



Eastridge Elementary School

6245 L Street • Lincoln, NE 68210 • 402-436-1135 Phone • 402-458-3235 FAX

Dear Students and Families,

Welcome to Eastridge Elementary School! This handbook has been prepared for all students and parents/guardians to help answer questions you might have about the practices of our school. When practices are in place, it is easier for everyone to then focus on our most important work of teaching and learning.

Please carefully review the contents of this handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to call your child's teacher, the school office, or either one of us.

On behalf of the entire staff, we are looking forward to working together to make this an enjoyable, productive, and successful year of learning and growing.

Sincerely,

Deb Dabbert
Principal

Traci Boothe
Coordinator

Intent of Student Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules and general information about Eastridge 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 procedures and rules contained in this handbook.

For District wide policies and guidelines, please refer to the Important Information Booklet: [Important Information Booklet](#). Additional elementary information can be found in the K-5 Common Practices found on page 53 of the Important Information Booklet.



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Eastridge Mission Statement

Eastridge Eagles SOAR because we are a

Successful School
with Open Minds and Healthy Bodies
Achieving Goals and
Respecting Others



SCHOOL DAY

Arrival and Dismissal

Students in grades K-5 are expected to arrive at school between 8:50am and 9:00am. Prior to that time, no supervision is available. On days of inclement weather, and/or when deemed necessary by individual door supervisors, students will be permitted to enter the building at 8:50am. On all other days, students will be admitted at 8:55am through their assigned entrance and proceed to their designated areas. Kindergarten and first grade students should enter through door #2, second grade and third grade students through door #1, and fourth and fifth grade students should enter through door #14. Students who arrive after the 8:55am bell rings should enter through door #1. Students who arrive after 9:00am, *must* report directly to the office.

Students will be dismissed at 3:38pm. Upon dismissal, students must leave via doors: #1, #2 or #14 or through door #8 by the vocal music room. Students should not leave through door #12 that leads to the parking lot or through door #5 (by the playground). Students must leave the school grounds and proceed home or to a previously designated location. Our supervisory responsibility ends when students leave for the day. If a teacher keeps a student after school for more than 10 minutes, that teacher will call the child's parent/guardian.

Parents/guardians are required to check in at the school office if they are removing their child from school prior to 3:38pm. Students who leave before the end of the day must check out at the office.



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Please do not drop off or pick up students in the parking lot. We have staff members coming and going throughout the day. We do not want any extra traffic going across the sidewalk on the north side of the parking lot.

Please do not park in the crosswalk area that is marked by “No Parking” signs. If a car is parked in that area, students cannot see oncoming cars until they walk into the street. Cars cannot see pedestrians if a parked car is blocking the view. Do not park in the area in front of the stop sign. Again you would be blocking the crosswalk. Please help keep our students safe.

School Hours - Regular Schedule

Grades K – 5.....9:00am – 3:38pm

School Hours - PLC Early Dismissal Days

During the course of the school year, all LPS elementary schools will have early release for Professional Learning Communities. Early release dates are on August 30, September 27, October 25, November 29, December 20, January 31, February 28, March 28, and April 25. School will dismiss at 2:18pm on these dates. Please mark your calendars.

School Hours - The First Week of School

Hours of school on August 15th, 16th and 17th – 9:00am-2:18pm
Effective August 18th, normal school hours – 9:00am-3:38pm

BEFORE and AFTER SCHOOL PROGRAMS

Family Services contracts with the Lincoln Public Schools to provide a Before and After School Day Care Program at Eastridge. This is a fee-based program with limited enrollment. Parents/guardians must contact Family Services at 402-441-7949 to receive information and to sign up for its benefits. Students attending the Before School Day Care Program should enter through the door #12 near the gym area. Students will be released to their respective doors at 8:50am. Students attending the After School Day Care Program will be released from their classrooms at dismissal time (regular and early dismissals) in accordance with the established procedures and go directly to the Day Care area (school lunchroom or gym). Students must stay in the Day Care area before and after the school day and should not be anywhere else in the school building. Students attending after school clubs or activities provided by the school or the PTO should have arranged procedures with parents/guardians for their transportation home at the dismissal of these programs. If the child is not responsible enough to make it to the after school activity or home afterwards on their own without adult supervision or direction, the child should not participate in the program. Eastridge staff does not monitor who is picking up students after these activities or programs or how they are traveling home.



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LUNCH TIMES

Grade	Recess	Lunch
Kindergarten	11:50-12:10	11:35 – 11:50
2 nd Grade	11:30 – 11:45	11:45 – 12:05
3 rd Grade	11:45 – 12:00	12:00 – 12:20
4 th Grade	11:55 – 12:10	12:10 – 12:30
1 st Grade	12:10 – 12:25	12:25 – 12:45
5 th Grade	12:15 – 12:30	12:30 – 12:50

BREAKFAST TIMES

Breakfast is served from 8:30am – 8:50am

SNAP

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.

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 [2016-17 Free/Reduced Meal Application](#) for the current school year. Eligibility for the free/reduced program is determined by federal guidelines.

Parents/guardians are welcome to join their child(ren) for lunch. Please notify the office before 10:00am if you plan to have a school 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 serving period”. **Also, parents may not bring in food for anyone other than their child.**



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RIGHTS, CONDUCT, RULES & REGULATIONS

SCHOOL WIDE EXPECTATIONS

1. Be Respectful
2. Be Responsible
3. Be Safe

COMMON AREA EXPECTATION



Eastridge Elementary

School-Wide Behavior Expectations |



	Arrival/ Dismissal	Hallway/ Transitions	Bathroom	Cafeteria	Classroom
S uccessful School Staff Support	*Teachers will supervise students at all times	*Teachers will monitor students by being at their doors/hallways	*Teacher will stand by bathrooms to monitor the noise and behavior	*Teachers will arrive on time and pick up students on time	*Teachers will be prepared for class
O pen minds and Healthy Bodies Be Safe	*Walk directly to my designated area *Stay in my area *Talk softly *Keep hands, feet, and belongings to self	*Walk directly to my designated area *Travel on the right in a straight line *Walk at all times	*Keep hands, feet, and belongings to self *Allow for the privacy of others *Wash hands with soap and water	*Walk directly to my designated area *Stay in my area *Keep hands, feet, and belongings to self	*Stay in my area *Keep hands, feet, and belongings to self *Follow rules and procedures *Use materials appropriately
A chieving Goals Be Responsible	*Talk softly *Keep to your own business *Arrive on time	*Remain quiet in Quiet Zones *Walk directly to my designated area	*Flush *Wash my hands *Conserve supplies: -1 squirt of soap -2 paper towels -Clean up after yourself *Return to class promptly	*Talk softly until quiet five *Clean up after myself *Keep food on my tray or in my mouth *Get all things needed the first time through the line *Eat	*Talk softly *Attend class daily *Be prepared for instruction with all necessary materials *Always give your best effort *Be a good listener and an active participant *Stay on task
R especting Others Be Respectful	*Respect the space of others	*Walk quietly on the right side in a single, straight and silent line so that others can continue learning and working	*Remain quiet *Allow for privacy of others	*Move away from conflict or distractions *Use good table manners *Use "please" and "thank you" *Be patient and wait your turn	*Accept feedback and discipline from staff by listening and following directions the first time *Encourage others *Respect differences *Treat others the way you want to be treated



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Positive Reinforcers

Students will earn Eagle tickets for making appropriate choices. Any adult can give these tickets to children who are following directions, being respectful, or being helpful. Students will put their tickets into weekly lottery drawings and be recognized on the intercom after Friday morning announcements. The lottery could be extra computer time, eating with their teacher, etc. Grade level teachers will determine what the student earns for the grade level drawing. The student will also receive a certificate of recognition – The Eastridge Eagle of the Week.

Students will earn tickets for appropriate lunchroom behaviors. These tickets will be for a Friday lunchroom drawing to earn a spot at the “Eagle Dining Table” and invite a friend to join them. The student will receive a certificate of recognition – The Eagle Lunch Star.

Quarterly assemblies will recognize Outstanding Eagle Students. A student from each homeroom will be recognized. The specialists will also recognize students. Students will receive a certificate and t-shirt. Students will also be recognized for the following quarterly awards:

Achievement

Excellent school work is achieved through effort and hard work. When you get a picture in your head of an all-round GREAT student, this person probably pops into your head. This Eagle takes doing well in school seriously and does what it takes to produce quality work.

Improvement

The improvement award recognizes the Eagle who, through hard work, focus, and practice has made significant improvement in their learning. They may have increased their reading fluency or made huge gains in their basic facts. Maybe they started turning in their homework more consistently, or their behavior has improved.

Effort

These Eagles give it their all and then even a little bit more to do their best every day...even when things are hard. These students go above and beyond and expect a lot from themselves. If you want to know what it looks like to work hard, these are the Eagles to watch!

Creativity

These Eagles see things in new and different ways. Whether they’re demonstrating their creativity in writing or problem solving or are creating something unique and unusual in art, these students bring flair and their one-of-a-kind creativity to life.

Problem solving

These students demonstrate flexible thinking and view problems not as challenges to give up when the going gets tough but as opportunities to use their problem solving skills. They can



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approach a problem from many different angles and figure out which possible solutions will be best. If you've got a problem, these are the Eagles you want on your side.

Character

These students make others feel good just by being around them. They are role models for how to treat others and are caring and kind, trustworthy and honest, respectful and responsible. These Eagles are friends to all and make our school a warm and welcoming place. We challenge you to set a goal for yourself and commit to practicing the behaviors and attitudes that go with one of these awards you'd like to receive. Let's have another great quarter of learning.

BULLYING

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Deb Dabbert. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy [School Board Policies](#).

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 that there are 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.



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COMMUNICATION

School Newsletter

The “Eye on the Eagles” is posted biweekly on our website and contains announcements, school information, calendars, etc.

Weekly Communication Folders

Typically, school news will be sent home via Friday folders. Please return the folder on Monday. General information will be sent with the youngest or only child in the family.

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: <http://wp.lps.org/eastridge/> ([Eastridge Website](http://wp.lps.org/eastridge/)).

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 ORGANIZATION

The Eastridge School Parent Teacher Organization is a vital part of Eastridge’s success with children. All parents/guardians and teachers are members of the PTO. Our PTO organizes events and projects that serve children and families. You are welcome to attend the monthly meetings. They are scheduled on the first Tuesday of the month. Visit our PTO webpage here [Eastridge PTO](#).



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GENERAL INFORMATION

Important Information Needed

Enrollment information will be available during Open House Night or the first day of school if you are unable to attend Open House. Please fill out the forms carefully and completely and return to school promptly. **For the safety of your child**, it is a necessary responsibility to give the school the name of a person to contact in case you cannot be reached.

It is very important that parents/guardians notify the school of any change in address and/or telephone number. **The office must have a current telephone number on file in case we must contact you in the event of an emergency.**

When a child moves from one school to another, either in the city or outside the city, **advance notice** is needed so the school can prepare the transfer or withdrawal forms.

Safety, Fire and Tornado Drills

All Schools have periodic drills so students know what to do in case of emergency, fire, or tornado in order to be safe. All schools cooperate with the fire department to make sure the most effective safety procedures are followed.

Lost and Found

Most lost articles that are found are turned in to the office and placed in Lost and Found. 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 year are donated to a local children's charity.

Solicitations

Students should not solicit for organizations, clubs, or groups that are not a part of Eastridge Elementary on the school grounds.

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.

Please do not ask for your child to come to the office phone during class time.