



HOLMES ELEMENTARY

STUDENT & PARENT HANDBOOK

2024-2025



Lincoln
PUBLIC SCHOOLS

TABLE OF CONTENTS

Welcome From The Principal	1
Intent of Student Handbook	1
Arrival & Dismissal Procedures	2
Parking and Loading: Vehicles and Parking Lots	3
Drop Off and Pick Up Map	3
Absences	4
Releasing Students.....	4
Community Learning Center (CLC)/Before and After School Care.....	4
Communication	5
Follow Holmes on Social Media	5
Breakfast & Lunch Times	6
Attendance at Special Events, After-School and/or Evening Activities	7
Specials.....	7
Holmes School Expectations	8
PAR Framework.....	8
Student Support Services	9
Parent Teacher Organization.....	10
Phone Use by Students	11
Cell Phone and Electronic Devices	11
Communicating Student Progress: Report Cards & Parent Teacher Conferences	11
Parent-Teacher Conferences.....	12
Contacting Your Child’s Teacher	12
Lost and Found	12
Copyright and Fair Use Policy	12
Student Appearance	12
Bikes, Skateboards, Scooters, Hoverboards, Etc.....	13
Severe Weather Warning.....	13
Animals in Schools	13
Visitors	13
Custodial/Non-Custodial Parents	13
Student Calendar.....	14



HOLMES

ELEMENTARY SCHOOL

5230 Sumner | Lincoln, NE 68506

402-436-1143 | Fax: 402-458-3243 | 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 402-436-1143.

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

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 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 no earlier than 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. need to check in at the Main Office to get a tardy pass

DISMISSAL PROCEDURES

- All K-5 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 K and 1st 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 #13 (east side of building facing playground)
- 4th Grade - Door #10 (west side of building facing 52nd Street)
- 5th Grade - Door #11 (east side of building facing playground)

PARKING & LOADING

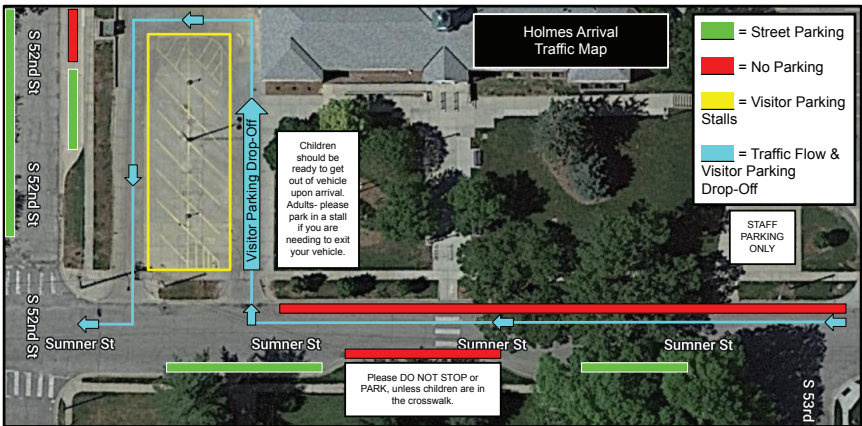
Vehicle Parking

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 submission on ParentVue or, 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.

COMMUNITY LEARNING CENTER (CLC) BEFORE AND AFTER SCHOOL CARE

For questions regarding our CLC, please contact one of the following:

Holmes School 402-436-1143 | Dani Drbal 402-580-3981
or holmes@familyservicelincoln.org "Family Service Office"

You may also find more information regarding the Holmes
CLC by visiting LPS.org and using the jump code MQBX.

COMMUNICATION

Communication: The Holmes' Newsletter contains announcements, information, school events, etc. This newsletter is emailed to families around 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

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

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

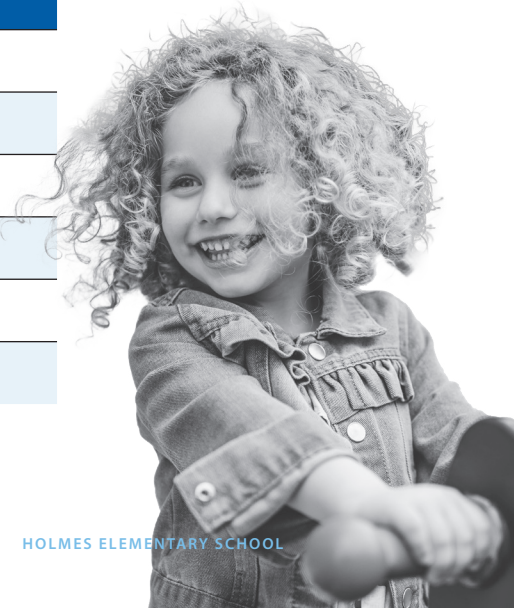
Adult/non-student \$4.00

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
4th	11:50-12:10
3rd	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.

HOLMES SCHOOL EXPECTATIONS

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.

PAR FRAMEWORK

The district PAR (Prevention, Accountability, Restorative) Framework for behavior includes proactive strategies, for defining, teaching, and supporting appropriate student behaviors to create positive school environments. PAR Framework, implemented with fidelity, provides a school-wide, systematic, tiered approach that leads to increased student achievement and reduced classroom disruptions and student suspensions.

In LPS, we provided tiered supports for students. The supports for each tier are as follows:

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.

STUDENT SUPPORT SERVICES

School Counselor

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

Holmes is focused on student development and seeks to identify the skills all students need developed in order to be successful.

School Psychologist

Holmes also has School Psychologist in our building a few days a week. School psychologists are uniquely trained to help children succeed academically, socially, behaviorally and emotionally. With expertise in mental health, learning and behavior, school psychologists partner with families, teachers, administrators and other professionals to help children thrive. School psychologist's primary duties are to collect and analyze data, assess students, progress monitor, consult and collaborate with school staff, and deliver interventions to students.

School Social Worker

Our school social worker is at Holmes two 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.



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

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. 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

Students that have personal cell phones/electronic devices and decide to bring those to school will be required to check-in devices with her/his classroom teacher, the office, or keep those devices in their backpack for the duration of the school day. Cell phones or other electronic devices that are not turned in that become a(n) disruption/issue will be confiscated and a parent/guardian will be required to pick up those items.

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at 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.

PARENT/TEACHER CONFERENCES

FALL

September 10, 2024

September 12, 2024

3:45 - 6:45 p.m.

SPRING

February 4, 2025

February 6, 2025

3:45 - 6:45 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.

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 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 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 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 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 www.LPS.org/about/important/index.html.

CUSTODIAL/NON-CUSTODIAL PARENTS

More information on Elementary School Common Practices can be found in the LPS Important Information Booklet, online at 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.

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

S	M	T	W	T	F	S
	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			

AUGUST 2024

S	M	T	W	T	F	S
		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

SEPTEMBER 2024

S	M	T	W	T	F	S
	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				

OCTOBER 2024

S	M	T	W	T	F	S
		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		

NOVEMBER 2024

S	M	T	W	T	F	S
			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

DECEMBER 2024

S	M	T	W	T	F	S
	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			

JANUARY 2025

S	M	T	W	T	F	S
		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	

FEBRUARY 2025

S	M	T	W	T	F	S
						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	

MARCH 2025

S	M	T	W	T	F	S
						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					

APRIL 2025

S	M	T	W	T	F	S
		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			

MAY 2025

S	M	T	W	T	F	S
				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

JUNE 2025

S	M	T	W	T	F	S
	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				

- 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 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.



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

Fax: 402-458-3243

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



Barbara Baier
Lanny Boswell

Kathy Danek
Don Mayhew
Annie Mumgaard

Bob Rauner
Piyush Srivastav

Paul R. Gausman, Superintendent

5/23

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.