

# HOLMES ELEMENTARY



## STUDENT & PARENT HANDBOOK

L I N C O L N   P U B L I C   S C H O O L S

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# HOLMES

## ELEMENTARY SCHOOL

5230 Sumner • Lincoln, NE 68506

**Phone:** 402-436-1143 • **Fax:** 402-458-3243 • **Web:** holmes.lps.org

Dear Students and Families,

Welcome to Holmes 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 with your child. The “Important Information” booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates for school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 436-1143.

On behalf of the Holmes Elementary School Staff, we look forward to working with you to make this a productive and successful year of learning and growing for your child.

Sincerely,  
Dave Koenig, Proud Principal  
Holmes Elementary School

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### Intent of Student Handbook

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

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

## ARRIVAL PROCEDURES

- The Holmes Community School campus is closed until 7:45 a.m.
- Students arriving for breakfast should not arrive before 7:45 a.m., as there is no supervision until that time.
- Students not eating breakfast are expected to arrive beginning at 8:00 a.m. Students that are not eating breakfast or that finish eating breakfast prior to 8:08 a.m. will go to the walking track (except on days when there is inclement weather).
- 7:45 a.m. - 8:15 a.m. - Breakfast is served in the cafeteria
- 8:00 a.m. - Arrival for students not eating breakfast
- 8:08 a.m. - Classroom line up/First bell rings
- 8:15 a.m. - Attendance Bell/Start of School Day for Grades K-5
- Students arriving after 8:15 a.m. should check in at the Main Office to get a tardy pass

## DISMISSAL PROCEDURES

- All students are dismissed from the building at 2:53 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.
- Students will dismiss outside with class. Except for 1st and 3rd Grade students and those going to CLC, students will NOT be permitted to walk through the building, even to meet siblings. Older/est children will walk around the outside of the building to dismissal door/area of younger sibling or will meet sibling at Door 1.
- Kindergarten - Door #4 (west side of building facing 52nd Street)
- 1st Grade - Door #1 (south side of building facing Sumner Street)
- 2nd Grade - Door #8 (west side of building facing 52nd Street)
- 3rd Grade - Door #1 (south side of building facing Sumner Street)
- 4th Grade - Door #10 (west side of building facing 52nd Street)
- 5th Grade - Door #11 (east side of building facing playground)

## PARKING & LOADING

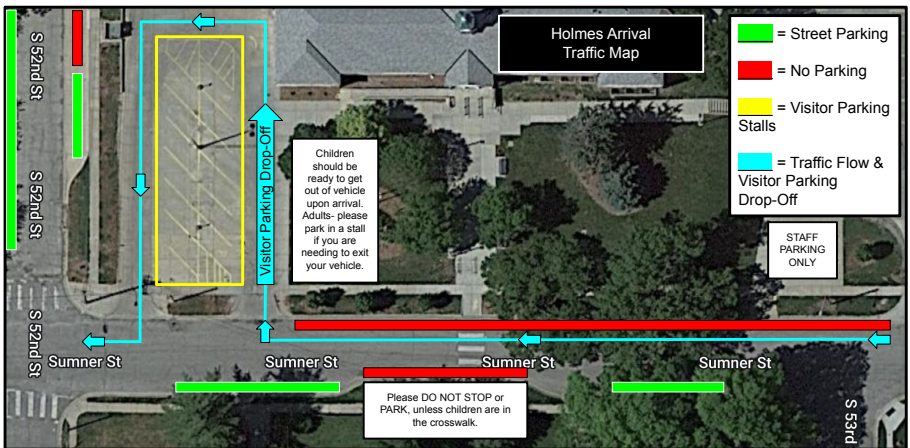
### Vehicle Parking

Please observe all signs designating no parking, no stopping, or no loading. The cut out area along South 52nd Street is open for buses and daycare vans first. Please never double park or encourage your child to cut between cars or walk through the parking lots unaccompanied by an adult. There is ample parking on residential streets south of the school. Law requires that you do not park within 20 feet of an intersection so as to allow two vehicles to come to the intersection without their progress being impeded.

**Parking and loading is not allowed in the following areas:**

- Staff Parking Lots
- Obstructing any crosswalks or residential driveways within 20 feet of the corner of any intersecting streets
- Within any area designated as an official bus stop.
- Areas posted as no parking any time, unloading. Etc.

## DROP OFF & PICK UP MAP



## ABSENCES

If your child is unable to attend school, a telephone call to the school office is requested 402-436-1143. Unless the school is notified, a call will be made to your home or place of work to verify the absence.

## RELEASING STUDENTS

For the safety of students, parents/guardians must come into the office when picking up their child before the regular dismissal time. Office staff will then contact the classroom teacher and the student will be sent to the office.

## HOLMES HEDGEHOG EXPECTATION PLANS

### Holmes School Behavior Expectations

Students are responsible, with the support of our staff, to conduct themselves in a manner that will create a safe learning environment. All appropriate behaviors are included in Holmes' guidelines for success. We will all work together to help our children:

#### **Be Safe**

We help everyone feel safe and secure both emotionally and physically.

#### **Be Respectful**

We value and are considerate of others.

#### **Be Responsible**

We are accountable for all of our actions.

## MULTI-TIERED SYSTEMS OF SUPPORT (MTSS-B)

Change to: Multi-Tiered systems of support for behavior includes proactive strategies, for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Research supports that the MTSS framework, implemented with fidelity, provides a school-wide, systematic, tiered approach that leads to increased student achievement and reduced classroom disruptions and student suspensions.

More importantly, MTSS is not a curriculum, program, intervention or practice but is a decision-making framework that guides selection and implementation of research based practices and interventions for improving student outcomes for all students.

### **Tier 1 Supports:**

Tier 1 includes all the supports offered to all students to help students meet behavior expectations.

### **Tier 2 Supports:**

Tier 2 is designed to provide targeted group interventions to support students who are needing additional supports.

### **Tier 3 Supports:**

Tier 3 is designed to provide individualized interventions. For each intervention, either FBA/BIP or WRAP/RENEW, an individualized team specific to the student and the student's needs is developed.

## COMMUNITY LEARNING CENTER - BEFORE AND AFTER SCHOOL CARE

Holmes School 402-436-1143 • Dani Drbal 402-580-3981  
or holmes@familyservicelincoln.org “Family Service Office”

## COMMUNICATION

**Communication:** The Holmes’ Newsletter contains announcements, information, school events, etc. This newsletter is emailed to families on the 1st of each month.

Typically, school news will be sent home via Friday folders. Please return the folder on the next day school resumes, including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Holmes Community 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:  
[holmes.lps.org](http://holmes.lps.org)

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

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

**Parent/Teacher Conferences:** Parent/Teacher Conferences are scheduled so that teachers can share important information with parents regarding our students’ programming, learning, progress and school systems. Parent/Teacher Conferences also give parents an opportunity to ask questions and to work in partnership with their child’s teacher so that learning can be maximized. Please help us meet our goal of having 100% parent participation.



## Follow Holmes On Social Media



HOLMES ELEMENTARY SCHOOL



HOLMES\_ELEM\_LPS



@HOLMES ELEMENTARY

## BULLYING

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



## BREAKFAST & LUNCH TIMES

### Breakfast 7:45 - 8:15 a.m.

Please make sure if your child is eating breakfast they do not arrive to Holmes before 7:45 a.m. We do not have staff supervision until this time.

Elementary full price \$1.30

Secondary full price \$1.50

Reduced \$0.30

Adult/non-student \$2.50

Second breakfast \$2.50

Extra Milk– \$0.60

### Lunch (see schedule below)

Elementary School Lunch

Full price \$2.50

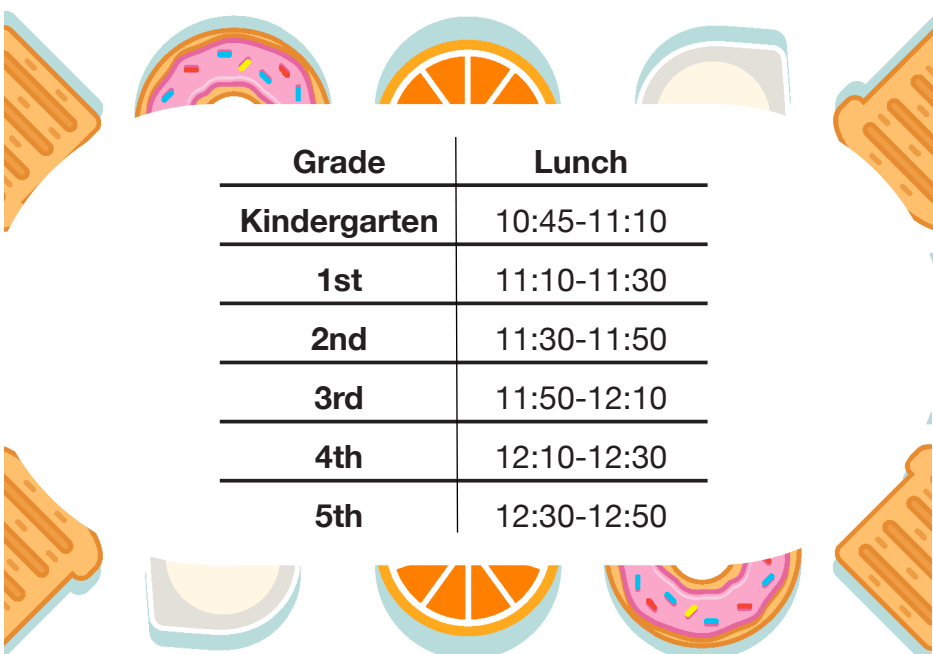
Reduced \$0.40

Adult/non-student \$4.00

Second lunch \$4.00

Exact change appreciated, Prices subject to change.

**PARENTS MAY NOT BRING FOOD FOR CHILDREN OTHER THAN THEIR OWN.**



Grade	Lunch
Kindergarten	10:45-11:10
1st	11:10-11:30
2nd	11:30-11:50
3rd	11:50-12:10
4th	12:10-12:30
5th	12:30-12:50

## ATTENDANCE AT SPECIAL EVENTS, AFTER-SCHOOL AND/OR EVENING ACTIVITIES

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

## SPECIALS

### Art

All K-5 classes have instruction in visual art class each week.

### Computer Science

Students will learn to use technology as a tool. They will learn to be stay safe while using technology.

### Library

Students will use the Media Center frequently as a class, in small groups and individually.

### Music

All K-5 classes have instruction in Vocal Music each week. Instrumental instruction is offered for grades four and five. More detailed information will be sent to you by our instrumental music teachers.

### Physical Education

All K-5 classes have instruction in Physical Education each week. It is helpful for children to wear appropriate soft-soled shoes for physical education classes.

## STUDENT SUPPORT SERVICES

### School Social Worker

Our school social worker is at Holmes three days per week and is a resource available to all students and their families. Our school social worker can support families in times of change or crisis, help families work cooperatively in problem solving with school staff, assist families in obtaining needed services from the community and work together with families to improve family relationships and parenting. Parents and students may request these services, or a teacher, or administrator or the social worker may offer them.

### School Counselor

All K-5 classes have daily access if needed. Students will have the opportunity to participate in the development of social skills as a classroom, in small groups or individually.

**S.C.I.P.**

S.C.I.P. refers to the School Community Intervention Program. A Holmes S.C.I.P. team, consisting of teachers, counselor and support personnel, directing the program.

The purpose of the program is threefold:

1. To identify students exhibiting behaviors which interfere with their ability to learn that may be related to alcohol and/or other drug abuse by themselves or other significant persons in their life.
2. To provide alternative approaches in helping these students deal with these problems.
3. To provide a support system to students and parents to address these problems both within and outside the school setting.

**PHONE USE BY STUDENTS**

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.

*Please feel free to visit with us about special circumstances.*

**CELL PHONE AND ELECTRONIC DEVICES**

Student cell phones are asked to be left at home or will be required to be given to their classroom teacher or the office upon entering the building. Phones will be returned at dismissal.

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

**COMMUNICATING STUDENT PROGRESS:****Report Cards & Parent-Teacher Conferences**

Lincoln Board of Education states (Policy 6570) that “student progress will be reported formally to parents/guardians at least four times each year.” Information about elementary student progress is reported in four areas:

1. Progress through district curriculum objectives.
2. Performance in assigned curriculum level.
3. Effort.
4. Use of effective learning or study skills.

Parent/Teacher conferences are scheduled twice a year, typically during the first and third quarters. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.

Join your  
**HOLMES ELEMENTARY  
 PTO**



**CONNECT WITH YOUR CHILD'S SCHOOL AND COMMUNITY**

Meetings held the first Tuesday of every month in the school media center- open to all who want to support a Holmes Elementary Student!

**HOW DOES HOLMES BENEFIT FROM  
 HAVING A PTO?**

- \* PTO supports staff appreciation, field trips, classroom enhancements, student rewards and so much more.
- \* No better way to make connections, be in the know, meet other parents and share your ideas with the group and school staff.
- \* Your support enhances your child's experience at Holmes. We want you!

Check us out and give us a like on Facebook for the latest news and PTO meeting information!

<https://www.facebook.com/HolmesElementaryPTO/>

Contact us at [holmeshedgehogpto@gmail.com](mailto:holmeshedgehogpto@gmail.com)

## PARENT/TEACHER CONFERENCES

September 12, 2023

September 14, 2023

3:45 - 7:15 p.m.



February 6, 2024

February 8, 2024

3:45 - 7:15 p.m.

## 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. For involved problems such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.

## CUSTODIAL/NON-CUSTODIAL PARENTS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

## HOMEWORK TIPS FOR PARENTS/GUARDIANS

School homework/make-up work should be related to curricular objectives. Students should experience regularly scheduled time at home, free of distractions or interruptions, where they can develop self-discipline and individual responsibility for learning. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words, practice math facts, or write a story. Please work with your child's teacher if you would like additional guidelines.

## LOST AND FOUND

A lost and found area is provided at Holmes. Students and parents are encouraged to check it frequently for missing items. Lincoln Public Schools does not provide insurance for personal items.

## 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.

## STUDENT APPEARANCE

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

## BIKES, SKATEBOARDS, SCOOTERS, HOVERBOARDS, ETC.

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

## SEVERE WEATHER WARNINGS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

## ANIMALS IN SCHOOLS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.

## VISITORS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at <http://www.lps.org/about/important/index.html>.



### **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.

# 2023-2024 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/23/21

**JULY** 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

**JANUARY** 2024

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21	22	23	24	25	26	27
28	29	30	31			

**AUGUST** 2023

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**FEBRUARY** 2024

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**SEPTEMBER** 2023

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**MARCH** 2024

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**OCTOBER** 2023

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**APRIL** 2024

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**NOVEMBER** 2023

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**MAY** 2024

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**DECEMBER** 2023

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31						

**JUNE** 2024

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23	24	25	26	27	28	29
30						



## 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.

- 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.



### Holmes Mission Statement:

*Holmes Community School is committed to individual academic achievement and character development in a safe environment.*

**Holmes Elementary**  
5230 Sumner | Lincoln, NE 68506

**Phone:** 402-436-1143

**Website:** [holmes.lps.org](http://holmes.lps.org)

**Fax:** 402-458-3243

**LINCOLN BOARD OF EDUCATION** 5905 O Street • Lincoln, NE 68510



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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.

5/23