

Our mission is to maximize learning for all students.



MAXEY ELEMENTARY

STUDENT/PARENT HANDBOOK

2024-2025

5200 S. 75th Street | Lincoln, NE 68516
402-436-11533 | Fax: 402-458-3253 | Maxey.LPS.org
Principal: Holly David | Assistant Principal: Mike Masin



JOANN MAXEY

JoAnn Maxey was a state senator and president of the Lincoln Board of Education. She was the first African-American member of the board and the first female African-American state senator.

Mrs. Maxey was a member of the school board for six terms beginning in 1975. She was president from 1981 to 1982. As a school board member she was interested in seeing that all children were represented equally. She was a strong proponent of education and worked to improve the school system for all involved and, in particular, for persons of color.

She took time away from the school board from 1977 to 1979 when she was appointed by Governor J.J. Exon to fill out an unexpired term of Senator for Harold Simpson who resigned. She worked for passage of a Displaced Homemakers Bill which addressed the needs of women, especially the needs of single mothers.

Mrs. Maxey was a member of the Lincoln Foundation, Head Start Program, Black Women's Caucus, WICS, League of Women Voters, City Street Advisory Committee, Lincoln Jaycees, Belmont Community Center, Multicultural Committee, Right to Read Committee and the NAACP. She was Director of the Senior Citizens Group at the Malone Community Center and was a laboratory technician at Germer Pediatrics. Mrs. Maxey was also active as a PTA member at McPhee Elementary School.

Mrs. Maxey dedicated her life to children. She taught Sunday School for more than 30 years at Christ Temple Mission and was the youth and senior choir director there as well.

"Even throughout her battle with cancer, she remained a positive, dedicated individual full of determination," wrote Lynne A. Carroll. "When those of us strongly suggested she remain at home to rest on some of those painful days, she refused, as her work for the Lord was not yet done."

Mrs. Maxey's unselfish dedication to the Lincoln community, the church and Lincoln's youth deems it appropriate that the elementary school at South 75th Street and Glynoaks Drive be named JoAnn Maxey Elementary School.

The staff and students are proud to teach and learn at Maxey Elementary School which opened in July 1995.

Dear Students and Families,

Welcome to Maxey Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering any 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. Information regarding policies and procedures common to all schools is found in the Important Information Booklet found at [LPS.org/ii](https://lps.org/ii).

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

Holly David, Principal
Mike Masin, Assistant Principal
And the Entire Maxey Staff



Intent of Student Handbook

This handbook is intended to be used by students, parents and staff as an additional guide to the rules, regulations and general information about Maxey and Lincoln Public Schools along with the LPS Important Information Booklet and LPS Elementary Common Practices. **Parents are encouraged to use all three booklets as resources and to assist their children in following the rules contained inside all three booklets.**

Although the information found in this handbook is detailed and specific on many 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. This handbook does not create a “contract”. The administration reserves the right to make decisions and rule revisions at any time to implement appropriate educational programming and 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. **This handbook does not cover all rules, regulations and questions you may have so families are asked to become familiar with both the *LPS Important Information Booklet* and the *Elementary Common Practices Booklet* that are found at [LPS.org/go/important](https://lps.org/go/important).**

FOREWORD

by Holly David, Principal

Welcome to Maxey Elementary School! We are all excited about this new school year. We are ready to meet the challenge. We are eager to begin the process of helping your children become lifelong learners. We truly want to “Maximize the learning of all Maxey School students”.

The purpose of this handbook is to give you some basic information about procedures, schedules and expectations we have regarding the operation of our school. The information serves as a reference for Maxey School families. Please give suggestions for additional information you feel will be helpful for the 2025-2026 edition.

We invite you to visit Maxey School as often as you wish. There is always a need for adult volunteers in our classrooms to help children maximize their learning. Your help is appreciated!

MAXEY SCHOOL SONG

Music by Gerald Saetvett

Lyrics by Gerald Saetvett and Sylvia Bailey

Here we learn about our world,

We're happy, safe, and free.

We learn to care for other people

Just like you and me.

Our learning is our victory.

We do our very best.

We are so proud of Maxey School

Our minds will never rest.

Here with knowledge, strength, and pride

We gather on this day.

Maxey students side by side

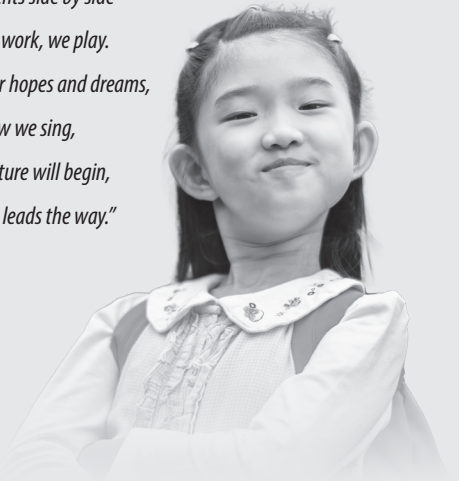
We sing, we work, we play.

United in our hopes and dreams,

Together now we sing,

“Here our future will begin,

Our courage leads the way.”



MISSION AND PURPOSE

Lincoln Public Schools Mission Statement

The Lincoln Board of Education is committed to providing the highest quality education for all Lincoln Public Schools students. The board sees the primary 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.

The board holds the district staff accountable for achieving the schools' mission through the most effective and efficient use of available resources.

The board further recognizes that students in the Lincoln Public Schools are educated for the future and therefore expects the school district to be self-renewing, flexible and capable of adjusting to the needs of its various constituencies.

As the elected governing body of the school district, the board believes in sharing its decision-making processes with parents, students, and other citizens and staff members.

Statement of Purpose

The Lincoln Board of Education supports the educational mission of the State of Nebraska. In accordance with this commitment, the board declares that it is the purpose of the Lincoln School District to:

- Offer each individual the opportunity to develop competence in the basic skills of communications, computations and knowledge of basic facts concerning the environment, history and society;
- Offer each individual the opportunity to develop higher order thinking and problem-solving skills by means of adequate preparation in mathematics, science, the social sciences and foreign languages and through appropriate and progressive use of technology;
- Inspire in each individual the ability and desire to continue learning throughout his or her life;
- Encourage knowledge and understanding of political society and democracy in order to foster active participation therein;
- Encourage the creative potential of each individual through exposure to the fine arts and humanities;
- Encourage a basic understanding of and aid the development of good health habits; and
- Offer each individual the opportunity for career exploration and awareness.

MAXEV MISSION & BELIEFS

We will maximize learning for all Maxey Students

- We believe all students in our school need to have an equal opportunity to learn.
- We believe students learn best when they are actively engaged in the learning process.
- We believe students achieve more when there are high and consistent expectations for learning, being safe, respectful, and responsible.
- We believe all students need a significant school relationship in order for significant learning to occur.

SCHOOL DAY

Arrival and Dismissal Times

Grades K-5	9:00 a.m.–3:38 p.m.
Early Childhood	8:30 a.m.–12:00 p.m.
Early Childhood	12:30–4:00 p.m.

It is recommended that children not enter the school grounds until 8:50 a.m. Supervision is not provided before that time. Students will line up in the designated area and enter the building at the sound of the 8:50 a.m. bell. Teachers will dismiss children at 3:38 p.m. To avoid unnecessary confusion at dismissal time, please plan to meet your child at a designated area outside the school building. Teachers will walk students outside to meet parents, daycare vans, caregivers, etc. In some instances children will need to complete assignments, need additional help from a teacher, or remain for disciplinary purposes. Phone calls will be made to alert parents/guardians if the child is remaining after school for more than 10 minutes.

Once the school day begins, please use the main entrance and check in at the greater desk. All other doors are locked.

**All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our standard response protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.*

SPECIALIST AND ROTATION SCHEDULES

Specialist Rotation

Kindergarten.....	12:18–1:08
First Grade.....	1:12–2:02
Second Grade	9:10–10:00
Third Grade.....	10:04–10:54
Fourth Grade.....	2:05–2:55
Fifth Grade	10:58–11:48

Specialist Teachers

Art	Beth Hergott
Computer	Kathy Wobig
Library.....	Madeline Frierson
Music.....	Kylie Meter
PE.....	Devin Kosmicki

ARRIVAL AND DISMISSAL PROCEDURES

School Hours

Grades K through 5	9:00 a.m.–3:38 p.m.
Pre-School “Early Childhood”	8:30 a.m.–12:00 p.m.
Pre-School “Early Childhood”	12:30–4:00 p.m.

Arriving to School

Student arrival time for K-5 students at Maxey school is between 8:50 a.m. and 9:00 a.m. **It is important to understand that adult outside supervision and adult inside supervision will not be available until 8:50 a.m.** Students will line up and enter using the front door (Door #1). Students will enter the building at 8:50 a.m. and report to their home rooms. If your child arrives after 9:00 a.m., please have them enter at the front main entrance. The tardy bell rings at 9:05 a.m. Any students arriving to class after this time will be counted tardy. Students arriving to school prior to 8:45 a.m. will not be supervised and are the responsibility of their parents or daycare providers.

Students who participate in the programs noted below may enter the building at the times stated and will be supervised:

- 1) Students having a prearranged meeting with a teacher or are participating in an after school club.
- 2) Students that are accompanied by a parent/guardian and are here for a specific pre-arranged meeting.

- 3) Students participating in the Maxey breakfast program. (Breakfast begins at 8:40 a.m. each day.)
- 4) Students who are registered with the “Family Services Before School Program”.
- 5) Students who participate in the Maxey Chorus, Band, Orchestra, Art Banner Club, and Student Council. Arrival time for these programs is between 8:10 a.m. and 8:15 a.m. on designated days set by the sponsor or teacher.

Maxey Student Dismissal Procedures

Dismissal at the End of the Regular School Day/Early Release Days

Students will be allowed to be at school after dismissal time only under the following circumstances:

- 1) They have a prearranged meeting with a teacher.
- 2) They are accompanied by a parent/guardian and are here for a specific pre-arranged meeting.

School Campus (including the playground) is closed until 6:00 p.m. except for use by Maxey clubs or Family Service. Reservations for rooms/playground should be entered in the district Archibus System.

It is the responsibility of each Maxey family to have a daily “dismissal plan” for their child(ren) to arrive home safely. Parents and guardians are expected to discuss with their children daily as to whether their children are to walk home, ride their bicycle home, or be picked up in a vehicle by a licensed driver.

IT IS THE RESPONSIBILITY OF THE PARENTS TO NOTIFY THE SCHOOL IN WRITING IF THEIR CHILD IS NOT TO WALK HOME UNESCORTED AT REGULAR SCHOOL DISMISSAL TIMES OR AFTER SCHOOL EVENTS.

If a child is to walk home, the plan needs to include the walking route and with whom (if anyone) to walk home with your child.

The same would hold true if a child is to ride a bicycle home. If a child is to be picked up by a person driving a vehicle, your child needs to know the name of this individual. It is the responsibility of the parent to communicate this plan with their child.

Maxey School K-5 student dismissal is generally 3:38 p.m. daily. In all cases, parents are responsible for having a dismissal plan for their children and communicating it with their children as how they will get home safely. It is reasonable for all students to be picked up from school within 15 minutes after student dismissal. Designated school personnel will supervise students outside at student dismissal for 15 minutes after the designated dismissal time.

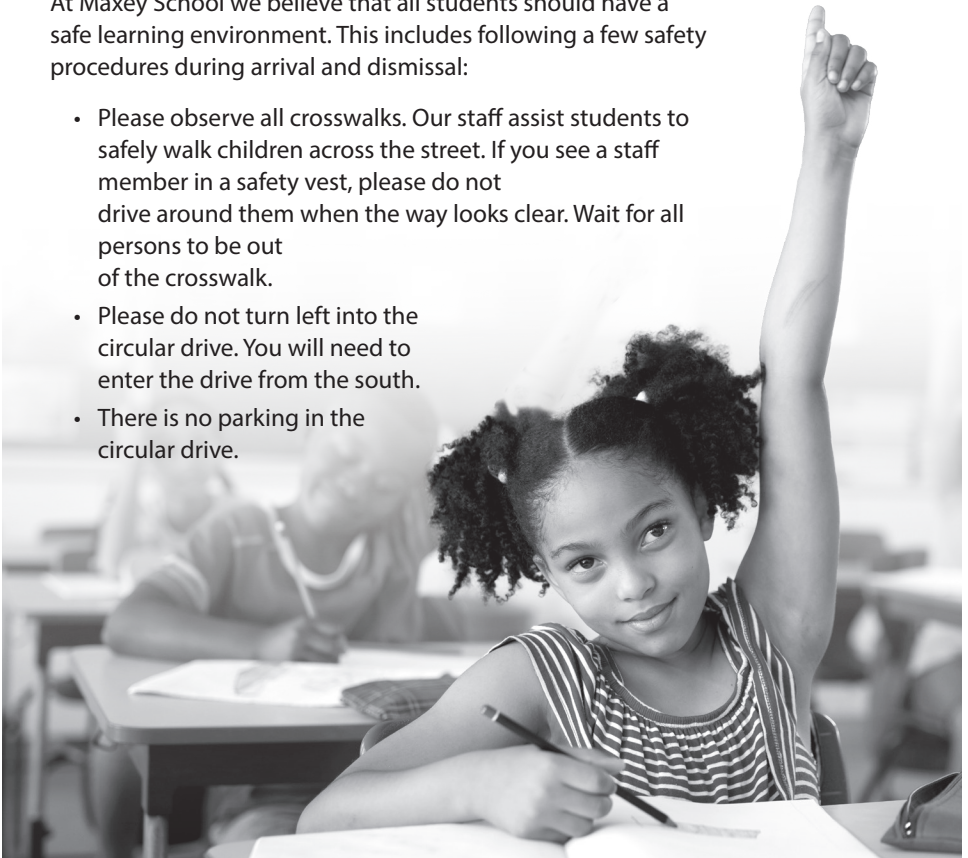
The “Maxey School Student Dismissal Plan” provides for outside adult supervision on all sides of the building, including designated crosswalks located at all major intersections adjacent to the school.

In the event there is a miscommunication between parent and child, and a student is not picked up within 15 minutes of dismissal, Maxey students have been instructed to come to the school office for assistance. **All efforts will be made to contact the parent or childcare provider to come to school and pick up the child. Office personnel are on duty until 4:30 p.m. daily and will have to supervise students in the office on an emergency basis until this time. If a child has not been picked up by 4:15 p.m. 30 minutes after dismissal, office personnel will contact the police to come and supervise the child.** This action will be a last resort, but if necessary, will ensure the safety of the child. Every effort will be made to contact the parent or identified emergency contacts before police are contacted.

Procedure for Drop-off, Pick-up and Carpool Lanes

At Maxey School we believe that all students should have a safe learning environment. This includes following a few safety procedures during arrival and dismissal:

- Please observe all crosswalks. Our staff assist students to safely walk children across the street. If you see a staff member in a safety vest, please do not drive around them when the way looks clear. Wait for all persons to be out of the crosswalk.
- Please do not turn left into the circular drive. You will need to enter the drive from the south.
- There is no parking in the circular drive.



- There is no parking along the curb on the north side of the school. The curbside parking is for commercial daycare vans and buses only. Please feel free to park in the parking lot, and walk up to the front of the school to meet your child.
- Whether dropping students off in the morning, or picking them up in the afternoon, please be sure they exit and enter your car on the passenger side. Do not ask them to enter the street to get to your vehicle.
- Students are not to walk in the parking lot unescorted by an adult. Please pick up and drop off students in the appropriate car pool lanes.
- Please remember automobiles use the west circular drive to pick up and drop off students. (front of school)
- The north lane is used for commercial day care vehicles and LPS transportation vehicles. Automobiles may use the North Lane for a.m. ONLY drop-off.

After School Pick-Up at Maxey Elementary

Front Lane (West Lane)

Orange Cars: park on side streets and have children meet you or walk up to Maxey and meet your children.

Blue Cars: pull up along the drop off curb and continue the line onto 75th, then Grand Oaks, then 76th. Wait until you are in the school lane to pick up children, not while on streets. When exiting, DO NOT TURN RIGHT, Left Turn Only.

Red Cars: Do not park in these areas so traffic may keep moving.

Side Lane (North Lane)

Green Vehicles: Daycare Vehicles only

Parking Lot

Students must have an adult to accompany them in the parking lot. When exiting the parking lot, DO NOT TURN LEFT, Right Turn Only.

If you need more time, please park in the parking lot or on the side streets. Use crosswalks, obey Lincoln traffic laws and no parking signs. Do not block neighbor's driveways.



Morning Drop off at Maxey Elementary

Front Lane (West Lane)

Orange Cars: choose a line, stay in that line, wait to move up to drop off areas

Blue Cars: pull up along the drop off curb all the way to the handicap parking spot, quickly drop off children, wait for the 5 purple cars to pass, then cross to the outside lane and leave

DO NOT TURN RIGHT, Left Turn Only

Purple Cars: pull up in the outside lane to the sign on the left side, wait for the 5 blue cars to leave, then cross to inside lane and pull all the way up to the end of the Kindergarten playground fence, quickly let your kids out, then leave
DO NOT TURN RIGHT, Left Turn Only

Side Lane (North Lane)

Green/Orange Vehicles: Daycare Vehicles only----LPS Bus Only

If you need more time, please park in the parking lot or side streets.

Use crosswalks and follow Lincoln traffic laws and no parking signs.



GENERAL INFORMATION

ParentVue

ParentVUE is a secure, private website through Lincoln Public Schools that allows families access to their child's real-time information. ParentVUE allows you to track attendance, see class websites, view report cards, access Special Education documents, access schedules, grade book information, course history and more! If you have questions or need assistance getting your account set up, stop in or contact the Maxey office.

Birth Certificate Requirements

A student enrolling for the first time in the Lincoln Public Schools must present or upload a certified birth certificate. The requirement for a certified copy was implemented in 1990 with the passage of new state legislation to help track missing children. The document given to parents from the hospital at the time the child is born looks like a birth certificate, but it is not a certified copy, which has a raised seal of the State of Nebraska and the signature of the director of vital statistics. If you need to obtain a certified copy of the certificate, contact the Nebraska Bureau of Vital Statistics, P.O. Box 95007, Lincoln, NE 68509. Phone 402-471-2871.

Emergency Drills

All schools have 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 follow standard response protocol provided by the "I Love You Guys" Foundation.

Safety and Security

During the school day, all external doors are locked. Visitors will check in with our security entrance monitor and upon approval will be let into the building to visit or volunteer. All visitors will wear a visitors badge.

Lost and Found

Most lost articles that are found are brought to the Lost and Found area in the vestibule at the east end of the main 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 children's charity.

Contacting Your Child's Teacher

Parents/Guardians are encouraged to call or email 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, voicemail messages can be left 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. You may also contact the teacher via LPS email. Please visit Maxey.LPS.org to obtain the email address of your child(ren)s teacher(s).

CELL PHONES & SMART WATCHES

Students are allowed to bring cell phones to school. However, we ask that phones be turned off and remain in backpacks from 8:50 a.m.–3:38 p.m. daily. If your student wears a smart watch to school, we ask that they only use only the clock functions. All communication with your student should be through the office during the school day.



PARENT TEACHER ORGANIZATION

The Maxey School Parent Teacher Organization is a vital part of Maxey's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Quarterly PTO meetings are held and dates will be listed in the Maxey Messenger. PTO website [MaxeyPTO.org](https://www.MaxeyPTO.org)

The PTO Executive Committee meets at 6:00 p.m. in the conference room prior to the general meetings. All are invited to attend these meetings also.

The 2024-2025 PTO President is Mara Krivohlavek.

ATTENDANCE AT SPECIAL EVENTS

After-School and/or Evening Activities:

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



BREAKFAST TIME/LUNCH TIME

Breakfast is served from 8:40–9:00 a.m. daily.

Students will have a thirty five-minute lunch/recess break. The schedule is as follows:

Lunch/Recess Schedule	Grade	Lunch	Recess
	Kindergarten	11:00–11:20	11:20–11:35
	Grade 1	11:20–11:40	11:40–11:55
	Grade 2	11:40–12:00	12:00–12:15
	Grade 3	12:00–12:20	12:20–12:35
	Grade 4	12:20–12:40	12:40–12:55
	Grade 5	12:40–1:00	1:00–1:15

The cost for a student’s school prepared lunch is \$2.50 a day. To purchase milk only is \$0.50. 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 entering their SNAP number on a keypad in the cafeteria. 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. It is very important that your child learn their number so they can enter it on the keypad on the first day of school. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

Students are allowed one “borrow” from the office, should they not have sufficient funds to pay for lunch, and are expected to repay the loan the following day. Students who must borrow a second time will make a call home for money.

If your child received free/reduced lunch and breakfast last year, your application is valid for the first 30 days of school this year. Please complete a new application, found in the Important Information booklet found on-line. Eligibility for the free/reduced lunch program is determined by federal guidelines.

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the kitchen before 10:00 a.m. if you plan to have school lunch. For current price of adult and children not students in Lincoln Public Schools, see the Nutrition Services homepage on the LPS website.

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), and no food may be brought in one half hour before or one half hour after lunch to treat for birthday parties, class rewards, or class parties. **Also, parents may not bring in food for more than their child.**

EXTRA-CURRICULAR ACTIVITIES

Before- and After-school Care

Before- and after-school care is available to families at Maxey School through Family Services, which provides before and after-school care for kindergarten through fifth grade students. **Hours are 6:45–9:00 a.m. and 3:38–5:45 p.m.** Please contact Family Services at 402-441-7949 for their registration information, fee schedule and additional information.

After School Clubs and Activities

Throughout the school year, a variety of interest clubs and activities are sponsored by Maxey teachers or offered through the Maxey PTO. 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.

USE OF SCHOOL BUILDING AND GROUNDS

Visitors

Parents/guardians and community members are encouraged to visit school. Children not enrolled at Maxey may not visit unless accompanied by an adult. It is recommended that visitors limit their visits to 30 minutes unless other arrangements are made. When visitors do come to school, we ask that they check in with the security entrance monitor located in the front entryway and wear the visitor badge that will be provided for them. Wearing this visitor badge will assure all staff that approval has been given by the office to visit.

Volunteers

Maxey School benefits greatly from the many parent and community members who volunteer; your time and talents are important to the education of children. Your child's teacher will have opportunities for volunteering in the classroom or special events. To maintain an environment conducive to learning, we ask that volunteers not bring other children during their volunteer time and check in and out at the SEM desk. Before you volunteer, Lincoln Public Schools has an online application and approval process. Once approved you are an eligible volunteer for 3 years. To become a volunteer, complete the online application at LPS.org under Parent Tab > Become a Volunteer. If you have questions or need assistance, stop in or contact the Maxey office.

Smoke-Free Environment

Lincoln Board of Education policy declares all Lincoln Public Schools buildings and grounds smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for all children. When you attend events, please remember that our grounds are smoke- and tobacco-free and abide by our board's policy.

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. Cell phones are to be turned off and placed in backpacks from 8:50 a.m.–3:38 p.m.

Nuisance Items/Toys/Weapons

Please leave play items and items that may distract from learning at home. Only school supplies, forms to be returned to school and schoolwork should be brought to school. Leave gum, candy, trading cards, Gizmo watches, etc. at home. Cell phones are allowed but must be turned off and kept in backpacks from 8:50 a.m.–3:38 p.m. daily.

Knives (including pocket knives) or any other items that might be considered a weapon are strictly prohibited and should NEVER be brought to school. Students who violate this rule face the penalty of suspension and expulsion from school, in accordance with state law. Toys that can be used as weapons or have the appearance of a weapon (i.e. toy gun) are prohibited.

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.” Information about elementary student progress is reported in four areas:

1. Progress through district curriculum objectives.
2. Performance in assigned curriculum level.
3. Character development progress.
4. Use of work or study habits.

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. You will receive information from your child's teacher regarding the times and dates of Parent Teacher conferences. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher at any time.

SUPPORT SERVICES

Student Services: Gifted & Special Education

The Lincoln Board 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. Outstanding abilities are present in students from all cultural groups and across all economic strata. Students shall be placed in the gifted program congruent with their identified needs.

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

Please contact Mike Masin, Assistant Principal with questions regarding special education and Susan Dinsdale, gifted facilitator with questions regarding gifted.

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. Our school's social worker is Kara Evans. She works at Maxey on Mondays and Tuesdays each week.





LPS DISTRICT GOALS

The mission of Lincoln Public Schools is to prepare all students for successful careers, life-long learning, and civic engagement.

- Student Wellbeing & Outcomes
- Staff Wellbeing & Outcomes
- Family & Community Engagement
- District Systems & Operations

District Focus Areas for Continuous Improvement

Instruction | Student Supports | Equity

MAXEY SCHOOL IMPROVEMENT GOALS

- We will strengthen consistency and collaboration within the Maxey community by maximizing high expectations and positively reinforcing academic and behavioral outcomes for ALL.
- Maxey focus areas: equitable practices and systems. 100% active participation/individualization to meet needs.

RIGHTS, CONDUCT, RULES & REGULATIONS

Rights and Responsibilities

The Lincoln Public Schools has established rights and responsibilities of students, they are printed in the "Important Information" booklet found on-line. The rights and responsibilities are designed to assure that students have the best opportunity possible to learn in a safe, clean environment without disruption. Please review the rights and responsibilities with your child.

Responsibilities of Elementary Students

The Responsibilities of elementary students tells us what we can do to become good citizens. These rules are written to keep us safe in our schools and protect the rights of all students.

Students who are responsible:

- A. Follow directions given by any school staff member. They speak to and treat school staff respectfully.
- B. Solve problems peacefully. They do not fight, threaten, "put down" others, or force others to do what they don't want to do.
- C. Respect the property of others. They do not take or break things that belong to the school or others.

- D. Care about how others feel. They do not hurt or try to hurt others.
- E. Treat others fairly. They do not bully or force a student to give them money or valuables.
- F. Help keep the school a safe place. They do not bring weapons of any kind to school.
- G. Care about themselves. They follow the laws and do not have, sell or use tobacco, alcohol, inhalants, other drugs or any imitations of these.
- H. Know that it is important to be in school every day. They are not truant.
- I. Arrive at school on time. They are not tardy.
- J. Use language that is respectful of all people. They do not use offensive gestures, profanity or “put down” people because of their race, religion, gender or ethnic background.
- K. Act in a way that makes others feel comfortable at school. They follow the rules of public decency.
- L. Help make school a good place to learn. They do not repeatedly break the rules of the classroom, playground, lunchroom and school.
- M. Are good citizens. They follow the laws of our state and nation.
- N. Dress properly for school. They do not wear clothing that is unsafe, that offends or that distracts the learning of others.
- O. Help keep buses safe for everyone. They follow school bus rules.
- P. Respect their own bodies and the privacy of others. They do not touch others inappropriately.

These rules are made to guide us. If students choose not to be responsible and break these rules, consequences will follow. Consequences could include suspension or expulsion from school. This document was written for the use of elementary students. It is intended to supplement the document, Lincoln Public Schools, Responsibilities of Students, not replace it.

Management Plan

We believe that all children have the right to a positive, successful learning climate. The staff and parents work cooperatively to reinforce students’ positive behavior to ensure this type of environment. Each year a letter is sent home explaining the management plan and the behaviors expected of each child in the team. Questions specific to your child’s grade level can be directed to the classroom teacher.

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. Education, strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Maxey Elementary School Expectations

ARRIVAL

BE SAFE
Use sidewalks and stay on paths
Keep your body, calm and materials to yourself

BE RESPECTFUL
Give friendly greetings
Follow adult directions quickly and exactly

BE RESPONSIBLE
Be on time
Breakfast starts at 8:40
If not eating breakfast, arrive to school between 8:50-9:00am each day

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HALLWAYS/PODS

BE SAFE
Face forward
Walk
Hands and feet to self with hands off walls

BE RESPECTFUL
Be patient for the line ahead of you
Volume level 1
Smiles and waves welcome

BE RESPONSIBLE
Stay in line order
Single file line on the right side
Keep school clean, pick up trash

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ASSEMBLY

BE SAFE
Hands and feet to self
Stay seated
Calm body

BE RESPECTFUL
Listen and follow adult directions
Appropriate voice level
Show Mustang manners

BE RESPONSIBLE
Stay with class
Clap at appropriate times

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RESET SPACE

BE SAFE
Sit down quietly
Take a deep breath
Keep a calm body with hands and feet to self

BE RESPECTFUL
Raise your hand for help
Follow adult directions quickly and exactly
Say, "yes" or "okay"

BE RESPONSIBLE
Reset in 5 minutes
When the teacher is ready, discuss how you will get back to learning at your desk

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CALM SPACE

BE SAFE
Sit down quietly
Select a calming strategy
Keep a calm body with hands and feet to self

BE RESPECTFUL
Raise your hand for help
Follow adult directions quickly and exactly
Say, "yes" or "okay"

BE RESPONSIBLE
Take 5 minutes to calm down
When timer goes off, walk until teacher can talk with you

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MAXIMIZE SKILLS FOR LEARNING

BE SAFE
Follow classroom procedures
Use materials as intended
Keep a calm body with hands and feet to self

BE RESPECTFUL
Eyes and ears on speaker
Use teacher directed voice volume
Follow classroom contract

BE RESPONSIBLE
Sit in learning position
Be prepared to learn
Complete work
Follow technology expectations

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SUPPORT CENTER

BE SAFE
Walk in quietly
Keep a calm body
Hands and feet to yourself

BE RESPECTFUL
Raise your hand for help
Follow adult directions quickly and exactly
Say, "yes" or "okay"

BE RESPONSIBLE
Follow your visual schedule/checklist
Take accountability for your actions and make a plan to repair the harm

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RECESS

BE SAFE
Stay in play area, out of trees
Use hands and feet appropriately

BE RESPECTFUL
Follow whistle expectations
Be inclusive and kind with words and actions
Put away equipment

BE RESPONSIBLE
Play approved recess games
Use equipment and slides appropriately, go up stairs and down slides

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RESTROOM

BE SAFE
Keep water in the sink and toilet
Stay in your own space

BE RESPECTFUL
Voice level 1
Keep doors unlocked when you leave
Report problems to an adult

BE RESPONSIBLE
1 pump of soap
2 paper towels
Keep restroom clean

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CAFETERIA

BE SAFE
Walk at all times
Hands and feet to self with hands off walls
Eat your own food

BE RESPECTFUL
Be patient when waiting
Use Mustang Manners
Be inclusive and kind

BE RESPONSIBLE
Stay seated until directed to dismiss
Sort and dispose of trash and recycling appropriately

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DISMISSAL

BE SAFE
Follow your after school plan
Only leave with approved adults

BE RESPECTFUL
If walking through the building, keep a calm body and quiet voice
Say goodbye to your teacher with a wave or high five

BE RESPONSIBLE
Stay with group until dismissed by a teacher
All students picked up and off school grounds by 3:45pm

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• Be Safe • Be Respectful • Be Responsible •

MAXEY SCHOOL RULES

As a Maxey Student I Will:

Be Safe. Be Responsible. Be Respectful.

BULLYING

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

Bullying Prevention Information

LPS Policy 5482 Students Anti-Bullying Policy

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 students and all staff.

Bullying means any ongoing pattern of physical, verbal or electronic abuse on school grounds, in a vehicle owned, leased or contracted by the school being used for a school purpose by a school designee, or at school-sponsored activities or school sponsored athletic events. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The School District shall review the anti-bullying policy annually.

Maxey Anti-Bullying Plan & Response to Bullying Behaviors

Preventative Plan:

- Teaching and reviewing Positive Behavior Supports – Be Safe, Be Responsible, Be Respectful – School-wide, in grade level teams, and in individual classrooms – morning announcements
- Classroom instruction on bullying – includes the bully, bullied and the bystander from the second steps curriculum
- On-going classroom teaching, modeling and recognition of appropriate school behaviors

Response to Bullying Behaviors

- Identify that the behaviors are on-going and targeting another student (investigation of the situation(s))
- Problem solving session(s) with the bully (and the victim) to help the student recognize and learn that the hurtful behaviors are “bullying”. Parents of the bully are included in this phase of educating the bully and helping him or her to stop the behavior. Some restrictions/plans may be put in place to protect the victim and the bully.
- If bullying continues, a meeting is held with family to determine if more restrictions are necessary and if counseling would be helpful. This could include, but not limited to restricting recess time or areas, restricting transition time, alternate work areas, arrival and dismissal plan, separation plan between the students.
- If the above steps have been completed and bullying continues, next steps could include in-school suspension, out of school suspension, referral to student services, class change.

COMMUNICATION

Communication

Students will bring home a “Wednesday Folder” each Wednesday with information to share. Classroom teachers will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom news, etc.

“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.

Weekly Communication from Maxey School Office

The “Maxey Messenger” is our school newsletter and sent via email to all Maxey families through School Messenger.

You will receive this publication on Wednesdays.

The PTO publication, “Mustang Matters” will be attached to the “Maxey Messenger”, along with monthly lunch menus and other pertinent information.

Methods Communication

School Website: Information is regularly updated on our website: [Maxey.LPS.org](https://www.maxey.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.





Open/Closed Campus

Elementary students are not allowed to leave school during the school day without permission. If you wish to have your child leave school for any part of the day, please send a note to let the teacher know in advance. An adult will need to come check the child out of school and the child needs to check in with the SEM when they get back.

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.
2. Talk to your child's teacher about problems, too. 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 school work. 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.
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. 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.

These tips can not only get your child off to a good start, they can also help to make the entire school year successful.

MAXEY ELEMENTARY SCHOOL

A Wells Fargo Bank "Gold Star Award School"

Awarded for Significant Increases in Student Achievement in 1999

Advanced Accredited Elementary School

Lincoln Public Schools' First and Only Elementary School

Staff List with Emails

Office

Holly David, Principalhdavid@LPS.org
Mike Masin, Assistant Principalmmasin@LPS.org
Amy Demma, Executive Secretaryademma@LPS.org
Venassa Molina, Registrar.....vmolina2@LPS.org

Health Office

Justin Blomstedt, School Nurse.....jblomste@LPS.org
Alane Wahlstrom, Health Tech.....awahlst@LPS.org

Early Childhood Teachers

Caitlin Bailey.....cbailey@LPS.org
Kelli Prior.....kprior@LPS.org
Alisha Theyeathey@LPS.org

Kindergarten Teachers

Dawn Cade.....dcade@LPS.org
Chelsea Wavadacwavada@LPS.org
Ellen Markham.....ecalbins@LPS.org
Alisha Thompson.....athomps5@LPS.org

First Grade Teacher

Jamie Treatjtreat@LPS.org
McKenna Beezleymbeezley@LPS.org
Kim Meyerkmeyer@LPS.org
Audrey Feitl.....afeitl@LPS.org
Joanne Frandolig.....jfrando@LPS.org

Second Grade Teachers

Hannah Heyl.....hhey1@LPS.org
Lisa Kapustkalkapust@LPS.org
Carrie Gonzalescgonzal@LPS.org
Jennifer Greaves.....jgreaves@LPS.org
Taylor Agenatbisesi@LPS.org

Third Grade Teachers

Rhonda Nilesrniles@LPS.org
Shelby Schneider.....sschnei3@LPS.org
Carmen Zalman.....czalman@LPS.org
Amy Frankforterafrankf@LPS.org
Makenzie Sanne.....mhaskins@LPS.org

Staff List with Emails *(continued)*

Fourth Grade Teachers

Ella Christensen.....	echriste@LPS.org
Christy Firestone.....	cfirest@LPS.org
Kelly Reineke.....	kreineke@LPS.org
Kelly Schilousky.....	kschilo@LPS.org
Clarice Anderson.....	canders3@LPS.org

Fifth Grade Teachers

Bonnie Wineman.....	bsmith6@LPS.org
Anne Hatch.....	ahatch@LPS.org
Morgan Watteyne.....	mhansen7@LPS.org
Brooke Greve.....	bgreve@LPS.org

Specialists

Kylie Meter, Vocal Music.....	kmeter@LPS.org
Madeline Frierson, Media.....	mfrier@LPS.org
Beth Hergott, Art.....	bhergott@LPS.org
Devin Kosmicki, PE.....	dkosmick@LPS.org
Nolan Schmit, Band.....	nschmit@LPS.org
Kathy Wobig, Computer.....	kwobig@LPS.org
Rhonda Neely, Strings.....	rneely@LPS.org

Additional Certified Staff

Sydney Meister, Speech.....	smeister@LPS.org
Becky Balfany, Interventionist.....	rbalfany@LPS.org
Jen Goddard, Physical Therapist.....	jgoddar@LPS.org
Kara Evans, Social Worker.....	kevans3@LPS.org
Marty Resseguie, Resource.....	mresseg@LPS.org
Jodi Rust, Occupational Therapist.....	jrust1@LPS.org
Jen Oestmann, Resource.....	jdaviso2@LPS.org
Breanna Gal, Psychologist.....	bgal@LPS.org
Kathy Van Meter, Interventionist.....	kvanmet@LPS.org
Nicole Colfack, Resource.....	ncolfa@LPS.org
Sarah Kupke, ELL.....	skupke@LPS.org
Laura Bartels, ELL.....	lbartel@LPS.org
Susan Dinsdale, Gifted.....	sdinsda@LPS.org
Stephanie Gilb, ELL.....	sgilb@LPS.org
Rhonda Niles, Interventionist.....	rniles@LPS.org
Melissa Hartter, Counselor.....	mhartte@LPS.org
Ann Sidner, ELL.....	asidner@LPS.org

2024-2025 Specialist Rotation Schedule MAXEY ELEMENTARY SCHOOL

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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

FEBRUARY 2025

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

MARCH 2025

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

APRIL 2025

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

MAY 2025

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

Kindergarten- 5th Grade 5-Day Rotation

KEY

Ⓢ Rotation Days

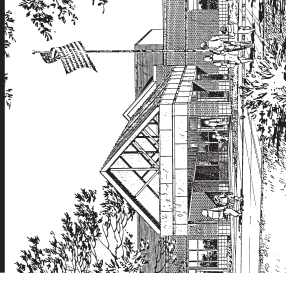
● First and Last Days of Class for Students

■ All Schools Not in Session

□ Schools Not in Session (Professional Learning/ Planning Day)

⏏ Quarter Start Dates

⏏ Quarter End Dates





Lincoln
PUBLIC SCHOOLS

BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

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