



Eastridge Elementary School

6245 L Street • Lincoln, NE 68510 • 402-436-1135 Phone • 402-458-3235 FAX

Dear Students and Families,

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

Please carefully review the contents of this handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to contact your child's teacher, the main office, or myself.

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

Sincerely,

Traci Boothe
Principal

Intent of Student Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules and general information about Eastridge Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the procedures and rules contained in this handbook.

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



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TABLE OF CONTENTS

SCHOOL DAY	3
School Hours - Regular Schedule	3
Early Dismissal and PLC Schedules.....	3
Arrival and Dismissal.....	3
BEFORE and AFTER SCHOOL PROGRAMS	4
Breakfast Program	4
Lunch and Recess Program	4
CAFETERIA INFORMATION	5
RIGHTS, CONDUCT, RULES & REGULATIONS	7
School Wide Expectations.....	7
Positive Reinforcers	7
Achievement.....	8
Improvement	8
Effort.....	8
Creativity	8
Problem Solving.....	8
Integrity.....	8
BULLYING	9
COMMUNICATION.....	10
School Website	10
School Newsletter	10
Friday Folders.....	10
Community News	10
School Messenger.....	11
ParentVue.....	11
Facebook.....	11
PARENT TEACHER ORGANIZATION.....	11
GENERAL INFORMATION	11
Important Information Needed.....	11
Safety, Fire and Tornado Drills	12
Lost and Found.....	12
Solicitations.....	12
Student Use of Telephone	12



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SCHOOL DAY

School Hours - Regular Schedule

9:00am – 3:38pm

Early Dismissal and PLC Schedules

On August 13th, 14th and 15th, school will dismiss at 2:18pm.

All LPS elementary schools dismiss at 2:18pm, for Professional Learning Communities. Early release dates are on August 28, September 25, October 30, November 27, December 18, January 29, February 26, March 26, and April 30.

Eastridge Mission Statement

Eastridge Eagles SOAR
because we are a

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



Arrival and Dismissal

Many students and families use the sidewalk on “L” Street. For the safety of all, drop-off and pick-up is not allowed in the staff parking lot. Parking is also not allowed in our crosswalk or other areas indicated by orange parking cones.

Breakfast is available for students who wish to participate. Students eating breakfast should arrive promptly at 8:30am. Students who are not eating breakfast should arrive at school between 8:50am and 9:00am. When students arrive at 8:50am they should line up with their class in their designated area. Students who arrive after 9:00am, *must* report directly to the office to receive a tardy pass.

Please contact the office to in advance to let the school know if your child will be absent from school, needs to leave early for an appointment or will be coming late to school.

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

Students will be dismissed at 3:38pm. All students must go directly home or to a school sanctioned after school activity. Staff will supervise students at dismissal. When dismissal



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supervision concludes at 3:45pm, students not picked up are brought inside to the office to ensure safety. **After 3:45pm parents are required to come into the school and sign students**

out of the office as this is considered a late pick-up. If parents/guardians and all emergency contacts cannot be reached, the police may be contacted to help with unification.

School Campus (including the playground) is closed until 6:00pm. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

BEFORE and AFTER SCHOOL PROGRAMS

Family Service contracts with the Lincoln Public Schools to provide a Before and After School Day Care Program at Eastridge. This is a fee-based program with limited enrollment. P

Parents/guardians may contact Family Service at 402-441-7949 to receive information about registering students for this program.

Students attending the Family Service Program in the morning should enter through door #12 near the gym upon arrival. At 8:50am students will be dismissed from the Family Service program to line up outside in their designated area. Students attending the Family Service Program after school will be dismissed at the end and go directly to the Family Service Program in the cafeteria.

Students attending after school activities such as band, strings or other activities should have a plan prearranged with parents/guardians for how they will get home at the dismissal of these programs (walk, ride bike, get picked up, etc).

Breakfast

Breakfast is served at 8:30am.

Lunch and Recess

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



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Parents are welcome to join their child for lunch. We have a reserved area in the hallway outside of the cafeteria for students and their lunch guests to enjoy their meal. For supervisory reasons, additional students will not be able to join their friend's family at the table.

During lunch, students will have five minutes of silent time. This quiet time allows students to focus on eating so they can finish their lunch so when they return to class they will be full and ready to learn.

CAFETERIA INFORMATION

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 – 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. 2017-2018 Free and Reduced Meal Applications will be available on-line at lps.org starting July 31st. The on-line application is fast and secure taking only one to two working days to process. If you apply on-line and have an e-mail address registered with LPS you will receive an e-mail notification as soon as your application has been processed. 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.

PAY FOR STUDENT MEALS ON-LINE: At lps.org, "Buy Student Meals". A transaction fee of \$1.40 for credit card and just 20 cents for electronic check. Cash or check payments for meals can be made at the school.

FINGER SCANNING AND BAR CODES: your student(s) may purchase meals by scanning their finger image, or scanning a card with a bar code. Information pertaining to finger scan imaging is available 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: the "Medical Statement for Students Requiring Special Meals" (available on the LPS website) must be completed and signed by a Physician and turned into the school Health Office. After submitting the form, please plan to send a meal with your child for up to three days so that our staff has time to order the foods necessary to accommodate your student's diet restrictions.

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



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\$1.30 for elementary students. Reduced priced breakfast is 30 cents.

STUDENT LUNCH MEAL PRICES: \$2.45 for elementary. Cow's milk is 50 cents a 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 40 cents.

DOWNLOAD LPS MENU APP: Download our free menu app by searching for Nutrislice from your mobile app store. Includes pictures of the food items, nutritional information and special diet information. You can also view our menus on your laptop or home computer by visiting the LPS webpage (lps.org).

Unpaid Meal Charges (Negative Balances) for School Meals Standard Practice

The District will comply with the National School Meals Programs and all other federal grant programs that provide free or reduced meals to students. Students receiving reduced or paid meals without money in their account or payment in hand will receive a school meal (breakfast and/or lunch) and have the meal(s) charged to their meal account. Parents will receive notification of charges via a Negative Balance letter or automated phone call once balance owed reaches \$10.00. When negative balance reaches \$25.00 the parent will receive letters through US mail requesting payment. A letter will also be sent when meal charges are being sent to collection agency. In order for families to receive these notices current address and phone number need to be on-file with the school. Families are encouraged to regularly check their account balance and track their child's spending to prevent accruing unpaid meal charges. It is the parent's responsibility to provide the funds for the child's school meals. Negative balances are expected to be paid in full each school year. Unpaid meal charges will be carried over at the end of the school year as a delinquent debt and collection efforts may continue into the new school year.

Eligibility for Free and Reduced Price Meals

Families of students who may be eligible for free or reduced price school meals must submit a new application each new school year to determine eligibility. Applications are available on-line at www.lps.org. A copy of the application can also be printed from this web site. Paper applications are available at the School Office, District Office and Nutrition Services Office (5905 O Street). Application must be submitted on or after July 1 to be considered for the new school year. A parent may apply for free or reduced meal benefits at any time during the school year. Until eligibility for free and reduced price meals is determined the student will be charged for meals at the full meal price (paid) rate. Once a child is determined eligible to receive free or reduced price meals, the status remains in effect for the duration of the school year. Notification of eligibility is received via email if address is available. Families who receive a letter from LPS Nutrition Services Department stating they will receive free or reduced meal benefits because they have been determined eligible through Direct Certification from the Nebraska Department of Education do not need to complete an application for the new school year.



Eastridge Elementary School

6245 L Street • Lincoln, NE 68510 • 402-436-1135 Phone • 402-458-3235 FAX

Meal Account Balances and Payments

Families may check their meal account balances online at lps.org or by calling the school cafeteria manager or Nutrition Services Department at the District Office. Payment for school meals may be made online at lps.org, with check or cash at the school, or credit or debit card by calling the Accounting

Department. Families are encouraged to prepay for reduced and paid meals and regularly check their child account balance. Any balance remaining in a pre-paid account shall carry over into the next school year. When a student leaves the District or graduates, the District will send a refund request form to the student's household so the District may return any funds remaining in the student's meal account. Families are encouraged to request a refund at the time the student is leaving the District from the school office. All students with reduced price meal benefits will receive a refund. For families of students who leave the District or graduate that are not approved for free or reduced price meals and who have account balances, the failure to request such balance within 30-days of leaving or graduation shall be deemed a donation of the funds remaining to the benefit of any other student in the District. A student moving to a new school within LPS, the meal account will transfer with the student.

RIGHTS, CONDUCT, RULES & REGULATIONS

School Wide Expectations

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

Positive Reinforcers

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

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

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

Students will also be recognized for the following quarterly awards:



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Achievement

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

Improvement

The improvement award recognizes the Eagle who, through hard work, focus, and practice has made significant improvement in their learning. They may have increased their reading fluency

or made huge gains in their basic facts. Maybe they started turning in their homework more consistently, or their behavior has improved.

Effort

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

Creativity

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

Problem Solving

These students demonstrate flexible thinking and view problems not as challenges to give up when the going gets tough but as opportunities to use their problem solving skills. They can approach a problem from many different angles and figure out which possible solutions will be best. If you've got a problem, these are the Eagles you want on your side.

Integrity

Our Eagles show integrity by being true to themselves. This means not doing or saying anything that would damage their self-respect. These Eagles do what is right even when no one is watching. They accept responsibility for their actions and treat others with respect.



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School-Wide Behavior Expectations |



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

BULLYING

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



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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.

COMMUNICATION

School Website

Information is regularly updated on our website: <https://eastridge.lps.org/> (Eastridge Website).

School Newsletter

The Eagle News is posted monthly on our website and contains announcements, school information, calendars, etc.

Friday Folders

Each week the office and teachers use Friday Folders to share pertinent information. Please empty and review the contents of this folder each weekend and return on Monday. General information will be sent with the youngest or only child in the family.

Community News

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



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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. You may also indicate on the census form if you would like to receive these messages via text.

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.

Facebook

Search for us by typing @eastridgeeagles. “Like” and follow us to keep up to date on the most current happenings.

PARENT TEACHER ORGANIZATION

The Eastridge School Parent Teacher Organization is a vital part of Eastridge’s success with children. All parents/guardians and teachers are members of the PTO. Our PTO organizes events and projects that serve children and families. You are welcome to attend the monthly meetings. They are scheduled for the first Tuesday of the month at 7:00pm in our media center.

Please Visit our PTO webpage here [Eastridge PTO](#).

Facebook: Join the PTO Group by typing Eastridge Eagles Elementary School PTO to stay up to date with the current happenings.

GENERAL INFORMATION

Important Information Needed

All required forms will be provided for your review and signature during Open House Night. Please fill out the forms carefully and completely and leave with your student’s teacher during Open House. For the safety of your child, it is a necessary responsibility to give the school the name of a person to contact in case you cannot be reached. If you are unable to attend Open House, the forms will be sent home with your student on the first day of school. Please return these forms as soon as possible.

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 need to contact you in the event of an emergency.**



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

Safety, Evacuation and Shelter Drills

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

Lost and Found

Most lost articles that are found are turned in to the office and placed in Lost and Found. Whenever possible, label your child's articles. Encourage your child to check periodically for lost articles. Articles not claimed by semester break and at the end of the year are donated to a local children's charity.

Solicitations

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

Student Use of Telephone

Students will be permitted to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning.

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