

2020-2021

# Clinton Elementary School

## Student Handbook



1520 N. 29th Street, Lincoln, NE 68503

Phone: 402-436-1132

<http://clinton.lps.org>

Principal: Angee Luedtke

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**Clinton Elementary School**  
**1520 N. 29th Street**  
**Lincoln, Nebraska 68503**  
**(402) 436-1132 • (Fax) 458-3232**  
**Visit our website at <http://Clinton.lps.org>**

Dear Clinton Students and Families,

Thank you for taking the time to review the Clinton handbook. This information has been prepared to help families answer questions about the routines and procedures of Clinton School. I encourage you to review the handbook with your child. The "Important Information" booklet provided by Lincoln Public Schools also gives useful family information. Please note dates and times for school events are subject to change. If you have questions about these publications please call the school office at 402-436-1132.

On behalf of the school staff, we look forward to partnering with you to make this a successful year for all Clinton students.

Angee Luedtke  
Principal



Breakfast 7:45 a.m.  
1st Bell 8:08 a.m.  
Tardy Bell 8:15 a.m.  
Dismissal 2:53 p.m.

## **Intent of Family Handbook**

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

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.



# Clinton School Mission

High expectations  
for every child  
to succeed in our  
changing world.

# Clinton School Vision

Every student  
achieving at high  
levels and becoming  
productive, successful  
citizens.



# 2020-2021 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Revised 3/20

| 2020<br>JULY |    |    |    |    |    |    | 2021<br>JANUARY |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S               | M  | T  | W  | T  | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |                 |    |    |    |    | 1  | 2  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 | 3               | 4  | 5  | 6  | 7  | 8  | 9  |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 | 10              | 11 | 12 | 13 | 14 | 15 | 16 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 | 17              | 18 | 19 | 20 | 21 | 22 | 23 |
| 26           | 27 | 28 | 29 | 30 | 31 |    | 24              | 25 | 26 | 27 | 28 | 29 | 30 |
|              |    |    |    |    |    |    | 31              |    |    |    |    |    |    |

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

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

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

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

| DECEMBER |    |    |    |    |    |    | JUNE |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  | S    | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 5  |      |    |    |    |    |    | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 | 6    | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 | 13   | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 | 20   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    | 27   | 28 | 29 | 30 |    |    |    |



First and last days of class for students



PLC days-early dismissal \*Plan Days and PLC Days are subject to change



Schools not in session



Students in elementary schools NOT in attendance (Plan Days)

\*Plan Days and PLC Days are subject to change



Quarter start dates



Quarter end dates

**Thursday, May 20, 2021**

Bryan Community Focus Program (at East)

**Sunday, May 23, 2021**

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

# School Day

## Student Day

|                             |                       |
|-----------------------------|-----------------------|
| Breakfast                   | 7:45 a.m. - 8:08 a.m. |
| Grades Kindergarten-Grade 5 | 8:15 a.m. - 2:53 p.m. |

Early Childhood Program morning session, 8:15 - 11:45 a.m.

Early Childhood Program afternoon session, noon-3:30 p.m.

**Enter Clinton Elementary through the west doors by the playground.**

## School Arrival and Breakfast

All students at Clinton are provided a free breakfast each morning. Children who eat breakfast may enter the school grounds at 7:45 a.m. No students are to be on the school grounds prior to 7:45 a.m. except those participating in a special activity or CLC.

Students arriving after 8:15 a.m. must check in the office and will be counted tardy.


We are aware that some parents must go to work prior to the time students may be at school. If you are interested in before-school childcare please contact the Clinton Community Learning Center at 402-730-3923. If your child qualifies for Free/Reduced Lunch and you are working or attending school you may be eligible for partial or total childcare payment through Title XX funds.

## Lunch

**Lunch Prices are as follows:**

We welcome you to join your child for lunch. The 2020-21 lunch times are as follows:

| Grade        | Lunch         |
|--------------|---------------|
| Grade 1      | 11:00 – 11:30 |
| Kindergarten | 11:20 – 11:50 |
| Grade 2      | 11:45 – 12:15 |
| Grade 3      | 12:00 – 12:30 |
| Grade 4      | 12:20 – 12:50 |
| Grade 5      | 12:40 – 1:10  |



|             |        |              |        |
|-------------|--------|--------------|--------|
| Full Priced | \$2.45 | Non-Student  | TBA    |
| Reduced     | \$ .40 | Second lunch | TBA    |
| Adult       | TBA    | Extra Milk   | \$ .50 |

SNAP is the name of our cafeteria cash register system. With the SNAP cash register system a parent/guardian deposits money into an account that is accessed by the child entering their SNAP number on a keypad in the cafeteria. If your child is

returning to our school, they will use the same number as last year. If your child is new to Lincoln Public Schools, a number will be assigned. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

All applications for **Free/Reduced Lunch** expire June 30th each year. **Families must submit a new application each new school year.** If a family receives Direct Certification Notice of Approval for free meals, no application is needed. An application may be submitted if a family received reduced price direct certification but household income may qualify for free meals. Eligibility for the free/reduced lunch program is determined by federal guidelines.

Please notify the office **before 10:00 a.m.** if you plan to have school lunch. The price of school lunch for adults and children who are not LPS students will be announced. In 2019-2020, the price was \$3.75.

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, fundraisers), and no food may be brought in to treat for birthday parties, class rewards, or class parties during or just prior to school breakfast/lunch times. Also, parents may not bring in food for more than their child. Students eating school lunch are not allowed to bring snack items into the cafeteria.

Any questions you may have regarding the breakfast or lunch program at Clinton School should be directed to the **cafeteria manager**. You may call 402-436-1132 and ask for the cafeteria.





## Dismissal

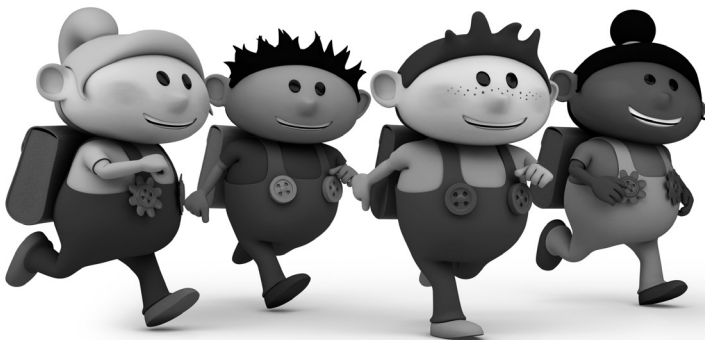
To maximize learning time, we ask that students not be picked up prior to school dismissal. To comply with the LPS threat assessment policy, when parents/guardians must pick up a child before the regular dismissal time, they must check in at the office. The school will only release students to adults designated by the parent as emergency contacts on the enrollment form. If there are special circumstances, 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.

- Teachers will escort all students out the front door to the basketball court at 2:53 p.m.
- All (K-2) students will be picked up at the basketball court, or will follow the requests of parents on the “Clinton Before and After School Plan”.
- Students staying after school must exit with their class and return with their teacher.
- Students will not be allowed back into the building after they have been dismissed without their teacher or adult.
- Students staying after school for longer than 10 minutes will notify their parent/guardian by phone.
- Students will not be allowed to play on the playground while waiting for rides after school.

## Late Pick Up

- Students not picked up by 3:00 p.m. will be taken to the Family Care Coordinator.
- Parents/Guardians must come to the front door or Office and sign out kids not picked up by 3:00 p.m.
- Police may be called when children are not picked up by 3:25 p.m. and parents or emergency contacts can not be reached by phone.

If you need after school care, the Community Learning Center is available. Call 402-730-3923 to check on enrollment.



# Communication

- **Clinton Comet Wednesday Folders**—Each Wednesday, school news will be sent home via the “Clinton Comet Wednesday Folder.” Please return the folder each Thursday.
- **Clinton Website**—Clinton Elementary School information is posted at <http://clinton.lps.org/>. You will find newsletters, photos, current events, etc.
- **Clinton Newsletter**—Newsletter information is posted on the Clinton Website. Look for recent posts
- **Clinton Facebook Page**—facebook.com/clintoncomets  
(Must log in to Facebook to see all content)

## Student Use of Telephone

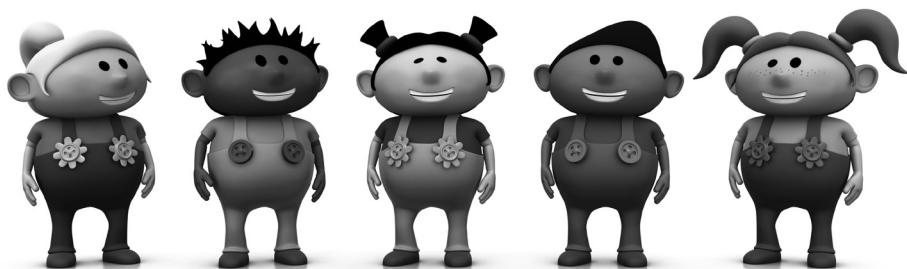
Occasionally, students may need to use the telephone. Students should check with their teacher to request permission to place a call.

## After-School Clubs and Activities

The Clinton Community Learning Center provides after-school clubs throughout the school year, which are open to ALL Clinton students and free of charge. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Chorus, Band, and Orchestra. Other clubs and activities may be organized to address special interests of students and staff.

## Clinton Community Learning Center

Before and After school care is available to families at Clinton through the Clinton Community Learning Center (CLC). CLC provides before and after school care for kindergarten through fifth grade students. Please call 402-730-3923 for registration and a fee schedule.



# Clinton School Behavior Expectations

## Multi-Tiered Systems of Support for Behavior: MTSS-B

Multi-Tiered systems of support for behavior includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

At Clinton Elementary, we want all students to be successful. In order to ensure students find success, Lincoln Public Schools has developed a framework of best practices for supporting student behavior throughout the school day. This framework includes evidence-based practices that we know lead to more positive outcomes for students. Some of the most powerful practices faculty and staff use include:

- Developing and teaching all students our school and classroom expectations
- Acknowledging positive behavior when we see it
- Consistently practicing strategies that prevent problem behavior before it happens
- Using data to make decisions
- Identifying missing skills and teaching replacement skills

I Got Caught tickets are awarded to students exhibiting positive behaviors. Students earning tickets have the opportunity to be chosen to participate in special activities with staff members.

Check-in/Check-out (CICO) is a support for students to monitor their behavior throughout the school day. Students track their progress and work to increase positive behavior choices.

Students are responsible with the support of our staff to conduct themselves in a manner to create a safe, orderly learning environment by following three simple guidelines:

- Be Safe
- Be Respectful
- Be Responsible

Students also focus on the following life goals for behavioral success:

- I can be productive and follow directions even if I don't want to.
- I can take good care of myself, even if I am mad.
- I can be OK, even when others are not OK.



# Contact Information for Students Not Feeling Safe

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Angee Luedtke. 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 with whom they have built a positive relationship.

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.



# Parent Involvement

## Clinton Parent Organization

The Clinton Parent Organization dedicates their time and resources to funding and offering activities to the students of Clinton. They will offer such activities as the fall and spring Book Fair, Popcorn Sales, Bike Rodeo, and the Clinton Carnival. The group has monthly meetings and all families are welcome.

## Adult Literacy Class

The Adult Literacy Class meets daily and offers English language instruction to refugees. The class also offers a component of parenting classes one day a week and time with their children in the classroom.

## Clinton Neighborhood Organization

The Clinton Neighborhood Organization organizes events and projects that support our students and the neighborhood. Monthly meetings are held the first Monday of each month at 7:00 p.m. at the Salvation Army, 1655 N. 27th (402-435-3035). Everyone is welcome.

## Parent/Student/Teacher Compact

### FAMILY AGREEMENT

**I want my child to achieve. Regular communication with my child and the school staff will promote positive school achievement. Therefore, I will encourage him/her by doing the following:**

- See that my child attends school regularly and on-time.
- Make medical and other appointments after-school or on non-school days.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review it regularly.
- Establish a time for reading for at least 20 minutes daily.
- Attend parent conferences to discuss my child's school progress.
- Provide a caring environment, including adequate food and rest appropriate to the age of my child.
- Seek out community resources, when needed.
- Check my child's backpack daily and sign and return necessary paperwork.
- Update phone numbers and emergency contacts. Keep the lines of communication open between home and school.

### STUDENT AGREEMENT

**It is important that I work to the best of my ability. Therefore, I shall strive to do the following:**

- Attend and do my personal best at school every day.
- Complete and return homework assignments.
- Conform to the rules of student conduct. Be Safe. Be Respectful. Be Responsible.
- Read, or be read to, at least 20 minutes each day outside of school.
- Complete all assignments to the best of my ability.

## **SCHOOL AGREEMENT**

It is important parents, students, the school and the community work together to provide the best possible opportunities for students to achieve. It is our responsibility to initiate ongoing and regular communication with each child and the parent/guardian. As a school, we are committed to providing high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the state's student academic achievement standards. Therefore, I shall strive to do the following:

- Set high expectations for learning.
- Provide homework assignments for students to practice skills introduced in class.
- Encourage students and parents by providing information about student progress.
- Provide a caring, safe, respectful and responsible environment. Teach these skills frequently.
- Notify parents of concerns in a timely manner.
- Send home Wednesday Folder items each week to promote home/school communication.
- Provide an environment that allows for positive communication between the teacher, parent and student.
- Ensure that our school provides instruction in a safe and supportive environment that enables all students to meet and exceed student performance standards.
- Provide a process for on-going planning, review and improvement of school activities and programs.
- Act as the instructional leader by supporting teachers in their classrooms.
- Help parents find community services, when needed.

**This Compact will be distributed and signed during back-to-school events and when students enroll and kept on file in the school office.**

## **Clinton Parent Involvement Policy**

The parent/guardian signature on the Parent/Student/School Compact indicates their support in promoting their child's attendance, school effort and overall readiness for school. Parents/guardians are involved in the planning, review and improvement of the Parent Involvement Policy and the Parent/Student/School Compact at our annual parent meeting where they will be informed of the building's Title I participation. The compact outlines how parents/guardians, the entire school staff and students share in the responsibility for improved student achievement. The compact is available during the annual meeting and during the teacher/parent conferences for review and signatures. Parents/guardians and after school program staff meet at the beginning of the year to plan Title I programs and activities. Throughout the year they will meet to review their progress.

[illegible]



**Lincoln**  
**PUBLIC SCHOOLS**

## **BOARD OF EDUCATION**

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5905 O Street • Lincoln, NE 68510

*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.*