

2017-2018

Pyrtle Elementary School Student & Parent Handbook



721 Cottonwood Drive, Lincoln, NE 68510
Phone: 402-436-1162 Fax: 402-458-3262
<http://pyrtle.lps.org>

Office Hours: 8:00 a.m.-4:30 p.m.

Principal: Chris Schefdore
Coordinator: Shelby Mutchie

2017-2018 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 2/16

2017
JULY

S	M	T	W	T	F	S
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2018
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APRIL

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DECEMBER

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JUNE

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24	25	26	27	28	29	30

- First and last days of class for students
- PLC days-early dismissal (*Plan Days and PLC Days are subject to change*)
- Schools not in session
- Students in elementary schools NOT in attendance (Plan Days)

Graduation Dates

Thursday, May 24, 2018
Bryan Community Focus Program (*at East*)

Sunday, May 27, 2018
LSE, LNE, East (*at Pinnacle*) | LHS, LSW, LNS (*at Devaney*)

2017-2018
Parent-Teacher
Conferences
are
15 minutes each
Dates:
October 10 & 12
February 20 & 22

2017-18 PLC Days
School in session from
9:00 am until 2:18 pm.

- August 29
- September 26
- October 31
- November 28
- December 19
- January 30
- February 27
- March 27
- April 24



Welcome From Pyrtle Staff

Dear Students and Families,

Welcome to Pyrtle Elementary School! This handbook has been prepared for all students and families to use to answer any questions you might have about the policies and practices of our school. 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 the school office.

On behalf of the entire Pyrtle staff, we look forward to partnering with you to make this a productive and successful year of learning for all.



Chris Schefdore, Principal

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Please note that much of the information that has been previously housed in individual school handbooks is now housed in the LPS Important Information Booklet. You received a copy of this booklet via email from the district office. It is also available via a link on the LPS website.

The Pyrtle School calendar is linked on the Pyrtle website at lps.org/pyrtle/

Intent Of Student Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Pyrtle 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 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.



Pyrtle Elementary School serves 440 students in grades Preschool through 5th grade. The building was originally constructed as a single-story school with 14 classrooms in 1964. In 1966, there was an addition of a sloped-floor auditorium and a multipurpose gymnasium/lunch room. The number of classrooms was

expanded to 20. In 1999, an addition of a large gymnasium with high ceilings and Art and Music rooms was added to the north end. Three additional Kindergarten classrooms were added to the south end in 2009-2010. A pitched roof was added to provide attic space to house mechanical units. The school currently consists of a gymnasium, lunch room, library, vocal music room, art room, computer laboratory, and 23 classrooms.

New handicap-accessible playground equipment was installed in 2011, along with a new concrete basketball slab and rubber tiling. There is a large grassy area for sport fields. In 2012, a walking path was added.

Landscaping includes a garden area with a vibrant butterfly garden. Many trees on the south end were provided by the Natural Resources District (NRD). Community and parent volunteers maintain the garden.

Administrators serving Pyrtle include the following: Lois Hegstron Hoesch (1964-1972), Marlin Johnson (1972-1996), John Weaver (1996-2001), Ann Jablonski (2001-2009), Sandi Carrington-Robertson (2010-2012), Paula Baker (2012-2017), and Chris Schefdore (2017-present).

E. RUTH PYRTLLE

Emma Ruth Pyrtle (1871-1947) was born in Charleston, West Virginia. She attended elementary school in Lexington, Nebraska and was a member of the first organized graduating class of Lexington High School in 1891. She graduated from the University of Nebraska with an A.B. degree (1904) and a Master's degree (1907). She was a member of Pi Gamma Mu Honor Society.



Miss Pyrtle began a 42-year career with Lincoln Public Schools in 1898, retiring in 1940. She was principal of Bancroft School (K-8) and McKinley Elementary School (which became grades 1-9 with prevocational and evening classes). McKinley was Lincoln's largest grade school and had 700 students. She lectured at teachers' institutes in Colorado, Iowa, Kansas, and Nebraska.

She was credited as a national pioneer for the improvement of elementary principalship and was a prolific contributor to education journals. She authored two books: *History of the Public Schools of Lincoln* (before 1923) and *Early Virginia Families, Pyrtle-Davis-Turner-Marlin* (1930).

Miss Pyrtle served the National Education Association (NEA) as president of the Department of Elementary School Principals from 1927-28, chairman of the Retirement Committee from 1924-1929, and president from 1929-1930. She served as general secretary of the YWCA in Des Moines, Iowa, in charge of women's welfare activities during World War I. She was a member of the Daughters of the American Revolution.

She traveled extensively. Her hobbies were hiking outdoors and the study of birds. She died in Lincoln, Nebraska, at age 76.



Pyrtle Mission Statement

Pyrtle's community inspires and empowers learners for the future.

SCHOOL IMPROVEMENT GOAL

The goal for continuous school improvement at Pyrtle is as follows:

- ❑ Writing Goal-To improve all students' ability to write focused ideas and content.

Each grade level of teachers will develop specific "SMART goals" for the entire grade level of students. Progress on goals will be communicated to parents.

COMMUNICATION

The preferred way to communicate with families is electronically. It is important that your current email information is on file. Hard copies are available upon request.



School Newsletter

The newsletter contains announcements, information, school events, etc. This newsletter is sent through School Messenger.

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 attending Pyrtle School.

Community News

"Community News" is a newspaper distributed by Lincoln Public Schools. It is 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://pyrtle.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.

MAKE-UP WORK

We appreciate parent/guardians' conscientious regard for picking up homework for their child.

- * If your child will be absent only one day, work may be made up or taken home upon return to school.
- * If your child will be absent for an extended period of time, please contact the classroom teacher to plan for completion of work and notify the office.

Please call the school in the morning to request homework to be picked up after school.



AFTER SCHOOL CLUBS AND ACTIVITIES

Throughout the school year, a variety of interest clubs and activities are sponsored by the Pyrtle PTO. Club and registration information will be sent home with students. Additional Lincoln Public Schools 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.

PLAYING OUTDOORS

We feel that children need to play outside. Therefore, every attempt will be made to use the playground when possible. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note is required each day that a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately dressed for the conditions (outdoor boots, etc.) will be asked to remain on the hard surface area for recess. Please do not send snow pants to school. Children lose too much time pulling them on and off. Indoor recess will be scheduled when the windchill or temperature is 10° or below or when it is raining.



PARENT TEACHER ORGANIZATION (PTO)

The Pyrtle Parent Teacher Organization (PTO) is a vital part of Pyrtle's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Scheduled PTO meetings and activities are listed on the Pyrtle web calendar. All teachers and families are encouraged to attend PTO meetings and activities.

ARRIVAL PROCEDURES

The Pyrtle campus will be closed until 8:45 a.m. for the safety of students.

Arrival Times

- * Students arriving for breakfast should not arrive before 8:30 a.m. Breakfast is served between 8:30-8:55 a.m. Enter at Door #1. Students who eat breakfast will wait in the cafeteria until 8:55 a.m.
- * Earliest arrival (unless entering breakfast, chorus, instrumental music, or before-school YMCA services) is signaled by the bell at 8:45 a.m.
- * Students not eating breakfast will enter the building between 8:45-8:55 a.m. at Door #17. Students will wait seated in the gym until being dismissed to go to class. Students arriving after 8:55 a.m. will use Door #1 and go straight to class.
- * School begins at 9:00 a.m. After 9:00 a.m., all students use the main entrance and must check in with the office. All other doors will be locked.

DISMISSAL PROCEDURES

For the safety of students, parents/guardians must come to the office when picking up their child before the regular dismissal time. Office staff will contact the classroom teacher and the student will be sent to the office. Students will NOT be called out of class until a parent has arrived.

Dismissal Times

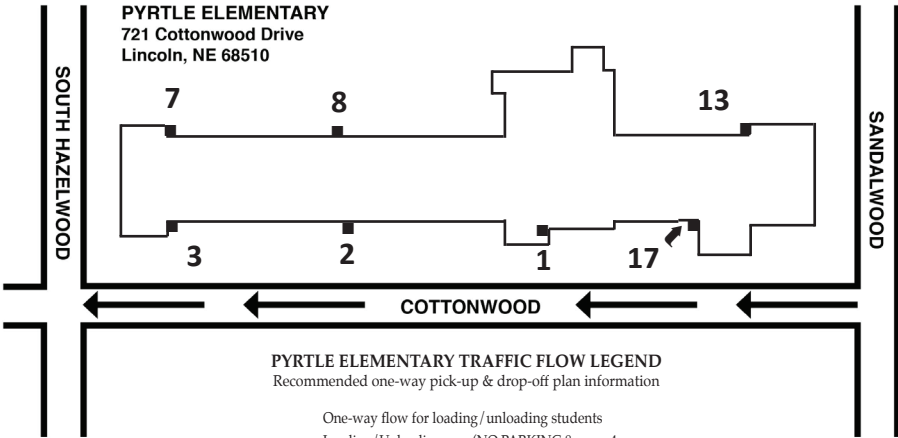
- * All students are dismissed from the building and teachers will escort them out their designated exit door at 3:38 p.m.
- * All students must go directly home, to daycare, or to a school sanctioned activity after dismissal.
- * School Campus (including playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

Dismissal Areas

- * Students participating in YMCA will meet staff in the classroom hallway.
- * Participants in school sponsored activities will meet their supervisor at a designated location.
- * Parents should arrange to pick up their child(ren) outside at the same location each day.
- * Parents with a 1st grader will meet their children at the playground slab. Siblings will join them. These families will park on Hazelwood and use the 'catwalk'.
- * Students staying after school for longer than 10 minutes will notify parents by phone.

Students will not be allowed to play on the playground while waiting for rides after school.

Dismissal Areas Map



Emergency Contact Information

In case of emergency or illness, can we reach you? **Please make sure we have your current phone number and email!**
Just stop in, call or email the office with any changes.

ATTENDANCE AT SPECIAL EVENTS, AFTER-SCHOOL AND/OR EVENING ACTIVITIES

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



Pyrtle-wear is offered by our PTO several times each year.



VOLUNTEERS

We appreciate the help of volunteers at Pyrtle School. Volunteers can assist in our classrooms in addition to helping with PTO activities and committees.

Complete the Volunteer Application online at www.lps.org.

STUDENT USE OF TELEPHONE/CELL PHONE

Students will be permitted to call home on a school phone regarding school matters after getting 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 arriving at school. Cell phones and other electronic devices have been found to be disruptive to learning. If a student brings them to school they must remain in the child's backpack and turned off. If the student takes an electronic device out during the school day, it will be kept in the office until a parent/guardian can pick it up. Students have the option to leave their phones with the Security Entrance Monitor during the day.

LEAVE DISTRACTIONS AT HOME

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, other electronic devices, etc. at home. Items that become a distraction will be kept by the teacher or office staff until a parent/guardian can pick it up.

Knives or 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.

YMCA ADVENTURE CLUB



Adventure Club is a before and after school program available to families at Pyrtle School through the YMCA. YMCA provides before-and-after school care for kindergarten through fifth grade students. Please call 402-434-9262 for registration and fee schedule.

BULLYING

If you feel that peers are bullying your child, please contact your child's teacher or the building Principal, Chris Schefdore. 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 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.

SCHOOL-WIDE EXPECTATIONS

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. It is our philosophy that learning appropriate behavior represents a problem solving opportunity. We use a school-wide behavior-management plan that increases student learning time, stops disruptive/hurtful behavior, and teaches skills that will lead to life success.

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 students and staff. 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 taught expectations across all environments at school. Common area expectations (areas such as hallways, cafeteria, restrooms, etc.) are reviewed throughout the year. Children receive positive reinforcement for exhibiting appropriate behavior.

2016-2017 RECESS/LUNCH SCHEDULE

The lunch/recess schedule is as follows:

Grade	Recess	Lunch
Kindergarten	11:35 – 11:50	11:50 – 12:10
Grade 4	11:45 – 12:00	12:00 – 12:20
Grade 5	11:55 – 12:10	12:10 – 12:30
Grade 2	12:05 – 12:20	12:20 – 12:40
Grade 1	12:15 – 12:30	12:30 – 12:50
Grade 3	12:25 – 12:40	12:40 – 1:00



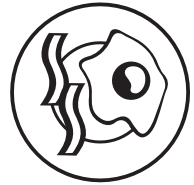
JOIN US FOR BREAKFAST OR LUNCH!

8:30 Breakfast

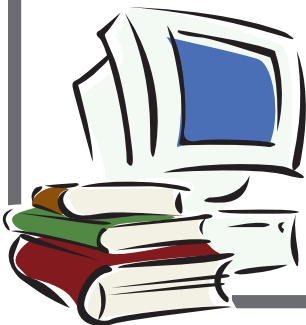
Students \$1.30
 Reduced Price \$.30
 Adults and visitors \$2.00

Lunch scheduled by class

Students \$2.35
 Reduced Price \$.40
(Ask for an application in our office).
 Adults and visitors \$3.30
 Milk only \$.50
 Prices subject to change.



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TIPS FOR PYRTLE LUNCH VISITORS

We encourage you and your family to join your child or children for lunch as often as possible!

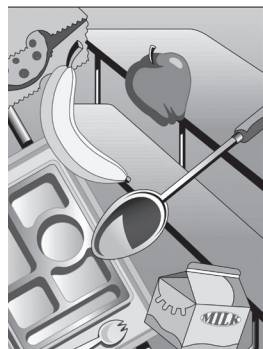
- **TIME** We suggest arriving about 10 minutes prior to your child's scheduled lunch so that you have time to check in and get a badge from our Security Entrance Monitor at Door #1. If you have more than one child attending Pyrtle, you may stay in the lunchroom so that you can eat with each of your children during their scheduled lunchtime. We ask that you allow your child to join their class when they leave so that they do not miss instruction in their classroom.

- **ADDITIONAL GUESTS** You are welcome to bring other family members to sit and eat with you as well.

- **FOOD** You are welcome to buy a school lunch or bring lunch for yourself and your child/family. You may not share food with other children, due to potential allergies and government guidelines.

- **SEATING** We ask families to sit with classmates of their child. Extra adults at a lunch table helps to facilitate conversation, helps you get to know your child's friends and provides another helping hand.

- **DELAYS** If you are not able to arrive by the time the last child in their grade gets a school lunch, we will explain to your child that sometimes things come up that prevent families from getting to school on time. We will have them get a school lunch so that they can eat within their scheduled time. If you happen to arrive late, you will still be able to join them for whatever time is left during their lunch period.



TIPS FOR PYRTLE STUDENT LUNCH

Independence is the key!

- **LUNCHES FROM HOME** Please make sure your child can be independent with the items packed in their lunch. Items that prove difficult for many children include fruit cups, yogurt sticks, cheese sticks, etc. Help your child practice at home so that you can include these fun items when they are ready. If we notice that a child does not have enough items in their lunch from home or appears to have forgotten to pack a lunch for that day, we will have your child get a school lunch. If this becomes a pattern, we will call you to develop a plan together.

- **LUNCHES FROM SCHOOL** Pyrtle staff assist students with learning the procedures for getting a school lunch. Your child will be encouraged to practice and learn the POS number that accesses their account using a key pad to pay for their lunch. We will also assist them in learning to take the appropriate condiments and silverware needed for the meal that day. Occasionally there are items included that are difficult to open and we will help them practice these as well.

★ HELPFUL INFORMATION

Parent/Guardian—Please fill in this page to keep as a handy reference when working with the school office.

Child's Name _____

School Attending _____ Grade _____

Teacher _____ Room # _____

Lunch POS # _____

Other _____

Child's Name _____

School Attending _____ Grade _____

Teacher _____ Room # _____

Lunch POS # _____

Other _____

★ HELPFUL INFORMATION

Parent/Guardian—Please fill in this page to keep as a handy reference when working with the school office.

Child's Name _____

School Attending _____ Grade _____

Teacher _____ Room # _____

Lunch POS # _____

Other _____

Pyrtle Elementary School

721 Cottonwood Drive
Lincoln, NE 68510

Phone: 402-436-1162 ★ Fax: 402-458-3262

Website: <http://pyrtle.lps.org/>



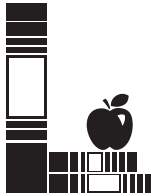
Office Hours: 8:00 a.m.-4:30 p.m.
Principal: Mrs. Chris Schefdore
Coordinator: Mrs. Shelby Mutchie



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5/17

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