



**School Calendar
Student & Parent Handbook**

Saratoga Elementary School

2215 S. 13th Street, Lincoln, NE 68502 ★ Phone 402-436-1166

Website: lps.org/saratoga ★ Fax: 402-458-3266

Annette Bushaw, Principal ★ Holly David, Instructional Coordinator

2020-2021 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Revised 3/20

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

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

DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
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

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.

Dear Students and Families,

Welcome back to Saratoga. As another school year approaches so does the excitement and anticipation of a new grade and renewed friendships. The Saratoga Staff is anxious to educate the students of Saratoga. The staff is dedicated to making every child's experience at Saratoga a positive and rewarding one. We appreciate and encourage parent involvement and are proud of the great parental support that our students receive from their parents.

This book has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about policies and practices of our school. Please carefully review the contents of the handbook with your child. If you have questions or concerns not covered in this handbook, please do not hesitate to call the school office.

We look forward to working together to make this another successful and productive year of learning and growing.

Annette Bushaw
Principal



★ INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Saratoga 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.

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.

★ LENA MERRILL COMMUNITY LEARNING CENTER

We at Saratoga School believe that students learn best when they are exposed to academically enriching experiences facilitated by caring adults in a safe, nurturing environment. In addition, we believe that adults in our community will utilize more educational, personal services when those services can be accessed at the neighborhood school. And, we believe that families involved in programs and activities at their neighborhood schools help create stronger school communities.

In an effort to create a strong school community at Saratoga and increase the personal, educational, and family service opportunities available to the community, the Lena Merrill Community Learning Center was established at Saratoga. Programs available at the Community Learning Center include before and after school programming for children in grades K-5, various adult education opportunities, and a family book club, counseling and other self-help programs.

★ AFTER SCHOOL PROGRAM

The After School Program for children is offered in partnership with Family Service and will be conducted from 2:53-6:00 p.m. each day that school is in session. Students enrolled in the After School Program report to the cafeteria each day after school. Students will rotate through activities in recreation, math, special interest topics, and literacy. These activities feature guest presenters, community service, and a variety of experiential learning activities.

Clubs are also provided to students free of charge during after school hours. These clubs range in topics from dance to math and homework to Nature Club. An enrollment forms must be completed and on file before a student can start attending the After School Program or CLC Club. Behavioral expectations for student participants in the After School Program and CLC Clubs will be the same as those for the regular school day. Students who are unable or unwilling to meet these expectations may lose the privilege of participating in the After School Program or other CLC activities at Saratoga.

The Lena Merrill Community Learning Center provides a safe, academically and socially enriching environment for student before and after school. While the program provides supervision of children, we encourage participants and their families to view the program as academic enrichment as opposed to basic child care. Participants will be asked to attend the program on a regular basis and are encouraged to stay until 5:00 p.m.

We are very fortunate to be able to offer these programs to our families, and we believe that participants will benefit academically and socially, both now and in their futures.

***For more information about the adult, child and family programs available at the Lena Merrill Community Learning Center, call Family Services at 402-441-7949 or 402-436-1166 and the message will be forwarded.**



★ SARATOGA ELEMENTARY – Title I Parent Involvement Policy

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

1. Parents will be represented on the School Improvement Team and will provide feedback and suggestions for the Parent Involvement Policy.
2. The School Improvement Plan/Title I Plan will be shared at a parent meeting. Parents are encouraged to make suggestions for changes. The School Improvement Team will review the suggestions and respond if needed.
3. The Parent Involvement Policy will be included in the Parent/Student Handbook given to each family at the beginning of school.
4. A Title I annual parent meeting will be held at the beginning of the school year. During this meeting, information about Title I will be explained.
5. Parents 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 1 participation.
6. An end of the year survey will be sent to parents. The survey will provide the parents an opportunity to evaluate the Title I program and make suggestions related to improvements. The data will be used to make improvements at Saratoga Elementary for the next school year.
7. Parents will be informed about the Title I Program, school events and the curriculum through monthly newsletters, Tuesday Folders and the School Messenger phone system.
8. Monthly opportunities for parents to participate in with their families may include:
 - Parent Teacher Conferences
 - Family Activity Nights
 - Preschool home visits
 - One Book One Family
 - Attending student meetings such as Special Education Meetings
 - Attending School Neighborhood Advisory Committee
9. Information regarding after school clubs for students will be communicated through forms sent home in the Thursday Folders or in monthly newsletters.
10. Information about curriculum and assessments will be provided in a language and format the parents can understand. An interpreter will be called as needed for parent conferences and meetings.
11. Teachers will promote the volunteer program by asking parents to come into the classroom to participate in small groups and/or help students one on one. They will also be asked to volunteer at school events throughout the year.
12. Parents will be asked to review the compact that outlines responsibility regarding homework. Parents will also be asked to provide a quiet space for their child to complete their homework and help them when necessary.
13. Parents will be asked to attend at least two conferences with their child's teacher each school year.



August 2020



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

						1
2	3	4	5	6	7	8
9	10	11	12 First Day of School Early Dismissal - 1:33pm	13 Early Dismissal - 1:33pm	14 Early Dismissal - 1:33pm	15
16	17	18	19	20	21	22
23	24	25 PLC Day Dismiss 80 minutes early Early Dismissal - 1:33pm No Preschool Classes	26	27	28	29
30	31					

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

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE DUE TO HEALTH DIRECTIVES PUT INTO PLACE TO PREVENT FURTHER SPREAD OF COVID-19. 5

★ SARATOGA ELEMENTARY

MISSION STATEMENT

“Our mission is to provide a safe and respectful environment where each student experiences a motivating and challenging curriculum that fosters family involvement and proficiency in all subject areas.”

★ General Information

★ Hours of Sessions–Regular Schedule

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

EC/ECSE 8:15-11:45 a.m. and 12:00-3:30 p.m.

★ Early Dismissal Schedule (*PLC meeting dates*)

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

EC/ECSE NO CLASSES WILL BE IN SESSION

★ Arrival Time in the Morning

Saratoga School hours are 8:15 a.m. to 2:53 p.m.

All students are expected to arrive at school between 8:00am and 8:10am.

Prior to that time, no supervision is available. Students will enter through the west playground (#5) door and line up in the gym and cafeteria.

Bells:

8:10 a.m. First Bell – Students in gym and will move to their classrooms.

8:15 a.m. School Start Bell – Students are at their desks. Any student who arrives after the bell needs to check-in at the office before being admitted to their classroom.

★ Absences

If your child is unable to attend school, a telephone call to the school office is required. Unless the school is notified, a call will be made to your home or place of work to verify this absence.

An unexcused absence will be subject to disciplinary action at the discretion of the principal.



September 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Schools are Closed	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Parent Teacher Conferences 3:30-7:00pm	29 PLC Day Dismiss 80 minutes early Early Dismissal - 1:33pm No Preschool Classes	30 Parent Teacher Conferences 3:30-7:00pm			

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★ School Breakfast & Lunch Program

Saratoga offers a before school breakfast program. Breakfast will be served from 7:45-8:00 a.m. each morning. Children will have a choice of a hot breakfast or cold cereal.

Grade	Lunch Times	Recess
K	11:30 - 12:00	12:00 - 12:20
1	11:00 - 11:30	11:30 - 11:50
2	12:00 - 12:30	12:30 - 12:50
3	11:15 - 11:45	12:55 - 1:15*
4	12:15 - 12:45	1:30 - 1:50*
5	11:45 - 12:15	1:10 - 1:30*

The cafeteria will offer breakfast at **NO COST** to all students at Saratoga Elementary.

Student Lunch Cost: \$2.45; Reduced Student Lunch Cost: \$.40; Extra Milk: \$.50; Adult/Non Student Lunch: \$3.80.

★ Gifts, Treats, and Invitations

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.

★ School/Classroom Parties and Celebrations

Parties and classroom celebrations (e.g., Fall, Valentine's) are at the discretion of the building principal aligned with LPS Guidelines.

Any food that is associated with classroom parties/celebrations will be provided by the school with the approval of the principal. Students or families should not bring food for their class for any occasion.

Valentines Day is an exception. Edible treats are allowed but will be sent home and not be eaten at school due to possible allergies and food sensitivities.

JOIN US FOR LUNCH!

Lunch scheduled by class

Students \$2.45

Adults and visitors \$3.80

Milk only \$.50

**Prices subject
to change.**



October 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9 Individual Picture Day	10
11	12	13	14	15 No School for Elementary Students	16 Schools are Closed	17
18	19	20	21	22	23	24
25	26	27 PLC Day Dismiss 80 minutes early Early Dismissal - 1:33pm No Preschool Classes	28	29	30	31

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★ Saratoga Elementary School

★ Parent/Student/Teacher Compact

To provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards a school-parent compact was jointly developed with parents, and reviewed annually. This compact outlines how parents, the entire school staff and students share in the responsibility for improved student achievement.

★ Parent/Guardian Agreement

- See that my child attends school regularly and on-time
- When possible make medical and other appointments after-school or on non-school days
- Support the school in it's efforts to maintain proper discipline by encouraging safe, respectful, and responsible behavior
- Establish a time for homework and review it regularly
- Establish a time for reading at home for at least 20 minutes daily
- Attend parent conferences to discuss my child' school progress
- Attend family events that are sponsored by the school
- Provide a caring environment, including nutritional food and adequate rest appropriate to the age of my child
- Communicate to the school relevant information that may affect my child's learning

Signature _____

★ Student Agreement

- Attend school every day and arrive on time
- Complete and return homework assignments
- Learn and follow the expectations of Saratoga school
- Read, or be read to, at least 20 minutes each day outside of school
- Be safe, respectful, and responsible
- Complete all assignments to the best of my ability
- Communicate concerns and needs when necessary to a responsible adult

Signature _____

★ Teacher Agreement

- Set high expectations for learning
- Provide appropriate homework assignments for students to practice skills introduced in class
- Encourage students and parents by providing information about student progress
- Provide a safe and supportive environment for learning by encouraging safe, respectful, responsible behavior
- Notify parents of any concerns in a timely manner
- Encourage family reading time outside school time

Signature _____

★ Principal Agreement

- 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 classroom as well as parent involvement
- Provide a safe school environment by encouraging safe, respectful responsible behavior of the entire Saratoga community.

Signature _____



November 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Schools are Closed	4	5	6	7
8	9	10	11	12 Individual Picture Retake Day	13	14
15	16	17	18	19	20	21
22	23	24 PLC Day Dismiss 80 minutes early Early Dismissal - 1:33pm No Preschool Classes	25	26	27	28
29	30 No School for Elementary Students	Schools are Closed				

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★ Dismissal Procedures

Students will be dismissed at 2:53 p.m. unless there are other circumstances (early dismissal, PLC, etc.) Upon dismissal students must leave the school grounds and proceed home or to a previously designated location. **IT IS THE PARENT/STUDENT RESPONSIBILITY TO FOLLOW THEIR CHILD'S BEFORE AND AFTER SCHOOL PLAN.**

- 2:53 School dismisses (last Tuesday of the month, 1:33 for Professional Learning Communities)
- Parents are asked to wait outside the Southwest playground gate at dismissal.
- Grades K-2 will be dismissed through Door 5 and will exit through the gate. Kindergarten and first grade classes will move to the West on Saratoga Street towards 11th Street. All other students will line up with their teacher along the side walk.
- To help with congestion, 3rd, 4th and 5th grade will be exiting door 4 by the staff parking lot. The staff parking lot **will be** closed for safety.
- **If you are heading West on Saratoga Street, please do not get out of your car. This lane must keep moving.**
- Teachers will wait with children outside until 2:58 p.m. Children not picked up by 2:58 p.m. will be escorted to the office. After 2:58, parents/guardians must come to door 1 on the East side of the building to pick up their children and sign them out.

Student Drop Off and Pick Up is **NOT PERMITTED** in the following areas:

- Southwest parking lot (off Saratoga Street)
- Northeast parking lot (off 13th Street)
- 13th Street

★ The Saratoga Way

It is important that all students contribute to a productive learning atmosphere in class. If students disrupt class due to poor behavior, they infringe on the right of other students to learn. When a student misbehaves in class, teachers will attempt to help him/her correct that behavior. If those efforts are not successful, administrative intervention may be necessary. Both teacher and administrative intervention could include **but not be limited to: problem solving, consequences, and calling a parent.** Ultimately, if efforts to correct behavior fail, a student may be suspended (both in and out) of school.

★ Telephone Use

If you choose to send a cell phone with your student to school, these are the guidelines which need to be followed:

- The school is not responsible for cell phones.
- The cell phone must be turned off, kept in backpack or turned into teachers.
- If the cell phone becomes a nuisance item, the cell phone will be taken away and given to an administrator. Parents/guardians will be called and they will need to pick up the cell phone from the office.



Student positive behaviors will be recognized throughout the year with golden tickets and/or Starbuck awards given by teachers. This small, individual recognition promotes positive behavior. It also builds a "want to" attitude to do the right thing, even when teachers are not looking.



December 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 6:30pm Music Concert	4	5
6	7	8	9	10	11	12
13	14	15 PLC Day Dismiss 80 minutes early Early Dismissal - 1:33pm No Preschool Classes	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Schools are Closed - Winter Break	
Schools are Closed - Winter Break						

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January 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Schools are Closed - Winter Break	2
3	4 Schools are Closed - Winter Break	5	6	7	8	9
10	11	12	13	14 Parent Teacher Conferences 3:30-7:00pm	15	16
17	18 Schools are Closed	19 Parent Teacher Conferences 3:30-7:00pm	20	21	22	23
24	25 PLC Day Dismiss 80 minutes early	26 Early Dismissal - 1:33pm No Preschool Classes	27	28	29	30
31						

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

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★ METHODS OF COMMUNICATION

★ School Newsletter:

The Saratoga Newsletter contains Announcements, information, school events, etc. This newsletter is posted on the Saratoga School website the first of every month and will be also sent via SchoolMessenger.

★ Weekly Communication Folders:

Typically, school news will be sent home via Tuesday 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 Saratoga School.

★ Community News:

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

★ **School Website:**

Information is regularly updated on our website: wp.lps.org/saratoga/

★ 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:**

Follow us on Facebook to receive messages about Saratoga School or go to the Saratoga School Website and click on Facebook.



February 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 No School for Elementary Students	16	17	18	19	20
21	22	23 PLC Day Dismiss 80 minutes early Early Dismissal - 1:33pm No Preschool Classes	24	25	26	27
28						

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

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★ BULLYING



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

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

In order to be considered bullying, the behavior must include:

- Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, school social worker or any other adult in the building that they have built a positive relationship with.

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District's Second Step program.



March 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Schools are Closed

PLC Day Dismiss
80 minutes early

Early Dismissal - 1:33pm

No Preschool Classes

April 2021



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

				1	2	3
					Schools are Closed	
4	5	6	7	8	9	10
	No School for Elementary Students					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
				6:30pm Music Concert		
25	26	27	28	29	30	
		PLC Day Dismiss 80 minutes early Early Dismissal - 1:33pm No Preschool Classes				

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

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May 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	Last Day of School	21	22
23	24	25	26	27	28	29
30	31					

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

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June 2021



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

1

2

3

4

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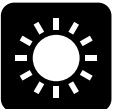
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ENJOY THE SUMMER!

July 2021



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUMMER
ROCKS!

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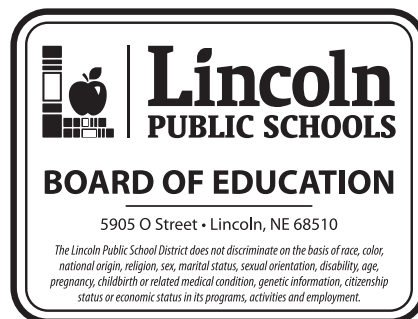
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L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

★ TABLE OF CONTENTS

Calendar, Welcome Letter, Intent of Student Handbook.....	2
Lena Merrill Community Learning Center, Before and After School Program	3
Saratoga Elementary–Title I Parent Involvement Policy	4
August Calendar	5
Saratoga Elementary Mission Statement, General Information	
Hours of Sessions-Regular Schedule, Early Dismissal Schedule (PLC Meeting Dates), Arrival Time in the Morning, Absences	6
September Calendar	7
School Breakfast Program, Daily Lunch Hours, Prices	8
October Calendar	9
Saratoga Elementary School Parent/Student/Teacher Compact.....	10
November Calendar	11
Dismissal Procedures, Telephone Use, Behavior in Class, Behavior in the Halls, Fighting.....	12
December Calendar.....	13
Socially Acceptable Behaviors in the Lunchroom, Guidelines for Playground (and after school hours),	
Saratoga After School Club Expectations	14
January Calendar	15
METHODS OF COMMUNICATION: School Newsletter, Weekly Communication Folders, Community News, School Website,	
ParentVue, School Messenger, Facebook	16
February Calendar	17
Bullying.....	18
March Calendar	19
April Calendar.....	20
May Calendar	21
June Calendar.....	22
July Calendar	23
Contact Information	Back Cover

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