



**2018-2019**

# **School Calendar Student & Family Handbook**

## **Calvert Elementary School**

**3709 South 46th Street ★ Phone 402-436-1130**

**Website: [calvert.lps.org](http://calvert.lps.org) ★ Fax: 402-458-3230 ★ Hours 7:00 a.m.-4:00 p.m.**

**Jeffrey Brehm, Principal ★ Tracy Clements, Coordinator**

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.

## 2018-2019 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 5/17

2018 JULY							2019 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											

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

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

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

NOVEMBER							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
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	

DECEMBER							JUNE						
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						

- 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 23, 2019

Bryan Community Focus Program (*at East*)

Sunday, May 26, 2019

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

## Dear Student and Families,

Welcome to Calvert Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the policies and practices of our school. Please carefully review the contents with your child. The "Important Information" booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates for school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 402-436-1130.

On behalf of the entire staff, we look forward to working together to make this a productive and successful year of learning and growing.

**Jeffrey Brehm**  
Principal



## ★ PARENT TEACHER STUDENT ORGANIZATION

The Calvert Parent Teacher Student/Staff Organization (PTSO) is a vital part of Calvert School's success with children. They meet monthly starting at 6:30 p.m. and dates are listed in the calendar.

**To join**, email [President@calvertptso.com](mailto:President@calvertptso.com).  
Like them on FB at Calvert Elementary PTSO

## ★ SCHOOL IMPROVEMENT GOAL

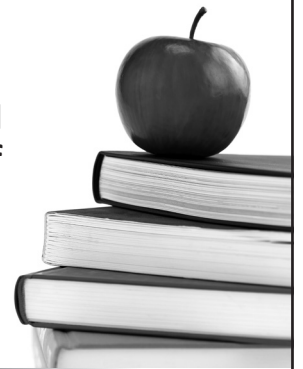
**Reading:** All K-1 students will improve reading fluency. • All 2-5 students will improve reading comprehension.

**Math:** All students will improve number sense.



### ★ LPS Goals:

1. Raise the achievement of all students and all sub-groups of students
2. Close the achievement gap
3. Raise the graduation rate



## ★ CALVERT ELEMENTARY

### Our Mission Statement

We are a Community Achieving Learning by Valuing Effort, Respect, and Teamwork

**WE ARE CALVERT!**



**3709 South 46th Street**

**Phone: 402-436-1130**

A background image showing the faces of several young children, some looking up and smiling, creating a warm and positive atmosphere.

## ★ IMPORTANT INFORMATION NEEDED

Enrollment information is mailed before school starts. Please fill out the form and return it to school. **For the safety of your child**, it is necessary to give the school the name of a person to contact in case you cannot be reached. **Please note:** Persons listed as emergency contacts will be called to verify a student's absence if a parent/guardian 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.**

## ★ RIGHTS AND RESPONSIBILITIES

The Lincoln Public Schools has established rights and responsibilities of students. They are printed in the "Important Information" booklet mailed to parents/guardians before each school year, and are available in the school office.

The rights and responsibilities are designed to assure that students have the best opportunity possible to learn in a safe, clean environment without disruption.

Please review the rights and responsibilities with your child.

Go to [www.lps.org/about/important/new.html](http://www.lps.org/about/important/new.html)

## ★ COPYRIGHT AND FAIR USE POLICY

It is the intent of the Lincoln Public Schools to adhere to the provisions of the U.S. Copyright Law (Title 17).

All students and staff are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreements or permission. The Lincoln Public Schools disapproves of unauthorized duplication in any form. Anyone who willfully disregards copyright policy is in violation and assumes all responsibility.

	Common Area Expectations		
	Respectful	Responsible	Safe
Classroom and All Common Areas	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Listen, learn, and give 100% effort</li> <li>Use kind words and actions</li> <li>Take turns</li> <li>Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Follow directions</li> <li>Complete your work</li> <li>Clean up after yourself</li> <li>Put personal items where they belong</li> <li>Know your personal space</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times facing forward</li> <li>Keep hands, feet and objects to yourself</li> <li>Make sure your teacher knows where you are at all times</li> <li>Get adult help for accidents and spills</li> </ul>
Hallway and Line Behavior	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Allow others to pass</li> <li>Quiet Feet</li> <li>Buckles and TAPS</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Keep space between yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>Walk at all times facing forward</li> <li>Keep all hands, feet and other objects to yourself (KFOOTY)</li> <li>Tight to the right</li> <li>Straight Line order</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Play fairly</li> <li>Include others</li> <li>Use kind words, actions, and play</li> <li>Show good sportsmanship</li> <li>No running on the blacktop/around the equipment (no tag)</li> <li>Play in zones (defined by grade levels)</li> </ul>	<ul style="list-style-type: none"> <li>Get adult help if needed</li> <li>Line up quickly and quietly when the whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>Walk to and from the playground</li> <li>Stay within the boundaries</li> <li>What is on the ground stays on the ground</li> <li>Keep hands, feet and objects to yourself</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use good table manners</li> <li>Include others at your table</li> <li>Use Level 2 or 3 voice</li> <li>Be polite</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Know your personal space</li> <li>Get everything you need when you go through the line</li> <li>Clean up your area</li> <li>Raise your hand if you need something</li> </ul>	<ul style="list-style-type: none"> <li>Sit safely in your chair</li> <li>Eat only your own food</li> <li>Keep hands, feet and objects to yourself</li> <li>Walk at all times</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Give people privacy</li> <li>Voices off</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet after use</li> <li>Return to class promptly</li> <li>Keep the floors dry</li> </ul>	<ul style="list-style-type: none"> <li>Keep feet on the floor</li> <li>Wash hands</li> <li>Keep water and soap in the sink</li> <li>Put paper towels in the trash can</li> </ul>
Assemblies/Special Events	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Listen</li> <li>Sit quietly on your pockets</li> <li>Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Focus on the presentation</li> <li>Stay in your personal space</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Stay with your class</li> </ul>
Bus/Field Trips	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Be polite</li> <li>Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>Know your personal space</li> </ul>	<ul style="list-style-type: none"> <li>Get on and off bus carefully</li> <li>Stay in your assigned seat sitting on your pockets</li> <li>Keep hands, feet and objects to yourself</li> </ul>
Arrival/ Dismissal	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>No voices</li> <li>Walk facing forward</li> <li>Buckles and TAPS</li> <li>Quiet Feet</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Hands and Feet to Self (Both)</li> <li>Tight to the right</li> <li>Straight Line order</li> </ul>



# Calvert Elementary School Behavior Systems

## Intensive, Individual Intervention

### Individual Students

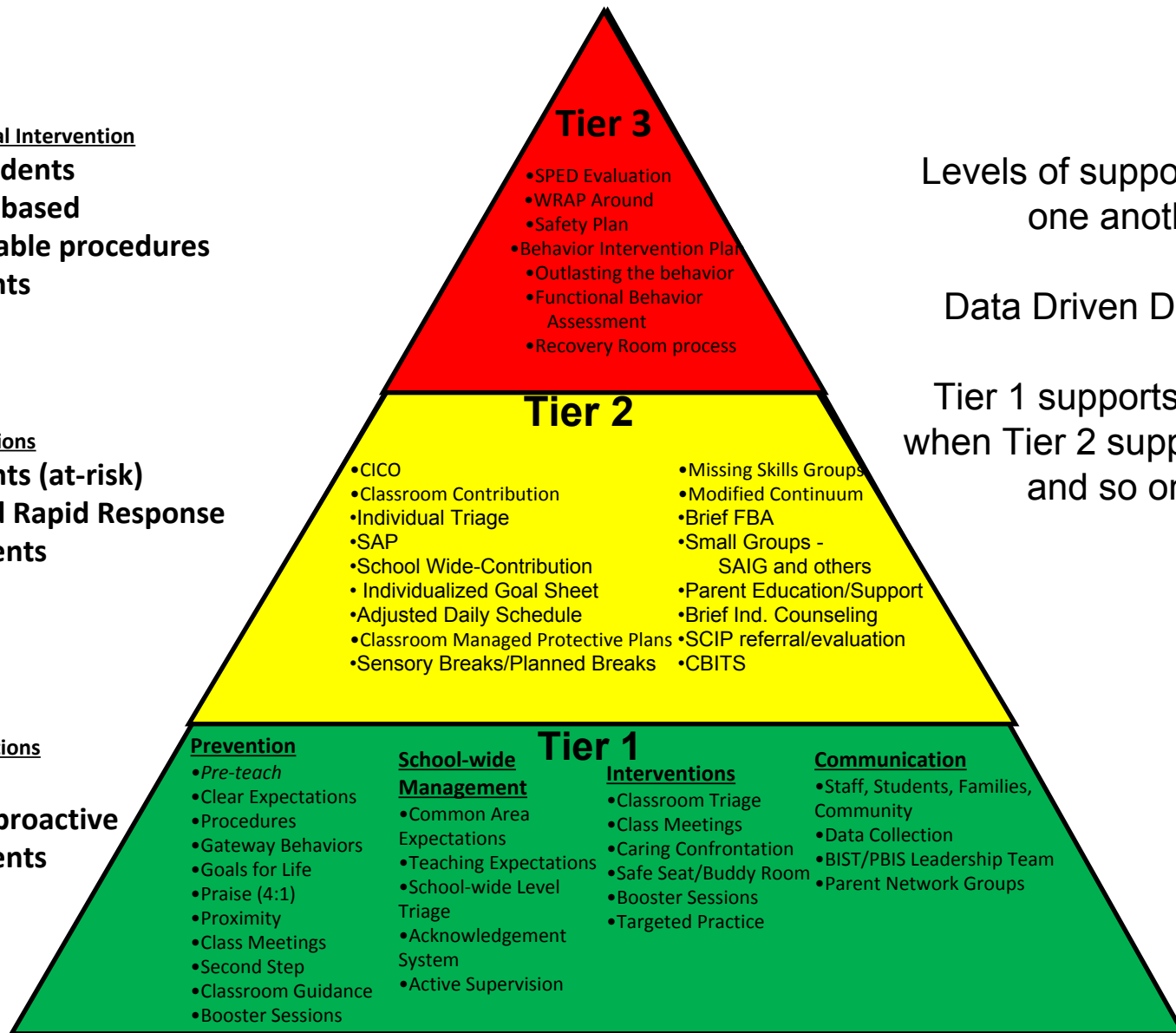
- Assessment-based
- Intense, durable procedures
- 5% of students

## Targeted Interventions

- Some students (at-risk)
- Documented Rapid Response
- 15% of students

## Universal Interventions

- All Students
- Preventive, proactive
- 80% of students



Levels of support build on one another.

Data Driven Decisions.

Tier 1 supports continue when Tier 2 supports begin, and so on....

# August 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9 CALVERT SCHOOL OPEN HOUSE 5:30 - 6:30 PM  LPS SAFE WALK TO SCHOOL	10	11
12 First Day of School  BooHoo Breakfast 8:15 am Kindergarten Parents Only  All LPS Students dismissed at 1:33 p.m.	13	14 All LPS students dismissed at 1:33 p.m.	15	16 FIRST DAY OF PRESCHOOL	17	18
19	20 PTSO Meeting 6:30 pm Media Center	21	22 Salt Dog Game 5th Grade	23	24	25
26	27 Fund Raiser Kick Off Assembly 9:00 a.m.	28 PLC Day Dismiss 80 minutes early  Dismissal 1:33 p.m.	29	30	31	

## What is BIST?

**BIST** is a school-wide philosophy of behavior management that increases student learning time, stops disruptive/hurtful behavior and teaches skills that will lead to life success.

**BIST** helps students work on these life goals:

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

Calvert Staff will partner with your child to develop skills to reach these goals.

**The two basic rules of BIST are:**

- It is never okay to be disruptive!
- It is never okay to be hurtful!



## BIST Vocabulary

You may hear your child or your child's teachers use these items when a disruptive behavior occurs...

**EARLY INTERVENTION** is when an adult provides one redirection for disruptive behavior.

**CARING CONFRONTATION** is how an adult provides the one redirection with consistent language as well as non-punitive actions and intent.

**IN-CLASS MOVEMENT** is another seat (not student's seat) in the regular classroom intended to provide a safe place where the disruptive behavior can stop. The student is not in trouble. This provides a place to keep the student out of trouble. A student can place him/herself in another seat as well as being assigned by an adult.

**THINK SHEET** is a form to help students reflect on how to change their disruptive or hurtful behavior.

**PROCESSING** is the discussion between the adult and student to develop a plan to be accountable for and change disruptive/hurtful behavior.

**OUT-OF-CLASS MOVEMENT** is a location in another classroom when a student needs an alternative safe seat for a variety of reasons.

**RECOVERY** is the process in an alternate location for students who are having difficulty changing their disruptive behavior.

**A PROTECTIVE PLAN** is what the school and family develop together to provide the structure and support to stop the student's disruptive behavior and to teach the student needed missing skills.

**TRIAGE** is a daily "check-in" with an adult to assess emotions, establish focus about what it means to have a good day and formulate solutions if problems occur.

## BIST Sounds

**When you visit Calvert, you might hear adults say to students:**

- **Can you** stop talking **even though** you don't want to?
- **Can you** be okay **even though** others aren't okay?
- **Can you** do your work **even though** you are mad?
- How can you be mad and not get in trouble?
- I don't want you to be in trouble. I just want to help you look at yourself so you can change.
- It's okay to have a problem, but it's not okay to stay stuck in the problem.

### 5 STEPS TO ACCOUNTABILITY

Staff will work with your child to own the behavior, plan to change it, and accept the support from adults.

1. I did it.
2. I'm sorry.
3. It's a problem in my life.
4. I accept the consequences.
5. I accept help.





# September 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 SCHOOL PICTURE DAY	8
	Schools are Closed					
9	10	11	12	13	14	15
16	17 Fundraiser Order Forms & Money Due  PTSO Meeting 6:30 pm Media Center	18	19	20	21	22
23	24	25 PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm	26	27	28	29
30						

## Please Partner with US!

For your child to learn, perform, and behave at grade level or above, your child needs to behave well in school. This means trying to never be disruptive or hurtful. If your child's teacher talks to you about his/her behavior, please partner with us!

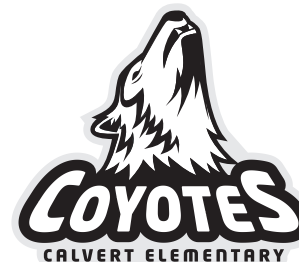
- Help us build and then support a behavior plan.
- Talk to us and ask us questions to clarify the plan.
- Encourage your child to let adults be in charge at school and at home.
- Show your child how strong the school, teacher, family partnership is!

## At Calvert School we will:

**Be Safe**  
**Be Respectful**  
**Be Responsible**

*The bottom line at Calvert School is:*

- *It is never okay to be disruptive*
- *It is never okay to be hurtful*



### **Mission Statement**

We are a  
**Community**  
**Achieving**  
**Learning by**  
**Valuing**  
**Effort**  
**Respect and**  
**Teamwork**

### **WE ARE CALVERT!**

3709 South 46th Street  
Lincoln, NE 68506  
Phone: (402) 436-1130  
Fax: (402) 458-3230

# October 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Parent Teacher Conferences Book Fair	5	6 Pumpkin Run
7	8	9 Parent Teacher Conferences Book Fair	10 Fundraiser Product Pick Up	11	12 No School for Elementary Students	13
14	15	16	17	18	19 PICTURE RETAKE DAY	20
	Schools are Closed					
21	22 PTSO MEETING 6:30 pm Media Center	23	24	25	26 FALL CELEBRATION	27
28	29	30 PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm	31			

## ★ SCHOOL RULES AND BEHAVIOR EXPECTATIONS

The Calvert community including students, parents, administration, and staff will work together to create and maintain a safe, caring environment that promotes teaching and learning. Teaching and supporting appropriate behavior will facilitate the academic achievement and healthy social development of all children. The expectations listed below will enhance the development of a positive learning environment.

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

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 good”. When students know that their positive behavior is clearly defined, recognized and reinforced, they are more likely to respond with positive behavior choices. The Common Area Expectations 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 will fully implement the Behavior Intervention Support Team (BIST) model during this year. 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 work on the following goals for life:

- ❖ I can be productive and follow directions, even if I am mad. (overwhelmed by my feelings)
- ❖ 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.

The basic rules of BIST are:

- (1) It is never okay to be disruptive!**
- (2) It is never okay to be hurtful!**
- (3) It is always okay to do your best and ask for help!**
- (4) It is always okay to be kind and helpful!**

We will share additional information throughout the school year!



# November 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	PTSO Meeting 6:30 pm Media Center	4th Grade Field Trip to Quilt Museum	Schools are Closed			
25	26	27	28	29	30	
	No School for Elementary Students	PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm				

## ★ ARRIVAL-----

### Arrival Times

Students arriving before 8:00 a.m., either go to breakfast (Door 7) from 7:40 am -8:10 am or go to the gym (Door 10) from 7:45am-8:10 am for supervision. No students should arrive before 7:40 am. Students enter the building at 8:10 a.m.

Door 1.....2<sup>nd</sup> Grade Enters

Door 2.....1<sup>st</sup> Grade Enters

Door 18.....3<sup>rd</sup> Grade Enters

Door 8.....Beth Myers class & 5<sup>th</sup> Grade Enter

Door 9.....Preschool, Swanigan, Teegerstrom &  
4<sup>th</sup> Grade Enter

School begins at 8:15 am. After 8:15 a.m., all students use Door 1 and must check in with the office.

## HOURS & REPORTING

### ABSENCES-----

#### Early Childhood School Hours:

Morning.....8:00 am-11:30 am

Afternoon.....12:00 pm – 3:30 pm

Grades K-5.....8:15 am – 2:53 pm

Absences: Please call the Calvert office at 402-436-1130 to report all absences. If a phone call is not made, you will be contacted to verify absences.

Students leaving before the end of the day must be signed out by a parent/guardian. Students will only be released to adults designated by the parent on the census form.

For special circumstances, such as a court order limited access to a student; or who a student can be released to, the principal must be informed and provided with a copy of that court order which is kept at school.

## ★ DISMISSAL-----

### Dismissal Times

Teachers will escort all students out their designated exit door at 2:53 p.m.

All students must go directly home, to daycare, or to a school sanctioned activity after dismissal.

Phone calls will be made if a child is kept 10 or more minutes after school for any reason.

Parents must come to office and sign out students not picked up by 3:00 p.m. Children are not allowed to wait outside after school or to leave the building without a parent signature after this time.

### Dismissal Areas

Students participating in after school activities will be escorted to the appropriate area.

Parents should arrange to pick up their child(ren) outside at the same location each day.

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



## ★ DROP OFF AND PICK UP-----

Use crosswalks at all times.

To ensure children do not cross in the street, pick up and drop off your child(ren) on the school side of the street.

Follow flow of traffic when dropping off and picking up your child(ren). See Traffic Plan below.

Do not use the parking lot or the bus loading zone (in front of main entrance) to drop off or pick up your child(ren).

Students planning to meet each other do that outside the building. Older students meet younger siblings at their designated door.

## ★ TRAFFIC PLAN-----

At Calvert School, we ask that if students are arriving by car, you drop them off on Stockwell Street or 46<sup>th</sup> Street. At arrival, these lanes must keep moving, so please let your child out of the car and keep moving. If you would like to walk your child up to the school, please park on a street other than Stockwell or 46<sup>th</sup>. At dismissal, 46<sup>th</sup> Street in front of school is reserved for buses, daycares, and individual vehicles picking up students. Not reserved for parking.

46<sup>th</sup> Street is a one-way street during arrival and dismissal. Traffic may only go south during these times.

Our parking lot is closed between 7:45 a.m. and 8:15 a.m. and between 2:45 pm and 3:15 pm. Our parking lot is open to the public if you come to the school outside of these times.

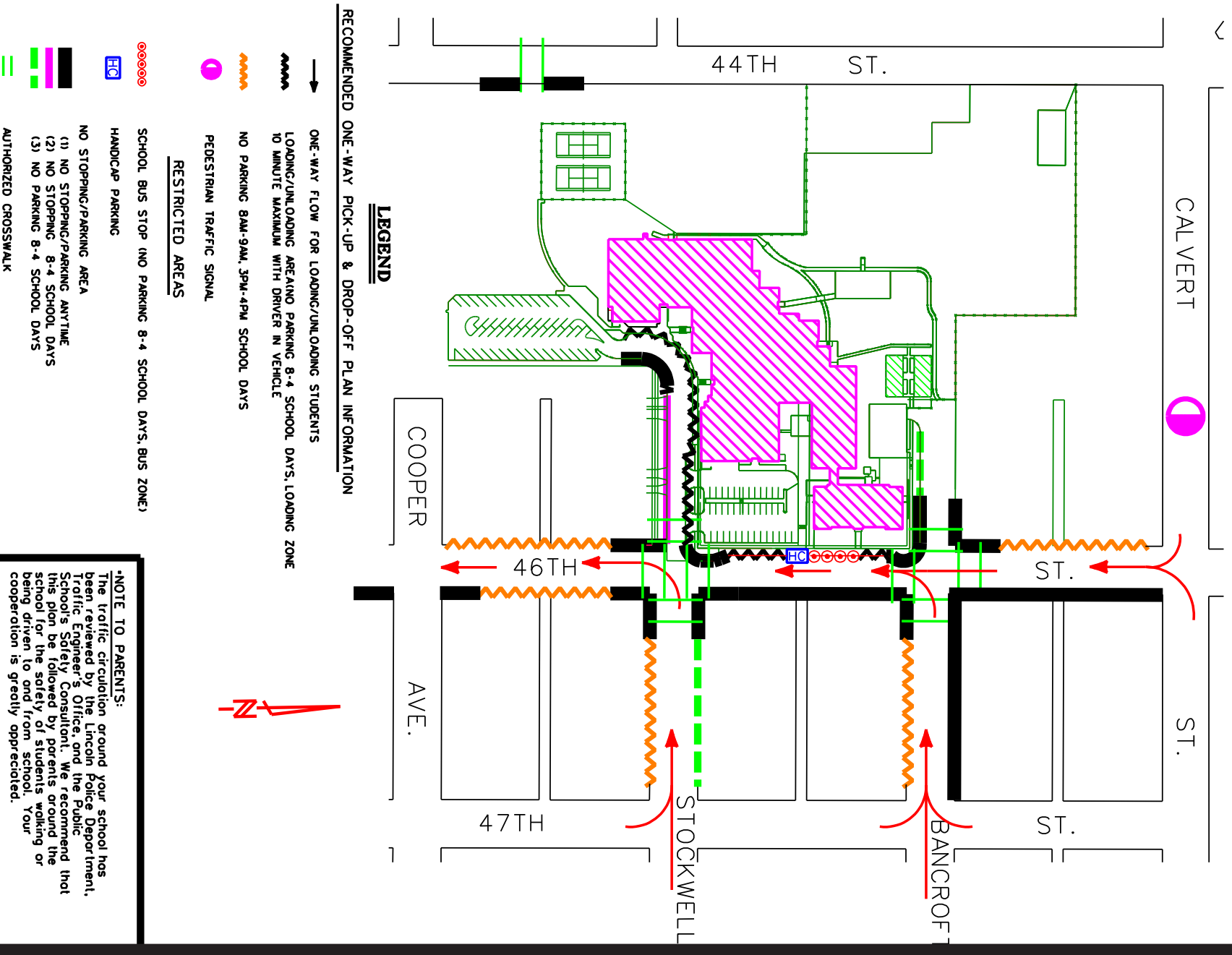


# December 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 Movie Night	8
9	10	11	12	13 Chorus Winter Concert 7 pm	14	15
16	17 PTSO Meetieng 6:30 pm Media Center	18 PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm	19	20 5th Grade vs. Staff Volleyball Game	21 Schools are Closed - Winter Break	22
23	24 Schools are Closed - Winter Break	25	26	27	28	29
30	31	Schools are Closed - Winter Break				
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA						

# ★ CALVERT TRAFFIC MAP



# January 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		Schools are Closed - Winter Break				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	Schools are Closed					
27	28	29	30	31		
	PTSO Meeting 6:30 pm Media Center	PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm				
	Statewide Writing — Grade 4					

## **CALVERT LUNCH SCHEDULE**

GRADE_____	RECESS_____	LUNCH_____
KDG	11:00-11:15	11:15-11:35 AM
Grade 1	11:15-11:30	11:30-11:50 AM
Grade 2	11:30-11:45	11:45-12:05 PM
Grade 3	11:45-12:00	12:00-12:20 PM
Grade 4	12:00-12:15	12:15-12:35 PM
Grade 5	12:20-12:35	12:35-12:55 PM

## **JOIN US FOR BREAKFAST OR LUNCH!!**

School Lunch - \$2.45      Reduced Lunch Price - \$.40  
Adults/Visitors Lunch - \$3.30

School Breakfast - \$1.30      Reduced Breakfast Price - \$.30  
Milk only - \$.50

Applications for Free/Reduced Meals online at [lps.org](https://lps.org).

## **LUNCHROOM PROCEDURES**

### **AND**

## **IMPORTANT INFORMATION**

SNAP is the name of our cafeteria cash register system. With the SNAP cash register system, 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.

### **LUNCH INFORMATION**

Parents/Guardians and other approved visitors may eat with their student. If a guest other than the child's guardian is having lunch with them, we ask that the parent/guardian make the school aware before the guests arrives. We will not allow students to eat lunch with guests without the guardian's permission.

Guests may purchase a lunch from the cafeteria or bring their own food. Guests may bring lunch for the student that they are visiting, but cannot bring food for any other children due to the State and Federal Food Program guidelines.

Breakfast: students are not allowed to bring in their own breakfast meal to eat in Calvert's cafeteria.

# February 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Valentine's Day Celebration	15	16
17	18 No School for Elementary Students	19 Parent Teacher Conferences	20	21 Parent Teacher Conferences	22	23
24 PTSO Meeting 6:30 pm Media Center	25 PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm	26	27	28		

## ★ BEFORE-&-AFTER SCHOOL CARE

Before and after school care is available to families at Calvert School through the Calvert Recreation Center. The Calvert Rec Center provides before and after school care for kindergarten through fifth grade students. Hours are 6:30-8:10 a.m. and 2:53-6:00 p.m. Please call (402) 441-8480 for registration information and fee schedule.

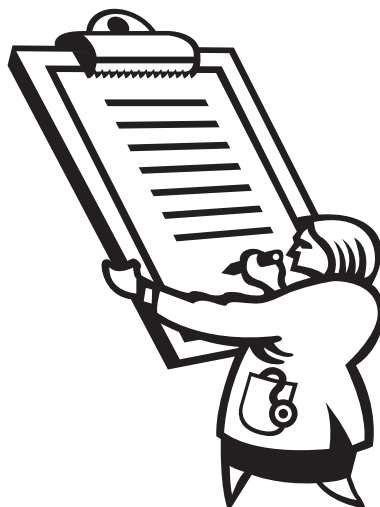
## ★ RETURNING TO SCHOOL FOLLOWING ILLNESS

Students should have a note from parent/guardian explaining the cause of the absence if the parent has not been in contact with the school during the absence. In some cases the school may request a statement from a physician.

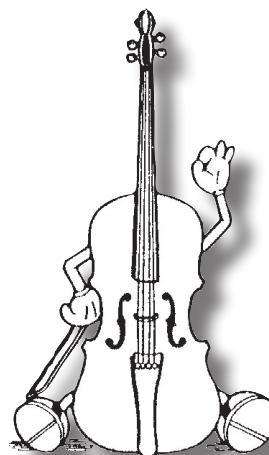
If the absence is of three days or more due to a communicable disease, the student should be checked by the nurse, health technician, principal or principal's designee.

## ★ MEDICAL AND DENTAL APPOINTMENTS ON SCHOOL TIME

- Please try to schedule appointments outside of school hours. However, students are granted approved absences from school in order to keep medical or dental appointments. It is necessary that the child check in and out through the office. If the child will be late arriving to school, please send a note the previous day or call our school office at (402) 436-1130.



## ★ AFTER SCHOOL CLUBS AND ACTIVITIES



After school activities include band, strings, art banner and chorus. These activities are offered to fourth and fifth grade students.

Parents will sign permission forms for their children to attend after school activities, and students are under Calvert staff supervision.

Dismissal plans will be provided to parents by the supervisor of each activity.

## ★ COMMUNITY LEARNING CENTER

The Calvert Community Learning Center (CLC) keeps the school doors open at Calvert Elementary during the out-of-school hours. We offer a variety of services to support children, families, and the neighborhood. At Calvert Elementary, children and families can access quality before and after-school academic & enrichment programs, after-school clubs, family night activities, and adult learning/education opportunities.

If you are, or know of a parent/community member/neighbor/college student with expertise, skills or hobbies who would like to share with our students in the before / after school program or could be involved in helping achieve our 3 Goals --Improve Student Learning, Strengthen & Support Families, and Strengthen and Engage Neighborhoods, please call 402-441-8484. We appreciate the tremendous support of our partners and club leaders who facilitate the program each evening.



# March 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Movie Night	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	Schools are Closed					
17	18 PTSO Meeting 6:30 pm Media Center	19	20	21	22 4th Grade Heritage School Field Trip	23
24	25 4th Grade Heritage School Field Trip	26 PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm	27 4th Grade Heritage School Field Trip	28	29	30
31						

## ★ STUDENT USE OF TELEPHONE

Students will be permitted to call home 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.

## ★ CALVERT SCHOOL PARENT INVOLVEMENT POLICY

### We believe:

Every family functions as a home learning environment, regardless of its structure, economic level, ethnic or cultural background. Consequently every family has the potential to support and improve the academic achievement of its children.

Parents have the right and responsibility to share in decisions about their child's education. Parents are encouraged to take an active role to be involved in the education of their child.

Access to community services for family support will be provided to promote confidence and competence that leads to positive growth.

### Student – Parent – School Compact

The responsibilities of the school, parents, and children in increasing student learning and achievement are identified in our Student/Parent/School Compact. The compacts are signed at the beginning of the year with one copy going home and the other kept on file with the classroom teacher. It will be reviewed at our fall parent-teacher conferences and throughout the year as needed. Periodically, parents are invited to review the compact and make suggestions for revisions.

The school will conduct parent involvement meetings at flexible times to encourage parent participation in our program. During these parent involvement meetings, parents will be invited to review our Parent Involvement Policy and Student – Parent – School Compact.

# April 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 PTSO Meeting 6:30 pm Media Center	16	17	18	19 Schools are Closed	20
21	22 No School for Elementary Students	23	24	25	26 CALVERT FAMILY FUN NIGHT	27
28	29	30 PLC Day Dismiss 80 minutes early  Dismissal 1:33 pm				

## Bullying

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



# May 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Bike Rodeo	4
5	6 Teacher/Staff Appreciation Week	7	8	9 Spring Chorus Concert 7:00 pm	10	11
12	13	14	15	16 4th Annual Coyote Chorus Invitational Henry Park	17	18
19	20 PTSO Meeting 6:30 pm Media Center	21	22 Fifth Grade Graduation 1:30 p.m.	23 Last Day of School	24	25
26	27	28	29	30	31	

## ★ COMMUNICATING STUDENT PROGRESS: Report Cards & Parent-Teacher Conferences

Lincoln Board of Education states (Policy 6570) that “student progress will be reported formally to parents/guardians at least four times each year.” Information about elementary student progress is reported in four areas:



1. Progress through district curriculum objectives.
2. Performance in assigned curriculum level.
3. Effort.
4. Use of effective learning or study skills.

At the end of each quarter, teachers summarize and communicate student progress to parents/guardians through the report card. It is also at this time that teachers analyze assessment information and review reading and math groups to determine whether or not students are placed at the appropriate instructional level. We know that for children to experience continuous growth and success in learning they must be working at an instructional level that will adequately challenge them. Because children learn in different ways and at different rates, it is important that we examine instructional placements on a regular basis and make adjustments based on students' needs. For these reasons, some children may move from one instructional group to another in order to meet their individual needs. This move could result in change of teacher for reading or math instruction. Classroom teachers will notify parents/guardians if an instructional move is recommended.

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. Please consult the calendar for conference dates. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher at any time.



## ★ 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 will be sent home upon return to school.
- ★ If your child will be absent for two or more days, 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.

## ★ COMMUNICATION

### ★ School Newsletter

The Calvert Coyote Newsletter contains announcements, information, school events. This newsletter is sent home in Wednesday folders every other week.

### ★ Weekly Communication Folders

Typically, school news will be sent home in Wednesday folders. Please return the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Calvert 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:  
[wp.lps.org/calvert](http://wp.lps.org/calvert)

### ★ ParentVue

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.

### ★ Facebook

Check out school happenings on our Facebook Page!  
“Like” us at Calvert Elementary School



# June 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ENJOY THE SUMMER!						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Students are recognized monthly during the Calvert Effort Award Assembly. The expectations below are what teachers look for in recognizing students. It is a high honor receiving this award. Know that if your student receives this, they have gone up and above these expectations.

***I WILL TRY....***

***Even if the task is hard***

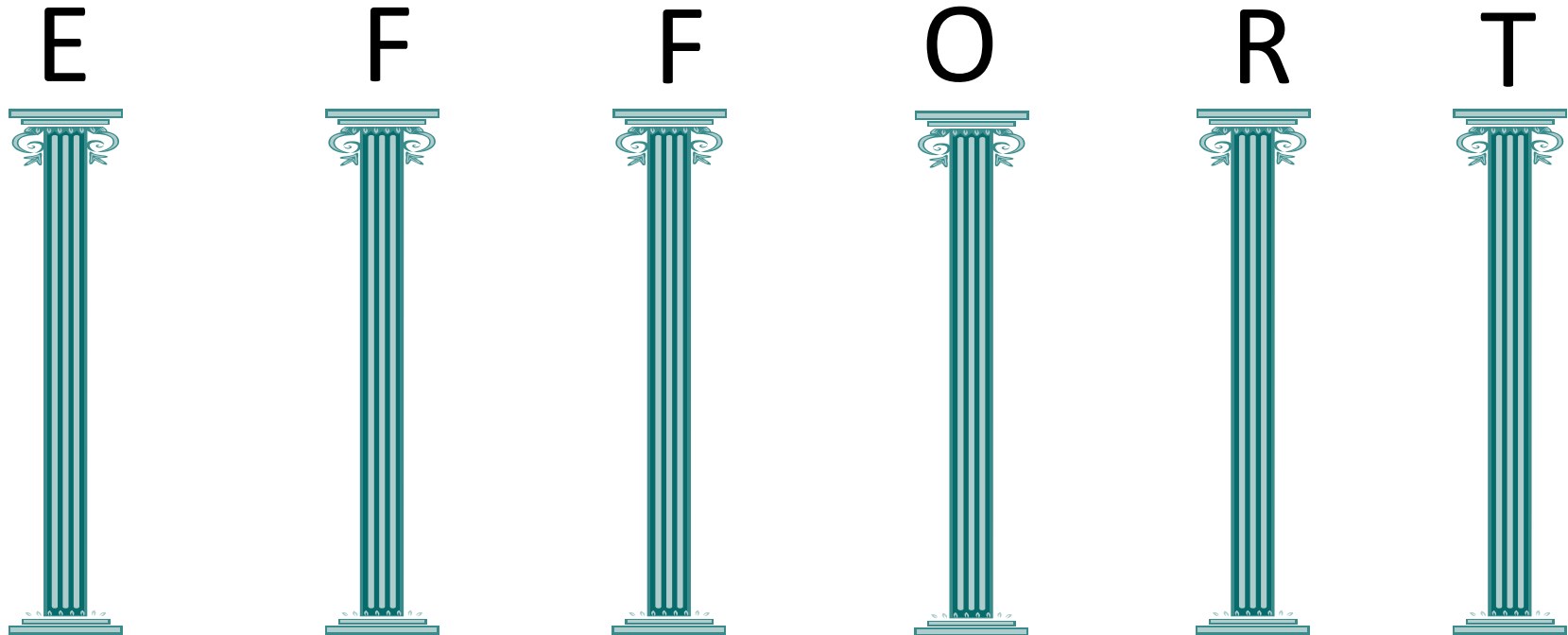
***For several times—without giving up***

***Finishing my assigned work on time***

***On my own—asking for help when needed***

***Remembering skills I know and can use in my work***

***Taking a risk— it's okay to make a mistake!***



# July 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	SUMMER ROCKS!		

## ★ NUTRITION SERVICES

**A NEW FREE AND REDUCED MEAL APPLICATION IS REQUIRED** at the beginning of every school year! Free and reduced applications are not renewable – they do not carry over from year to year. Families who receive a letter from Lincoln Public Schools Nutrition Services Department stating that their children have been Direct Certified for free meal benefits do not need to complete an application – however, please make sure all the school age children in your home are included in this letter. If one or more of your children are not listed - please call the Nutrition Services office at 402-436-1746.

Free and Reduced Meal Applications will be available **on-line at [lps.org](https://lps.org)** starting July 25th. The on-line application is fast and secure taking only one to two working days to process. Paper applications may take as long as ten (10) working days to process. Parents/Guardians are responsible for paying for school meals or supplying a sack lunch from home until meal benefits have been determined.

**FINGER SCAN IMAGING, BAR CODES AND PIN PADS** - your student may purchase meals either by scanning their finger image, scanning a card with a bar code or entering a six digit number on a PIN pad. Information pertaining to finger scan imaging may be found on the Nutrition Services web page. Parents may opt out of the finger scan imaging process for their child by notifying the school office.

**FOOD ALLERGIES REQUIRING A SPECIAL DIET** - complete the *Medical Statement for Students Requiring Special Meals* form. This form must be signed by a Physician and turned in to the school Health Office for processing. Please plan on sending a meal with your child for three days after submitting the form. This allows staff time to order the foods necessary for your student's diet restrictions.

**LUNCH STUDENT MEAL PRICES** - lunch prices will be \$2.35 elementary, Cow's milk is fifty (50) cents per carton. School lunch consists of a choice of two or more hot entrees, chef salad or meatless entrée plus a salad, vegetable, fruit and milk. Reduced priced lunch is forty (40) cents.

## ★ PROCEDURES FOR GUESTS EATING LUNCH

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the school office before 9:00 a.m. if you plan to have school lunch. Adults and children not students in Lincoln Public Schools pay \$3.30 for lunch. Please be aware that parents may take their own child out for lunch, but may not take other students with them.



## ★ FOOD BROUGHT INTO SCHOOL

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. The US Department of Agriculture and the NE 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.” Also, parents may not bring in food for anyone other than their child, as this is in violation of the Federal Lunch Program guidelines.

## ★ BREAKFAST

**START THE DAY WITH SCHOOL BREAKFAST!** All schools across the district offer breakfast. Students have the choice of selecting a cold breakfast (ex: cereal and graham crackers) or hot breakfast (ex: mini pancakes). In addition to the hot or cold breakfast entrée a student will receive 100% fruit juice, low fat milk and optional ½ c serving of fruit. Breakfast is \$1.30 for elementary students and \$1.50 for secondary students. Reduced priced breakfast is thirty (30) cents. Please contact your school for breakfast serving time.

PAY FOR STUDENT MEALS ON-LINE at [lps.org](https://lps.org) “Buy Student Meals”. Transaction fees apply.



## CALVERT STAFF 2018-2019



### Office:

Jeff Brehm, Principal  
Tracy Clements, Coordinator  
Diane Essink, Registrar  
Lorie Safford, Executive Secretary

### Support Staff:

Tammy Adams, Cafeteria Manager  
Julie Dasenbrock, Health Tech  
Danielle Dornbusch, Psychologist  
Jeff Ertl, Building Supervisor  
Rebecca Koenig, Social Worker  
Paulette Kuhlman, Nurse  
Mick Ostwald, Assist. Bldg. Supervisor  
Patti Prater, Reading Recovery  
Brendon Sibley, Instrumental  
Jamie Swartz, Speech Pathologist  
Janice Walker, Reading Recovery  
Jeanne Weisser, Gifted  
Ian Wright, Strings

### Special Education:

Jordyn Brummund  
Sadie Hammond  
Justine Hoins  
Jenay Sheridan

### Specialists:

Amy Allerheiligen, Creative Exp  
Jeanette Broxterman, Media  
Jacob Hanseling, Tech Coach  
Andy Ryan, PE Coach  
Aaron Thompson, Vocal Music

### Kindergarten Team:

Beth Myers  
Chris Swanigan  
Will Teegerstrom

### First Grade Team:

Tara Bucher  
Rachel Huston  
Brooke Rudloff

### Second Grade Team:

Carol Bolubasz  
Jennifer Hollibaugh  
Kylie Schnell

### Third Grade Team:

Luke Castner  
Diane Garrison  
Kathy Schellpeper

### Fourth Grade Team:

Victoria Heaton  
Jessica Roettger  
Adina To

### Fifth Grade Team:

Morgan Hough  
Nathaniel Largo  
Michelle McClure

### Paraeducators:

Kelsey Birchley  
Janet Collins  
Nyok Deng  
Julia Dye  
Nancy Estrada  
Jocilyn Holm  
Kayla Landerfield  
Mary Ritchie  
Mia Rudolph-Schulta  
Jill Stanard

### Secured Entry:

Linda Bruner

### Preschool:

Malia Bare, Para  
Kelly Huenick, Para  
Kim Jungck, Teacher  
Cathi Kreis, Teacher  
Erin Messersmith, Teacher  
Bre Reese, Speech  
Shannon Wheeler, Para

**Principal: Jeff Brehm**

**3079 South 46<sup>th</sup> Street Lincoln NE 68506**  
**Phone 402-436-1130 Fax: 402-458-3230**

**Coordinator: Tracy Clements**

**Office Hours: 7:00 a.m. – 4:00 p.m.**  
**Website: <http://wp.lps.org/calvert>**

**AT CALVERT ELEMENTARY...IT IS NEVER OKAY TO BE HURTFUL...IT IS NEVER OKAY TO BE DISRUPTIVE**

