

2024-2025



# MORLEY ELEMENTARY SCHOOL

## Student Handbook



6800 Monterey, Lincoln, NE

**Phone:** 402-436-1154 | **Fax:** 402-458-3254 | **Website:** [Morley.LPS.org](http://Morley.LPS.org)

School Hours 9:00 a.m.-3:38 p.m.

**Principal:** Brandi Hennerberg | **Assistant Principal:** Lisa Roberson



**MORLEY**

**MEADOWLARKS**

# 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  
Lisa Roberson, 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 decisions based on 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.

## Lincoln Public Schools STUDENT CALENDAR | 2024-2025

Approved 2/27/24

JULY 2024							JANUARY 2025						
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	29	30	31	
28	29	30	31										

AUGUST 2024							FEBRUARY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	
25	26	27	28	29	30	31							

SEPTEMBER 2024							MARCH 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	
8	9	10	11	12	13	14	2	3	4	5	6	7	8
15	16	17	18	19	20	21	9	10	11	12	13	14	15
22	23	24	25	26	27	28	16	17	18	19	20	21	22
29	30						23	24	25	26	27	28	29
							30	31					

OCTOBER 2024							APRIL 2025						
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	12
6	7	8	9	10	11	12	13	14	15	16	17	18	19
13	14	15	16	17	18	19	20	21	22	23	24	25	26
20	21	22	23	24	25	26	27	28	29	30			
27	28	29	30	31									

NOVEMBER 2024							MAY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2						1	2	3
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31

DECEMBER 2024							JUNE 2025						
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	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

- First and Last Days of Class for Students Rev. 6/24
- All Schools Not in Session
- Schools Not in Session (Professional Learning/Planning Day)
- ⌋ Quarter Start Dates    ⌋ Quarter End Dates

### GRADUATION DATES

- Tuesday, May 20, 2025 - Yankee Hill
- Wednesday, May 21, 2025 - Independence Academy
- Thursday, May 22, 2025 - Bryan Community Focus Program
- At Pinnacle Bank Arena May 23-25, 2025
- Fri: LNE | Sat: LSW, LNW, LNS, EHS | Sun: LHS, LSE

**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.



# 2024-2025 Morley School Staff

## Office

Principal ..... Mrs. Brandi Hennerberg ....bhennerb@LPS.org  
Assistant Principal ..... Mrs. Lisa Roberson..... lroberson@LPS.org  
Exec. Secretary..... Ms. Tonia Ehlers... .....tehlers@LPS.org  
Registrar ..... Mrs. Joy McKinney .....jmckinn2@LPS.org  
Nurse..... Mrs. Ashley Wolff..... awolff@LPS.org

## Support Teachers

Band ..... Ms. Megan Burkle .....mburkle2@LPS.org  
Counselor ..... Mrs. Regan Warner .....rgreen2@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. Emily Hestermann.. ehesterm@LPS.org  
Resource ..... Mrs. Cassandra Wilson..... ckrebs@LPS.org  
Psychologist ..... Mr. Troy Baker .....tbaker2@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  
Library/Computer Science .. Mrs. Stephanie Kinnaman... skinnam@LPS.org  
Music..... Mrs. Janet Howles..... jhowles@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 ..... Ms. Lauren Farritor..... lfarrito@LPS.org  
Grade 3 ..... Mrs. Deirdre Walton .....dwalton@LPS.org

Grade 4 ..... Mrs. Janelle Franklin..... jfrankli@LPS.org  
Grade 4 ..... Ms. Brenda Irwin..... birwin@LPS.org  
Grade 4 ..... Mr. Lance Erickson .....lericks@LPS.org

Grade 5 ..... Mrs. Heather Bohling..... hbohlin@LPS.org  
Grade 5 ..... Ms. Morgan Wilkinson..... mwilkin2@LPS.org  
Grade 5 ..... Ms. Allison Avig..... aavig@LPS.org

## Paraeducators

Mr. James Bennett  
Ms. Sherri Ernst  
Mrs. Melisa Hoelscher  
Ms. Jessica Black  
Mrs. Jordan Tuttle

## Food Service

Mrs. Karri Busboom, Manager  
Mrs. Rosann Keller  
Mrs. Lisa Lehr

## Custodians

Shane Makovicka, Supervisor  
Dave McMahon, Asst. Supervisor  
Duane Falk  
Shannon Hansen





## 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 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.

#### 2024-2029 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 [morley.LPS.org/strategicplan](http://morley.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!



2024

AUGUST



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	First Day of School 12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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# 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.

## 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: [wp.LPS.org/morley](http://wp.LPS.org/morley)

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)





2024

SEPTEMBER



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	SCHOOLS ARE CLOSED					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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# 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.

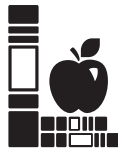
# Schedules

Grade .....	Lunch/Recess Times .....	Specials Times
Kindergarten.....	11:15-11:50 .....	12:50-1:40
First Grade.....	11:25-12:00 .....	2:40-3:30
Second Grade.....	11:45-12:20 .....	1:45-2:35
Third Grade.....	11:55-12:30 .....	11:05-11:55
Fourth Grade.....	12:10-12:45 .....	9:15-10:05
Fifth Grade.....	12:25-1:00.....	10:10-11:00



2024

OCTOBER



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11 <b>SCHOOLS ARE CLOSED</b>	12
13	14 <b>SCHOOLS ARE CLOSED</b>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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# 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 60¢



## LUNCH

Students \$2.50 - Adult/Non-Student \$4.00 Reduced 40¢ - Extra Milk 60¢ - 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.

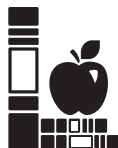
If you are going to eat lunch with your child, we have guest tables for you. We do ask that no other students join you. This eliminates hurt feelings if another student is not chosen to join the table.

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



2024

NOVEMBER



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 <b>SCHOOLS ARE CLOSED</b>	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27 <b>SCHOOLS ARE CLOSED</b>	28	29	30

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## Independent Practice

Independent practice refers to the tasks that a student is given to do outside of the instructional time. The purpose of independent practice is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some independent practice 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 independent practice he/she has. Parents can help to clarify the directions or expectations of the independent practice 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 independent practice or provide instruction at home. If at any time the independent practice becomes too difficult, please write a note to your child's teacher stating the questions or concepts that should be clarified. If independent practice 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 independent practice.

## 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 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.

2024

DECEMBER



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
	SCHOOLS ARE CLOSED - WINTER BREAK					
29	30	31				
	SCHOOLS ARE CLOSED - WINTER BREAK					

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## 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

## 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.





2025

JANUARY



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			SCHOOLS ARE CLOSED - WINTER BREAK			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	SCHOOLS ARE CLOSED					
26	27	28	29	30	31	

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# 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.



2025

FEBRUARY



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
	SCHOOLS ARE CLOSED					
23	24	25	26	27	28	

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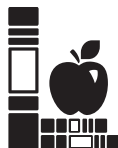
# Morley School-Wide Expectations

Areas	Be Safe	Be Respectful	Be Responsible
<b>Classroom</b>	<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>
<b>Hallways</b>	<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>
<b>Bathrooms</b>	<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>
<b>Cafeteria</b>	<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>
<b>Playground</b>	<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>
<b>Assemblies</b>	<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>
<b>Arrival</b>	<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>
<b>Dismissal</b>	<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>
<b>Field Trips Busses</b>	<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>



2025

MARCH



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	SCHOOLS ARE CLOSED					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

ALL PROCEDURES, GUIDELINES AND DATES OUTLINED IN THIS HANDBOOK 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.

# Morley Student Management Flow Chart



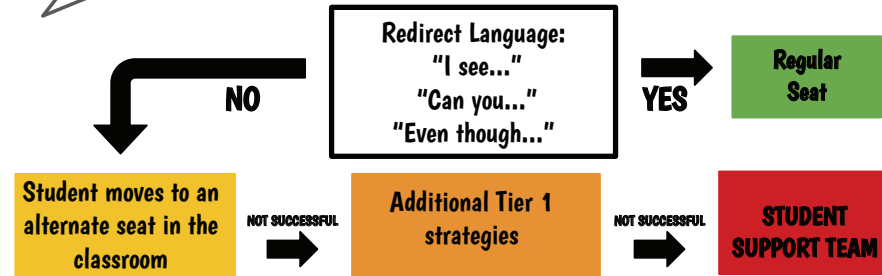
## 5 THINGS TO DO BEFORE EACH NEW ACTIVITY

- 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



**In class - Success:**

- Move to alternate seat
- Calm down
- Listens but not participating
- Can do work
- Process with adult

**In class - Not Successful:**  
(Continues to be disruptive or hurtful):

- "I can see this is hard for you. "Let's try..."
- Unable or not yet ready to process with adult

**In Class with 3 Strategies – Success:**

- Calms down
- Listens but not participating
- Can do work
- Process with an adult

**In Class with 3 Strategies – Not Successful:**  
(Continues to be disruptive or hurtful):

- "I can see this is hard for you. I'll get you some help."
- Adult may call the office or support member (45001)

**Student Support Team ROLE:**

- De-escalate student
- Try additional strategies in classroom
- Prepare student to process w/ adult & go back to class.
- Assist teacher in planning for student
- ISS or OSS
- Other

### Additional Tier 1 Strategies to Consider:

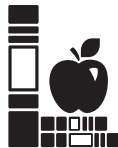
- Proximity
- Wait Time/break
- Choices
- Distractors/Sensory Tools
- Praise/Positive Feedback (find something good!)

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.



2025

APRIL



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 <b>SCHOOLS ARE CLOSED</b>	19
20	21 <b>SCHOOLS ARE CLOSED</b>	22	23	24	25	26
27	28	29	30			

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## 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 students the skills so they are missing they can succeed.

**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.

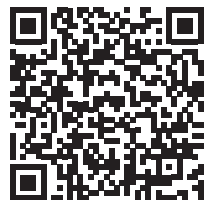
In order to be considered bullying, the behavior must include:

- **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.



### Mental and Behavioral Health Point of Contact

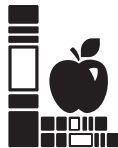
Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate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





2025

MAY



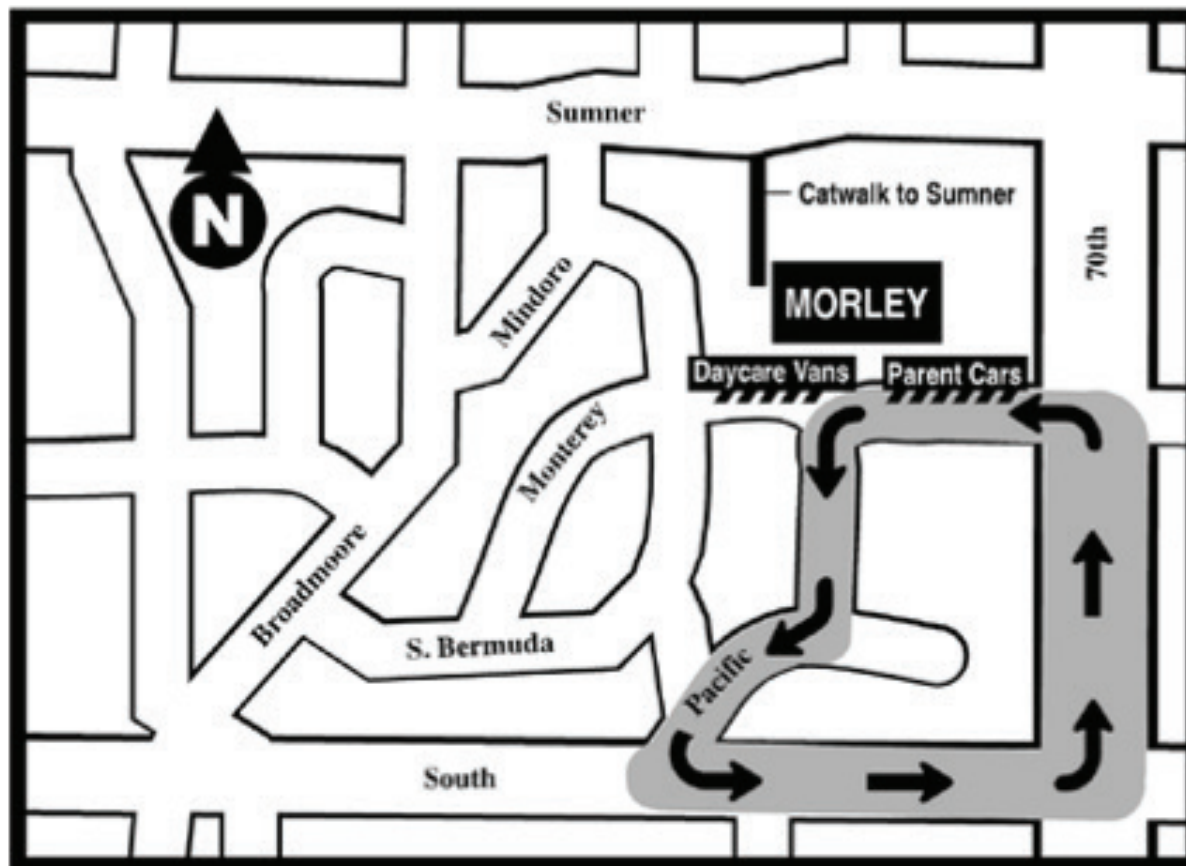
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	Last Day of School 22	23	24
25	26	27	28	29	30	31

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# 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.



2025

JUNE



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					

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# Flock Friends Building Community

**Every quarter, 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, 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 in August. Complete PTO information may be obtained in the Morley office or by looking at the Morley calendar on the Morley webpage at [facebook.com/morleypto](https://facebook.com/morleypto).

The 2024-2025 PTO President is Becky Ziemba. You may email the PTO at [president@morley.LPS.org](mailto:president@morley.LPS.org).



# Lincoln Public Schools STUDENT CALENDAR | 2025-2026

Draft 6/25/24

JULY 2025							JANUARY 2026						
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	30	31
27	28	29	30	31									

AUGUST 2025							FEBRUARY 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	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							
31													

SEPTEMBER 2025							MARCH 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30					29	30	31				

OCTOBER 2025							APRIL 2026						
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		
26	27	28	29	30	31								

NOVEMBER 2025							MAY 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						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													

DECEMBER 2025							JUNE 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

- First and Last Days of Class for Students
- All Schools Not in Session
- Schools Not in Session (Professional Learning/Planning Day)
- ◁ Quarter Start Dates      ▷ Quarter End Dates

Rev. 6/24

### GRADUATION DATES

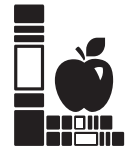
**Tuesday, May 19, 2026** - Yankee Hill  
**Wednesday, May 20, 2026** - Independence Academy  
**Thursday, May 21, 2026** - Bryan Community Focus Program  
**At Pinnacle Bank Arena May 22-24, 2026**  
 TBA

**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.

Productive Citizens • Lifelong Learners!





# Lincoln

**PUBLIC SCHOOLS**

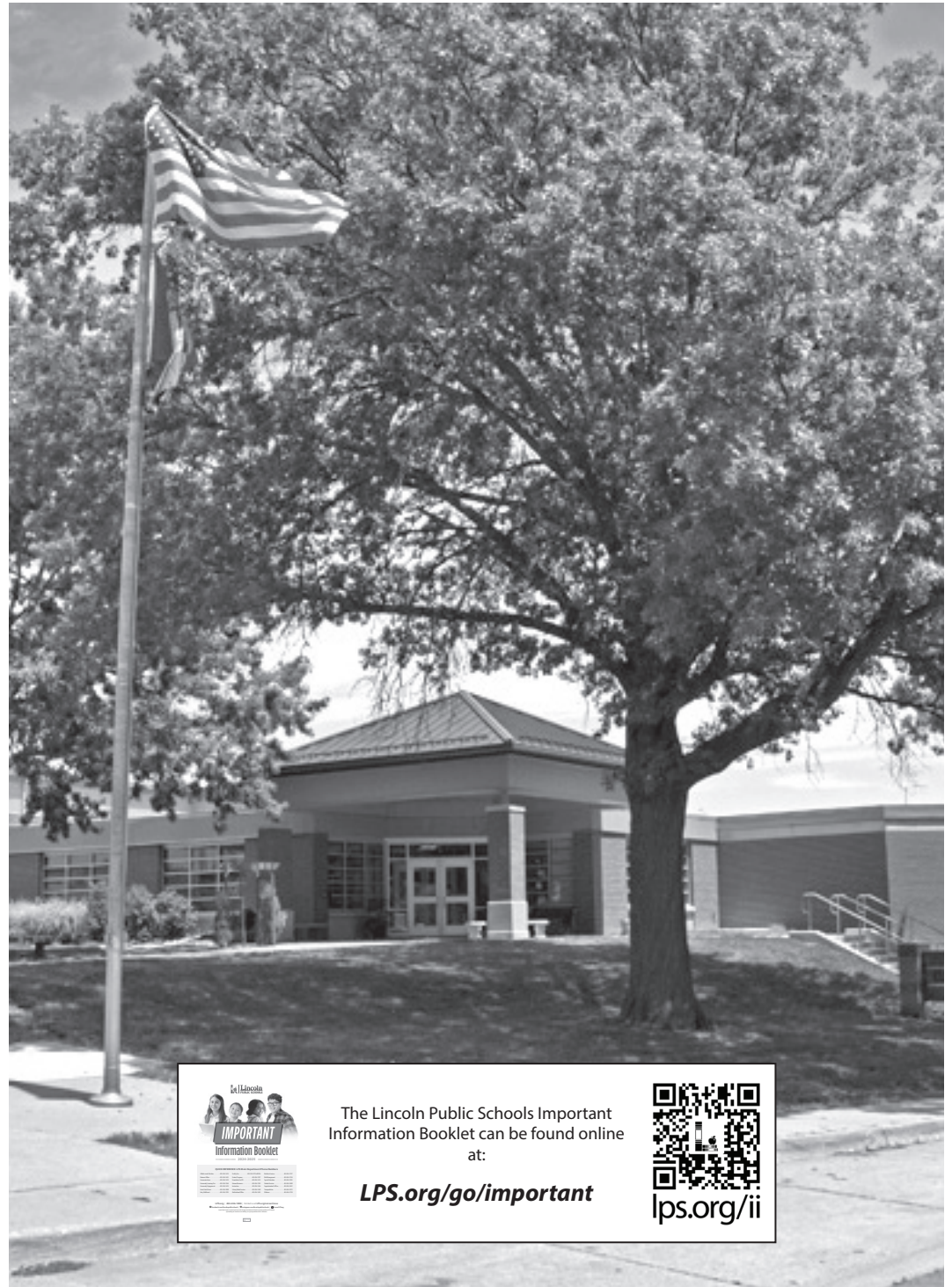
## **BOARD OF EDUCATION**


5905 O Street • Lincoln, NE 68510


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 The Lincoln Public Schools Important Information Booklet can be found online at:  
**[LPS.org/go/important](https://lps.org/go/important)**

  
[lps.org/ii](https://lps.org/ii)