



2019-2020

School Calendar Family Handbook

Cavett Elementary School

7701 South 36th Street • Phone 402-436-1131

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

Facebook: www.facebook.com/CavettElementarySchool

Jeff Vercellino, Principal • Tracy Clements, Asst. Principal

2019-2020 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Amended 1/19

2019 JULY							2020 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30	31				26	27	28	29	30	31	

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

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

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

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

DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					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)
- Quarter start dates
- Quarter end dates

Thursday, May 21, 2020

Bryan Community Focus Program (at TBA)

Sunday, May 24, 2020

PBA: LNE/EHS/LSE | Devaney: LSW/LNS/LHS

Welcome To Cavett!

Dear Students and Families,

Welcome to Cavett Elementary School! This handbook has been prepared for all students and parents/guardians to be helpful in answering questions you might have about the policies and practices of our school. We follow the policies established by the Lincoln Public School Board of Education and have developed expectations and practices based on them to make teaching and learning at Cavett a positive experience for all. Additional information about Lincoln Public School policies can be found in the LPS Important Information Booklet.

Please review the topics in this handbook with your child(ren). If you have questions or concerns that are not covered in this handbook, you may contact your child's teacher, the school office or a Cavett administrator.

We look forward to working with all Cavett families this year. We value your input and participation in the education of our students. Working together positively and proactively we will support maximal student growth and achievement. 2019-20 will be an outstanding year at Cavett Elementary!

Sincerely,

Jeff Vercellino
Principal

Tracy Clements
Asst. Principal

Cavett Staff

7701 S. 36th St.
Lincoln, NE 68516
402-436-1131
www.cavett@lps.org

Cavett Mission Statement

Teaching, learning, and caring to develop
productive, responsible citizens.

Cavett Vision Statement

Every person, every day, engaged in collaborative learning, using technology
and adapting to the needs of a changing global community.

Cavett Mascot: Cardinal

Cavett Motto: "Cavett Cares" and "Work Hard, Dream Big, Never Give Up!"

Cavett Colors: Maroon, Black & Silver

Intent of Handbook

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in 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 the information found in this handbook is detailed and specific on many 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 make 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 a 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.



School Organization

Cavett Elementary is a Pre-K through 5th grade school. Staff are organized in grade level professional learning community Data Teams. Each grade level Data Team works collaboratively to plan instruction and identify best practices to meet student learning needs. Teachers work together to plan instruction, develop assessments of student performance, and to support any students who are experiencing difficulty with mastering grade level objectives. Students in intermediate grades often move between several classrooms for instruction throughout the day based on decisions of the teaching team at each grade level.

Cavett's Preschool program is located in our Kindergarten wing and houses 15-20 students in both our AM and PM program. Each section is staffed by an early childhood teacher and a special education teacher. Two part time paraeducators serve each classroom also. To apply for enrollment information for preschool call (402) 436-1996.

K-5th grade classes offer differentiated education experiences for students. Reading and math support staff as well as Special Education Resource teachers help meet varying learning needs of children who experience need for additional instruction through both inclusion and pull out service models. Each grade level also offers programming in English Language Arts and in math for students who are working significantly above grade level peers and have been identified as students who are gifted. All Cavett students have opportunities to interact with specialists in the areas of physical education, vocal music, computer, science, media center, and art each week. This schoolwide organization provides each student a comprehensive educational experience.

After School Clubs

We are SO very fortunate to have a caring and supportive P.T.O. Cavett Elementary School and P.T.O. offers a variety of after school clubs to further enrich our students. Each club meets approximately 6 times and have a fee. Clubs are held on their respective days from 2:53-4pm. On their scheduled day, students go directly to the gym when school is dismissed for the day. They will line up by the sign for their after school club and take attendance. Children will be supervised in the gym during this time. At 3pm your child will be accompanied by their instructor to their after school classroom. All clubs will dismiss at 4pm from the main school hallway (door #1 and door #10 only). Please be prompt when picking up your child; we want to make sure all our students are safe!

August 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 PTO Welcome to Kindergarten 9:30 - 11:00 am Cavett Playground
4	5	6	7	8 Cavett Open House 5:30 pm - 6:30 pm	9	10
11 First Day of School	12 Early Dismissal 1:33 pm	13 Early Dismissal 1:33 pm	14 Early Dismissal 1:33 pm	15 First Day of Preschool	16	17
18	19	20	21	22	23	24
25	26 5th Grade Saltdogs Field Trip	27 PLC Day Dismiss 80 minutes early Cavett PTO Meeting 6:30 pm	28	29	30	31

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

**dates subject to change*

Arriving And Departing School

Students will be allowed to enter the building at 8:08 a.m. On extremely inclement days, students will be allowed indoors at 8:05 a.m. When indoors on inclement days, students are expected to wait quietly for the 8:08 a.m. bell. **NOTE:** When the wind chill is 0 degrees or below, or when snow, rain or wind velocity makes the playground unsafe, students will have indoor recess time. The tardy bell rings at 8:15 a.m.

When students arrive at school, they are to go to their assigned door area and wait outside.

Kindergarten Students	South Door #4
1st Grade Students	East Door #19
2nd Grade Students	West Door or Main Entry #11 or #1
3rd Grade Students	Northeast Door #18
4th Grade Students	North Door #15
5th Grade Students	Northwest Door #12

K-5 students may also line up at Door #1 (main entry) in the morning.

Students will be dismissed from the same doors at 2:53 p.m. They may also exit out Door #1. Students who are meeting siblings should find a mutually-agreed upon place to meet outside the building. If there is a change in how your child is to get home, please send a note to the teacher and notify the office.

Parents who drive their child to school should use the Scottsdale drop off area, the So. 36th Street drop off area, the driveway in front of the school or the driveway between the parking lot and the school on the south side of the building. Please consult the "Traffic Flow Map" to the right. Kindergarten students should be delivered to the south driveway / drop off area for the 2019-20 school year.

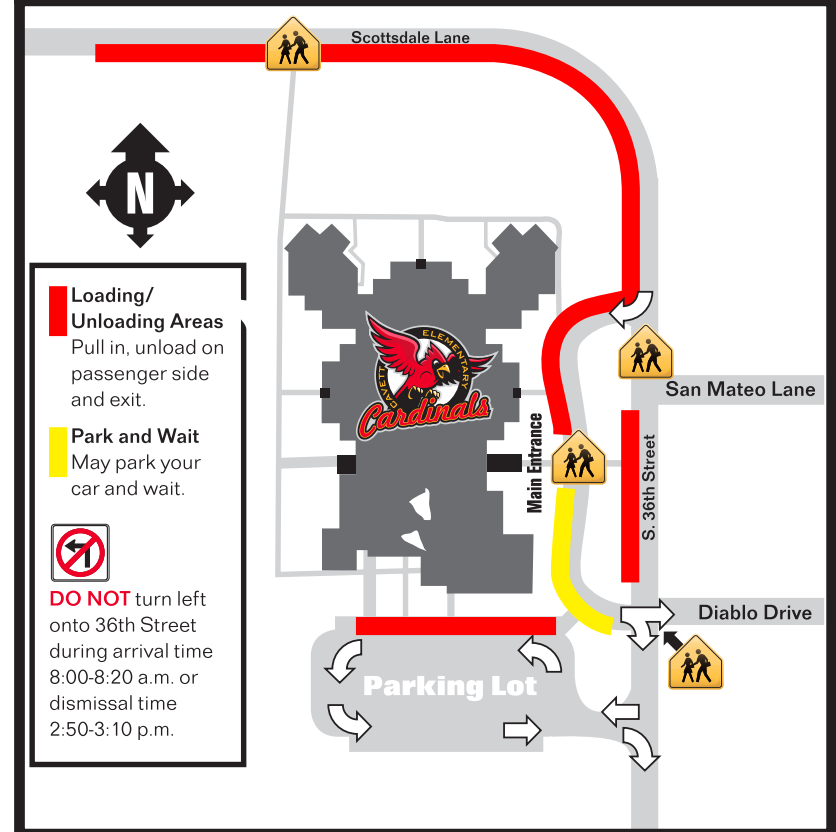
When using the front driveway (one-way), enter on the north and exit on the south. During arrival times (8:00-8:20 a.m.) and dismissal times (2:50-3:10 p.m.) exit the driveway on the south end by proceeding straight onto Diablo Drive or turning right (south) onto 36th Street. **DO NOT turn left** onto 36th Street during these times. When using the parking lot driveway, enter off of 36th street and proceed counter-clockwise and exit onto S. 36th Street. **DO NOT turn left** onto 36th Street during arrival time 8:00-8:20 a.m. or dismissal time 2:50-3:10 p.m.

If you need to come into the building before or after school, **park south of the drop-off crosswalk** (past the flag pole). **DO NOT park and/or leave your car north of the crosswalk in the front driveway.** When picking up your child after school, please keep traffic moving. **Do Not double-park or wait in the outside lane.** You may pick up your child by parking next to the curb or by driving up to the sidewalk that takes the student into the building and having your child enter your car from there. **Do not ask or allow your child to cut between cars to be picked up because it is not safe.** You may also wait for your child on the east or west side of 36th Street in front of the school. **Everyone** should use the crosswalk to get to the east side of the street.

Daycare vans use the staff parking lot (center lane) for dropping off/picking up students. Staff will assist students to cross the driveway and the crosswalk.

School Hours

Please have your child **arrive at school NO EARLIER than 8:05 a.m.** Prior to that time, no supervision is available. Students should wait outside with parents if they arrive earlier than 8:05 a.m.



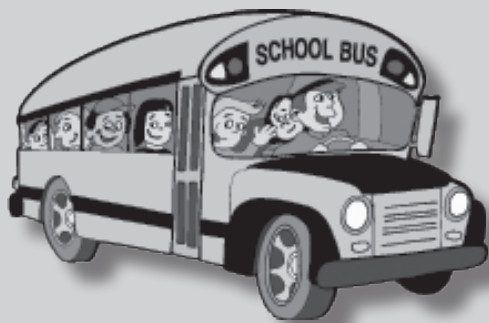
September 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Schools are Closed	3	4	5	6	7
8	9 Grandparents Week	10 Grandparents Week	11 Grandparents Week	12 Grandparents Week	13 Grandparents Week	14
15	16	17	18 3rd & 5th Grade Morrill Hall Field Trip	19 School Picture Day 3rd & 5th Grade Morrill Hall Field Trip	20 Cavett Fun Night 5:00 pm - 8:00 pm 3rd & 5th Grade Morrill Hall Field Trip	21
22	23 PLC Day Dismiss 80 minutes early "When I am 25" PTO Fundraiser	24	25	26	27	28
29	30					

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**dates subject to change*



LPS Bus Transportation

It is expected that all students maintain good behavior on buses at all times. The privilege of bus transportation may be provided to eligible students providing the following safety rules, regulation, and pupil responsibilities are followed:

Procedures for any Students Who are Bused to School

1. Students are met at the bus drop off area by a school staff member
2. Students are supervised to ensure they travel to the assigned grade level area.
3. On all inclement weather days, students are allowed in the building upon arrival.
4. Students must have a written permission stating that they are NOT taking the bus home.

No LPS bus transportation is provided for K-5 regular education students attending Cavett. Parents must make individual arrangements with day care providers regarding day care transportation. All day care vans should deliver and pick up students on time.

Parents of Kindergartners may use the drop off lane in the south driveway to drop off/pick up Kindergarten students who will enter and exit Door #4. Kindergarten students may also enter the building by the main entrance (Door #1.) **The curb is reserved for drop off/pick up. No parking along the curb.**

There are marked crosswalks that students should use if they are walking. They are on Scottsdale between 36th and 34th; and 36th and San Mateo Lane. Contact the school office if you can be a crosswalk volunteer to help students safely across the street. Staff must be on duty on the school campus so are unavailable for crosswalk duty.

Children riding bikes should be careful as they ride to school, especially if crossing Pine Lake Road. When on school grounds, students are to walk their bike to the bike racks. Students should not ride on school grounds. Students should also walk their bikes in all crosswalks.

If you are visiting school, you may park in the front of the school south of the flag pole or in the parking lot. **Do not use handicapped parking spaces for any purpose unless you have a handicapped tag or license on your vehicle. (Using the handicapped parking spot "for just a minute" to drop off your student is NOT appropriate.)**

Parents are models for our children's safety. If you ask your children to follow the proper procedures and you model this, it will make a difference and keep our children safe. We appreciate your cooperation.

Pupil Supervision After School Dismissal

Children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the following dismissal supervision procedures are applicable to parents or legal guardians of pupils attending Cavett in grades Pre K to 5 who are not eligible for district-provided transportation after dismissal (or are eligible and elect not to use district-provided transportation after dismissal.)

We have a written Pupil Supervision After School Dismissal Plan for Cavett. This Plan includes the school's procedures for pupils at the end of the school day and the location of the designated supervised area in the school building. The plan is based on the school's ability to provide supervision, the accessibility for the parent(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to our school building. The After School Pupil Supervision Dismissal Plan is provided to all parent(s) in the school mailing and described below.

Any parent of a pupil attending Cavett may request the school not release the pupil to walk home after dismissal unless the pupil is released to the parent or escort designated by the parent. (The designated escort must be at least 16 years old. Up to 2 escorts may be designated.) Anyone requesting their child only be released to a parent or designated escort must submit a Before and After School Plan Form to the Principal at or before the beginning of each school year.

The Form is available:

- In the main office of the school building
- Sent home in the first week Friday Folder – to be returned by August 23, 2019

Only parents requesting their child be released solely to a parent or designee need to complete this Request Form.

The parental request shall be applicable for **every school day** and shall apply for the entire school year. A new Request Form must be re-submitted at the beginning of each school year. A parent(s) or legal guardian(s) may rescind their request by submitting a written request to the Principal indicating the date the parent no longer requests the school provide supervision of their child after school. The child then will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

October 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Health Office Screenings	5 Pumpkin Run
6	7	8 Fall Parent Teacher Conferences 5th Grade Field Trip - Sheldon Art Gallery	9	10 4th Grade Field Trip - Pioneers Park Fall Parent Teacher Conferences	11 4th Grade Field Trip - Pioneers Park	12
13	14 Kindergarten Field Trip - Lincoln Children's Museum	15	16 End of Quarter 1	17 Schools are Closed	18	19
20	21 No School for Elementary Students	22	23	24 School Picture Retake Day	25 Fall Classroom Parties	26
27	28	29 PLC Day Dismiss 80 minutes early	30	31		

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**dates subject to change*

Upon receiving the Before and After School Plan Form, the office will notify the appropriate school staff member who has supervision of the pupil at the end of the school day of the parent's request. The supervising staff member shall send the pupil to the front entrance area when other pupils are dismissed from school at the end of the school day.

This is **NOT** an arrangement to accommodate students to be picked up later than 2:53p.m. **This arrangement is for parents who want to ensure that their child is picked up by no one but themselves or their designee.**

All parents completing the non-release form should plan to pick up their child at 2:53 p.m. inside the main entrance by the security monitor's desk. In this way our security monitor can check to ensure that children are truly leaving with the person indicated by the parent.

In the event the parent, legal guardian, or designated escort does not arrive to pick up their child(ren) at the dismissal time of school, we will attempt to contact parent(s) using the emergency numbers and LPS procedures.

This agreement must be consistent, e.g. calling the office to change the arrangement for a day or several days is not acceptable. Students may not change the arrangement in order to go home with a friend or classmate for the day, stay to work on a project, etc. Parents must come into the school building to pick up students.

Forms indicating if students will meet family or friends at any specific entry/exit are sent home in each summer mailing. Parents should return these forms on or prior to the 1st day of school/ first day of the student's attendance.

Teachers will dismiss students at assigned doorways. Adults will provide outside supervision until 3:03 p.m., watching students leave to meet their ride and/or safely leave the school grounds.

If an emergency prevents a parent, legal guardian, or designated escort from arriving at dismissal/before 3:03 p.m., the pupil will remain under the supervision of the office or security monitor until the parent(s), legal guardian(s), or designated escort arrives. Parents should plan to pick up children on time daily.

School Campus (including the playground) is closed until 6:00 p.m. except for use by the Family Service after school care program and Cavett after school clubs. Reservations for rooms/playground should be entered in the district Archibus system.

Family Service Child Care operates before and after school supervision services for a fee. Parents may contact Family Service at 402-217-6010 (on site) or 402-441-7949 (main office).



Schedules

Students are expected to arrive at school between 8:05 a.m. and 8:15 a.m. **Prior to 8:05 a.m., no supervision is available.** Students should **not** be on school property until 8:05 a.m. Students will be admitted to the building at 8:08 a.m. In inclement weather, when deemed necessary, students will be permitted to enter the building at 8:05 a.m.

Students will be dismissed at 2:53 p.m. unless there are other circumstances (early dismissal.) Upon dismissal, students must leave the school grounds and proceed home or to the location designated by their parent.

Hours of Sessions-Regular Schedule

Grades K-5 8:15 a.m. to 2:53 p.m.

Pre-School AM: 8:30 a.m. to 12:00 p.m.
PM: 12:15 p.m. to 3:45 p.m.

Early Dismissal Schedule

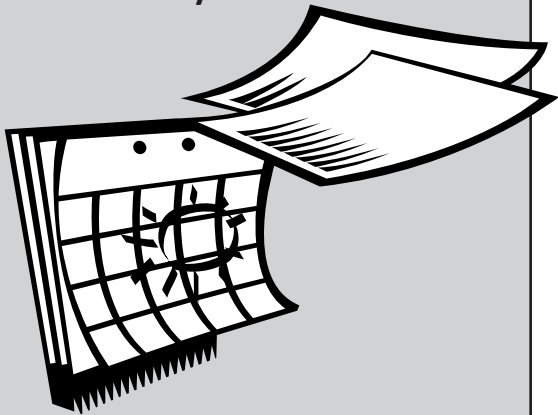
School will be dismissed early on the last Tuesday of each month to facilitate Professional Learning Community meetings. In such a case, the following early dismissal schedule shall be utilized:

Grades K-5 8:15 a.m. to 1:33 p.m.

Pre-School No School

Scheduled Early Dismissal Days

August 27, 2019
September 24, 2019
October 29, 2019
November 26, 2019
December 17, 2019
January 28, 2020
February 25, 2020
March 31, 2020
April 28, 2020



November 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 Cavett PTO Meeting 6:30 pm	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 PLC Day Dismiss 80 minutes early	27	28	29	30
Schools are Closed						

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**dates subject to change*

Breakfast

Student breakfast is \$1.30

Breakfast will be served in the cafeteria at Cavett from 7:48-8:08 a.m. Students may enter the building for breakfast at 7:45 a.m.

Students coming for breakfast should enter Door #1 and walk to the cafeteria through the main hallway.

Only students eating breakfast served by the cafeteria staff and School's Out Child Care students may be in the multipurpose room before school begins daily.

(Students in School's Out Child Care will line up for breakfast at 7:48 a.m., also.)

Lunch Times

Students at Cavett go to lunch and recess during the following times:

Kindergarten 10:55-11:30 (lunch 10:55-11:15)

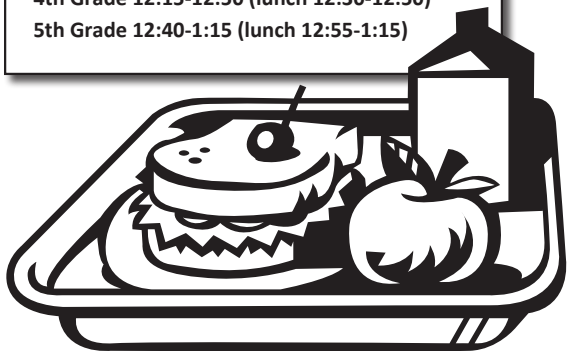
1st Grade 11:00-11:35 (lunch 11:15-11:35)

2nd Grade 12:05-12:40 (lunch 12:05-12:25)

3rd Grade 11:40-12:15 (lunch 11:40-12:00)

4th Grade 12:15-12:50 (lunch 12:30-12:50)

5th Grade 12:40-1:15 (lunch 12:55-1:15)



Lunch

Students will be expected to use appropriate behaviors and good manners at all times in the cafeteria.

Lunches may be purchased at school or the child may bring a cold lunch. Milk is available for purchase. Pop should not be brought to school in lunches other than for special occasions.

A menu will be sent home monthly in Friday folders. Salads are prepared for students. There is no salad bar.

Due to a recent ruling by USDA, **LPS, Nutrition Service is no longer allowed to provide water OR juice as a substitute for milk**, even with a doctor's note. Nutrition Services is required to provide a milk equivalent beverage. In most cases this will be lactose free milk for students who are lactose intolerance and soy milk for students who have a milk allergy. ***Water or juice may be provided from home to meet the needs or preferences of the student.***

Any children who are leaving school for lunch must have written permission from a parent to leave school. Children need to sign in and out at the security desk and return on time when class resumes.

Cavett uses a computerized system to keep track of students' lunch money. The system keeps track of each child's account balance, and allows the child to pay for meals, milk, or a la carte items. Students may pay cash daily or use funds from their "Snap account".

Each child will have a number that they will use to purchase meals. You may deposit as much money in your student's meal account as you wish. Because only one school meal per day is allowed per child, siblings each have their own account. (A second meal on a child's account will be charged at the adult rate—\$3.10). If you send one check, please designate which child's account it is to go into or how much should go in each child's account. Cash will be accepted. An email reminder is sent when a child's SNAP account has a low or negative balance. Any overdrawn (negative) Snap balances should be paid immediately. Students will be required to call home to leave a message that lunch money is needed whenever their Snap account is without funds or overdrawn.

Lunch is \$2.45. An individual or extra carton of milk costs 50 cents. Free and reduced lunch applications are available at www.lps.org or call Nutrition Services at (402) 436-1747. Eligibility for this program is determined by federal guidelines.

Parents are welcome to have lunch in the school cafeteria with their children occasionally. Please call the office by 8:25 a.m. if you are planning on eating a school lunch.

To promote healthy habits and to follow health codes, we do not share food. If you are bringing food for lunch from home or a fast food restaurant we ask that you **only** bring food for you and your children. Do not bring food for others or share your fast food with other students. Federal funding of our school lunch program does not allow us to have "competitive" foods given to students.

The school cafeteria is a dining room away from home. Good eating habits and courteous conversations during lunch contribute to an enjoyable school environment. The use of appropriate manners and behavior will be expected of all students in our cafeteria. Parents should model and encourage students in the use of courteous cafeteria behavior.

May My Child Bring a Snack to School?

Teachers will notify parents if their classroom will have a snack time scheduled into the day. The snack needs to be nutritional and easy-to-eat. Snack time will be set at a convenient time by teachers. Teachers will notify parents of recommended snacks. Due to food allergies and other health concerns, children may not share snacks with others.

December 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 No School for Elementary Students	3	4	5 Cavett Chorus Concert 6:00 pm	6	7
8	9	10 Cavett Band Concert 6:00 pm	11	12 Cavett Strings Concert 6:00 pm	13	14
15	16	17 PLC Day Dismiss 80 minutes early	18	19	20 End of Quarter 2	21
22	23	24	25	26	27	28
29	30	31	Schools are Closed - Winter Break			
	Schools are Closed - Winter Break					

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

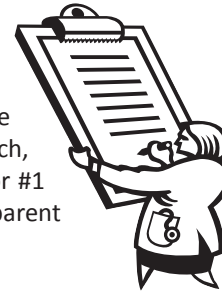
**dates subject to change*

Homework and Absences

Homework may be requested if an absence will be longer than 2 days. Please give your child's teacher at least one day's notice to prepare the HW packet. If you are going to be gone on a prearranged trip notify your child's teacher in advance so that work can be sent home prior to student's departure. Families should expect that some work will also need to be made up upon return since many concepts are not taught by pencil/paper, worksheets, etc. All absences must be reported to the Cavett office by 8:30 a.m. by a parent or guardian.

Medical Appointments

Students may need to leave during the day for a doctor or dentist appointment. It is helpful to notify the Cavett office the morning of the appointment so that we are able to locate your students in specials, lunch, recess etc. before you arrive. Students need to sign in and out at the secured entrance located at door #1 before leaving and upon return. These absences are not considered "excused," they will be noted as "parent arranged" absences.



Parental Involvement

Parents are encouraged to be actively involved in their child's education. Opportunities are provided for parents to volunteer for a variety of activities throughout the year.

Parents are also invited to visit school. All visitors must sign in at the school security desk at the main entrance. This helps us get to know you and helps ensure the safety of our children.

If you are planning on visiting your child's classroom, we would encourage you to check with your child's teacher before visiting to schedule a time that is conducive to you and the classroom. We also ask that classroom visits last between 20-30 minutes to prevent disruption in the instructional program.

If you wish to visit with a teacher, make an appointment to do so. Dropping in, with even a short question, takes the teacher away from their work of instruction and is distracting to students, as well.

Our Media Center, specialists, and classroom teachers also welcome parent volunteers. PTO and classroom teachers send home volunteer sign up lists. If you would like to volunteer to help in the Media Center, or for any specialist teacher, please contact that person or the school office.

Distributing Information At School

Any note or flier that will be sent home with students must be approved by the district office by emailing the content to mkroth@lps.org. Items going home in Friday Folders must be approved and copied by Monday to go out in that week's Friday Folder.

Cavett P.T.O.

The Cavett P.T.O. has two objectives:

- a. To promote a cooperative relationship between the home and the school that will benefit the education of all Cavett students.
- b. To enable parents and teachers to work together to provide opportunities for all students to reach their fullest potential in physical, cognitive, social and personal development.

All parents and teachers at Cavett are considered members of the PTO and are encouraged to participate in committees, projects, and programs of the organization. The PTO website is www.cavettpto.org. On the website you can sign up for the PTO newsletter, read about the committees, check the calendar of events, and read about upcoming events. Come to a meeting to learn more about the PTO and get involved. Meeting dates will be announced at the beginning of the year.

The 2019-20 officers are:

President: Mindy Robart; Vice President: Robin Ambroz-Hollman; Treasurer: Adina Branisteanu; Assistant Treasurer: Molly Parde; Public Relations/Fundraising: Jerri Harner; Secretary: Jenny Kathman; and Member at Large: Antonio Marino.



January 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
			Schools are Closed - Winter Break			
5	6	7	8	9	10	11
	Schools are Closed - Winter Break					
12	13	14	15	16	17	18
			4th Grade Field Trip - Quilt Museum			
19	20	21	22	23	24	25
	Schools are Closed					
26	27	28	29	30	31	
		PLC Day Dismiss 80 minutes early				

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

**dates subject to change*

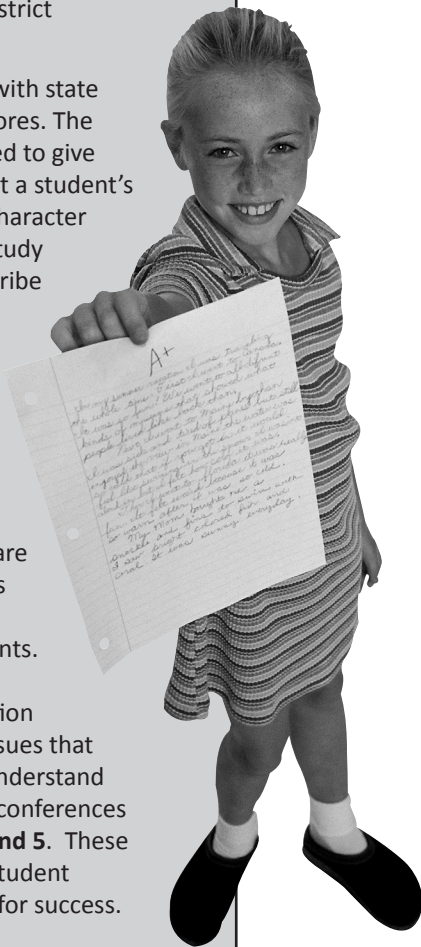
Reporting Student Progress

Student progress reports are sent home four times a year on a quarterly basis. The LPS K-5 progress report that will convey individual student progress with the following marks:

- 4 = Exceeds district standards
- 3 = Meets district standards
- 2 = Approaches but does not meet district standards
- 1 = Does not meet district standards

These marks are aligned with state and national reporting scores. The progress report is designed to give parents information about a student's academic achievement, character development and work/study habits. These grades describe a student's performance on objectives taught during each quarter of the year.

Conferences are held twice a year. The Fall conferences will be held on **October 8 and 10** and are designed to have teachers and parents discuss initial observations about students. This is an opportunity for parents to share information with the teacher about issues that would help the teacher understand their child better. Spring conferences will be held on **March 3 and 5**. These conferences will discuss student progress and make plans for success.



Principles That Guide Work With Students at Cavett

- We believe that students should be responsible for solving problems with adult guidance.
- We believe that students should face natural and logical consequences as opposed to punishment whenever possible.
- We believe that preserving a student's self-respect and dignity is crucial in any disciplinary action.
- We believe that discipline should be considered an opportunity for personal growth and learning.

CAVETT CARES

Be Safe

Be Responsible

Be Respectful

Of Self, Others And Property Learning Is A Right And A Responsibility



Behavioral Expectations

In order to maintain a positive learning environment for all students, clear expectations for appropriate behavior are provided.

Our goal is to reinforce appropriate behaviors and help students problem solve when the choices they make are not appropriate for school. Students receive Cardinal Cards for exhibiting safe, respectful and responsible behavior.

Cavett uses multi-tiered systems of support for behavior which includes proactive strategies, for defining, teaching, and supporting appropriate student behaviors to create a positive school environment.

We know that students will make mistakes during this developmental time in their lives. Cavett staff helps students learn how to problem solve and plan actions reflecting good choices to prevent errors of greater consequence later on in life.

Cavett staff also follow the due process procedures of the Lincoln Public Schools, which can be found in the LPS IMPORTANT INFORMATION HANDBOOK. Copies of the LPS Rights and Responsibilities are available in the school office.

There will be no tolerance for bullying, fighting/violence, intimidation, profane language and/or bigotry. Consequences for these behaviors will be significant and will involve both school administrators and parents. The possession and/or use of alcohol, drugs, tobacco and items which are weapons will call for immediate suspension.

February 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Cavett PTO Meeting 6:30 pm	5	6	7	8 LPS Spelling Bee
9	10	11	12	13	14 Classroom Parties	15
16	17 No School for Elementary Students	18	19	20 4th Grade Field Trip - Young Peoples Concert	21 Heritage School Field Trip - Mr. Bennett's class	22
23	24 Heritage School Field Trip - Ms. Lewis' class	25 PLC Day Dismiss 80 minutes early	26 Heritage School Field Trip - Ms. Videtich's class	27 Cavett Science Fair 6:00 pm Heritage School Field Trip - Mr. Eckhout's class	28 Heritage School Field Trip - Mrs. Knoell's class	29

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**dates subject to change*



CAVETT ELEMENTARY

School Rules & Behavioral Expectations

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Arrival	<ul style="list-style-type: none"> • Walk • Keep body calm and materials to yourself 	<ul style="list-style-type: none"> • Follow adult directions • Give friendly greetings 	<ul style="list-style-type: none"> • Arrive on time • Stay in grade level area
Lunchroom	<ul style="list-style-type: none"> • Walk • Stay seated with feet on the floor 	<ul style="list-style-type: none"> • Use inside voice level • Be friendly and kind with others • Follow adult directions 	<ul style="list-style-type: none"> • Use time wisely to eat • Clean up after yourself • Use table manners
Recess	<ul style="list-style-type: none"> • Hands and feet to self • Use equipment appropriately • What's on the ground, stays on the ground 	<ul style="list-style-type: none"> • Include everyone • Show good sportsmanship • Follow adult directions 	<ul style="list-style-type: none"> • Follow game rules • Stay active
Hallways	<ul style="list-style-type: none"> • Walk • Eyes forward • Hands, feet and materials to self 	<ul style="list-style-type: none"> • Single file-right side • Silent 	<ul style="list-style-type: none"> • Go directly where you are supposed to go
Restroom	<ul style="list-style-type: none"> • Keep hands and feet to self • Keep water in the sink 	<ul style="list-style-type: none"> • Honor other's privacy • Report problems to adults 	<ul style="list-style-type: none"> • Flush, wash hands well and clean up after yourself • Do your business quickly and leave

Bullying

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



March 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Spring Parent Teacher Conferences	4	5 Spring Parent Teacher Conferences Zoetis-LPS-GSK Science Fair	6 End of Quarter 3	7
8	9	10	11	12	13	14
Schools are Closed						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 PLC Day Dismiss 80 minutes early				

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

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School Safety

We continuously work at making Cavett a safe and positive learning environment. There are several procedures that are in place to ensure the safety of students and staff.

Entrance to the building for Family Service daycare students can be gained from the parking lot door (#6) at 7:00 a.m. At 8:08 a.m. student entrances to the building will be open. Students should typically enter through their designated doors, (detailed earlier in the handbook). After 8:15 a.m. entrance to the building can only be gained from the main entrance (door #1). All other doors will be locked and will remain locked for the entire day. The Family Service Door #6 will be locked at all times. Parents coming to pick up their child should ring the doorbell and a Family Service staff member will let you in.

Throughout the year, students will be involved in three different types of safety preparedness drills. There will be fire drills, which must be conducted ten times a year, a tornado drill, lock down, lockout, and evacuate safety drills will be conducted throughout the school year.

Standard Response Protocol are part of our Cavett Safety Plan. We regularly review procedures so we are prepared in case of an emergency. A Lockout or Lockdown is declared when an unsafe situation occurs. The building is locked down and specific procedures are enacted to ensure student safety and resolution of the problem. During a Lockout a Safety Response Team assists the office to sweep the building, and resolve any problems. We make sure that all students and staff are accounted for at this time.

During these drills, the school will be locked and parents can not pick up students without checking them out through the office.

All LPS staff wear photo name tags so that students and parents may identify staff members. Students are encouraged to go to any member of the staff if there is a problem. We also encourage students to tell a staff member or parent if they hear or see anything that would cause them to be concerned for their safety or the safety of others.

We have a Cavett Security Monitor on duty at the front entrance to the building.

ALL visitors to the building must enter through the main door.

Anyone wishing to visit the office, cafeteria, classrooms, etc., must sign in and out at the security desk, wear their identification tag and return their name tag upon checking out. This is a required procedure for all visitors. It is not meant to be an inconvenience, but is a measure provided by each Lincoln Public School to ensure student safety.

Mrs. Judit Guderjan will serve as Cavett's Security Monitor(s) for the 2019-20 school year.

Parents needing to drop off forgotten items or lunch money may do so at the Security Monitor desk. The Security Monitor will ensure that items are picked up or money is forwarded to the cafeteria.

These measures help Cavett continue to be a safe learning environment for all.



Student Use of Telephone

If a child is requested to stay after school by a teacher, the student will call home to inform parents. Only necessary telephone calls are allowed during or after school. Arrangements to visit friends should be made at home. During the day, office staff will be glad to take a message for a child or a teacher. **Telephone calls interrupt instruction and will not be transferred to the classroom while instruction is taking place.**

All phone messages for students will be delivered at the end of the day.

Selling Items at School

Only items offered for sale by the Cavett PTO or authorized Cavett student groups are allowed.

Costs prohibit staff members from purchasing items from each child who has fundraiser items to sell. In order to avoid this situation, students wishing to sell items for Girl Scouts, Boy Scouts, church groups, teams, etc., should contact staff outside of the school day/off the school campus.



April 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8 1st & 2nd Grade Field Trip - Pioneers Park	9	10 Schools are Closed	11
12 No School for Elementary Students	13	14	15	16	17	18
19	20	21 Cavett Band Concert 6:00 pm	22	23	24	25
26	27 PLC Day Dismiss 80 minutes early Cavett PTO Meeting 6:30 pm	28 Cavett Chorus Walking Tour	29 Cavett Chorus Concert 6:00 pm	30		

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2019-2020 Voluntary Supply List

Nebraska Statutes guarantee that all schools provide a free, appropriate public education (FAPE). Lincoln Public Schools provides all the necessary basic supplies and equipment for students' use in the classroom. Cavett teachers often purchase extra supplies to add to the materials available in the classroom or for special projects. If interested, students may bring extra materials and supplies for their classroom. Supplies that teachers have found useful to have in classrooms are listed by grade levels. This is, as always, a voluntary donation—not a request or requirement for any child. Many school supplies are sold at deep discounts in the weeks preceding school. Any items donated may be brought to school in August.

Kindergarten

- Crayola markers
- Highlighters
- Black Expo Dry Erase Markers
- Kleenex
- Ziploc gallon size bags
- Ziploc quart size bags
- Colored pencils
- Hand sanitizer (Germ-x or Purell only)
- Glue Sticks, Large .77oz
- Glue Bottle, 4 oz
- 2 pocket folder w/prongs (several)
- 2 pocket folder w/o prongs (several) (not Svoboda)
- Fiskars student scissors, pointed tip
- Mechanical pencils
- Plastic pencil boxes (Williams & Kitchen)
- Plastic Sliding pencil cases with snap closure (approx. 7 ½ x 3 x 1 inch) (Svoboda & Langan)

First Grade

- 24 Pack Crayola Crayons
- Black Expo Markers (thick)
- Ticonderoga Pencils
- Kleenex
- Crayola Markers
- Glue Sticks
- Gallon Ziploc bags
- Quart and snack size Ziploc bags
- Colored pencils

Second Grade

- Glue sticks
- Sticky notes (any size or color)
- Dry Erase board eraser
- 1 inch, 3 ring white clear view binder (no Velcro or zippers)
- Dry erase markers – Black only
- Crayola markers (regular and fine tip) (not Anderson)
- Colored pencils (Boesiger only)
- Wide rule loose leaf notebook paper
- Kleenex

Third Grade

- Crayola markers (fine tip) - classic colors
- 3 –70 page wide rule spiral notebooks (plain fronts)
- 4 BLACK Dry Erase Markers-FINE POINT (low odor)
- Glue Sticks
- Sticky notes – 3x3
- Highlighters
- Kleenex
- Box of Band Aids – latex free
- Pink erasers
- Hand Sanitizer (Purell or GermX only)

Fourth Grade

- Zipper (soft side) pencil case
- Dry Erase Markers (not Eckhout) Low odor
- Highlighters (not Eckhout)
- 3x3 in Sticky notes
- 2 spiral notebooks (Videtich only 1)
- 1 folder
- Kleenex

- Markers-Crayola Classic Colors (Broadtip markers - Crayola classic colors) (not Bennett)
- Band Aids (latex free)
- Hand sanitizer (Purell or Germ X only)

Fifth Grade

Personal Use

- Ear buds (all)
- Folders (Aken-1, Stock-1, Martinez-2, Linderman-2, Markowski-2, Halwerson-3)
- Dry Erase eraser (Martinez)
- 1-inch binder (Martinez-2, Linderman-1, Markowski-1)
- Notebook paper (Stock)
- Multi-colored dry erase markers (Stock)
- 1 composition notebook (Stock)
- #2 pencils (Stock, Markowski, Halverson)

For the Classroom

- Black Expo Dry Erase Markers
- Hand sanitizer (Purell or GermX only)
- Kleenex

Specialists

- Hand sanitizer (Purell or GermX only) (not Computer)
- Ticonderoga Pencils (Media, P.E., Art)
- Kleenex

May 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Mayor's Run
3	4	5	6	7 Cavett Strings Concert 6:00 pm	8	9
10	11	12	13	14	15	16
17	18	19	20 Last Day of School 5th Grade Celebration	21	22	23
24	25	26	27	28	29	30
31						

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

*dates subject to change

Cavett Elementary Staff 2019-20

Principal: Jeff Vercellino
Assistant Principal: Tracy Clements
Executive Secretary: Kris Haussler
Secretary/Registrar: Dani Taylor
Nurse: Hollis Alexander-Ramsay

Preschool, Kindergarten

Bobbi Adams (Preschool)
Dottie Kitchen
Karen Langan
Shannon Svoboda
Amanda Williams
Kelsey Wood (Preschool)

1st Grade

Krystal Elsberry
Keri Gasseling
Jennifer Jenkins
Katie MacDonald

2nd Grade

Kathy Andersen
Rachel Baumert
Stephanie Boesiger
Jane Sundermeier

3rd Grade

Morgan Clare
Ashley Ficken
Becky Hummel
Taylor Schaeffer
Jennifer Ungvarsky

4th Grade

Zach Bennett
Kevin Eckhout
Trisha Knoell
Lacy Lewis
Megan Videtich

5th Grade

Ed Aken
Kelsey Halverson
Charlotte Linderman
Jill Markowski
Stephany Martinez
Chris Stock

Technician

Ellen Spencer (Health Technician)

Specialists

Art: Megan Danner
Technology: Carrie Copley
Library/Media: Heidi Clarke
Physical Education: Chris Johnson
Science: Stephanie Takahashi
Vocal Music: Annie Kleppinger
Instrumental Music: Julie Krueger
String Specialist: Alex Rogers
Speech Pathologist: Sheri Harris
Gifted Facilitator: Ashley Staab
School Social Worker: Tina Wiltshire
Reading Recovery: Kelly Dodd
School Psychologist: Troy Baker
Professional Learning Coach: Holly David

Special Education (Resource Staff)

Jessica Cottrell
Angie Franzen

Paraeducators

Kerry Eilers (Special Ed)
Judit Guderjan (Security Monitor)
Lisa Hansen (General Ed)
Lynn Hunzeker (Special Ed)
Robyn Mendenhall (Special Ed)
Breanna Peterson (Preschool)
Jacque Prai (Special Ed)
Mary Sherrill (Preschool)
Jennifer Stilley (General Ed)
Jenny Unruh (Preschool & Special Ed.)

Custodial

Dave Wood (Bldg Supt)
John Baxa (Asst Bldg Supt)
Allen Behne
Coleen Colley
Ben Mathers
Gbadee Toe

Lunchroom

Stephanie Ernesti (Manager)
Betty Fries
Vicki Pitts
Shari Schafer

Methods of Communication

Cavett Community Connection:

The Cavett Community Connection contains announcements, information, school events, etc. This newsletter is sent every other Friday through School Messenger, our district-wide mass communication system.

Weekly Communication Folders

Typically, school news will be sent home via Friday folders. Please return the folder with your child the next school day including any notes to your child's teacher. General information will be sent with the oldest child in the family Cavett.

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://wp.lps.cavett>

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:
www.facebook.com/CavettElementarySchool

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LINCOLN BOARD OF EDUCATION 5905 O Street • Lincoln, NE 68510



Barbara Baier
Lanny Boswell

Kathy Danek
Connie Duncan
Don Mayhew

Annie Mumgaard
Bob Rauner

Stephen C. Joel, Superintendent

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, pregnancy, childbirth or related medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.

5/19

Cavett Elementary School

**7701 South 36th Street
Lincoln, NE 68516
Phone 402-436-1131
Website: <http://cavett.lps.org>**



**School Hours: 8:15 a.m.-2:53 p.m.
Office Hours: 7:30 a.m.-4:00 p.m.
Principal: Jeff Vercellino
Assistant Principal: Tracy Clements**