

# K-5

## COMMON PRACTICES

Lincoln Public Schools | Lincoln, Nebraska (Rev. 5/2018)

*The following are elementary school common practices that have been extracted from the Lincoln Public Schools Important Information Booklet. This sheet is meant to be a quick-reference guide for common practices that are for elementary school families only. A complete LPS Important Information Booklet is available online at [lps.org](http://lps.org).*

### Elementary School Common Practices

#### **OUTDOOR RECESS**

We recognize the need for students to play outside, and therefore, every attempt will be made to use the playground when possible. There is not a district-wide temperature that requires schools to have indoor recess. Every playground has unique characteristics and locations that may protect or expose students to the elements. Each principal makes the determination based on the temperature, wind chill, precipitation, progress of snow and ice removal of the grounds.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately dressed for the conditions will be asked to remain on the concrete play area for recess. Indoor recess will be determined by the principal when appropriate.

If students 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 from the parent/guardian is required each day that a student is to remain indoors during recess. The note should state the reason for the request.

Although they are fashionable and popular, we discourage students from wearing flip-flops and strappy sandals to school. They are difficult to run in and children trip, fall, or suffer ankle injuries when wearing flip-flops. Sturdy shoes for running are recommended for outdoor play and gym class.

#### **GIFTS, TREATS, AND INVITATIONS**

Money cannot be collected to buy gifts for school personnel. Exceptions can be made in the case of personal misfortune, or if a special honor is being given to a student, parent/guardian, or school staff member.

Classrooms recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or nonedible). Please do not send gifts, party favors, balloons, or flowers. These items will not be delivered to classrooms.

Invitations will not be distributed during the school day. Teachers should be notified ahead of time if a student has invitations to distribute after school. Phone numbers and addresses cannot be distributed by any school personnel.

#### **SCHOOL/CLASSROOM PARTIES AND CELEBRATIONS**

Parties and classroom celebrations (e.g., Fall, Holiday, Valentine's) are at the discretion of the building principal aligned with LPS Guidelines.

Any food that is associated with classroom parties/celebrations will be provided by the school or parent organization with the approval of the principal. Students or families should not bring food for their class for any occasion.

The principal will determine the guidelines for including edible or non-edible treats in individual Valentine cards. Edible treats will be sent home and not be eaten at school due to possible allergies and food sensitivities.

#### **LATE PICK UP PROCEDURES**

Staff will supervise students at dismissal. When outside supervision concludes, students not picked up are brought inside to the office to ensure safety. Parents are contacted and asked to come into the school and sign students out. If parents/guardians and all emergency contacts cannot be reached, the police may be contacted to help with unification.

## STUDENT APPEARANCE

Students are expected to dress in a way that is appropriate for a school setting.

Students should not dress in a manner that is dangerous to the student's health and safety or to the health and safety of others or disruptive or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not considered appropriate. Such list includes, but is not limited to:

- a. clothing or jewelry that is gang related;
- b. clothing that shows an inappropriate amount of bare skin or underwear;
- c. clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- d. clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play";
- e. headwear including hats, caps, bandanas, scarves, and headwear that is deemed distracting\*;
- f. clothing or jewelry that exhibits obscene or lewd words and/or images or carries double meanings;
- g. footwear that limits student activity during the day (including physical education, recess, i.e. flip-flops) is not recommended.

*\*Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particular message protected by law. The final decision regarding attire and grooming will be made by the Principal or designee. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.*

## CELL PHONE AND ELECTRONIC DEVICES

Cell phones, smart watches, and other personal electronic devices are considered nuisance items if seen or heard during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent.

## SCHOOL SUPPLIES

Traditionally, one of the rituals families participate in as they prepare for the new school year is to purchase school supplies. In accordance with the Nebraska Constitution and state and federal law, Lincoln Public Schools provides a free, public education to all students. This generally means the district provides the supplies needed for instruction at no cost to students. This includes text books, pencils, erasers, crayons, glue, scissors, paper, notebooks, tissues, etc. For this reason, please do not send school supplies for your child's individual use at school.

***You are NOT required to purchase any of these items, but you may wish to purchase and donate some items to your child's classroom. We ask that you do not put your child's name on any items. All items purchased will be graciously accepted as a donation to the school and will be shared by all students within the classroom. Please refer to our school website for suggestions.***

## STUDENTS ARRIVING EARLY

Parents or guardians are expected to follow the designated arrival time for their school. Supervision is not available prior to the arrival time.

## STUDENTS ARRIVING LATE

Students arriving late after the start of school must enter through the front door and report to the office.

## STUDENTS LEAVING SCHOOL PRIOR TO DISMISSAL BELL

Parents or guardians are required to sign their child(ren) out of school if they are leaving prior to the afternoon dismissal bell. The parent or guardian must report to the main office for this purpose. Office personnel will assist with this process. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. Students will be called to the office when the parent arrives at school.

## BIKES, SKATEBOARDS, SCOOTERS, HOVERBOARDS, ETC.

Due to congested traffic at arrival and dismissal surrounding schools, it is strongly recommended parents/guardians allow only older students to ride bikes to school. Younger students often struggle with controlling the bike, watching for cars, and maintaining focus when riding with other children. All students are expected to follow correct safety practices and to walk their bikes while on school grounds. Bikes are to be locked in the bike rack provided on school grounds. Helmets should be worn and may be taken to the child's locker/coat hook during the school day.

Skateboards, rollerblades, shoes with retractable wheels, shoe skates, all scooters and hoverboards are not allowed on school property. Thank you for not bringing these items when you come to pick up your child.

## ELEMENTARY HOMEWORK EXPECTATIONS

Homework refers to the tasks that a student is given to do outside of the instructional time. The purpose of homework is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some homework each day to provide this needed practice and reinforcement of learning. Parents can support learning at home by asking questions about what your child is learning and what types of homework he/she has. Parents can help to clarify the directions or expectations of the homework so that the student can complete the work to the best of his/her ability. However, it is not the school's expectation that parents will help students complete their homework or provide instruction at home. If at any time the homework becomes too difficult, please write a note to your child's teacher stating the questions or concepts that should be clarified.