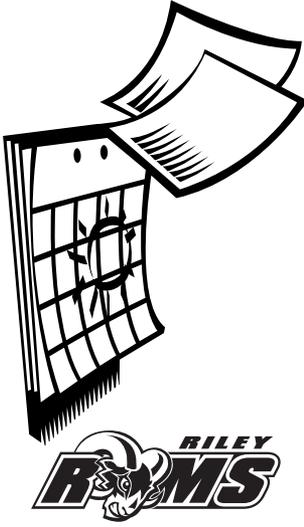


# 2018 - 2019 Handbook



IMAGINE their possibilities, BELIEVE in their potential, ACHIEVE at their highest level

**Jeff Bjorkman - Principal**  
**Carmen Westfahl - Coordinator**  
5021 Orchard Street  
Lincoln, NE 68504  
Phone - 402-436-1164  
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<http://riley.lps.org>



# 2018-2019 Student Calendar

Lincoln Public Schools  
Lincoln, Nebraska

Approved 5/17

2018

JULY						
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2019

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## PARENT/TEACHER CONFERENCES

Thursday, September 13, 2018

Tuesday, September 18, 2018

Tuesday, January 22, 2019

Thursday, January 24, 2019

### 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)

- 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)

- First and last days of class for students
- All schools will dismiss one hour early
- Schools not in session
- Students in elementary schools NOT in attendance

- Elem. and Middle schools dismiss 80 minutes early for PLC days  
\* High schools release one hour early each Tuesday of the school year for PLC days (beginning Aug. 28th)  
(school year has been adjusted to compensate all PLC days, resulting in no loss of instructional time)



# Welcome From Riley Staff

Dear Students and Families,

Welcome to Riley 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 of the handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to call the school office, 402-436-1164.

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

Jeff Bjorkman, Principal  
& Riley Staff

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# 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 Riley 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 be all encompassing so as 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.

## **Our mission is to help Riley students:**



**Imagine their possibilities,**



**Believe in their potential,**



**Achieve at their highest level.**

# Riley School Improvement Goals

All students will increase their reading comprehension skills.

All Students will increase their number sense skills.

## RILEY HOURS

Student Hours	9:00-3:38
Breakfast	8:30-8:50
Office Hours	7:30-4:30
Phone Number	(402) 436-1164
Fax Number	(402) 458-3264

## RILEY SCHOOL BEHAVIOR EXPECTATIONS

Students are responsible with the support of our staff, to conduct themselves in a manner that will create a safe learning environment at Riley Elementary School. All appropriate behaviors are included in Riley's three simple guidelines for success. We will work together to help our children:



### Be Safe

We help everyone feel physically and emotionally secure.



### Be Respectful

We value and are considerate of others.



### Be Responsible

We are accountable for all of our actions.

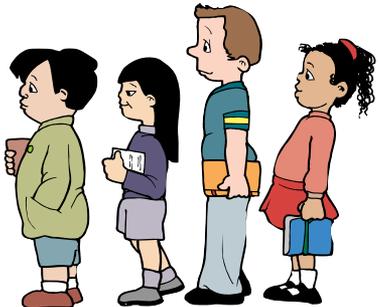
## Arrivals/Dismissals

### Be Safe

- Use sidewalks/crosswalks
- Wait in line in your area
- Backpacks through arms/on backs
- Wear coats on your body

### Be Respectful

- Always walk
- Keep hands and feet to self
- Use kind words and actions
- Use quiet words until bell rings



- Voices off at bell
- Return greetings by adults

**Be Responsible**

- Wait quietly for directions
- Follow directions of adult
- Follow bus rules

**PLAYGROUND**

**Be Safe**

- Walk to and from playground
- Stay where adults can see you
- Keep hands and feet to yourself



**Be Respectful**

- Play fairly and follow the game rules
- Include everyone
- Take turns
- Follow adult requests

**Be Responsible**

- Line up right away after signal
- Take care of equipment
- Ask permission to use the restroom
- Wear coats/jackets on your body or tied around waist



**CAFETERIA**

**Be Safe**

- Carry your tray with two hands
- Chew your food carefully
- Always walk
- Wait at designated spot



**Be Respectful**

- Use indoor quiet voices (3-5 min silent eating time)
- No sharing of food
- Sit on pockets with legs under table
- Use good manners
- Clean up your space

**Be Responsible**

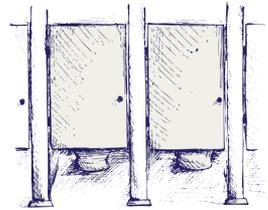
- Find your seat quickly
- Stay in your space

- Raise your hand to be dismissed to do trash and trays-return to seat and wait for dismissal
- Get all supplies before sitting

## BATHROOMS

### Be Safe

- Keep your feet on the floor
- Keep the water in the sink
- Turn the water off when you are done
- Take a buddy with you



### Be Respectful

- Knock on the stall door before entering
- Close the door of the stall when using it
- Use quiet voices

### Be Responsible

- Aim into the toilet
- Flush the toilet after using
- Wash your hands
- Use only one or two paper towels
- Put paper towel in garbage can
- Return to your room promptly



## HALLWAYS

### Be Safe

- Stay with your group
- Walk in single file lines behind the student in front/leave the same amount of space between each person
- Keep hands and feet to yourself

### Be Respectful

- Use quiet feet
- Keep hands off the walls
- No voices

### Be Responsible

- Go straight to your destination and back
- Stop at stop signs when directed



## **PBIS – Positive Behavior Interventions & Supports**

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.

PBIS is our school-wide philosophy geared towards teaching and reinforcing positive behavior choices. All Riley staff members work with children to teach and reinforce the rules and expectations for maintaining our learning climate.

Along with PBIS, we also utilize BIST (Behavior Intervention Support Team) to help maximize our student learning time, stop the hurtful/disruptive behavior, and teach skills that will lead to success in life. BIST helps students work on the following life goals:

- I can be productive and follow directions even if I am mad (or have another overwhelming emotion)
- I can be productive and follow directions even if I don't want to (I can let the teacher/adult be in charge)
- I can be productive and follow directions even if others are not (peer pressure).

Riley staff will partner with your child to develop these skills to reach these goals.

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

1. It is never okay to be hurtful (physically or verbally).
2. It is never okay to be disruptive.

Questions specific to your child's grade level can be directed to the classroom teacher.

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 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.

# ARRIVAL TIMES

- ✓ Eating breakfast at school? You may arrive as early as 8:30 a.m.
- ✓ Not eating breakfast at school? You may arrive no earlier than 8:45 a.m.
- ✓ At 8:45 a.m., students will line up in their assigned location within the building.
- ✓ After 9:00 a.m., all students must use the main entrance and check in with the office.

For the safety of student, parent/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 then be sent to the office. This allows us to make certain we know where children are at all times.

For those students who will be supervised by a sibling who attends a school other than Riley, we ask your help in completing a permission form that says you would like your child to be picked up by an older sibling/student.

## Dismissal Times

- ✓ Teachers will escort all students out their designated exit door following the 3:38 p.m. dismissal.
- ✓ All students must go directly home, to daycare, or to a school sanctioned activity after dismissal.
- ✓ Campus (including playground) is closed until 6:00 p.m. except for use with school activities or CLC service.

## Dismissal Areas

- ✓ Students participating in CLC will go to designated CLC room
- ✓ Participants in school sponsored activities will meet their supervisor in a designated room.
- ✓ Parents should arrange to pick up their child(ren) outside at the same location each day.
- ✓ Students staying after school must exit with the class and return with their teacher.
- ✓ 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.

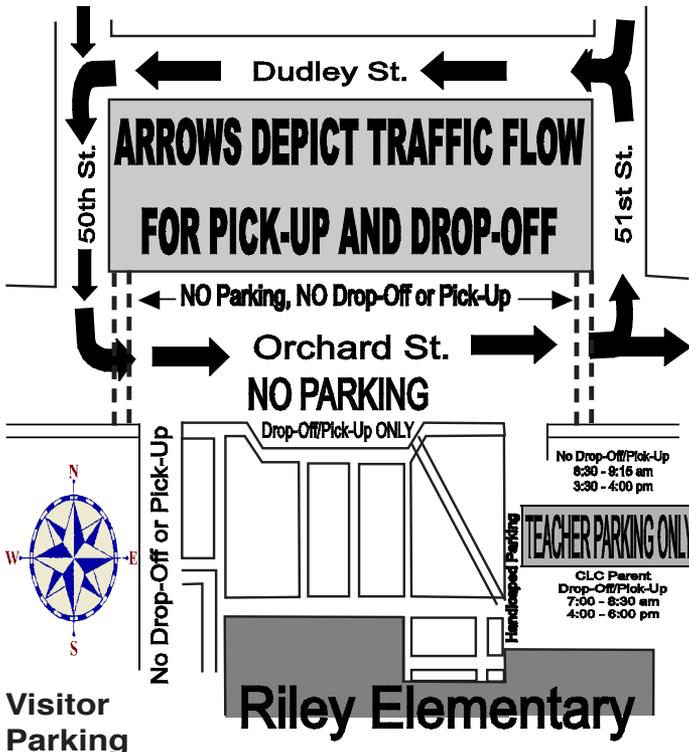
## Late Pick Up

- ✓ Parents must come to the Office and sign out students not picked up by 4:00 p.m. Children will not be allowed to wait outside or go to cars without an adult picking them up.
- ✓ Police may be called when children are not picked up by 4:00 p.m. and the office has not received a phone call.

## Drop Off and Pick Up

- ✓ Front street loading zone is for pick up and drop off only. NO PARKING IS ALLOWED. The loading zone is for flow-through traffic only.
- ✓ If you want to come up to the building and wait for your child you will need to park on one of the side streets and walk over to the building.
- ✓ The staff parking lot is off limits for drop off or pick up except for families with a need for handicap accessible parking for entering the building. **Please do not enter the parking lot.** It is unsafe for the students walking on the sidewalk.
- ✓ Community Learning Center families may use the parking lot from 7:00-8:30 a.m. and 4:00-6:00 p.m. for drop off and pick up from CLC.

Your compliance with this traffic plan will be appreciated. We need to work together to ensure a safe entrance and exit each day for all of our Riley Students.



# ABSENCES

If your child is unable to attend school, a telephone call to the office is requested 402-436-1164. Unless the school is notified, a call will be made to your home or place of work to verify the absence.

## LUNCH & BREAKFAST TIMES

### Meal Prices

	Full Price	Reduced Price
Breakfast	\$1.30	\$0.30
Adult/Non-Student Breakfast	TBA	
Student Lunch	\$2.45	\$0.40
Adult/Non-Student Lunch	TBA	
Extra Milk	\$0.50	\$0.50

### Lunch Times

Grade	Recess	Lunch
Kindergarten	10:55-11:10	11:10-11:30
3rd Grade	11:15-11:30	11:30-11:50
2nd Grade	11:35-11:50	11:50-12:10
1st Grade	11:55-12:10	12:10-12:30
5th Grade	12:15-12:30	12:30-12:50
3rd Grade	12:35-12:50	12:50-1:10

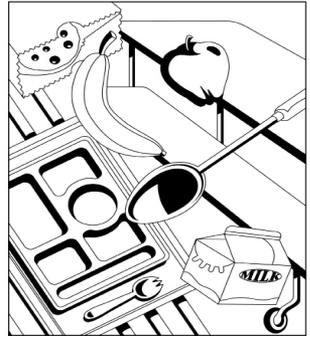
### Procedures for Guests Eating Lunch

Adult lunches prices are TBA. If visitors are planning to eat a school lunch, please contact the school office in the morning so that we can be sure to have enough lunches prepared. When arriving to eat lunch at school, please check in at the main office.



## Lunch Accounts

All LPS students are assigned a personal identification number (PIN). The cafeteria at Riley also uses a finger scanner as students go through the serving line. Using the finger scanner does allow for students to move through the serving line faster, allowing for more time for students to eat. This scanner ties into the child's lunch account, but is not connected with any other services. Parents may choose to have their child opt out of having their finger scanned. Our cafeteria staff will work with students not using the finger scanner to get their PIN entered at the register.



## Student Use of Telephone

Students will be permitted to call home regarding school matters upon obtaining permission from the classroom teacher. There is a student phone located in the office, however calls must be kept to a minimum. Students are asked to make after school arrangements before leaving home in the morning.

## Communication

Communication from school to home is a vital part of the education of each student. At Riley, we really want to help families stay connected with what is happening at school. The following methods of communication are some of ways we will work to help families know what is coming up.

### Riley Ram Friday Folders

Typically, school news will be sent home via Riley Ram Friday Folders. Please return the folder on Monday including any notes to your child's teacher. General information will be sent home with the oldest child in the family attending Riley.

## **School Newsletter:**

The Riley Newsletter contains announcements, information, school events, etc. This newsletter is sent home on Fridays via the Riley Ram Friday Folder. The newsletter is also sent to parents via email and posted on the school website.

## **Community News:**

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

**School Website:** *Information is regularly updated on our website:*  
<http://riley.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.

**FaceBook:** Check out school happenings on our Facebook Page! “Like” us at <https://www.facebook.com/RileyElementary/>

### **Parent Teacher Conferences:**

Thursday, September 13, 2018

Tuesday, September 18, 2018

Tuesday, January 22, 2019

Thursday, January 24, 2019

4pm-7:30pm

# Contacting Your Child's Teacher

Parents/Guardians are encouraged to call their child's classroom teacher to arrange for conferences or when questions arise that can be handled with a brief discussion. The best time to reach a teacher by phone is before the student-day begins or after school. During instructional time, phone messages will be taken for teachers. For involved problems such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.

## 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.

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



# Visitors

We are pleased to have you visit school and we welcome you to Riley. We are proud of what teachers and children are doing and glad to have you observe. Research supports that parental interest has a positive correlation with student achievement.

Quality learning and instruction are the desired outcomes of the following guidelines:

1. Parents and legal guardians may visit. Shorter visits are best. Sometimes when parents have a day off they think it would be a supportive idea to spend the day with their student. This is really not best for students. Visitations to classrooms of 20-30 minutes will tell you the most and be the best for students and teachers.
2. As a courtesy, parents/guardians should let teachers know they'd like to visit. If you are interested in observing a certain area of the curriculum, the teacher will help you know the correct time.
3. We ask that other children not attend school as visitors to the classroom. They are welcome at school events and in the lunchroom.
4. To ensure the safety of your child, all visitors are required to check in at the front door. Each person will be given an ID badge to wear during his or her visit. All other outside doors are locked during the school day.





# Title I

## **Riley Home/School Learning Compact 2018-2019**

Increasing academic achievement for each student through effective teaching and learning” is Riley’s building goal. Students, teachers and parents working together toward that goal is the key to our success.

**AS RILEY STAFF**, we agree to do the following toward achieving our goal:

- Respectfully and accurately inform parents of their child’s progress in a timely manner through parent-teacher conferences, quarterly progress reports sent home, and other means of ongoing communication
- Communicate expectations clearly with children and their parents
- Provide ways for families to discuss their child’s achievement
- Build and maintain a trusting relationship with every family in my class
- Make certain every student gets the help he/she needs as soon as it’s needed
- Maintain and foster high standards of academic achievement by participating in professional growth opportunities
- Hold high expectations while respecting the diversity and abilities of all students, their families, staff, and myself
- Enforce school and classroom rules fairly and consistently
- Send home learning materials in reading and math
- Foster access for families to volunteer, participate, or observe within their child’s classroom
- Believe that all children can learn and can achieve individual excellence

**AS A RILEY STUDENT**, I agree to do the following toward reaching our goal:

- Be at school on time ready to learn by 9:00

- Ask for help from my teacher and family if I am having trouble doing my work
- Respect the cultural differences of other students and their families
- Take responsibility and accept accountability for my own behavior
- Come to school prepared and ready to learn with my schoolwork completed
- Work on my math and reading skills at home, using the materials my teacher sends home
- Read on my own or with my family daily
- Show pride and respect for myself, my school, and other people
- Treat school property and school resources with care and respect
- Be a responsible user of technology
- Believe that I can learn and will learn

**AS A RILEY PARENT**, I agree to do the following toward achieving our goal:

- See that my child attends school regularly and on time (9:00-3:38)
- Regularly monitor my child's progress and let their teacher know right away if I notice any problems
- Communicate with my child and the school to support and challenge my child so they can reach their fullest potential
- Participate in decisions related to the education of my child and their positive use of extracurricular time
- Respect the cultural differences of other students and their families
- Support staff in maintaining high expectations for academic achievement and positive discipline
- Make certain my child completes their homework and return it to school on time

- Use reading and math materials the school sends home to help my child
- Talk with my child about his/her school activities daily
- Encourage my child to read at home and or read with my child daily
- Monitor my child's TV viewing, use of electronic/video games and the internet
- Volunteer in my child's classroom whenever possible

## **Parent Involvement Policy**

### Riley Elementary School Title I Parent Involvement Policy

Riley Elementary recognizes the importance of parent involvement in student success. Collaboration between parents, school personnel and the community is essential to accomplish this goal. To provide opportunities for this partnership, Riley Elementary will do the following:

1. The School Improvement Plan/Title I Plan will be shared at a parent meeting. Parents are encouraged to make suggestions for changes. The School Improvement Team will review the suggestions and respond if needed.
2. The Parent Involvement Policy will be included in the handbook given to each family at the beginning of the school year.
3. A Title I Annual Parent Meeting will be held each school year. During this meeting, Title I will be explained.
4. Parents are involved in the planning, review and improvement of the Parent Policy and Home school Learning Compact at our Annual Title I Parent Meeting.
5. A survey will be sent to families each year to help evaluate the effectiveness of the school's communication, the opportunities available to students and their families and to help make recommendations for next year.
6. Parents will be informed about the Title I program, school events, curriculum and family engagement nights through the weekly newsletter, School Messenger and the Riley website.

7. Monthly opportunities for parents and/or families to participate include:
  - a. PTO meetings
  - b. Curriculum Nights
  - c. Family Engagement Nights
  - d. Parent-Teacher Conferences
8. Information about after school clubs will be sent home in Friday Folders.
9. Information about curriculum and assessments will be provided in a language the parents can understand. Bilingual liaisons will be used as needed for conferences and parent meetings.
10. Parents are welcome to volunteer at school, both during the day and at after school and evening events. Parents wishing to volunteer will fill out the district volunteer form on the district website.
11. Parents will be asked to attend at least two conferences with their child's teacher. These are scheduled in the fall and in the spring.

## **Community Learning Center**

### **Family Service**

Before-and-after-school care is available to families at Riley School through Family Service. Family Service provides before- and after-school care for kindergarten through fifth grade students. Hours are 7:00 – 9:00 a.m. and 3:38 – 6:00 p.m. Please call 441-7949 for registration information and fee schedule.

### **Enrichment Clubs**

Throughout the school year, a variety of interest clubs and activities are sponsored by the Riley Community Learning Center. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Chorus, Band, Orchestra, Art, Computer, & Destination Imagination. Other clubs and activities may be organized to address special interests of students and staff.

# PTA

The Riley parent group is moving from a PTO to a PTA. All parents and teachers are welcome to join this group and come to all PTA meetings. Parent meetings will be held at 5:30 in the school library. Dates are as follows:

Thursday, August 30, 2018  
Thursday, September 20, 2018  
Thursday, January 31, 2019

## Therapy Dog On Site

Pets are an important part of many students' lives and can provide many good learning experiences. However, we ask pets not be brought to school. Beau is a trained therapy dog that is on site with our 4th grade teacher, Mr. Parker. If your child has special concerns related to being around dogs, please contact the office.

## Lost and Found

Most lost articles that are found are turned in to the office and placed in the Lost and Found box. 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 school year are donated to a local children's charity.



# Notes:

## 2017-2018 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/16

**2017 JULY**

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**2018 JANUARY**

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**FEBRUARY**

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**MARCH**

S	M	T	W	T	F	S
					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						

**OCTOBER**

S	M	T	W	T	F	S
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				

**APRIL**

S	M	T	W	T	F	S
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					

**NOVEMBER**

S	M	T	W	T	F	S
		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		

**MAY**

S	M	T	W	T	F	S
		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		

**DECEMBER**

S	M	T	W	T	F	S
					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						

**JUNE**

S	M	T	W	T	F	S
					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

- 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**

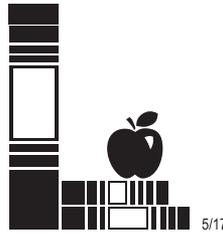
Bryan Community Focus Program (*at East*)

**Sunday, May 27, 2018**

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

## LINCOLN BOARD OF EDUCATION

Barbara Baier  
Lanny Boswell  
Kathy Danek  
Connie Duncan  
Don Mayhew  
Annie Mumgaard  
Matt Schulte  
  
Stephen C. Joel  
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