2020-2021

School Calendar Student & Family Handbook

Beattie Elementary School

1901 Calvert St. (68502) • Phone: 402-436-1123

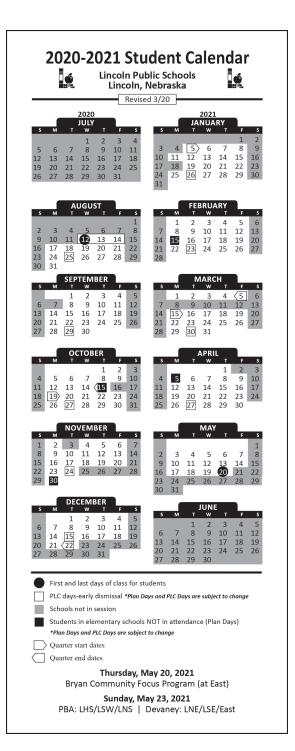
Web Page: http://beattie.lps.org • Fax: 402-458-3223

Julie Lee, Principal

THE BEATTIE COMMUNITY

TLC: Teaching, Learning, and Caring for All





Dear Student and Families,

Welcome to Beattie Elementary School! This handbook has been prepared for all students and families to serve as a reference and source of information pertaining to policies and procedures for our school. We take pride in the fact that Beattie School is a learning community in which students, staff, and families work together to create an atmosphere that is enriching, fun, safe, and conducive to learning. Please carefully review the contents of this handbook with your child/children so that all of us are familiar with school practices and expectations. If you have any questions or concerns not covered in the handbook or have the need for additional information, please do no hesitate to call the school office.

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

Julie Lee, Principal
Becky Unterseher, Coordinator



MISSION, VISION, GOALS AND EXPECTATIONS

Beattie Elementary School Mission

TLC: Teaching, Learning, and Caring for all.

Beattie Elementary School Vision

We will collaborate, communicate and sustain a positive culture that values our diversity. We will build student responsibility through high expectations while staying committed to professional growth, best practices and effective instruction.

School Improvement Goal

The goal for continuous school improvement at Beattie School is focused on increasing student achievement in reading and math skills.

Specific grade level goals are developed and monitored by teachers based on achievement data.

To allow the staff time to work in professional learning communities and further our efforts at school improvement the following dates (August 25, September 29, October 27, November 24, December 15, January 26, February 23, March 30, and April 27) will have an early dismissal (1:33 p.m.) for Beattie students.

BEATTIE SCHOOL RULES

The following are the general rules that all staff members implement. Individual teams and classrooms will add to these rules as needed. Beattie Elementary staff incorporates BIST, Behavior Intervention Support Team strategies to increase student learning time, stop disruptive/hurtful behavior, and teach children skills that will lead to life success.

School Rules: 1. Be Respectful. 2. Be Responsible. 3. Be Safe. 4. Be Your Best!



PLEASE NOTE:

All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.



PBIS Common Area Expectations

Playground:

Be Safe:

Leave rocks, sticks, and snow on the ground Avoid sliding on slopes or slick areas Keep hands and feet to self Go down the slide only Use playground equipment appropriately Report your zone to your playground supervisor

Be Responsible:

Avoid chasing and tagging games
Only play in the snow if you have boots
Avoid water and mud
Line up as soon as you hear the whistle or bell
Take care of equipment, put things where they
belong
Follow directions from all adults

Be Respectful:

Play games by school rules Invite and allow others to participate in all games Return equipment that being used Take turns if the equipment is being used or if areas are full

Use appropriate words only
Ask for help from an adult if you are unable to solve
problems independently

Be Your Best:

Play games in a courteous, respectful manner Invite, allow, encourage all students to participate in games

Take care of equipment. Put all equipment away when finished

Follow supervisor's directions Solve problems in a way that show respect

PBIS Common Area Expectations

Arrival/Dismissal:

Be Safe:

Hands, feet, and bags to yourself
Leave toys, phones, and gadgets in backpack
Leave building through assigned door after bell rings
when directed by teacher
Cross street at crosswalks
Keep feet on floor
Walk down steps

Be Responsible:

Arrive at school between 7:45 and 8:10 a.m.
Join student body on south playground for Walking Club
At 8:05 line up on east basketball court in assigned line
Sit in the correct line facing forward
Store band instruments on stage

Be Respectful:

Hands, feet, and belongings to yourself Level 2 voice until the 8:08 bell rings Level 1 voice after the 8:08 bell rings Electronic devices must stay in backpacks

PBIS Common Area Expectations

Hallways:

Be Safe:

Walk in the hallway Keep hands and feet to self Lines are single file facing forward

Be Responsible:

Be in line order Stay to the right

Be Respectful:

Volume Level 1 when in line
Ramp is for people unable to use
the steps unless directed by the
teacher
Use silent greeting

PBIS Common Area Expectations

Cafeteria:

Be Safe:

Use hand sanitizer before eating
Cold lunch wash hands after eating
Eat only your food
Wait until your table is dismissed to clean area and
throw away trash
Use walking feet in the lunchroom
Hands, feet, and objects to yourself
Sit on your pockets with feet under the table

Be Responsible:

Take lunch choice you ordered Get silverware and condiments Once seated, stay seated Stack trays and silverware appropriately Take only what you need

Be Respectful:

Raise your hand if you need anything
Sit at the next available seat or assigned table
Use a Level 3 "Table Voice"
Use polite manners
Clean up your area

Be Your Best:

Say "please", "thank you", and "excuse me"
Push your chair in
Follow adult directions
Focus on eating
Be helpful to your neighbors

PBIS Common Area Expectations

Restrooms:

Be Safe:

Use soap to wash your hands Keep hands and feet to yourself

Be Responsible:

Return to class promptly Enter only if you need to go Use door locks appropriately

Be Respectful:

Volume Level 1 or 2
Respect privacy of others
Keep our walls writing free/clean

PBIS Common Area Expectations

Drinking Fountains

Be Safe:

Swallow water before leaving fountain Keep hands and feet to yourself

Be Responsible:

Keep Drinks to five seconds or less

Be Respectful:

Keep arm's length between others Keep water in your mouth.

Behavior Intervention Support Team (BIST) Developed by Nancy Osterhaus

BIST is a unique outreach program of Ozanam, providing consultation to hundreds of teachers throughout the Midwest. The mission of BIST is to create a positive change toward a safe and productive learning environment for all.

Giving

Responsibility and

Accountability to

Children in

Education

BIST
Behavior Intervention Support Team

421 E. 137th Street Kansas City, Missouri 64145

www.BIST.org

816.508.3652 816.508.3797 (fax) bist@ozanam.org BIST
BEHAVIOR
INTERVENTION
SUPPORT
TEAM



Goals For My Life

I Can make good choices even if I am mad.

I Can be okay, even if others are not okay.

I Can do something even if I don't want to.

The purpose of the BIST Model is to partner with students when they are struggling and help them be accountable for their actions to make changes in their life. BIST is designed to *teach* and *protect* students, via GRACE and ACCOUNTABILITY so that students can demonstrate the Goals For Life and make good choices.

GRACE

We accept:

You

Your problems

Your pain

Your needs

ACCOUNTABILITY

Guiding students to look at what problems the behaviors create in the student's life. There are five levels to Accountability:

I did it

I'm sorry

It's part of a problem in my life

I accept consequences

I accept and need help

The BIST Model

Providing what students need:

Early Intervention (When)

It's never okay to be disruptive It's never okay to be hurtful.

A commitment by adults to this standard is crucial. A student will be asked one time per activity to stop a behavior that is disruptive or hurtful. Adults will intervene quickly if a student cannot meet this standard.

Caring Confrontation (How)

"I see... (disruptive behavior)"
"Can you... (desired behavior)"

"Even though...(student's feeling)"

Caring confrontation is a language of partnership when intervening with a student's disruptive or hurtful behavior

Protective Plan (What)

Teaching and practicing the Goals for Life through written strategies that provide support and accountability for the student to help him/her manage their behavior and be successful.

Outlasting the Acting Out

Providing relationship, support and accountability when a student is struggling to maintain the standard and meet his/her Goal For Life.

BIST Concepts

Safe Seat: A seat in the classroom away from other students.

Buddy Room: A seat in another teachers' classroom to help a student regroup so they may return to the safe seat.

Recovery/Focus Room: A place where students can go to stop acting out, calm down, prepare an apology and create a plan to be successful.

Think Sheet: A tool that the student completes to help him/her take ownership of the problem and create a plan to be successful.

Processing: Questions that the adult asks the student so he/she may take ownership, practice skills and make a plan to be successful.

Target Behavior Sheet: A daily visual of goals the student is working on to make life changes.

Triage: Daily "Check in" with an adult to assess emotions, establish focus about what it means to have a good day and formulate solutions if problems occur.

Class Meeting: Weekly meetings facilitated by the adult to help students solve problems, plan events and maintain a positive classroom community.



IMPORTANT INFORMATION NEEDED

All families will receive important information in August and the first few days of school. Fill out the forms and return them to school. For the safety of your child, it is necessary to give the school the name of a person to contact in case you can not be reached.

It is very important that parents/guardians notify the school of any change in address and/or telephone number. The office must have a current telephone number on file in case we must contact you in the event of an emergency.

ABSENCES:

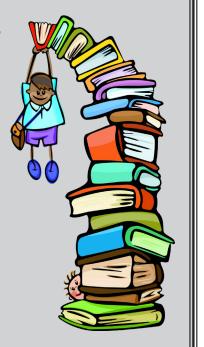
If your child is unable to attend school, a telephone call to the office is requested (preferably by 8:30 a.m.). Unless the school is notified, a call will be made to your home or place of work to verify the absence.

PARENT TEACHER ORGANIZATION/PARENT ADVISORY COMMITTEE

The Beattie School Parent Teacher Organization is a vital part of Beattie's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. PTO meetings are generally held monthly on Monday evenings. Watch for further information. All teachers and families are encouraged to join PTO.

The parent advisory committee is a group formed to select topics of interest to discuss at PTO. This group is also gathered to gain input from the parents and community on school related issues.

beattiebobcatspto.org https://www.facebook.com/groups/514793158604731



BIST

Behavior Intervention Support Team

B.I.S.T. is a school-wide program to help students learn to manage their own behavior.

The two basic rules of BIST are:

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

 BIST helps students work on
 these life goals:
 - I can take good care of myself, even if I am mad
- I can be productive and follow directions even if I don't want to
 - I can be okay when others are not okay

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

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, regulations, and pupil responsibilities are followed: . . .

Procedures for Students Who Are Bussed To School

- 1. Students exit the bus on the South side of the building and join the student body for walking club or report to breakfast.
- 2. Students must have a signed note stating that they are NOT taking the bus home.

Afternoon Procedures

- An adult (teacher or aide) picks up Kindergarten, first and second graders and walks them to designed location where teacher on duty walks all students to the bus. Prior to entering the bus, teacher on duty takes attendance.
- 2. All third, fourth and fifth graders walk to the bus and attendance is taken before the bus departs.

EMERGENCY CLOSING OF SCHOOL AFTER CHILDREN HAVE ARRIVED IN THE BUILDING:

We ask that you verify the school has the most up-to-date phone numbers and emergency contact number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. No child will



be released from school during an emergency closing unless the parent, guardian, or emergency contact person is directly contacted. An e-mail message or message on an answering machine is not sufficient. In the event that a parent or guardian does not have such a number or cannot be contacted, if conditions allow, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, the Lincoln Police Department or the Department of Children and Youth Services will be contacted.

Additional Information

Students who arrive after 8:15 a.m., must report directly to the office with their parent or guardian.

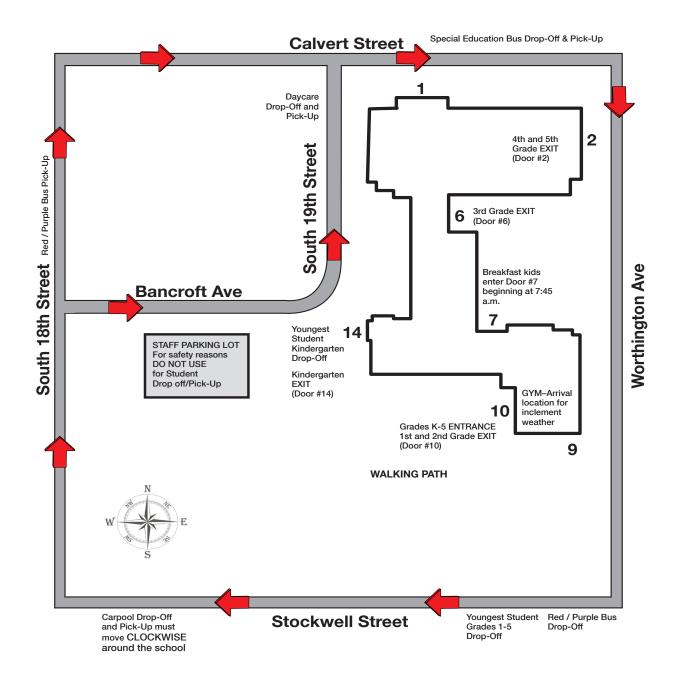
Students who leave before the end of the day are to be signed out by a parent or guardian. The schools will only release children to adults designated by the parent on the emergency contact list.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the principal must be informed and provided with a copy of that order to maintain on file at the school.

GETTING TO SCHOOL

LPS Transportation

School bus transportation is a service provided by the Lincoln Public Schools to elementary students. Only children living in the transportation area or having a permit issued from the transportation office are allowed to ride the bus. If your child rides the bus, see that he/she arrives at the bus stop five minutes early, but only five minutes early. Dress your children in clothing appropriate for the weather conditions and have all clothing items and papers in a school bag. Encourage bus safety – talk to your children about safe behavior while riding, loading and unloading, and crossing in front of the school bus. Riding the school bus is a privilege and not a right. Those eligible for services must request the privilege by completing the application form and must certify that they have read and discussed the behavioral expectations. Children riding the bus are expected to follow proper bus conduct rules. If a child is reported for misconduct, the parents and the school will be informed. Misconduct can result in suspension of bus transportation.



Beattie Elementary School

Arrival and Dismissal Procedures

PLEASE NOTE: All procedures, guidelines and dates outlined in this document are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education.



1901 Calvert Street Lincoln, Nebraska 68502 (402) 436-1123





Dear Parents/Guardians:

This pamphlet is designed to alert you to important information about Beattie's arrival and dismissal procedures and rules. Please look through the pamphlet with your student because it contains information that every parent/guardian and student needs to know about arrival and dismissal at Beattie Elementary School. Thanks in advance for your help in getting over 375 busy, social students to and from school safely each day.

Patience is important especially at this time of day to ensure safety for all of our children. Thank you!

Sincerely,

Julie Lee, principal



Safety Entrance Monitor

For the safety and security of our students, all visitors are required to enter Beattie School through the main entrance and stop at the SEM desk. Visitors planning to continue into the building must be issued a visitor's badge and be signed in by the SEM. If you are simply dropping off a lunch, backpack, instrument, etc. you can leave it with the SEM and they will contact the student for pick up. Parents wishing to pick up students early from school may wait in the greeter area while the student is contacted and report to the main doors.

School Hours

The first day of school is Wednesday, August 12th. During the first three days there will be adjusted school hours: 8:15 a.m. – 1:33 p.m.

After the first three days, the regular hours are: 8:15 a.m. – 2:53 p.m.

If a student is going to be absent, please notify the school office prior to 8:30 a.m. If a student is going to be leaving early please let the office know as soon as you have the pertinent information.

It is recommended that children not enter the school grounds until 7:45 a.m. Supervision is not provided before that time. Teachers will dismiss children at 2:53 p.m. To avoid unnecessary confusion at dismissal time, please plan to meet your child at a designated area outside the school building. Teachers will walk students outside to meet parents, daycare vans, caregivers, etc. Your child's teacher will provide you with the specific locations as they vary by grade level. Please complete the Dismissal Plan form provided by the office.

Arrival/Dismissal Procedures

ARRIVAL PROCEDURES

- The Beattie school campus is closed until 7:45 a.m.
- Students arriving for breakfast should not arrive before 7:45 a.m., as there is no supervision until that time.

We have supervision available from 7:45 a.m. – 8:10 a.m. on our walking path located on our south playground.

At 8:05 a.m., we will have them gather on the basketball court and four square court to enter the building at 8:10 a.m., Door #10.

For the safety and security of our students, please do not have students arrive earlier than 7:45 a.m. (unless your child is in Family Service day care).

If you arrive after 8:15 a.m., please enter Door #1, on Calvert Street. Please see the Arrival and Dismissal Procedures map for a visual representation of this plan.

- If your youngest child is in Kindergarten, please drop all children off at southwest corner or the building near Door #14. Kindergarten students will join us on the walking path.
- If your youngest child is in grades 1st-5th, please drop all children off along Stockwell Street. They may enter school grounds through the gate in the fence and join us on the walking path.
- In the event of inclement weather, we will use the GYM for this procedure.

We are very grateful to our PTO for funding our walking path for our children!

It works best if you pull in to drop your child off and then pull away from the curb as soon as possible so the next person can pull in. Traffic should move clockwise (when you are facing north) around the building.

DISMISSAL PROCEDURES

- All students are dismissed from the building at 2:53 p.m.
- All students must go directly home or to a school-sanctioned after school activity.
- Teachers will escort students out their designated exit door.
- School campus (including playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/ playground should be entered in the district Archibus system.

Students EXIT using the following doors:

- Door #14 Kindergarten
- · Door #10 1st Grade
- Door #10 2nd Grade
- Door #6 3rd Grade
- Door #2 4th Grade
- Door #2 5th Grade

Having a pick up plan with your child is helpful. Please encourage your child to cross the street only at crosswalks. We will have supervision at the following crosswalks at dismissal time: 19th & Calvert, Worthington & Calvert, Calvert Crosswalk, Worthington & Stockwell, and 18th & Stockwell.

*Updated information will be shared with students and families periodically.

JOIN US FOR BREAKFAST OR LUNCH!

7:45 Breakfast

Students \$ 1.30 Adults and visitors \$2.00



Lunch scheduled by class

Students \$2.45 Adults and visitors \$3.75 (subject to change)



Milk only \$.50

Prices subject to change.

Parents, please notify the office before 8:30 a.m. if you plan to have school lunch.

Other guests need parent permission to eat with students.

MAKE-UP WORK

We appreciate parent/guardians' conscientious regard for picking up homework for their child.

- ★ If your child will be absent only one day, work may be made up or taken home upon return to school.
- ★ If your child will be absent for an extended period of time, please contact the classroom teacher to plan for completion of work and notify the office.

Please call the school in the morning to request homework to be picked up after school.



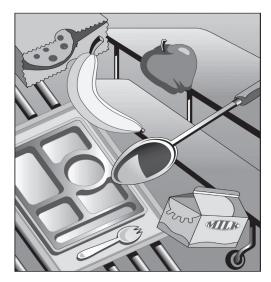
LUNCHROOM PROCEDURES

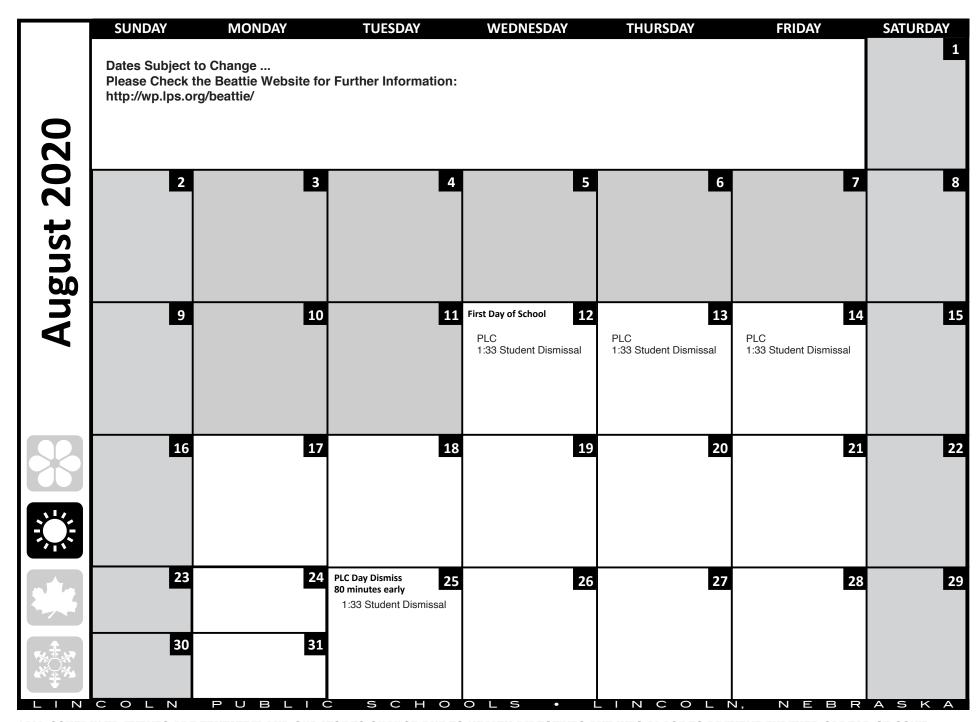
Our cafeteria cash register system is computerized. With this cash register system a parent/guardian deposits money into an account that is accessed by a lunch card which is scanned when purchases are made in the cafeteria. Money in an account can be transferred from one school or another if a student changes schools within Lincoln Public Schools.

If a child received free/reduced lunch and breakfast last year, the application is valid for the first 30 days of the new school year. A new application must be completed each school year. The fastest and most convenient way to complete an application for your family is to complete the Free/Reduced Meal Application online. Paper applications will be accepted at the school; but they are processed at the Nutrition Services Department. Completing the application online eliminates delay.

Parents/guardians are welcome to join their child(ren) for lunch. Parent, please notify the office before 8:30 a.m. if you plan to have a school lunch. Adults and children not students in Lincoln Public Schools pay \$3.75 for lunch. Please be aware that parents may take their own child out for lunch, but may not take other students with them. Your assistance in getting your child back within the allotted thirty minutes to avoid being tardy is appreciated.

The United States Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that "no food may be sold or served that competes with the National School Lunch and/or Breakfast programs one half hour prior to the serving period." This means that no food may be sold (i.e., pop, snack machines, fund raisers), or class parties. Also, parents may not bring in food for more than their child, as this is in violation of the Federal Lunch Program guidelines.





^{*}ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE DUE TO HEALTH DIRECTIVES PUT INTO PLACE TO PREVENT FURTHER SPREAD OF COVID-19.

BREAKFAST AND LUNCH TIME

Breakfast

Kindergarten - Grade 5: 7:45 - 8:00 a.m.

Lunch and Recess	Lunch	Recess
Grade K:	11:15 - 11:35 a.m.	11:35 - 11:50 a.m.
Grade 1:	11:25 - 11:45 a.m.	11:45 - 12:00 p.m.
Grade 2:	12:25 - 12:45 p.m.	12:10 - 12:25 p.m.
Grade 3:	12:10 - 12:30 p.m.	11:55 - 12:10 p.m.
Grade 4:	11:55 - 12:15 p.m.	12:15 - 12:30 p.m.
Grade 5:	11:35 - 11:55 p.m.	11:55 - 12:10 p.m.

The cost for a student's hot lunch is \$2.45 a day. The cost for breakfast is \$1.30. Adult/non-student lunch price is \$3.75 (subject to change) for the 2020-2021 school year. The cost for individual milk is \$.50. POS is the name of our cafeteria cash register system. With the POS cash register system a parent/guardian deposits money into an account that is accessed by the child using a lunch card in the cafeteria. If your child is returning to our school, they will use the same Meal PIN number as last year. If your child is new to Lincoln Public Schools, a Meal PIN number will be assigned. It is very important that your child learn their Meal PIN number so they can enter it on the keypad, until a finger scanner is activated. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

If your child received free/reduced lunch and breakfast **LAST** year, your application is valid for the first 30 days of school **THIS** year. Please complete a new application online. You will find details in the Important Information booklet you receive in the August mailing to help you with the online application process. Eligibility for the free/reduced lunch program is determined by federal guidelines. The price of a reduced lunch is \$.40. The free/reduced lunch program does not include individual milk.

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the office before 8:30 a.m. if you plan to have school lunch. Adults and children not students in Lincoln Public Schools pay \$3.75 (subject to change) for lunch. Parents have two options:

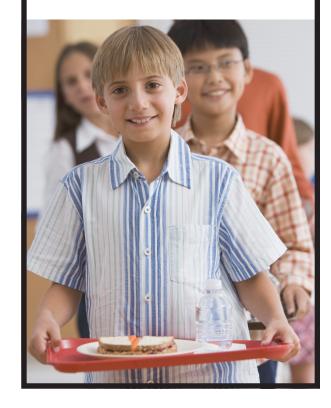
- 1) Sit with their child at their assigned lunch table.
- 2) Sit at the guest table with their child ONLY. No friends can be invited to join. (Large groups will need to sit at the guest table).

The United States' Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that "no food may be sold or served that competes with the national School Lunch and/or Breakfast programs one half hour prior to the serving period." This means that no food may be sold (i.e. pop, snack machines, fund raisers), and no food may be brought in one half hour before or one half hour after lunch to treat for birthday parties, class rewards, or class parties. Also, parents may not bring in food for more than their child.

Beattie school is dedicated to promoting healthy lifestyles for children. In the school lunchroom we encourage students bringing cold lunch to refrain from packing sodas and food items that lack nutritional value. Additionally, our staff integrates concepts of wellness, nutrition and meal-time etiquette into frequent lunch periods.

LUNCHROOM RULES

- 1. Students will move in and out of the lunchroom in an orderly fashion.
- 2. Students will stay seated while eating.
- 3. Students will talk in a quiet manner to those sitting at their table.
- 4. Students will not throw food or objects.
- 5. Students will not exchange food.
- 6. Students will clean their area and push in their chair before returning trays.



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2020	Dates Subject to Please Check to for Further Infonting	he Beattie Website ormation:	Lifetouch School Picture Day *SEE BELOW	2	3	4	5
September 2020	6	Labor Day - NO School Beattie Office Closed Schools are Closed	8	9	10	Patriot Day	12
Sept	National Grandparents Day National Arts in Education Week	14	15	16	17	18	19
	Deaf Awareness Week	21	22 First Day of Fall	23	24	25	26
	27	28	PLC Day Dismiss 80 minutes early 1:33 Student Dismissal	30			
	C O L N	PUBLIO	зсно	0 L S • I	_	N, NEBR	A S K A

^{*}ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE DUE TO HEALTH DIRECTIVES PUT INTO PLACE TO PREVENT FURTHER SPREAD OF COVID-19.

Elementary Report Card A Guide for

Elementary School Parents

The primary purpose of the Lincoln Public Schools report card is to communicate a student's academic achievement to parents/guardians. The report card reflects a student's effort and responsibility as well as provides students with opportunities for self-evaluation.

Most Frequently Asked Questions How often will I receive a report card?

A report card will be sent home with your child at the end of each quarter.

How are these standards developed?

The LPS standards are developed using state and national standards as a guide, along with the current research examining best practices in each subject. These standards reflect the high expectations LPS has for all children.

What if my child does not meet district standards?

If you have concerns about how your child is achieving, you should visit with his/her teacher. Together a plan should be developed on how to help your child meet the standards to the best of his/her ability.

How can I support my child at home?

Your support is essential to your child's learning. There are a number of ways that you can help.

- Remain positive
- Read to and with your child everyday.
- Monitor homework and have a designated time and place to do homework.

- Take note of how your child is doing on daily work.
- As concerns arise, contact your child's teacher.

Rationale

A report card forms the foundation of a school's reporting system. This elementary report card is based on Lincoln Public Schools curriculum standards in each content area. Research on effective grading systems indicates that reporting academic achievement based on district standards gives clearer evidence of what students have learned and are able to do. Based on surveys and focus groups, Lincoln parents and teachers support this grading practice.

Teachers use many kinds of information to determine the achievement level in each subject through a set of curriculum standards. Standards are described as what a student should know and be able to do within each quarter at a specific grade level. The goal for all students is to meet district standards (3).

- 4 Exceeds district standards
- 3 Meets district standards
- 2 Approaches but does not meet district standards
- 1 Does not meet district standards
- - Not taught/assessed this quarter

Information obtained from research, parents, and teachers stresses the importance of reporting

If you have questions about the report card or your child's progress, contact: Your child's teacher OR Your child's principal a student's effort and responsibility, which is defined on the report card as "work/study habits."

Marks of Work/Study Habits

- 4 Exceeds district expectations
- 3 Meets district expectations
- 2 Approaches district expectations
- 1 Does not meet district expectations

Teachers use the following indicators to determine a student's mark.

- * Listens
- * Follows oral and written directions
- ★ Is on task
- ★ Participates in class
- * Strives for quality work
- Seeks help as necessary
- * Completes assignments

Philosophy of Reporting to Parents

Parents and teachers share responsibility for the education of the student. Therefore, frequent and planned communication reflecting a student's progress in school needs to occur throughout the year. Communication describing a student's academic achievement and progress includes: quarterly report cards, parent-teacher conferences, evaluated projects and assignments, standardized test information, and other forms of personal correspondence between teachers and parents.

Conferences

Formal parent-teacher conferences are scheduled twice a year. During these times, parents and teachers will have an opportunity to communicate about the student's progress in class. Parents should feel free to contact teachers at any time to visit about their child's progress

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Parent / Teache October 6th & 8				1	Custodial Worker Day	3
	* SEE BELOW						
2(
20	4	5	6	7	8	9	10
			Parent / Teacher Conferences [3:30-6:30] * SEE BELOW		Parent / Teacher Conferences [3:30-6:30] * SEE BELOW		
pe							
October 2020							
)C	11	12	13	14	End of 1st Qtr	16	17
						Boss's Day	
					Elementary Plan Day No School for Elementary Students	Fall Break - No School	
	18	19	20	21	22	Schools are Closed	24
			Lifetouch Picture Retake Day				
11/			* SEE BELOW				
	25	26	80 minutes early	28	29	30	31 Halloween
		Red Ribbon Week	1:33 Student Dismissal				i ialioween
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COMMUNICATING STUDENT PROGRESS: Report Cards & Parent-Teacher Conferences

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

- 1. Progress through district curriculum objectives.
- 2. Performance in assigned curriculum level.

- 3. Effort.
- 4. Use of effective learning or study skills.

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

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

COMMUNICATION

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 or e-mail is encouraged.

School Newsletter: The school newsletter contains announcements, information, school events, etc. This newsletter will be sent twice a month via School Messenger.

Weekly Communication Folders: Typically, school news will be sent home via Friday Folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Beattie School. Weekly information may be found on Parent Vue.

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."*

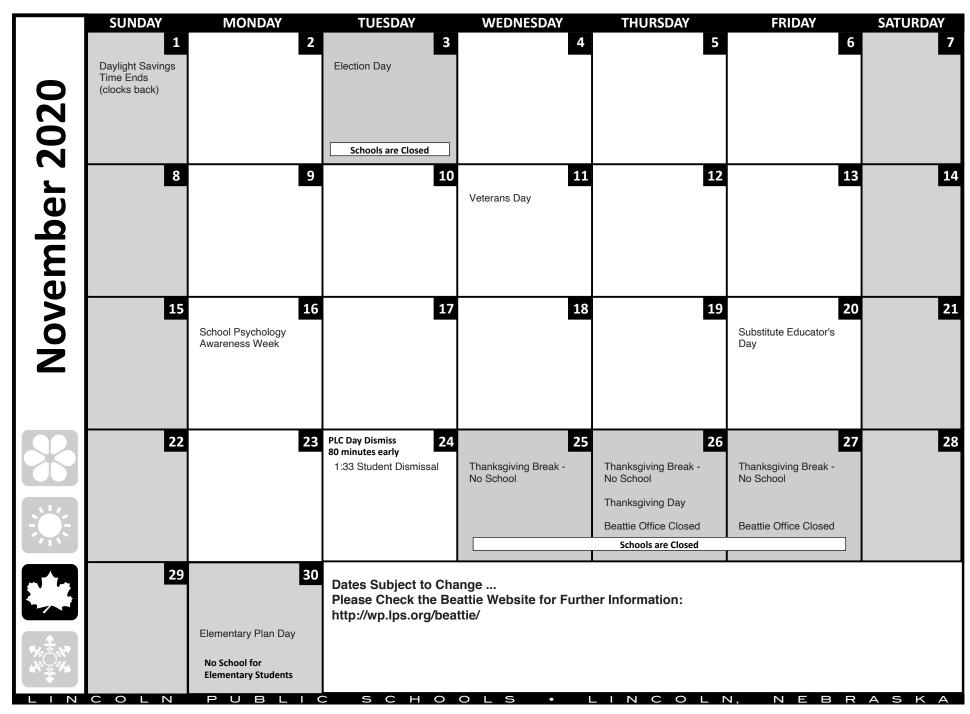
School Website: Calendars including school events such as PTO meetings, field trips, parent teacher conferences, musical programs, etc., will be located on our website. In addition to our calendars, other information is regularly updated on our website: http://wp.lps.org/beattie/

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/beattiebobcats)

Twitter: Follow us on Twitter at @BeattieElementa to receive tweets about Beattie School.



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THE STANDARD RESPONSE PROTOCOL

A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. For more information on the procedures used, go to the Lincoln Public Schools Important Information Booklet, iloveuguys.org or contact the Lincoln Public Schools Director of Security at 436-1641.

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.



MANAGEMENT PLAN

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. Each year a letter is sent home explaining the management plan and the behaviors expected of each child in the team. 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.

BEFORE-&-AFTER SCHOOL CARE

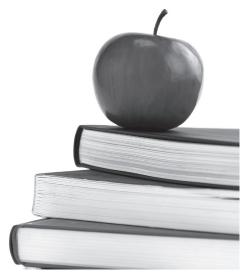
Unless your child is enrolled in a before school/after school program, he/she should not be on campus before 7:45 a.m. or after 3:00 p.m.

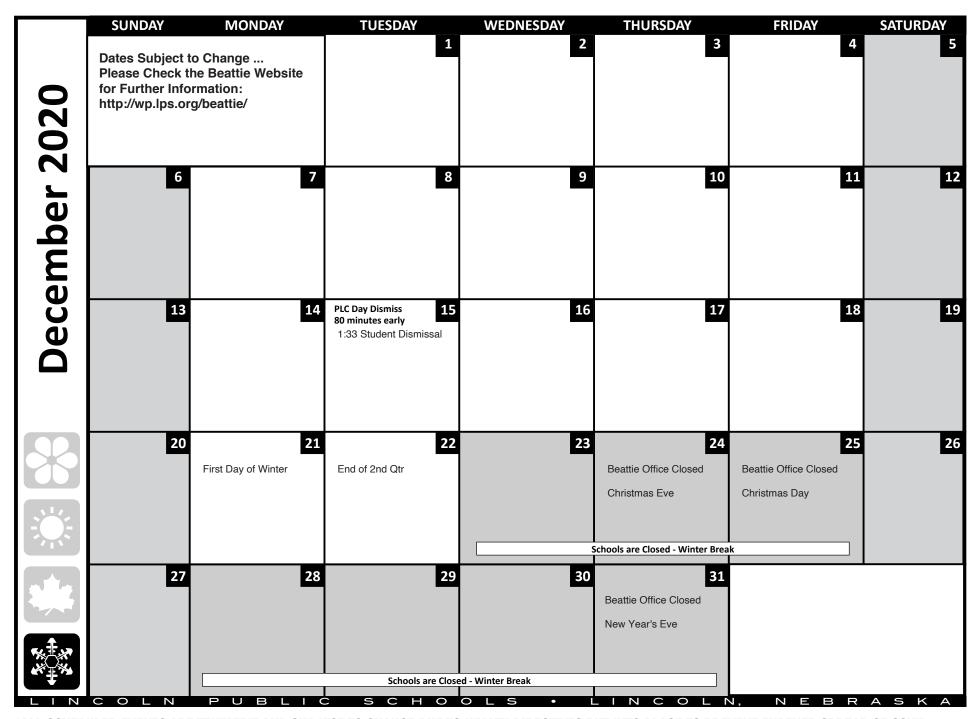
AFTER-SCHOOL CARE

After-school care is available to families at Beattie School through the Family Service "Before & After School Program." Family Service provides after-school care for kindergarten through fifth grade students. Hours are 2:53-5:30 p.m. Please call 441-7949 for registration information and fee schedule.

AFTER SCHOOL CLUBS AND ACTIVITIES

Throughout the school year, a variety of interest clubs and activities are sponsored by Beattie PTO. Club and registration information will be sent home with students.





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BEATTIE ELEMENTARY SCHOLASTIC ACHIEVEMENT AND HOMEWORK PLAN

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. You will receive information from your child's teacher regarding the times and dates of Parent Teacher conferences. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher at any time.

HOMEWORK

Lincoln Public Schools policy: "School homework/make-up work should be related to curricular objectives and be consistent with research guidelines. Each elementary school in the district will develop a building plan for homework and make-up work."

DEFINITION OF HOMEWORK: Homework refers to the tasks that a student is given to do on his/her own time after school hours. Homework can be classified into four general categories:

- 1) Practice: review and reinforce previously taught skills and concepts.
- 2) Extension: to extend and expand concepts and skills learned in class.
- 3) Preparation: to prepare for future class experiences.
- 4) Creative: activities that include analysis, synthesis, and evaluation; it is inventive and resourceful.

BEATTIE POSITION: A student should experience a regularly scheduled time at home, free of distractions or interruptions where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words and/or math facts or write and share a story.

RESPONSIBILITIES: In order for homework to be effective, each participant (student, teacher, and parent) must be committed to carrying out his/her responsibility.

TEACHERS

• communicate to students clear and concise expectations concerning assigning, returning, and evaluating homework

- homework must be appropriate to the student's developmental and instructional level
- coordinate assignments with other teachers in the team to insure an appropriate amount of work is assigned.

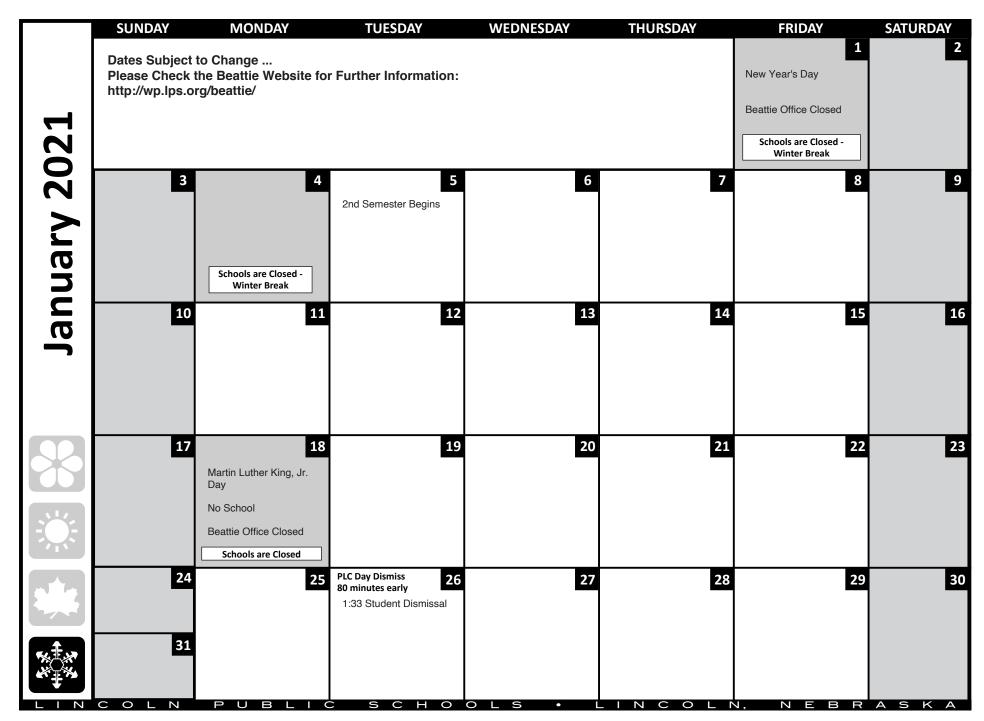
STUDENTS

- comprehend the purpose of the homework assignment
- understand directions and know what is required for completion of the assignment
- assume responsibility for completing and returning assignments
- complete assignments neatly and do quality work

PARENTS/GUARDIANS

- maintain a positive attitude towards learning and the value of homework
- help your child find an area to study that is quiet and relatively free of distractions
- be patient with the child and praise him/her for any effort made
- if your child has trouble understanding directions, help him/her
 with explanations. If the child continues to have difficulty, help the
 child with the beginning part of the assignment. If the child
 still has difficulty, terminate the homework and write a note to
 the teacher explaining the problem. Do not do the homework for
 the child.
- look over the assignment when the child reports the assignment is complete to affirm completion and quality. Praise the child for his/ her accomplishment.

At the beginning of the year, each team will send home a homework plan appropriate to the age of the students.



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BULLYING



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



	SUNDAY	MONDAY 1	TUESDAY 2	WEDNESDAY 3	THURSDAY	FRIDAY 5	SATURDAY 6
1		National School Counseling Week	Groundhog Day	3	4	3	o
February 2021	7	8	9	10	11	12	13
ary			Parent / Teacher Conferences [3:30-6:30] *SEE BELOW		Parent / Teacher Conferences [3:30-6:30] *SEE BELOW		LPS Spelling Bee * SEE BELOW
	14	15	16	17	18	19	20
Fel	Valentine's Day	President's Day	10	Nat. PTO Founders Day	10		20
		Elementary Plan Day No School for Elementary Students					
	21	22	PLC Day Dismiss 80 minutes early 1:33 Student Dismissal	24	25	26	27
	28	Parent / Teacher Co * SEE BELOW	nferences: March 9th	& March 11th			
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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
21		Nebraska's Birthday	Read Across America (Birthday of Dr. Seuss) Nebraska Teacher Recognition Day	3	LPS District Science Fair [5:00-7:00] * SEE BELOW	End of 3rd Qtr	6
March 2021	7	8 Spring Break	9 Spring Break	Spring Break	Spring Break	Spring Break	13
<u>@</u>				Schools are Closed			
Σ	Daylight Savings Time Begins (clocks forward)	15	16	St. Patrick's Day	18	19	First Day of Spring
**	21	22	23	24	25	26	27
	28	29	PLC Day Dismiss 80 minutes early 1:33 Student Dismissal	31		1	
	C O L N		зсно	0 L S • -	LINCOLI	V. N. F. B. R.	ASKA

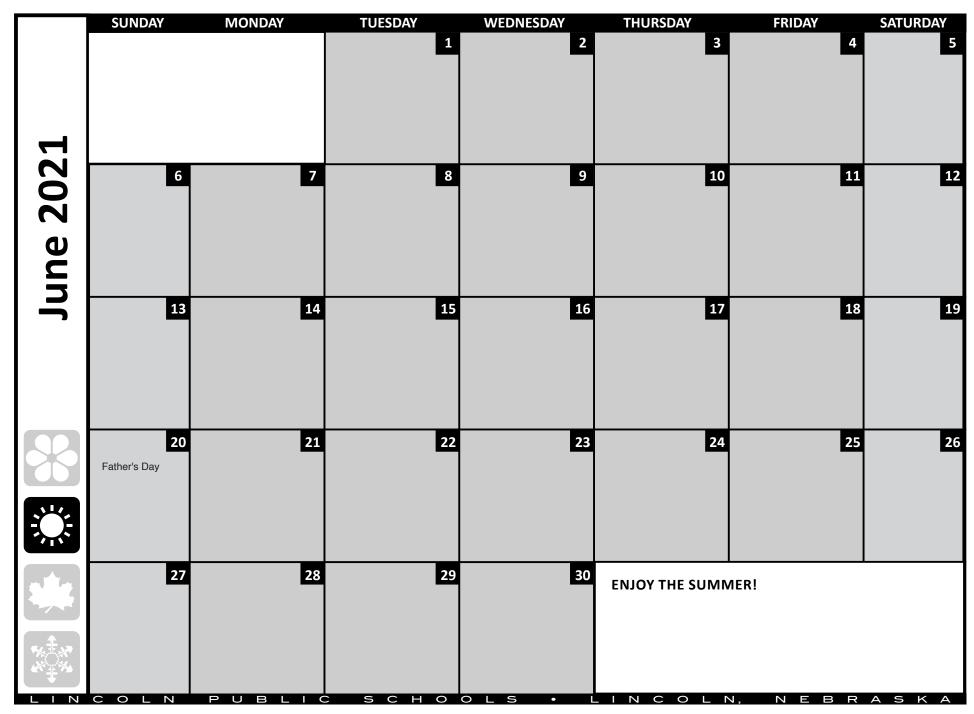
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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Dates Subject t				April Fools Day	International Children's Book Day	3
	Please Check to http://wp.lps.or	he Beattie Website for g/beattie/	Further Information:			Beattie Office Closed	
11						Schools are Closed	
April 2021	Easter	5 Elementary Plan Day	6	Paraeducator Recognition Day	8	9	10
\pri		No School for Elementary Students					
4	11	12	13	National Library Workers Day	15	16	17
	18	19	20	21	22	23	24
		_	_	Administrative Professionals Day (Secretary's Day)	Earth Day	_	National Arbor Day
	25	26	PLC Day Dismiss 80 minutes early 1:33 Student Dismissal	28	29	30	
Z	C O L N	P U B L I (School Bus Drivers Day	O L S • I	_ I N C O L		ASKA

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Dates Subject t	to Change					School Principals
	Please Check t	he Beattie Website for I	Further Information:				Day May Day
	http://wp.lps.or	g/beattie/					Mayor's Run
1							* SEE BELOW
May 2021	2	National Teacher Appreciation Week	4	National Interpreter Appreciation Day	6	7	8
J							
	9 Mother's Day	10	11	National School Nurse Day	13	14	15
	16	17	18	19	Last Day of School 20	21	22
					End of 4th Qtr 5th Grade Promotion &		
					Field Trip * SEE BELOW		
	23	24	25	26	27	28	29
	30 C O L Z	Memorial Day Beattie Office Closed	я с н о	0 L S •		I, NEBR	A S K A

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Yost, Ryan	Interpreter, DHH	ryost@lps.org

HELPFUL INFORMATION

School Attending		Grade
Room #	Meal PIN #	
School Attending		Grade
Room #	Meal PIN #	
School Attending		Grade
Room #	Meal PIN #	
	Room # School Attending Room # School Attending Room #	School Attending Meal PIN # School Attending Meal PIN # School Attending Meal PIN # School Attending Meal PIN #



Beattie Elementary School

1901 Calvert St. • Lincoln, NE 68502 Phone: 402-436-1123 • Fax: 402-458-3223 Web Page: http://beattie.lps.org

Office Hours: 7:30 a.m.-4:00 p.m. Principal: Julie Lee

INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, families, and staff as a guide to the rules, regulations, and general information about Beattie Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents/Guardians 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 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.

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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.