

2016-2017

Clinton Elementary School

Student Handbook



1520 N. 29th Street, Lincoln, NE 68503

Phone: 402-436-1132

<http://clinton.lps.org>

Principal: Angee Luedtke

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Clinton Elementary School
1520 No. 29th Street
Lincoln, Nebraska 68503
(402) 436-1132 • (Fax) 458-3232
Visit our website at <http://Clinton.lps.org>

Dear Clinton Students and Families,

Thank you for taking the time to review the Clinton handbook. This information has been prepared to help families answer questions about the routines and procedures of Clinton School. I encourage you to review the handbook with your child. The "Important Information" booklet provided by Lincoln Public Schools also gives useful family information. Please note dates and times for school events are subject to change. If you have questions about these publications please call the school office at 402-436-1132.

On behalf of the school staff, we look forward to teaming with you to make this a successful year for all Clinton students.

Angee Luedtke
Principal



Breakfast 7:45 a.m.
1st Bell 8:05 a.m.
Tardy Bell 8:15 a.m.
Dismissal 2:53 p.m.

Intent of Family Handbook

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

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during 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 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 this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

2016-2017 Student Calendar

Lincoln Public Schools
Lincoln, Nebraska

Approved 1/15

2016 JULY							2017 JANUARY						
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AUGUST							FEBRUARY						
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SEPTEMBER							MARCH						
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DECEMBER							JUNE						
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- First and last days of class for students
- Schools not in session
- Students in elementary schools NOT in attendance (Plan Days)
- PLC days-early dismissal (*Plan Days and PLC Days are subject to change*)

Graduation Dates

Thursday, May 25, 2017

Bryan Community Focus Program (*at East*)

Sunday, May 28, 2017

LSW, LNS, LHS (*at Pinnacle*) | LNE, LE, LSE (*at Devaney*)

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.



Clinton School Mission

High expectations
for every child
to succeed in our
changing world.

Clinton Elementary School Vision

Every student
achieving at
high levels
and becoming
productive,
successful citizens.



School Day

Student Day

Breakfast	7:45 a.m. - 8:05 a.m.
Grades Kindergarten-Grade 5	8:15 a.m. - 2:53 p.m.

Early Childhood Program morning session, 8:15 - 11:45 a.m.

Early Childhood Program afternoon session, noon-3:30 p.m.

Enter Clinton Elementary through the doors facing 29th Street.

School Arrival and Breakfast

All students at Clinton are provided a free breakfast each morning. Children who eat breakfast may enter the school grounds at 7:45 a.m. No students are to be on the school grounds prior to 7:45 a.m. except those participating in a special activity or CLC. Students arriving before 7:45 a.m. will be escorted to the recovery room and will join the end of the breakfast line.

Students arriving after 8:15 a.m. must check in the office and will be counted tardy.

We are aware that some parents must go to work prior to the time students may be at school. If you are interested in before-school childcare please contact the Clinton Community Learning Center at 402-730-3923. If your child qualifies for Free/Reduced Lunch and you are working or attending school you may be eligible for partial or total childcare payment through Title XX funds.

Lunch

We welcome you to join your child for lunch. The 2016-17 lunch times are as follows:

Grade	Lunch
Kindergarten	11:00 – 11:30
Grade 1	11:20 – 11:50
Grade 2	11:40 – 12:10
Grade 3	12:00 – 12:30
Grade 4	12:20 – 12:50
Grade 5	12:40 – 1:10



Lunch Prices are as follows:

Full Priced	\$2.35	Non-Student	\$3.40
Reduced	\$.40	Second lunch	\$3.40
Adult	\$3.40	Extra Milk	\$.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. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

If your child received **Free/Reduced Lunch** in a Lincoln school last year, your application is valid for the **first 30 days** of school this year. **Please complete a new application**, on the LPS website or at our Open House. Eligibility for the free/reduced lunch program is determined by federal guidelines. You will be responsible to pay for full priced lunches if a new lunch application is not on file within the first 30 days.

Please notify the office **before 10:00 a.m.** if you plan to have school lunch. Adults and children not students in Lincoln Public Schools pay **\$3.40** for lunch.

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, fundraisers), and no food may be brought in to treat for birthday parties, class rewards, or class parties during or just prior to school breakfast/lunch times. Also, parents may not bring in food for more than their child. Students eating school lunch are not allowed to bring snack items into the cafeteria.

Any questions you may have regarding the breakfast or lunch program at Clinton School should be directed to the **cafeteria manager**. You may call 402-436-1132 and ask for the cafeteria.



Dismissal

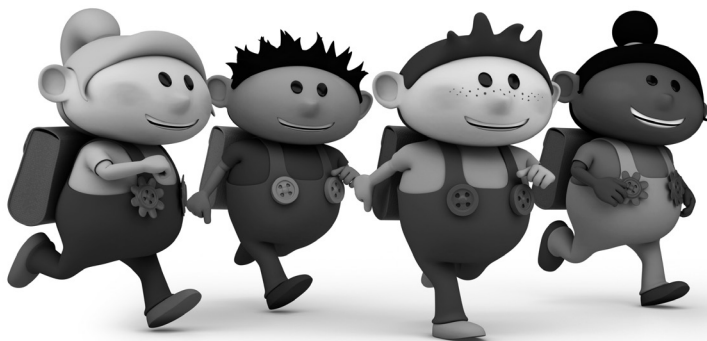
To maximize learning time, we ask that students not be picked up prior to school dismissal. To comply with the LPS threat assessment policy, when parents/guardians must pick up a child before the regular dismissal time, they must check in at the office. The school will only release students to adults designated by the parent as emergency contacts on the enrollment form. If there are special circumstances, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the principal must be informed and provided with a copy of that order to maintain on file at the school.

- Teachers will escort all students out the front door to the basketball court at 2:53 p.m. Greade 2 dismisses from Door 3 and walks to the front playground.
- All (K-2) students will be picked up at the basketball court, or will follow the requests of parents on the “Clinton Before and After School Plan”. (This form is available at the Clinton Open House and in the Main Office.)
- Students staying after school must exit with their class and return with their teacher.
- Students will not be allowed back into the building after they have been dismissed without their teacher or adult.
- Students staying after school for longer than 10 minutes will notify their parent/guardian by phone.
- Students will not be allowed to play on the playground while waiting for rides after school.

Late Pick Up

- Students not picked up by 3:05 p.m. will be taken to the Family Care Coordinator, Room 101D.
- Parents/Guardians must come to the front door or Office and sign out kids not picked up by 3:05 p.m.
- Police may be called when children are not picked up by 3:25 p.m. and parents or emergency contacts can not be reached by phone.

If you need after school care, the Community Learning Center is available. Call 402-730-3923 to check on enrollment.



Communication

- **Clinton Comet Wednesday Folders**—Each Wednesday, school news will be sent home via the “Clinton Comet Wednesday Folder.” Please return the folder each Thursday.
- **Clinton Website**—Clinton Elementary School information is posted at <http://clinton.lps.org/>. You will find newsletters, photos, current events, etc.
- **Clinton Newsletter**—Newsletter information is posted on the Clinton Website. Click the Newsletter tab at the top of the page.
- **Clinton Facebook Page**—facebook.com/@clintoncomets

Student Use of Telephone

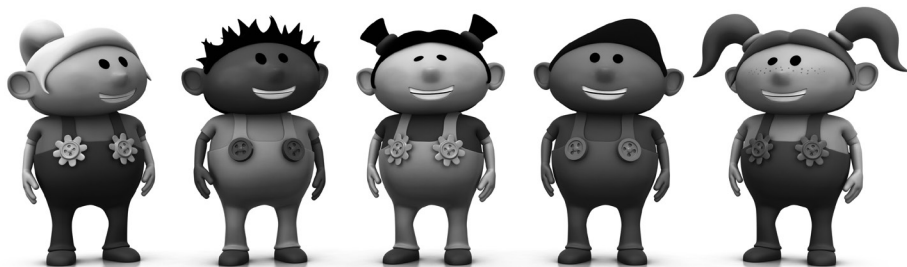
Occasionally, students may need to use the telephone. Students should check with their teacher to request permission to place a call.

After-School Clubs and Activities

The Clinton Community Learning Center provides after-school clubs throughout the school year, which are open to ALL Clinton students and free of charge. 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.

Clinton Community Learning Center

Before and After school care is available to families at Clinton through the Clinton Community Learning Center (CLC). CLC provides before and after school care for kindergarten through fifth grade students. Please call 402-730-3923 for registration and a fee schedule.



Clinton School Behavior Expectations

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. 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 and students. 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.

Students are responsible with the support of our staff, to conduct themselves in a manner that will create a safe, orderly learning environment at Clinton Elementary School. All appropriate behaviors are included in Clinton's three simple guidelines for success. We will work together to help our children.

BE SAFE: We help everyone feel physically and emotionally secure.

BE RESPECTFUL: We value and are considerate of others.

BE RESPONSIBLE: We are accountable for all of our actions.

Behavior Intervention Support Team (BIST) Model

Goals for Life

- I can be productive and follow directions even if I don't want to.
- I can take good care of myself, even if I am mad.
- I can be OK even when others are not OK.

It is never OK to be hurtful or disruptive.

BIST Continuum:

- classroom management first
- safe seat (in classroom)
- buddy room (in another classroom)
- recovery/protective plan

PBiS

(Positive Behavior Interventions & Support)

I Got Caughts: Students receive tickets for positive behaviors weekly and quarterly drawings of tickets to positively reinforce behaviors.

CICO (Check In/Check Out): A positive way to monitor student behavior throughout the day.



Contact Information for Students Not Feeling Safe

If you feel that peers are bullying your child, please contact your child's teacher or the building principal, Angee Luedtke. 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.



Parent Involvement

Clinton Parent Organization

The Clinton Parent Organization dedicates their time and resources to funding and offering activities to the students of Clinton. They will offer such activities as the fall and spring Book Fair, Skating parties, Popcorn Sales, Bike Rodeo, and the Clinton Carnival. The group has quarterly meetings and all families are welcome.

Adult Literacy Class

The Adult Literacy Class meets daily and offers English language instruction to refugees. The class also offers a component of parenting classes one day a week and time with their children in the classroom.

Adult Family Learning

We will be offering an Adult Family Learning class. One key component of the class is to learn about their student's educational program.

Clinton Neighborhood Organization

The Clinton Neighborhood Organization organizes events and projects that support our students and the neighborhood. Monthly meetings are held the first Monday of each month at 6:30 p.m. at the Salvation Army, 1655 N. 27th (402-435-3035). Everyone is welcome.

Parent/Student/Teacher Compact

FAMILY AGREEMENT

I want my child to achieve. Regular communication with my child and the school staff will promote positive school achievement. Therefore, I will encourage him/her by doing the following:

- See that my child attends school regularly and on-time.
- Make medical and other appointments after-school or on non-school days.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Establish a time for reading for at least 20 minutes daily.
- Attend parent conferences to discuss my child's school progress.
- Provide a caring environment, including adequate food and rest appropriate to the age of my child.
- Seek out community resources, when needed.
- Check my child's backpack daily and sign and return necessary paperwork.
- Update phone numbers and emergency contacts. Keep the lines of communication open between home and school.

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend and do my personal best at school every day.
- Complete and return homework assignments.

- Conform to the rules of student conduct. Be Safe. Be Respectful. Be Responsible.
- Read, or be read to, at least 20 minutes each day outside of school.
- Complete all assignments to the best of my ability.

SCHOOL AGREEMENT

It is important parents, students, the school and the community work together to provide the best possible opportunities for students to achieve. It is our responsibility to initiate ongoing and regular communication with each child and the parent/guardian. As a school, we are committed to providing high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the state's student academic achievement standards. Therefore, I shall strive to do the following:

- Set high expectations for learning.
- Provide homework assignments for students to practice skills introduced in class.
- Encourage students and parents by providing information about student progress.
- Provide a caring, safe, respectful and responsible environment. Teach these skills frequently.
- Notify parents of concerns in a timely manner.
- Send home Wednesday Folder items each week to promote home/school communication.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Ensure that our school provides instruction in a safe and supportive environment that enables all students to meet and exceed student performance standards.
- Provide a process for on-going planning, review and improvement of school activities and programs.
- Act as the instructional leader by supporting teachers in their classrooms.
- Help parents find community services, when needed.

This Compact will be distributed and signed during back-to-school events and when students enroll and kept on file in the school office.

Clinton Parent Involvement Policy

The parent/guardian signature on the Parent/Student/School Compact indicates their support in promoting their child's attendance, school effort and overall readiness for school. Parents/guardians are involved in the planning, review and improvement of the Parent Involvement Policy and the Parent/Student/School Compact at our annual parent meeting where they will be informed of the building's Title I participation. The compact outlines how parents/guardians, the entire school staff and students share in the responsibility for improved student achievement. The compact is available during the annual meeting and during the teacher/parent conferences for review and signatures. Parents/guardians and after school program staff meet at the beginning of the year to plan Title I programs and activities. Throughout the year they will meet to review their progress.

2016-17 Clinton Staff

Kindergarten

Trisha Hoppmann phoppma@lps.org
Bari Chadd bchadd@lps.org
Amber McCants amccants@lps.org

Grade 1

Maggie Picou mterry@lps.org
Jennifer Hutchinson jbehren@lps.org
Deb Kucera dkucera@lps.org
Whitney Hobbs whobbs@lps.org

Grade 2

Lyndsay Lierman llierma@lps.org
Melanie Nelson mchavez@lps.org
Andrea Holtgrewe aholt@lps.org
Jordan Murphy jmurphy3@lps.org

Grade 3

Chelsea Kunce ckunce@lps.org
Rebecca Reicks rreicks@lps.org
Brian Tatro btatro@lps.org
Clare Robinson crobins3@lps.org

Grade 4

Brenda Wandzilak bfiala@lps.org
Doris Dermann dkruse2@lps.org
Jill Edwards edwardsj@lps.org
Amy Pinegar astrop@lps.org

Grade 5

Ian Holleran ihollera@lps.org
Kirsten Wieman kwieman@lps.org
Danielle Roby df Franz@lps.org
April Stortvedt astortv@lps.org

Resource

Diana Pasco dpasco@lps.org
Julie Stanley jstanle@lps.org
Margaret Odgers eodgers@lps.org
Caleb Wittenburg cwitten@lps.org
Makaela Johnson mjohns2@lps.org
Derek Johnson djohnso9@lps.org
Kristen Kipper kchadek@lps.org

Early Childhood

Amy Ball aball@lps.org
Maria Del Rosario mdl@lps.org

ELL

Hillary Dodson hdodson@lps.org
Dawn Kahler dlinden@lps.org

Kailey Keefe kkeefe2@lps.org
Chelsey Igo cigo@lps.org

Specialists

Resa Ortiz rortiz@lps.org
Tammy Lutzi tlutzi@lps.org
Linda Staenberg lstaen@lps.org
Taylor Cobb tcobb@lps.org
Amy Schenk aschenk@lps.org

ECSE

Joni Rouse jrouse@lps.org

Intervention Teacher

Mark Lago mlago@lps.org

Reading Recovery

Windi Bishop wbishop@lps.org
Sharon Otto sotto@lps.org

Office

Angee Luedtke aluedtke@lps.org
Brandi Jantzen bjantzen@lps.org
Alicia Chapelle achapel@lps.org
Kirby Hecker khecker@lps.org
Pam West pwest2@lps.org

Health Office

Kessondra Zachary kzachary@lps.org
Tameshia Abair tabair@lps.org

Instructional Coach

Sean Molloy smolloy@lps.org

Family Care Coordinator

Linda Kern lkern@lps.org

School Psychologist

Wendy Morrissey wmorris@lps.org

Social Worker

Sara Crandall scranda@lps.org

Band & Strings

Brendon Sibley bsibley@lps.org

Custodial

Ilene Barrick, Bob Meyer, Randy Maly, James Scanlon

Cafeteria

Victoria Dodd, Ranee Tucker, Robyn Wise, Amy Sutherland, Cathy Rozmiarek Gomez

Paraeducators

Nasren Ali Van, Darla Bodfield, Anna Calhoun, Susan Esquivel, Courtney Estudillo, Linda Gowin, Amy Graff, Peggy Hatheway, LaFaya Helmstadter, Jenee Kucera, Tyler Mathers, Rita Protopopov, Vickie Young



2017-2018 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 2/16

2017							2018						
JULY							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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AUGUST							FEBRUARY						
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SEPTEMBER							MARCH						
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OCTOBER							APRIL						
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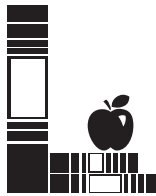
First and last days of class for students



Schools not in session

(PLC and Plan Days for 2017-2018 were not available at time of printing)

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.



LINCOLN PUBLIC SCHOOLS

LINCOLN, NEBRASKA

BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment.