



# Eastridge Elementary School

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

Dear Students and Families,

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

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

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

Sincerely,

Traci Boothe  
Principal

*An electronic copy of our handbook, with live links, can be found on our school's website. Look for Essentials on the right hand side.*

## **Intent of Student Handbook**

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

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



# Eastridge Elementary School

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

## TABLE OF CONTENTS

<b>SCHOOL DAY</b>	<b>3</b>
School Hours - Regular Schedule	3
Early Dismissal and PLC Schedules	3
Arrival and Dismissal	3
<b>BEFORE and AFTER SCHOOL PROGRAMS</b>	<b>4</b>
Breakfast Program	5
Lunch and Recess Program	5
<b>CAFETERIA INFORMATION</b>	<b>5</b>
<b>RIGHTS, CONDUCT, RULES &amp; REGULATIONS</b>	<b>8</b>
School Wide Expectations	8
Eastridge School Behavior Expectations	8
<b>BULLYING</b>	<b>9</b>
<b>COMMUNICATION</b>	<b>10</b>
School Website	10
School Messenger	10
ParentVue	10
Friday Folders	10
Community News	10
Facebook	10
<b>PARENT TEACHER ORGANIZATION</b>	<b>11</b>
<b>GENERAL INFORMATION</b>	<b>11</b>
Important Information Needed	11
Safety, Evacuation and Shelter Drills	11
Lost and Found	11
Solicitations	11
Student Use of Telephone	12
Recess	12
Proper Attire for PE Class	12
Gifts, Treats, and Invitations	12



# Eastridge Elementary School

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

## SCHOOL DAY

### School Hours - Regular Schedule

9:00am – 3:38pm

Students can enter the building at 8:50am.

### Early Dismissal and PLC Schedules

On August 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup>, school will dismiss at 2:18pm.

All LPS elementary schools dismiss at 2:18pm, for Professional Learning Communities. Early release dates are on August 25, September 29, October 27, November 24, December 15, January 26, February 23, March 30, and April 27.

## Arrival and Dismissal

Many students and families use the sidewalk on “L” Street. All students and parents must use the crosswalk indicated by crossing signs. Parking is also not allowed in our crosswalk or other areas indicated by orange parking cones. **For the safety of all, drop-off and pick-up is not allowed in the staff parking lot.** There is NO PARKING on the North side of L Street. We ask that students not walk through the parking lot.

Breakfast is available for students who wish to participate. Students eating breakfast should arrive promptly at 8:30am. Students who are not eating breakfast should arrive at school between 8:50am and 9:00am. When students arrive at 8:50am they will enter the building and take a seat in the hallway outside of their classroom. Students who arrive after 9:00am, *must* report directly to the office to receive a tardy pass.

Please contact the office in advance to let the school know if your child will be absent from school, needs to leave early for an appointment or will be coming late to school. Parents/guardians are required to check in at the school office if they are removing their child from school prior to 3:38pm. Students who leave before the end of the day must be checked out through the office.

Students will be dismissed at 3:38pm. Before & After School plans must be completed online, click [here](#) to be directed to the form.

## Eastridge Mission Statement

Eastridge Eagles SOAR  
because we are a

**S**uccessful School with  
**O**pen Minds and Healthy Bodies  
**A**chieving Goals and  
**R**especting Others





# Eastridge Elementary School

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

All students must go directly home or to a school sanctioned after school activity. Staff will supervise students at dismissal. When dismissal supervision concludes at 3:45pm, students not picked up are brought inside to the office to ensure safety. **After 3:45pm parents are required to come into the school and sign students out of the office as this is considered a late pick-up.** If parents/guardians and all emergency contacts cannot be reached, the police may be contacted to help with unification.

If you have arranged for your child to go home with another student, this plan must be communicated to the office prior to the end of the school day. The teacher will then receive notification.

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

## **BEFORE and AFTER SCHOOL PROGRAMS**

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

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

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

Students attending before or after school activities such as band, strings or other activities should have a plan prearranged with parents/guardians for how they will get home at the dismissal of these programs (walk, ride bike, get picked up, etc). Siblings of students in before or after school programs are not allowed to wait for their sibling's activity to dismiss. We do not have supervision available for siblings.



# Eastridge Elementary School

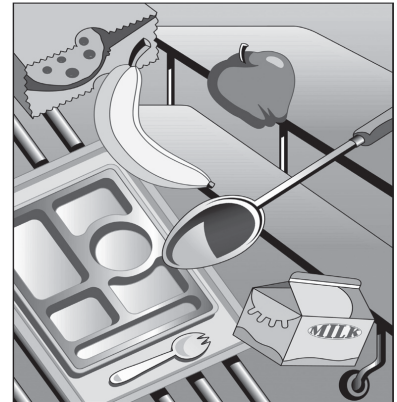
6245 L Street • Lincoln, NE 68510 • 402-436-1135 Phone • 402-458-3235 FAX

## Breakfast

Breakfast is served at 8:30am.

## Lunch and Recess Schedule

	Recess	Lunch
K	11:45-12:00	12:00-12:20
1st	11:55-12:10	11:35-11:55
2nd	12:10-12:25	12:25-12:45
3rd	11:30-11:45	11:45-12:05
4th	12:15-12:30	12:30-12:50
5th	11:55-12:10	12:10-12:30



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

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

If extended family or family friends are planning on coming to eat with your child, please notify the office. If we have not received notification from the parent/guardian, or if the individual isn't listed in Synergy as contact allowed, our office will call to verify the adults have your permission to visit.

## CAFETERIA INFORMATION

### NEW FREE AND REDUCED MEAL APPLICATION IS REQUIRED EACH SCHOOL YEAR.

**Free and reduced applications are not renewable – they do not carry over from year to year.** Families who receive a letter from Lincoln Public Schools Nutrition Services Department stating that their children have been Direct Certified for free meal benefits do not need to complete an application –please make sure all the school age children in your home are included in this letter. If one or more of your children are not listed - please call the Nutrition Services office at 402-436-1746. Free and Reduced Meal Application will be available [on-line at lps.org](http://lps.org). The on-line application is fast and secure taking only one to two working days to process. If you apply on-line and have an e-mail address registered with LPS you will receive an e-mail notification as soon as your application has been processed. Paper applications may take as long as ten (10) working days to process. Parents/Guardians are responsible for paying for school meals or supplying a sack lunch from home until meal benefits have been determined. Nutrition Services is not responsible for lost paper applications.



# Eastridge Elementary School

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

**WEB SITE FOR PAYING FOR STUDENT MEALS ON-LINE:** follow the link at [lps.org](http://lps.org) to MySchool Bucks. A transaction fee will be charged. Cash or check payments for meals can be made at the school.

**FINGER SCANNING AND BAR CODES:** your student(s) may purchase meals by scanning their finger image, or scanning a card with a bar code. Information pertaining to finger scan imaging is available on the Nutrition Services web page. Parents may opt out of the finger scan imaging process for their child by notifying the school office.

**FOOD ALLERGIES REQUIRING A SPECIAL DIET:** the "Medical Statement for Students Requiring Special Meals" (available on the Nutrition Services web page) must be completed and signed by a Physician and turned into the school Health Office. After submitting the form, please plan to send a meal with your child for up to three days so that our staff has time to order the foods necessary to accommodate your student's diet restrictions.

**START THE DAY WITH SCHOOL BREAKFAST!** All schools across the district offer breakfast. Students have the choice of selecting a cold breakfast (ex: cereal and mini breakfast bar) or hot breakfast (ex: breakfast pizza). In addition to the hot or cold breakfast entrée, a student will receive 100% fruit juice, low fat milk and optional ½ c serving of fruit. Breakfast is \$1.30 for elementary students and \$1.50 for secondary students. Reduced priced breakfast is 30 cents.

**STUDENT LUNCH MEAL PRICES:** will be \$2.45 elementary, \$2.65 middle school and \$2.80 high school. Cow's milk is 50 cents a carton. School lunch consists of a choice of two or more hot entrees, chef salad or meatless entrée plus a salad, vegetable, fruit and milk. Reduced priced lunch is 40 cents.

**DOWNLOAD FREE LPS MEAL VIEWER MENU APP:** search for "Meal Viewer" from your mobile app store. Includes pictures of the food items, nutritional information and special diet information. You can also view our menus on your computer by visiting the LPS homepage and clicking on "Meal Menus".

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

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



# Eastridge Elementary School

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

## **Eligibility for Free and Reduced Price Meals**

Families of students who may be eligible for free or reduced price school meals must submit a new application each new school year to determine eligibility. On-line application link can be found at. A copy

of the application can also be printed from this web site. Paper applications are available at the School Office, District Office and Nutrition Services Office (5905 O Street). Applications must be submitted on or

after July 1 to be considered for the new school year. A parent may apply for free or reduced meal benefits at any time during the school year. Until eligibility for free and reduced price meals is determined the student will be charged for meals at the full meal price (paid) rate. Once a child is determined eligible to receive free or reduced price meals, the status remains in effect for the duration of the school year. Notification of eligibility is sent via email if available. Families who receive an email or letter from LPS Nutrition Services Department stating they will receive free or reduced meal benefits because they have been determined eligible through Direct Certification from the Nebraska Department of Education do not need to complete an application for the new school year.

## **Meal Account Balances and Payments**

Families may check their meal account balances by following the link at [lps.org](http://lps.org) to My School Bucks or by calling the school cafeteria manager or Nutrition Services Department at LPSDO. Payment for school meals may be made online at My School Bucks, with check or cash at the school, or credit or debit card by coming to the Accounting Department at LPSDO. Families are encouraged to prepay for reduced and paid meals and regularly check their child account balance. Any balance remaining in a pre-paid account shall carry over into the next school year. When a student leaves the District or graduates, the District will send a refund request form to the student's household so the District may return any funds remaining in the student's meal account. Families are encouraged to request a refund at the time the student is leaving the District from the school office. All students with reduced price meal benefits will receive a refund. For families of students who leave the District or graduate that are not approved for free or reduced price meals and who have account balances, the failure to request such balance within 30-days of leaving or graduation shall be deemed a donation of the funds remaining to the benefit of any other student in the District. If a student moves to a different school within LPS, the meal account will transfer with the student.



# Eastridge Elementary School

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



**I can be Safe, Responsible,  
Respectful and Kind.**

Even if I have an overwhelming  
emotion.  
If others are not OK.  
If something is hard or I don't  
want to do it.

## **RIGHTS, CONDUCT, RULES & REGULATIONS**

### **School Wide Expectations**

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 take good care of myself, even if I have an overwhelming emotion.
- I can be OK, even when others are not OK.
- I can be productive and follow directions even if something is hard or I don't want to.

### **Eastridge School Behavior Expectations**

Multi-Tiered Systems of Support for Behavior: MTSS-B includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

At Eastridge 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

**Positive Reinforcement:** Students can earn our Golden Eagle tickets for making appropriate choices, giving extra effort, and for many other positive behaviors. Students are very proud of their tickets and love to bring them home. Please help them celebrate their accomplishment and reinforce their actions when you see these tickets.

Students will put their tickets into weekly lottery drawings and may be recognized on the intercom after Friday morning announcements. The student will also receive a certificate of recognition, called The Eastridge Eagle of the Week. Grade level teachers also use many individual and whole group classroom incentive and reinforcement plans.





# Eastridge Elementary School

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

## **BULLYING**

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Traci Boothe. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

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 repetitive 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.

Eastridge students will also learn the Bystander Catch Phrase, "We don't treat people that way at Eastridge. At Eastridge, we are kind".



# Eastridge Elementary School

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

## COMMUNICATION

### School Website

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

From here, you can see upcoming events, access Parent Vue, and see individual teacher information by going to the Our Staff tab.

### Friday Folders

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

### Community News

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

### 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. Please indicate on the census form if you would like to receive these messages via text. A text is regularly sent to let you know a new school messenger has been sent to your email.

### ParentVue

Parents may access communications, attendance information and more for their child through ParentVue. A "button" linking you to ParentVue can be found on our school website.

### Facebook

Find us on Facebook by typing @eastridgeeagles in the search bar. "Like" and follow us to keep up to date on the most current happenings.



# Eastridge Elementary School

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

## PARENT TEACHER ORGANIZATION

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

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

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

Questions regarding PTO events can be directed to [eastridgeptopresident@gmail.com](mailto:eastridgeptopresident@gmail.com)

## GENERAL INFORMATION

### Important Information Needed

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

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

### Safety, Evacuation and Shelter Drills

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

### Lost and Found

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

### Solicitations

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



# Eastridge Elementary School

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

## **Student Use of Telephone**

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

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

## **Recess**

Students at Eastridge will have outdoor recess when the temperature is above 0 degrees factoring in the wind chill. Students should dress accordingly.

## **Proper attire for PE class**

Lincoln Public Schools Risk Management and our Physical Education Department are working together to provide the safest learning environment for our students. Because wearing improper footwear can cause a variety of injuries ranging in severity, all students must wear tennis shoes in order to participate in PE. Students wearing flip-flops, sandals, high heels, boots, including snow or rain boots, will observe PE class. Bare or stocking feet are also not an option.

Tennis shoes are also highly recommended for recess. All students are required to run a lap at each recess. Flip flops, sandals, high heels and slides cause falls and slips. Students wearing tennis shoes are able to participate safely and be more active. If your child wears shoes to school that are not PE and recess friendly, please put a pair of tennis shoes in their backpack.

## **Gifts, Treats, and Invitations**

Money cannot be collected to buy gifts for school personnel. Exceptions can be made in the case of personal misfortune, or if a special honor is being given to a student, parent/guardian, or school staff member. Classrooms recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or nonedible). Please do not send gifts, party favors, balloons, or flowers. These items will not be delivered to classrooms. Invitations will not be distributed during the school day. Teachers should be notified ahead of time if a student has invitations to distribute after school. Phone numbers and addresses cannot be distributed by any school personnel.