



2023-2024

**School Calendar
Student & Parent Handbook**

Hartley Elementary School

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

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

Rob Rickert, Principal

Mission and Goals

- **LINCOLN PUBLIC SCHOOLS MISSION**

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

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

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

- **HARTLEY ELEMENTARY SCHOOL MISSION STATEMENT**

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

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

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



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
						1	7	8	9	10	11	12	13
2	3	4	5	6	7	8	14	15	16	17	18	19	20
9	10	11	12	13	14	15	21	22	23	24	25	26	27
16	17	18	19	20	21	22	28	29	30	31			
23	24	25	26	27	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	4	5	6	7	8	9	10
6	7	8	9	10	11	12	11	12	13	14	15	16	17
13	14	15	16	17	18	19	18	19	20	21	22	23	24
20	21	22	23	24	25	26	25	26	27	28	29		
27	28	29	30	31									

SEPTEMBER 2023							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	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	31						

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	6	
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	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	31	
26	27	28	29	30									

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

- First and last days of class for students Rev. 6/5/23
- 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

Friday, May 17, 2024: Yankee Hill & Independence Academy
Thursday, May 23, 2024: Bryan Community Focus Program

Friday, Saturday and Sunday, May 24-26, 2024

Fri: LSW

Sat: LNS/East/LHS/LNW | *Sun:* LSE/LNE

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.

Dear Student and Families,

Welcome to Hartley Elementary School! This handbook has been prepared for all students and parents/guardians as a helpful way of answering questions you might have about the policies and practices of our school. Please carefully review the contents of the handbook with your child. Please use this as a reference throughout the school year. We are pleased to welcome you and your family to Hartley Elementary. The Hartley Staff has long been committed to meeting the needs of your child in any way that they can. Our goal is to prepare each child for graduation from high school and beyond and we cannot do this without a partnership with you. At Hartley, we invite parents and families to become involved at school in learning activities of your children. Parents are always welcome to visit school and are welcome and encouraged to volunteer in classrooms, the media center, and at special events. On behalf of the entire staff, we look forward to working together with you to make this a productive and successful year of learning and growing. Let us work together to make the learning experience for your child the best it can be.

Sincerely,
Rob Rickert, Principal

Intent of Student Handbook

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

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

PLEASE NOTE:

All procedures, guidelines and dates outlined in this document 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.

SCHOOL DAY



ARRIVAL AND DISMISSAL TIMES

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

Preschool:
AM 8:00 - 11:30 a.m.
PM 11:45 a.m. - 3:15 p.m.



PLC EARLY RELEASE DAYS

Grades K-5: 9 a.m. - 2:18 p.m.
Last Tuesday of each month August-April
Last day of School, Thursday, May 23

CEDARS Youth Services Community Learning Center (CLC)

Before and after school care is available to families at Hartley Elementary through the Hartley Community Learning Center (CLC).

Registration information is available in the school office or by contacting Angela Hauserman at 402-770-8674 or by email at angela.lorenz2@lps.org. Before and after school care is offered from 7:00 a.m.-8:50 a.m. and 3:38 p.m.-6:00 p.m.



Be Safe
Be Respectful
Be Caring
Be Responsible

ARRIVAL AND DISMISSAL EXPECTATIONS

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

Arrival

Each morning, at 8:40 am, school staff will direct arriving students to the gated entrance on the East side of the building that leads to the playground off 34th street. Students will line up in grade-level lines to enter the building for cafeteria breakfast service at 8:45.

The school day begins promptly at 9:00 am. Any student arriving after the 9:00am bell, must use the main entrance marked as Door #1. They will receive a tardy slip from the office before going to their classrooms. Once the school day begins, students and visitors will only be permitted to enter from the front entrance. All other doors will be locked.

Student safety is Hartley's top priority. Students are at significant risk while unsupervised near busy streets and within large student gatherings. Students must arrive at Hartley no earlier than 8:40 when staff supervision is available. If arriving too early by car or foot, parents will be contacted and asked to pick up and return students at 8:40 am. Students living nearby may be asked to walk back home and return at the appropriate time.

Dismissal

The dismissal bell rings at 3:38 pm. At the end of the school day, ALL students will be directed to specific locations according to their dismissal plan. Students walking home will dismiss from the front entrance exiting from Door #1. All students must have a dismissal plan on file with the school. You will receive this form in the first week of school. Parents and caregivers walking to pick up their children should wait outside the gates on 34th street for their student(s) to exit. Parents and caregivers driving to pick a student up must follow Hartley's Drop-off and Pick up protocols listed on the next page.

We ask parents and guardians who pick up their children after school to arrive on time. Children not picked up by 3:45 will not be allowed to wait outside and will be escorted by a staff member to the office. Adults arriving after 3:50 should report to the office to pick up their children. The police department may be called when children are not picked up by 4:00 pm.

• DROPPING OFF AND PICKING UP YOUR CHILD(REN)

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

For parents and guardians using vehicles to drop off or pick up children before and after school please use 34th street.

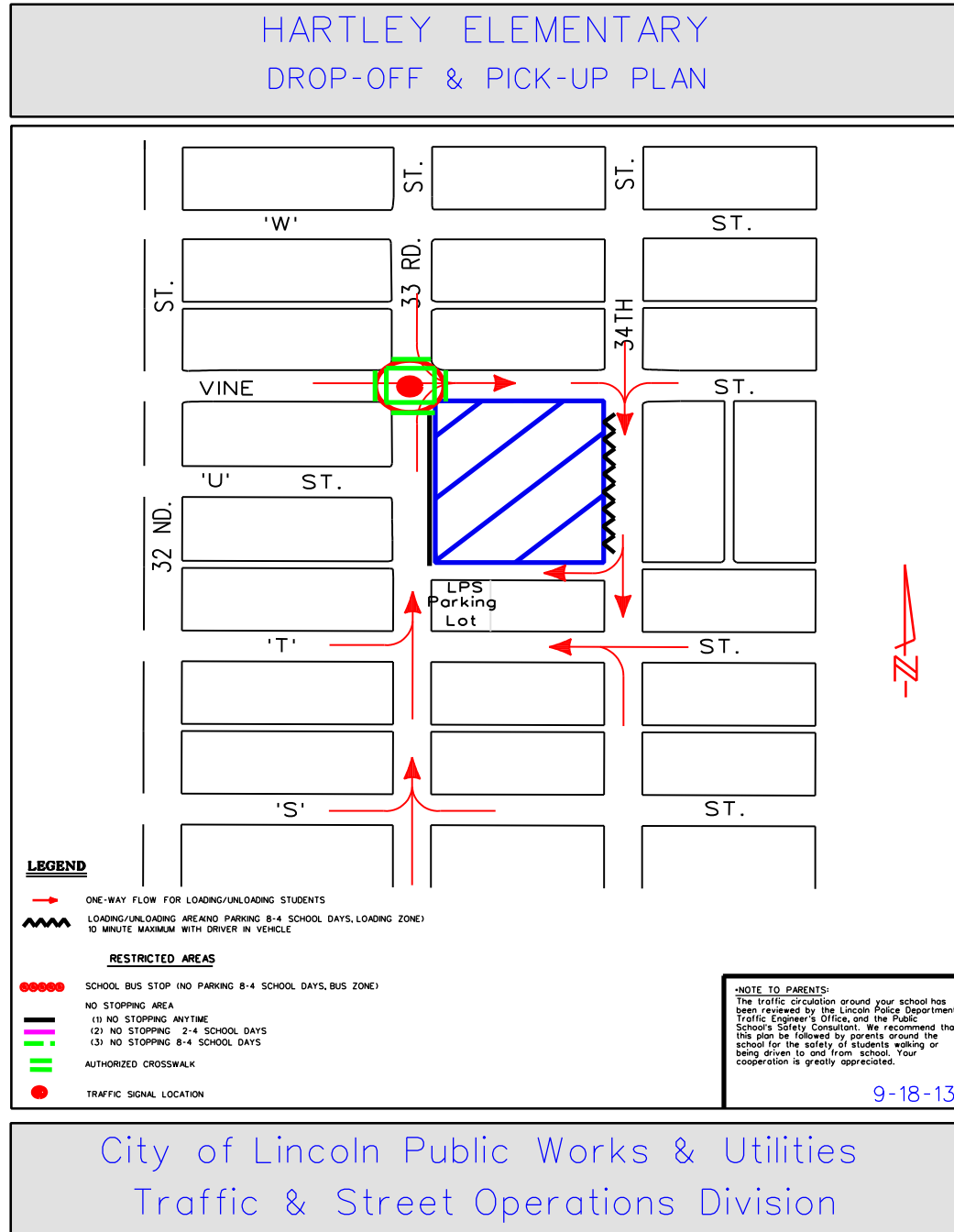
School staff will be on 34th street assisting and supervising to ensure students are safely getting to and from their rides.

During drop-off, please remain in your automobile and pull completely over to the side of the street before allowing students to exit the vehicle.

During pick-up, please exit and escort children back to your vehicle.

We are very grateful for all of your patience and caution during this hectic time.

DO NOT encourage children to enter or exit vehicles in the middle of the street.



City of Lincoln Public Works & Utilities
Traffic & Street Operations Division

For the 2023-2024 school year, breakfast and lunch are free for all Hartley students.

• BREAKFAST

A breakfast will be provided to all children that would like to eat breakfast at school. Meal prices are determined by eligibility through application.

Full Price	\$1.30
Reduced	\$.30
Adult/Non-student	\$2.75
Second Breakfast	\$2.60
Additional Milk	\$.60

• LUNCH

Hartley offers a lunch program for all of its students. If you would like to join your student for lunch, please call the Main Office before 9:00 am that day so that our cafeteria staff will know how many guests to expect. Please check in at the Main Office upon your arrival for lunch.

Meal prices are determined by eligibility through application.

Full Price	\$2.50
Reduced	\$.40
Adult/Non-student	\$4.60
Second Lunch	\$4.25
Additional Milk	\$.60

• LUNCH TIMES

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

ParentVUE

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

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

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

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

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



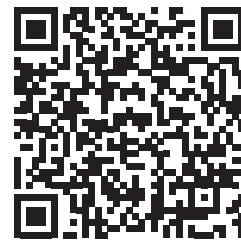
Hartley ParentVUE Information

Child's Name: _____

Email Address for ParentVUE Login: _____

ParentVUE User Name: _____

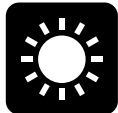
ParentVUE Password: _____



Mental and Behavioral Health Point of Contact

Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports.

August 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10 Hartley Open House 5:00p-6:00p	11	12
13	14 First Day of School Early Dismissal @ 2:18pm	15 Early Dismissal Dismissal @ 2:18pm	16 Early Dismissal Dismissal @ 2:18pm	17	18	19
20	21	22	23	24	25 Fall Club enrollment forms sent home in Friday Folders	26
27	28	29 PLC Day, Early Dismissal Dismissal @ 2:18pm	30	31	All dates, times, and activities are subject to change	

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

USE OF SCHOOL BUILDING AND GROUNDS



• VISITING SCHOOL

We are pleased to have you visit school and we welcome you to Hartley. We are proud of what teachers and children are doing and glad to have you observe. Research supports that parental interest has a positive correlation with student achievement. The principal is authorized to grant pre-arranged permission for parents/guardians to make short-term visits only when in his/her judgment, the learning environment previously established in the classroom will be maintained.

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

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

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

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

• SALES AT SCHOOL

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

• STUDENT USE OF TELEPHONE

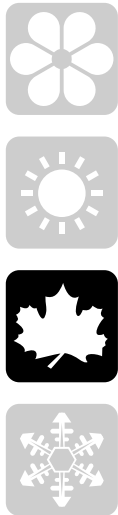
Students will be permitted to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after-school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

• BICYCLES, SKATEBOARDS, ROLLER BLADES, AND SCOOTERS

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



September 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
All dates, times, and activities are subject to change						Fall Club enrollment forms DUE TODAY
3	4	5	6	7	8	9
	Schools are Closed		Hartley Food Market 3:00pm-3:30pm - Door 8	Community in Action Meeting 6:00pm	Fall Club confirmations go home today	
10	11	12	13	14	15	16
	First week of Fall Clubs		Hartley School Picture Day			
17	18	19	20	21	22	23
				Roca Berry Farm Family Event 5:00p-7:00p		
24	25	26	27	28	29	30
		PLC Day, Early Dismissal				
		No Clubs today				
		Dismissal @ 2:18pm				

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

SCHOLASTIC ACHIEVEMENT



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

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

Parent Teacher Conferences are scheduled twice a year. First semester conferences have been scheduled for Tuesday, October 10, 2023 from 4:00-7:00 pm and Thursday October 12, 2023 from 4:00-7:00 pm. Second semester conferences have been scheduled for Tuesday, March 5, 2024 and Thursday, March 7th, 2024 at Hartley Elementary School.

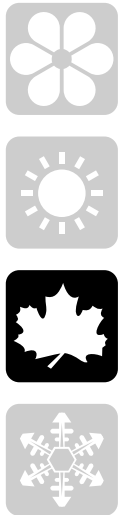
- **CONTACTING YOUR CHILD'S TEACHER**

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

Notes: _____

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

October 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Hartley Food Market 3:00pm-3:30pm - Door 8	5 Community in Action Meeting 6:00pm	6	7
8	9	10 No Clubs today Conferences 4:00p-7:00p	11	12 No Clubs today Conferences 4:00p-7:00p	13 No School for Elementary Students	14
15	16	17	18	19	20	21
Schools are Closed						
22	23	24	25 Hartley School Picture Retake Day	26 3rd Grade Vocal Music Concert 6:30pm	27	28
29	30	31 PLC Day, Early Dismissal No Clubs today Dismissal @ 2:18pm	All dates, times, and activities are subject to change			

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

HARTLEY PLEDGE



AS A PARENT/CARING ADULT...

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

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

AS A STUDENT...

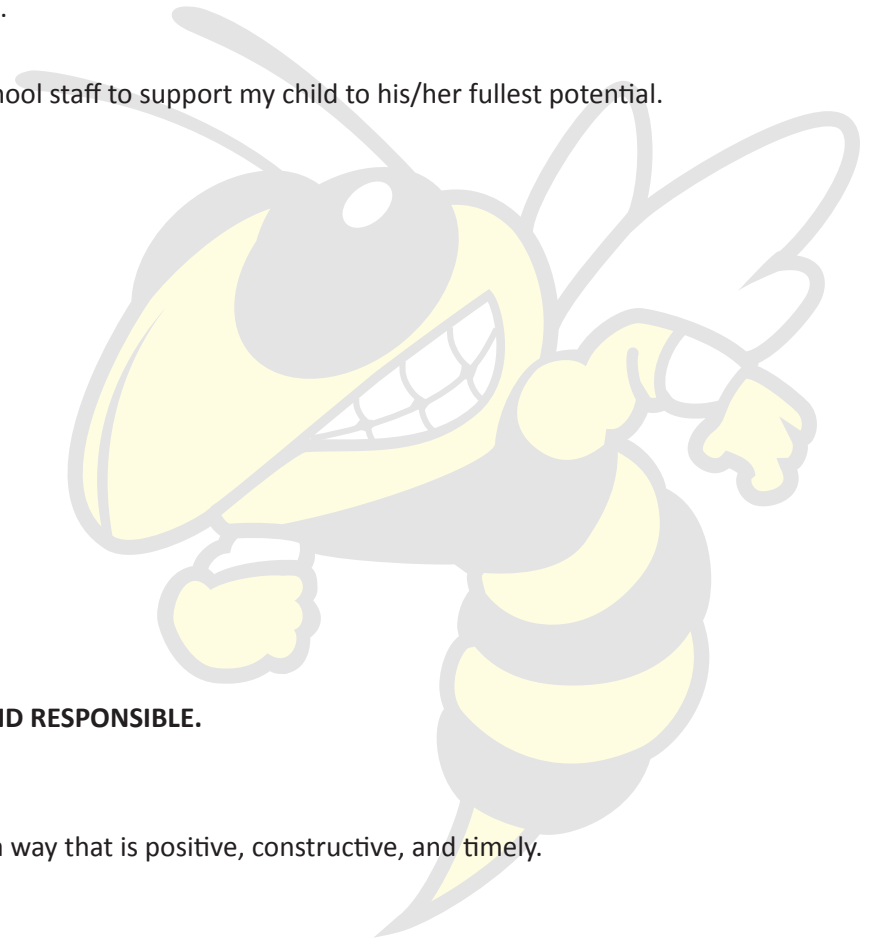
I WILL ACT IN A SAFE, CARING, RESPECTFUL, AND RESPONSIBLE MANNER.

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

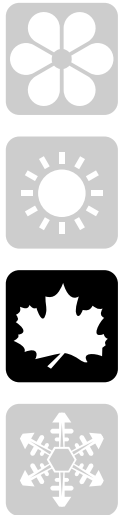
AS A TEACHER...

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

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



November 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Report Cards available on ParentVue Hartley Food Market 3:00pm-3:30pm - Door 8	2 Community in Action Meeting 6:00pm	3	4
5	6	7	8	9 2nd Grade Vocal Music Concert 6:30pm	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 No School for Elementary Students	28 PLC Day, Early Dismissal No Clubs today Dismissal @ 2:18pm	29	30 Hartley Family Culture Night 5:30p-6:45p	All dates, times, and activities are subject to change	

Schools are Closed



• STUDENT SERVICES: GIFTED & SPECIAL EDUCATION

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

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

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

Please contact Carmen Westfahl, Special Education Coordinator (cwestfa@lps.org), for information about Hartley's programs for children with special needs.



December 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
All dates, times, and activities are subject to change						
3	4 Last week of Fall Clubs	5	6	7	8	9
			Hartley Food Market 3:00pm-3:30pm - Door 8	Community in Action Meeting 6:00pm 1st Grade Vocal Music Concert 6:30pm		
10	11	12 PLC Day, Early Dismissal Dismissal @ 2:18pm	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Schools are Closed - Winter Break					

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

BULLYING



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

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

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

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

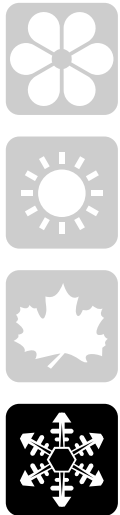
Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

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

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



January 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	Schools are Closed - Winter Break					
7	8	9	10	11	12	13
			Hartley Food Market 3:00pm-3:30pm - Door 8	Community in Action Meeting 6:00pm	Spring club enrollment forms sent home in Friday Folders	
14	15	16	17	18	19	20
	Schools are Closed		Report Cards available on ParentVue		Spring club enrollment forms DUE TODAY	
21	22	23	24	25	26	27
					Spring Club confirmations go home today	
28	29	30	31			
	First week of Spring Clubs	PLC Day, Early Dismissal No Clubs today Dismissal @ 2:18pm		All dates, times, and activities are subject to change		

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



Hartley Health Office
402-436-1139



• COPYRIGHT AND FAIR USE POLICY

It is the intent of the Lincoln Public Schools to adhere to the provisions of the U.S. Copyright Law (Title 17). All students and staff are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreements or permission. The Lincoln Public Schools disapproves of unauthorized duplication in any form. Anyone who willfully disregards copyright policy is in violation and assumes all responsibility.

EXTRA-CURRICULAR ACTIVITIES



• BEFORE- AND AFTER-SCHOOL CARE

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

• AFTER SCHOOL CLUBS AND ACTIVITIES

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

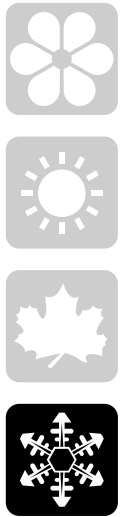
• COMMUNITY IN ACTION GROUP

The Hartley Community in Action Group is a way to be a part of our school community. As an organization, it represents parents/guardians that organizes events and projects that serve children and families. If you wish to be a part of this group, please contact Mr. Rickert. Community in Action Group meetings are typically held once a month in the Hartley Cafeteria.

• PARENT POLICY

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

February 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
All dates, times, and activities are subject to change				Community in Action Meeting 6:00pm		
4	5	6	7	8	9	10
			Hartley Food Market 3:00pm-3:30pm - Door 8	Job Fair Hartley Family Event 5:30p-6:45p		
11	12	13	14	15	16	17
					No School for Elementary Students	
18	19	20	21	22	23	24
	Schools are Closed					
25	26	27	28	29		
		PLC Day, Early Dismissal No Clubs today Dismissal @ 2:18pm				

FEDERAL PROGRAMS



- **SCHOOL-WIDE TITLE I PROGRAM**

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

- **FREE/REDUCED LUNCH PROGRAM**

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



GENERAL INFORMATION



- **IMPORTANT INFORMATION NEEDED**

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

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

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

- **SAFETY, FIRE AND TORNADO DRILLS**

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

- **LOST AND FOUND**

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

March 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
All dates, times, and activities are subject to change						
3	4	5	6	7	8	9
		No Clubs today Conferences 4:00p-7:00p	Hartley Food Market 3:00pm-3:30pm - Door 8	No Clubs today Conferences 4:00p-7:00p		
10	11	12	13	14	15	16
Schools are Closed						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	PLC Day, Early Dismissal					
31	No Clubs today Dismissal @ 2:18pm	Report Cards available on ParentVue		4th Grade Vocal Music Concert 6:30pm	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

• PETS AT SCHOOL

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

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

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

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



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



April 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Hartley Food Market 3:00pm-3:30pm - Door 8	4 Community in Action Meeting 6:00pm	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 PLC Day, Early Dismissal No Clubs today Dismissal @ 2:18pm	23	24	25	26 No School for Elementary Students	27
28	29 Last week of Spring Clubs	30	All dates, times, and activities are subject to change			

METHODS OF COMMUNICATION



- **SCHOOL NEWSLETTER**

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

- **WEEKLY COMMUNICATION FOLDERS**

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

- **COMMUNITY NEWS**

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

- **SCHOOL WEBSITE**

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

- **PARENTVUE**

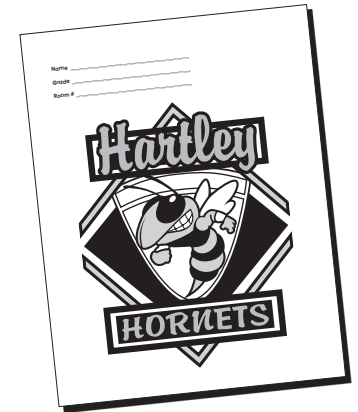
Parents may access communications, attendance information and more for their child through ParentVue. A "button" linking you to ParentVue can be found on our school website.

- **SCHOOL MESSENGER**

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

- **FACEBOOK**

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



May 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
All dates, times, and activities are subject to change			Hartley Food Market 3:00pm-3:30pm - Door 8	5th Grade Vocal Music Concert 6:30pm		
5	6	7	8	9	10	11
					Peter Pan Park Family Event 5:30p-6:45p	
12	13	14	15	16	17	18
				Kindergarten Vocal Music Concert 6:30pm		
19	20	21	22	23	24	25
				Last Day of School Report Cards available on ParentVue Dismissal @ 2:18pm		
26	27	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

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

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

PBIS Acknowledgment System at Hartley Elementary

Golden Tickets

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

Effort Awards

One student per classroom will be awarded an effort award recognizing students who give above and beyond effort during learning.

Hartley Hero

At a monthly assembly, one student is selected from each grade level to be awarded the Hartley Hero for exceeding school-wide expectations. They will receive a medal to wear proudly honoring their hard work!

School-wide Acknowledgement

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

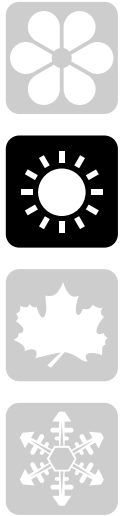
Parent's Guide to PBiS **Positive Behavior Intervention Support** **HARTLEY ELEMENTARY**

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

Be Safe
Be Respectful
Be Caring
Be Responsible



June 2024



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

Hartley

BUILDING EXPECTATIONS



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

July 2024

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUMMER
ROCKS!

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31



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 PROCEDURES, GUIDELINES AND DATES OUTLINED IN THIS DOCUMENT 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.

HARTLEY TITLE I PARENT INVOLVEMENT POLICY



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

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





Parental Involvement in Title I Programs

6443.1

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

Expectations for Parental Involvement

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

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

Policy Involvement

Each school served under the Title I program shall:

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

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

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



TABLE OF CONTENTS

Mission and Goals	Inside Front Cover	Community in Action Group	
Student Calendar.....	1	Parent Policy	
Letter to Student and Parents	1	February Calendar	17
Intent of Handbook	1	Federal Programs.....	18
Arrival and Dismissal Times	2	School-wide Title I Program	
Entrance and Exit Routines.....	2	Free/Reduced Lunch Program	
Dropping Off and Picking Up Your Child(ren)	3	General Information	18
School Breakfast and Lunch Times/Meal Prices	3	Important Information Needed	
ParentVUE	4	Safety, Fire, and Tornado Drills	
August Calendar	5	Lost and Found	
Use of School Buildings and Grounds.....	6	March Calendar	19
Visiting School		General Information	20
Sales at School		Pets at School	
Student Use of Telephone		Five Ways to Get Your Child Off to a Good Start	
Bicycles, Skateboards, Roller-Blades, and Scooters		Hartley Contact Information	
September Calendar.....	7	April Calendar.....	21
Scholastic Achievement.....	8	Methods of Communication.....	22
Communicating Student Progress		School Newsletter	
Contacting Your Child's Teacher		Weekly Communication Folders	
October Calendar	9	Community News	
Hartley Pledge	10	School Website	
November Calendar	11	Parentvue	
Support Services.....	12	School Messenger	
Student Services: Gifted and Special Education		Facebook	
December Calendar.....	13	Twitter	
Bullying.....	14	May Calendar	23
January Calendar	15	Parent's Guide to PBiS	24
Health Office Phone Number	16	June Calendar	25
Copyright and Fair Use Policy	16	Common Area Expectations	26
Extra-Curricular Activities.....	16	July Calendar	27
Before and After School Care		Hartley –Title 1 Parent Involvement Policy	28
After School Clubs and Activities		Instruction Regulation	29
		Parental Involvement in Title 1 Programs	



LINCOLN 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.