

# Everett Elementary School

## 2016-2017

### Parent/Student Handbook Calendar



**This Is Important  
You Can Do It  
I Won't Give Up On You  
Effort Makes the Biggest Difference  
(402) 436-1159**



**Everett Elementary  
is a smoke and  
tobacco free  
environment**

إذا أردتم المساعدة باللغة العربية ، الرجاء الإتصال على الرقم الآتي : 402-436-1958

*Si necesita ayuda en español, no dude en llamar a uno de nuestros Asesores Académicos Bilingües. 402-436-1938*

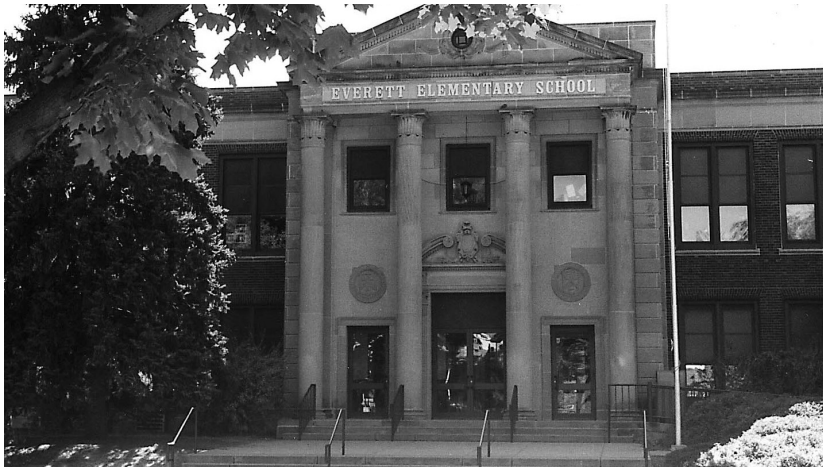
Nếu Quý vị cần trợ giúp bằng tiếng việt, xin gọi Điện Thoại cho một trong những nhân-viên Liên-Đối Song Ngữ: 402-436-1939

Если Вам требуется помощь на русском языке позвоните ответственному по связям со школой 402-436-1942



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## 2016-2017 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 1/15

2016 JULY							2017 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													

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

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

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

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

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

- 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.



# EVERETT ELEMENTARY SCHOOL

Lincoln Public Schools • 1123 C Street • Lincoln, NE 68502

Phone (402) 436-1159 • Fax (402) 436-1468

8:15 a.m. - 2:53 p.m.

Dear Everett Families,

The staff and I welcome you and your child to an exciting year of learning at Everett Elementary School for the 2016-2017 school year. We will continue to strive to provide the best education for each student.

I am looking forward to the opportunity to lead this great school as its new Principal. I bring with me seventeen years of experience in education. I have been a teacher, Assistant Principal, and Principal in Palm Springs, CA. We recently moved to Lincoln, as my wife is from the area. We have a son who will be starting Kindergarten in the Fall and a baby daughter.

The focus of our school this year continues to be on increased student learning. Over the summer, our teachers have received extensive training in strategies for academic growth. We have many of these strategies in place to ensure success for each child. Our increased technology will be a resource to students both at school and at home.

There will be many opportunities this year to get involved. Please watch for the many family nights to be held. Also, the Family Literacy Program Group will meet every day from 8:30 am -10:30 am for ESL classes, visits to classrooms, and parenting information. Please call the school office for more information. I encourage all parents to come to Everett and see the great things that are happening!

We will have our Open House on August 11th. This is a great opportunity to meet your child's teacher and get to know the routines and procedures of the classroom.

There is so much to look forward to this year. Please continue working with our school in order to ensure successful results for your child. My door is always open for comments or questions. We look forward to seeing you at school!

Sincerely,

Mike Long ,  
Principal



## 2016-2017 EVERETT COMMUNITY LEARNING CENTER

The 14th year of the Everett CLC adventure is upon us. We will continue to strive towards creating collaborative partnerships which provide support, services, and opportunities that lead to: improved student learning and development; stronger families; and healthier neighborhoods. The CLCs are designed to link the community, the schools, and people of all ages and backgrounds to achieve the stated goals. Each CLC is a delivery system that uses the schools as a hub for service. Each center provides safe, supervised, integrated, and inclusive out-of-school programs through community-wide collaborative partnerships.

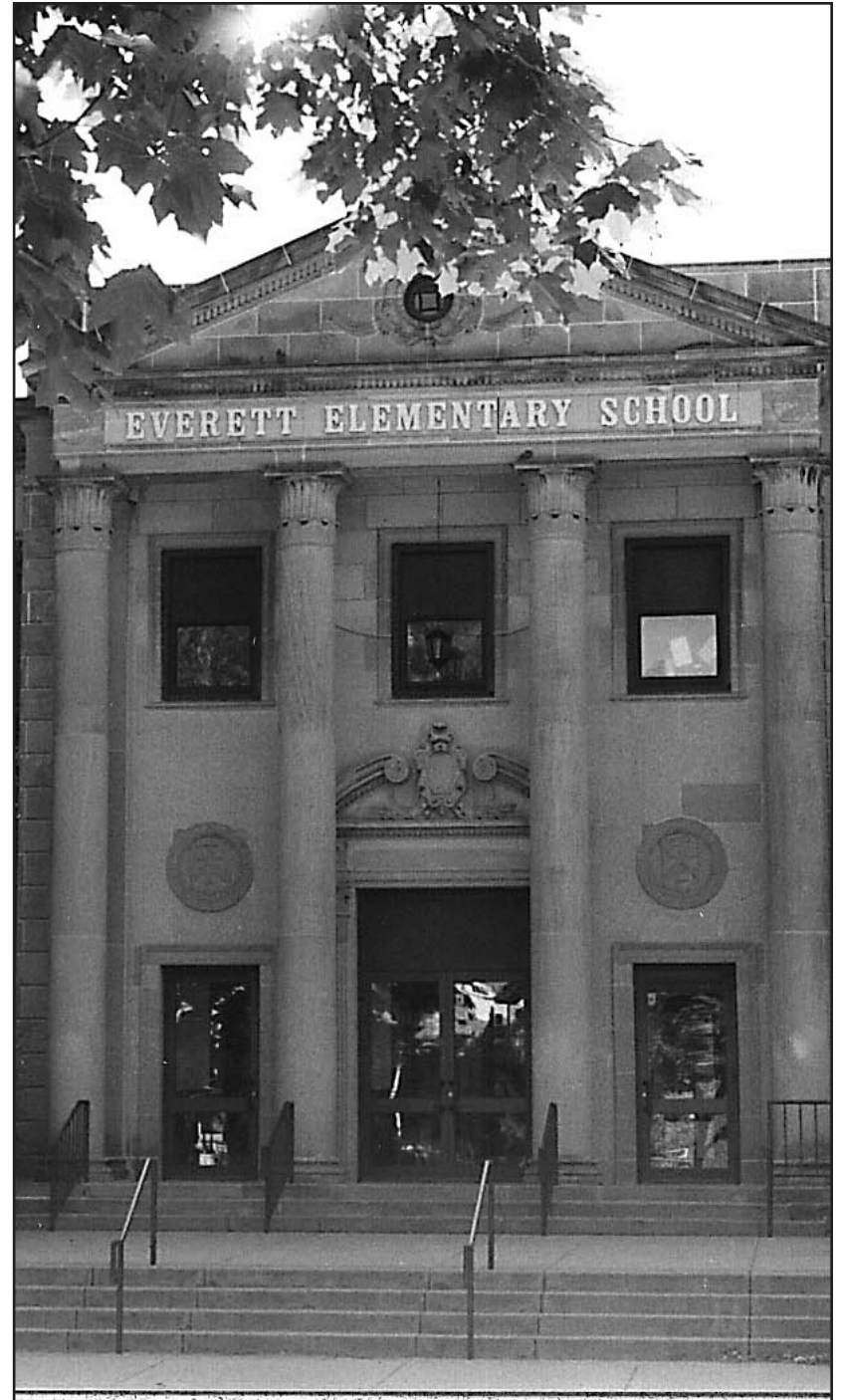
“THE CORE” CLC After School Experience (\$106/month) is designed to provide developmentally appropriate enrichment activities in literacy, math, science, arts/crafts, character/leadership, service learning, computer/technology and recreation/ leisure. Through the support of homework completion and opportunities for social development every student enrolled will be exposed to enriching experiences daily. This program is offered to students K-5. It will be held after the normal school day from 2:53-6:00 PM.

“THE CORE” CLC After School Experience offers multiple child discounts and need-based scholarships. The CLC is approved to accept Title XX. Contact the Lincoln Parks & Recreation Playground Office (441-7952) for more information.

ENRICHMENT CLUBS/ACTIVITIES are free to all Everett students, unless stated on the registration form. Registrations are distributed via student folders a few weeks prior to the beginning of each quarter.

**For more information contact the CLC site supervisor,  
Charity Iromuanya Everett Office #: (402) 436-1159.**

Everett’s Community Learning Center is coordinated in partnership with Lincoln Parks & Recreation, Lincoln Public Schools and the 21st Century Community Learning Centers of Lincoln.



## School Rules & Behavior Expectations

The Everett community including students, parents, administration, and staff will work together to create and maintain a safe, caring environment that promotes teaching and learning. Everett School is implementing a school wide Positive Behavior Intervention Support (PBIS) process. PBIS is a school-wide system that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school learning environments. Teaching positive behavior is more effective than punishing negative behavior. We know that when good behavior and good teaching come together, our students will excel in their learning. The expectations listed below will enhance the development of a positive learning environment.

- **Be Respectful** - We will treat others with respect and care.
- **Be Responsible** - We will display good citizenship and acknowledge responsibility for behavior.
- **Be Safe** - We will have the responsibility to practice self-discipline skills to ensure safety for all.

During the first week of school and throughout the school year, staff will focus on teaching students the behavior expectations for all areas of our school. Our goal is to “catch kids being learners”. When students know that their positive behavior is clearly defined, taught, recognized and reinforced, they are more likely to respond with positive behavior choices. The Behavior Expectation Matrix (page 8) describes in more detail the expectations we have for students.

We know that students can have challenges to consistently display appropriate behavior due to a variety of reasons. To further support our students, we have implemented the Behavior Intervention Support Team (BIST) model. BIST is a school wide program to help students learn to manage their own behavior so that they and their classmates can learn, perform and behave at grade level or above.

BIST helps students to work on the following goals for life:

- I can be productive and follow directions, even if I am mad.
- I can be productive and follow directions, even if others are not okay.
- I can be productive and follow directions, even if I don't want to.

## Everett's Mission Statement

The mission of Everett Elementary is to prepare and empower students to be lifelong learners.

### Our mission statement is:

At Everett we soar to excellence in education and character through effort and leadership.

## Everett's Goals for Students

It is the goal of Everett that every student meet the following school improvement goals:

1. All students improve math skills across grade levels.
2. All students improve literacy skills across grade levels.

Towards that end, the staff at Everett partners with parents and guardians to achieve these goals on a daily basis. The following are suggestions parents can use to get students prepared to learn:

- Get to know your child's teacher. As a parent you know your child best. Share what you know with the teacher: interests, favorite book, concerns you may have, etc.
- Make sure your child gets enough sleep. Tired children can't do their best work. Establish a routine for bedtime and adhere to it.
- Talk to the teacher about what is expected of your child in school. Every family should set aside homework time and model for children the process of learning.
- Limit TV and video game time. Studies show that children who do best in school watch the least amount of TV/video games. When you first turn off the TV/ video game, you will have to help your child find other things to do – read a book, take a walk, visit the library, play a game.
- Chores are an important part of a child's life. They provide children the foundation upon which responsibility and high self-esteem are built. Research shows that children who do chores without reminders or parent persuasion are very successful at their first job called SCHOOL.



# Behavior Expectation Matrix

Location	Be Respectful	Be Responsible	Be Safe
<b>All Areas</b>	<ul style="list-style-type: none"> <li>• Use appropriate language and voice levels</li> <li>• Use kind words and actions (no bullying)</li> <li>• Walk quietly at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Take care of all equipment, materials, and belongings</li> <li>• Tell an adult about bullying</li> <li>• Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Get help if someone is being bullied</li> <li>• Leave all nuisance/dangerous items at home</li> </ul>
<b>Hallway and Stairs</b>	<ul style="list-style-type: none"> <li>• Use a Level 1 voice</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Walk in line order</li> <li>• Stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>• Use good table manners</li> <li>• Use appropriate language and voice levels</li> <li>• Use kind words and actions (no bullying)</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Stay in your line</li> <li>• Raise your hand if you need something</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Sit flat and balanced</li> <li>• Eat only your own food</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Include and cooperate with others</li> <li>• Play approved games by the rules</li> <li>• Use kind words and actions (no bullying)</li> <li>• Use appropriate language and voice levels</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Take care of equipment</li> <li>• Wear weather appropriate clothes</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self (chase games and play fighting/wrestling are not allowed)</li> <li>• Use equipment by the rules</li> <li>• What is on the ground, stays on the ground</li> <li>• Stay on the playground</li> </ul>
<b>Arrival Areas</b>	<ul style="list-style-type: none"> <li>• Arrive on time Breakfast: 7:40-8:00 • All others: 8:00-8:08</li> <li>• Use kind words and actions (no bullying)</li> <li>• Use appropriate language and voice levels</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Use green door for breakfast</li> <li>• All others use grade level door</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Use sidewalks and crosswalks</li> <li>• Walk bicycles and carry other wheeled objects on school grounds</li> </ul>
<b>Dismissal Areas</b>	<ul style="list-style-type: none"> <li>• Use kind words and actions (no bullying)</li> <li>• Use appropriate language and voice levels</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Walk in a line with a supervisor</li> <li>• Use grade level door</li> <li>• Leave promptly or go to after school program</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Use sidewalks and crosswalks</li> <li>• Walk bicycles and carry other wheeled objects on school grounds</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>• Use kind words and actions (no bullying)</li> <li>• Use voice level 1</li> <li>• Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Flush toilet after use</li> <li>• Throw away trash</li> <li>• Return to room or group promptly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Wash hands</li> <li>• Keep water and soap in the sink</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Use appropriate language and voice levels</li> <li>• Use kind words and actions (no bullying)</li> <li>• Listen</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Sit flat and balanced</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>• Use appropriate language and voice levels</li> <li>• Use kind words and actions (no bullying)</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Sit facing forward in seat</li> </ul>
<b>Appropriate Voice Levels</b>	Level 1 – Silence (no voice) Level 2 – Whisper Voice Level 3 – Talking Voice Level 4 – Outside Voice		



## Telephone Calls

The Everett telephone number is 436-1159. Calls to the office will be answered from 7:30 am until 3:30 pm. Students will not be called out of class for phone calls unless it is an emergency.

The school phone is for business purposes. Students may not use the phone except in an emergency or with a note from the teacher. Please speak to your child about making arrangements with you before school about staying after school, visits to friends, etc.



## Arrival And Dismissal Procedures

### Arrival

Because student safety is our first priority, students will be welcomed to school between 8:00-8:15. Prior to that time, no supervision is available, and students are not to be on school grounds. The first bell rings at 8:08 a.m. and students should enter the building at their designated doors. School begins at 8:15 a.m. and students are expected to be in their classroom seats at the sound of the bell.

#### Arrival Doors

Preschool: Blue  
Kindergarten: Green (west lobby)  
1st Grade: Blue  
2nd Grade: Orange (east lobby)  
3rd Grade: Green (west lobby)  
4th Grade: Blue (west stairs)  
5th Grade: Orange (east lobby)

#### Dismissal Doors

A.M.: Green, P.M.: Blue  
Green  
Blue  
Orange  
Green  
Blue  
Orange

### Dismissal

Students will be dismissed by teachers at 2:53 p.m. and will leave the building through their designated doors. Students who are participating in CLC will meet a CLC staff member at a designated location to be escorted to the program area.

## After-School Guidelines

- Playground is closed until 6:00 p.m., except for CLC students and activities.
- If students are to be picked up at school and no one has arrived by 3:00 p.m., school staff will attempt to contact parents.
- Afterschool plans need to be made in advance.



## Traffic Patterns

Many children will arrive at school in vehicles, on bikes, or by walking. If your child is one that will arrive and leave in a vehicle, please take time to review the following information. If you are carpooling, please drop off and pick up students in the West (green door) and North (blue door) cutouts. Please do not leave your vehicle unattended or block traffic. You may also find a location a block or so away from the school as a drop-off and pick-up location. It will be important that everyone practices kindness and patience with the following patterns.

## Guidelines for safety

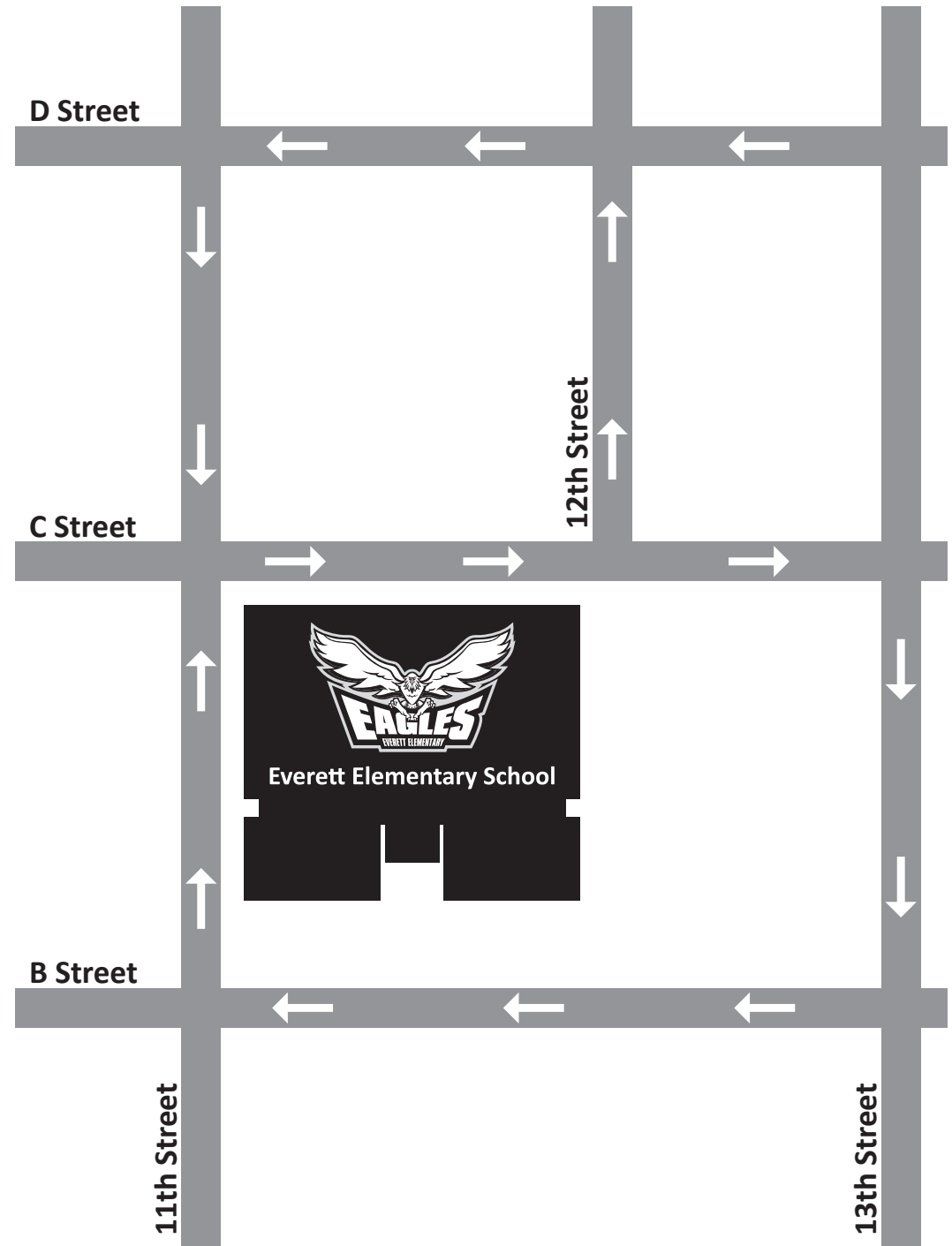
In order to have a safe and orderly dismissal of students it will be important that everyone observe the following procedures.

- When you enter the cut out, pull up as far as possible.
- Stay in your car. Your child will find you.
- Pull forward when the car in front of you pulls away. This allows the cars at the end of the line to get in.
- If there are no parking spots available, drive around the block. Double parked cars create a hazard for both students and adults.
- When crossing the street, go to the crosswalk. Most children get hit when they dodge between cars.
- Be patient. Most traffic is cleared within 10 minutes.
- Students should cross streets using the proper crosswalks as indicated by double white lines on the pavement. Children needing to cross

9th and 10th streets should use the traffic lights located at 9th and D Street or 10th and D Street or the lights located at 9th and A or 10th and A Street. Children crossing 13th Street should use the traffic lights located at D Street or A Street. Students walking to school enter the building at their designated door.

## Vehicle Travel

Using the following traffic flow pattern (right) and the guidelines listed above will allow for safety and efficiency.





# Student Conduct

## Behavioral Expectations

Any conduct which causes or which creates reasonable likelihood that it will cause disruption or interference with any school function, activity, or purpose or such conduct that interferes with the health, safety, and well being or the rights of other students is prohibited by the Board of Education.

It is with this belief that Everett Elementary has chosen to establish the following school rules:

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

Our focus is to define, teach, practice and reinforce appropriate learning behaviors. We work to strengthen the prevention process so that students can successfully demonstrate behaviors that will help them learn.

We are committed to helping children learn that they can problem solve, they can act in a way that will not make a problem for themselves or others, and that staff at Everett School will hold them accountable for their behaviors.

When children are hurtful or disruptive at Everett, teachers will ask them to immediately stop and change the behavior. If this one redirection

does not alter the behavior, the child will be asked to move to the “safe seat”, “buddy room”, or “recovery room/process”. At one or more of those locations, children will be asked to complete a “getting back on track sheet” that may be sent home for a parent signature. This sheet will provide information about the child’s actions that were hurtful or disruptive and show the child that the partnership between the school, teacher and family is strong and supportive.

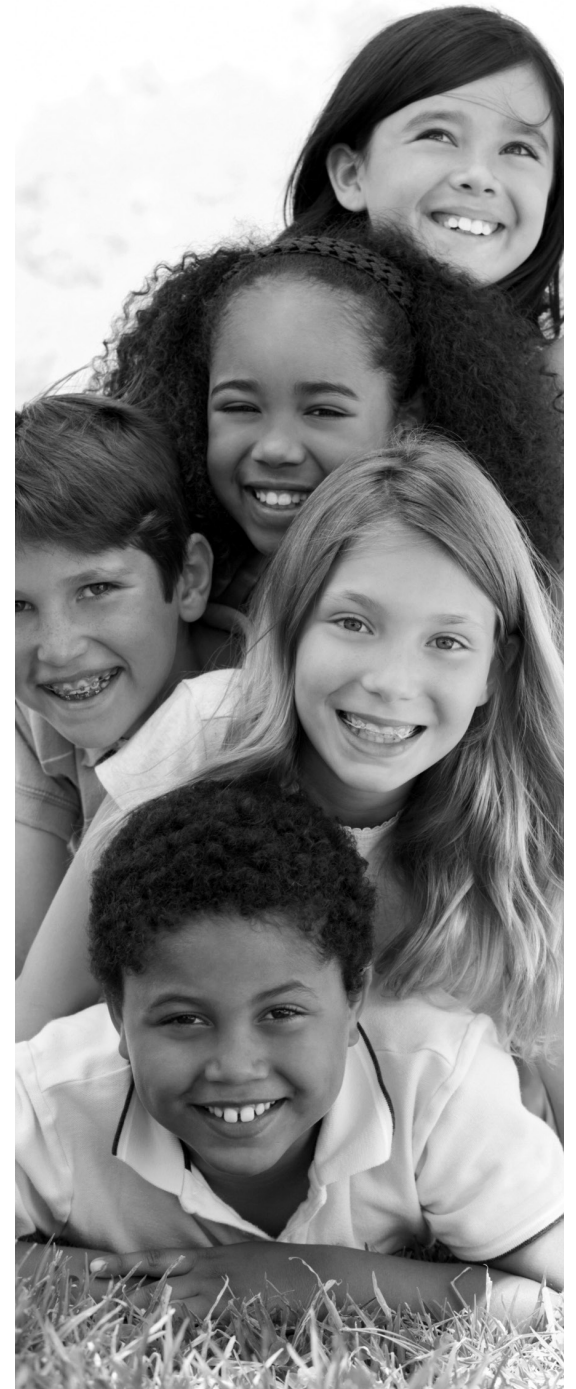
Children will be referred immediately to the office for:

1. Physical violence directed to an adult. Suspension, from class or school may result. Parent/teacher/administrator conference may be required.
2. Physical violence directed to a student. Suspension, from class or school may result. Parent/teacher/administrator conference may be required.
3. Profanity directed to an adult. Suspension, from class or school may result. Parent/teacher/administrator conference may be required.
4. Profanity directed to a student. Suspension from class or school may result. Parent/teacher/administrator conference may be required.
5. Bringing items that are considered to be weapons such as knives, bullets, fireworks, etc.

While no one menu of consequences parallels children’s misbehavior, staff will continue to implement logical learning opportunities. Contact your child’s teacher or an administrator to learn more about this behavioral approach.

## Positive Reinforcement

Students who need few reminders to behave properly, are able to take more responsibility, and make good choices are given positive reinforcement for their efforts. This could include being allowed to line up first in class, being a helper, etc. Many more ideas are brainstormed within grade levels.



# Lunch/Breakfast at School

## SNAP

Lunch may be purchased at school. Breakfast is provided at no cost to families. Money can be deposited in your child's meal account that has been secured with their personal identification number. Students have personalized PIN numbers. The PIN number will only be used with the school lunch program. The number needs to be kept confidential to ensure no one else uses the child's account for meal purchases. If your child is new to the Lincoln Public Schools a number will be assigned to them. Students in grades K\*-5 will need to learn their number so that they can enter it on the keypad located in the cafeteria.

*\*Kindergarten students will access their account with teacher assistance until such time that they also learn their number.*

Parent(s)/guardian(s) will be notified when the amount in the account gets low or overdrawn by a note from the cafeteria. We ask that you help your child keep track of their lunch account status. Deposits to the student's account can be in any amount. Please use the envelope provided to assure accurate posting to your child's account.

## Lunch Off Campus

If for any reason a child eats lunch at any place other than school, they must have a signed/dated note from their parent or guardian giving them permission to do so. Students are allowed to go home during lunchtime if the student is not tardy for afternoon classes and if there is a parent/guardian or another adult home during lunchtime. Such lunch arrangements will need administrator knowledge and approval. Please make arrangements in advance.

## Cost of Lunch

Meal prices for the 2016-2017 school year are as follows:

Student-paid \$2.35 | Student-reduced \$.40 | Adult/non-student \$3.30

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 or an application is available in the office. Eligibility for the free/reduced lunch program is determined by federal guidelines.

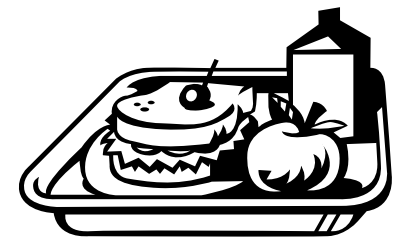
## Breakfast

Breakfast is provided daily to students at no cost to families from 7:40-8:08 a.m. Students need to arrive by 8:00 to allow for sufficient time to eat. Students enter through the green doors and go to the cafeteria. Students will be dismissed from breakfast to go directly to their classrooms.

## Special Lunchroom Seating

Many children and their parents enjoy having lunch together in the lunchroom. The tables on the east edge of the cafeteria are available for you and your child. To make this time special for your child, please follow these guidelines:

- Your child may choose one classmate to join him/her
- No more than four people at each table
- So that two families may eat at any one time, tables should not be moved together
- Children will need to be back in the classrooms when the 30 minute lunch period is over
- Tables will need to be wiped down and chairs lined up at the conclusion of lunch



## Additional Food Items in the Cafeteria

Students are always welcome to bring cold lunch from home. As with hot lunch, food items may not be traded or shared. **If a student is having cold lunch, they may bring a drink item. (We ask that no soda be brought to school).** Students are **NOT** to bring drink items if they are eating hot lunch. Students may always bring \$.50 to purchase milk/juice from the cafeteria.

# Parental Involvement

## Everett Parent Teacher Organization

This informal organization assists the school by their members volunteering their services in educational programs, by sponsoring and organizing school events, and by providing some financial assistance to enhance student learning.

## Family Literacy Program

Everett is proud to provide a comprehensive family literacy program that was originally funded by a grant from the Toyota Corporation. Up to 20 parents meet every day from 8:30-10:30 a.m. for ESL classes, visits to classrooms and parenting information. Please call the school office for more information.

## Everett Elementary Home/School/Teacher Learning Compact

### As the Classroom Teacher, I Agree to:

- Provide 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.
- Treat children with courtesy and respect in a safe, positive environment.
- Support the home/school partnership by regularly communicating with parents and returning all phone calls promptly.
- Communicate frequently with families about opportunities for family engagement.

### As a Student, I Agree To:

- Attend class regularly and on time.
- Follow the school rules of being respectful, responsible and safe.
- Do the work that is expected of me and return my completed homework on time.
- Give my best effort and to let my teacher know if there is anything that is affecting my performance in school.

### As a Parent/Guardian, I Agree To:

- Make sure my child gets adequate sleep and nutrition and attends school regularly and on time.
- Provide a quiet place and time to do homework each day.
- Support the partnership with the school by communicating with teachers when I have questions or concerns and providing current contact information to the school.
- Spend at least 15 minutes each day talking with my child or engaging in interactive learning activities such as reviewing homework, visiting the library, talking about current events, or reading.

## Bullying

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

# Methods of Communication

## School Newsletter

The **Eagle Announcements** contains announcements, information, school events, etc. This newsletter is sent home with students monthly.

## Weekly Communication Folders

Typically, school news will be sent home via Thursday folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family at Everett Elementary School.

## Community News

"Community News" is a newspaper distributed by Lincoln Public Schools, free to all elementary students the first week of every month from September through May. "Community News" replaces most informational flyers and can be used as a guide to community activities for students. The monthly school lunch menu is included in each issue of "Community News."

## School Website

Information is regularly updated on our website:  
<http://wp.lps.org/everett/>


## 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.

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