategic Plan .....	4
Vision and Mission of Morley Elementary School .....	4
School Messenger .....	6
School Newsletter: Morley Messenger .....	6
Weekly Friday Folders .....	6
Community News .....	6
School Website .....	6
ParentVue .....	6
Facebook .....	6
Arrival Procedures .....	8
Dismissal Procedures .....	8
Specials, Lunch, and Recess Times .....	8
Lunch Procedures .....	10
Breakfast and Lunch Prices .....	10
Homework .....	12
Make-up work .....	12
Parent-Teacher Conferences .....	12
Before and After School Care .....	4
Cell Phone/Personal Electronic Device Use .....	14
Animals on School Property .....	14
Rights and Responsibilities .....	16
Attendance .....	16
Morley School-Wide Expectations .....	18
Behavior Flowchart .....	20
MTSS-B .....	22
Bullying .....	22
Traffic Plan .....	24
Student Ambassadors .....	26
Flock Friends .....	26
PTO Information .....	26
Student Calendar 2023-2024 .....	28

