



**2020-2021**

## **School Calendar Student & Parent Handbook**

Sheridan Elementary School  
3100 Plymouth Avenue, Lincoln, NE 68502  
Phone: 402-436-1167 • Fax: 402-458-3267  
Web Page: <http://sheridan.lps.org>  
Dr. De Ann Currin, Principal

**Sheridan Elementary is learning in harmony, lifting achievement and leading the future.**

## 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				5	6	7	8
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	2	3			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	2					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							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
				1	2	3					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

## Dear Sheridan Elementary School Families,

Welcome! The Sheridan staff is excited about the new school year and we look forward to working with you to support children's learning and growth. This handbook/calendar contains information about policies and procedures for our school. We also emailed/sent the "Important Information" booklet, provided by Lincoln Public Schools, for additional parent/student information. Please review this information with your child. The school event calendar was created in the spring and the dates are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 402-436-1167.

Sincerely,

**Dr. De Ann Currin**  
Principal



**Sheridan Community . . .  
learning in harmony, lifting  
achievement and leading the  
future.**

# 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 Day 0 2:18 Dismissal	13 Day 1 (3-5) Day 1 (K-2) 2:18 Dismissal	14 Day 2 (3-5) Day 2 (K-2) 2:18 Dismissal	15
16	17 Day 3 (3-5) Day 3 (K-2)	18 Day 4 (3-5) Day 4 (K-2)	19 Day 5 (3-5) Day 1 (K-2)	20 Day 1 (3-5) Day 2 (K-2)	21 Day 2 (3-5) Day 3 (K-2)	22
23	24 Day 3 (3-5) Day 4 (K-2)	25 PLC Day Dismiss 80 minutes early Day 4 (3-5) Day 1 (K-2) 2:18 Dismissal	26 Day 5 (3-5) Day 2 (K-2)	27 Day 1 (3-5) Day 3 (K-2)	28 Day 2 (3-5) Day 4 (K-2)	29
30	31 Day 3 (3-5) Day 1 (K-2)					

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

Sheridan Elementary School 2020-21 Student Handbook Calendar

## Creating Success Through Partnership

Students are responsible with the support of our staff, to conduct themselves in a manner that will create a safe learning environment at Sheridan Elementary School. All appropriate behaviors are included in Sheridan's three simple guidelines for success. We will work together to help our children to:

### Be Safe

We help everyone feel physically and emotionally secure.

### Be Respectful

We value and are considerate of others.

### Be Responsible

We are accountable for all of our actions.

## Special Permissions

Students wishing to come early to study or meet with a teacher must obtain a pass from the teacher the previous day.



## Important Information Needed

Starting July 20th, parents and guardians will verify their child(ren)'s enrollment information through the online parent portal, ParentVUE. This annual process was formerly completed on a paper census form, which parents/guardians had to review, update and return to the office. **For the safety of your child**, it is necessary to provide an emergency contact name and phone number while verifying your child's enrollment information online, in case you cannot be reached.

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

## Tardies

Student achievement is impacted by frequent tardies. We would rather have children come to school late than not at all, therefore, we do not discipline tardy students. We will make a plan with them so they get to school on time. Parents/guardians will be notified by a letter and/or phone call to inform them of the situation. A parent/guardian conference may be scheduled for students who are repeatedly tardy. Students attending Sheridan School on permit are reminded that punctual attendance is necessary to maintain permit status.

## Drop Off and Pick Up

- Follow flow of traffic when dropping off and picking up your child(ren) (map found on page 6 of the Sheridan Student Handbook/Calendar).
- Drop off and pick up your child(ren) on the passenger side only of the car to ensure children do not cross the street.
- Arrange to drop off and pick up your child(ren) in the same place each day.
- Use crosswalks. Teach your child to obey the crossing light and to stay within the designated crosswalk lines.

## Pick Up/Lunch

A student can only be picked up or eat lunch with someone if they are listed as a contact during online enrollment verification. If they are not, you must contact the Sheridan office and give them the person's name who will be picking them up or eating lunch with them.

# September 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Day 4 (3-5) Day 2 (K-2)	2 Day 5 (3-5) Day 3 (K-2)	3 Day 1 (3-5) Day 4 (K-2)	4 Day 2 (3-5) Day 1 (K-2)	5
6	7 Schools are Closed	8 Day 3 (3-5) Day 2 (K-2)	9 Day 4 (3-5) Day 3 (K-2)	10 Day 5 (3-5) Day 4 (K-2)	11 Day 1 (3-5) Day 1 (K-2)	12
13	14 Day 2 (3-5) Day 2 (K-2)  SCHOOL PICTURE DAY	15 Day 3 (3-5) Day 3 (K-2)	16 Day 4 (3-5) Day 4 (K-2)	17 Day 5 (3-5) Day 1 (K-2)	18 Day 1 (3-5) Day 2 (K-2)	19
20	21 Day 2 (3-5) Day 3 (K-2)	22 Day 3 (3-5) Day 4 (K-2)	23 Day 4 (3-5) Day 1 (K-2)	24 Day 5 (3-5) Day 2 (K-2)	25 Day 1 (3-5) Day 3 (K-2)	26
27	28 Day 2 (3-5) Day 4 (K-2)	29 PLC Day Dismiss 80 minutes early Day 0  Early Dismissal - 2:18  Parent/Teacher Conferences 4:00 - 7:00	30 Day 3 (3-5) Day 1 (K-2)			

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Sheridan Elementary School 2020-21 Student Handbook Calendar

# Arrival at School

Students are expected to arrive at school between 8:50 a.m. and 9:00 a.m. Prior to that time, no supervision is available. On days of inclement weather, when deemed necessary, students will be permitted to enter the building at 8:50 a.m. Students who arrive after 9:00 a.m. must report to the office with a parent or guardian.

Students will be dismissed at 3:38 p.m. unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location. Only students supervised by a parent can stay on the school grounds.

## Hours of Sessions—Regular Schedule

Grades K-5 ..... 9:00 a.m. - 3:38 p.m.

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 during online enrollment verification or parent/guardian must call the office prior to release.

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.

## Arrival Times

- Earliest arrival is 8:50 a.m. unless participating in breakfast, band, chorus, or before-school childcare.
- Students can arrive on campus at 8:50 a.m.
- Students go to their classes at 8:55 a.m.
- Classes begin at 9:00 a.m.

**After 9:00 a.m., all students use the front entrance and report to the office.**

**Breakfast** is served 8:30 - 8:50 a.m.

**Before School Childcare** is available between 7:00 and 8:50 a.m. Pre-registration is required through Family Service, 441-7949.

# Dismissal From School

For safety purposes, students will not be allowed to play on the playground while waiting for rides after school.

## Dismissal Times

- All students are dismissed from the building at 3:38 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.

## Dismissal Areas

- Students enrolled in after school activities will be escorted to the appropriate area.
- Brothers and sisters meet inside the building.
- Parents arrange to pick up their children at the same place each day.

## After School Clubs/Activities

- School's Out childcare is available after school until 6:00 p.m. Pre-registration is required through Family Service, 441-7949.

## Late Pick Up

- Parents/guardians must come to the office and sign out students not picked up by 3:45 p.m. Children will not be allowed to wait outside after school or to leave the building without a parent/guardian signature after this time.

# October 2020

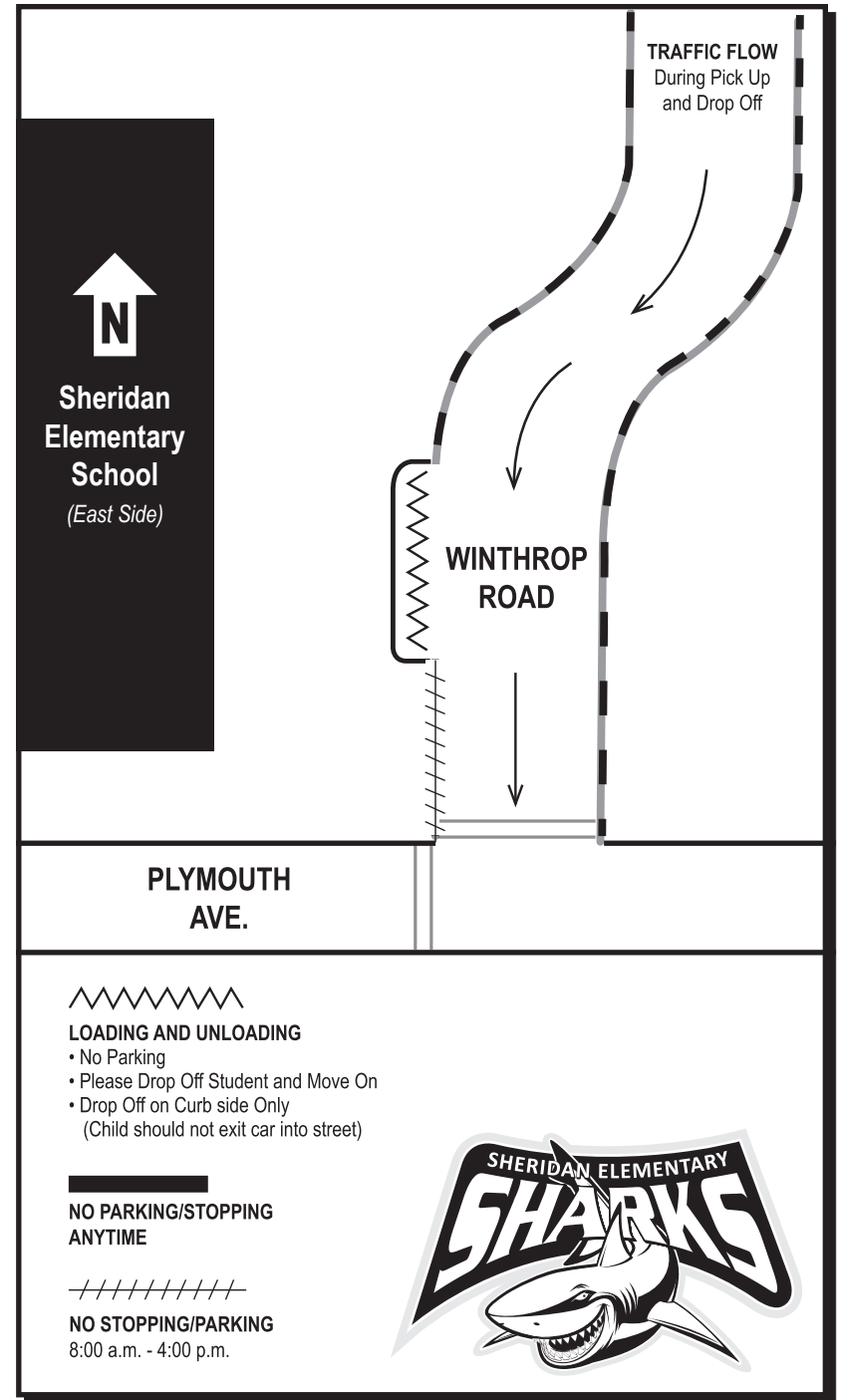
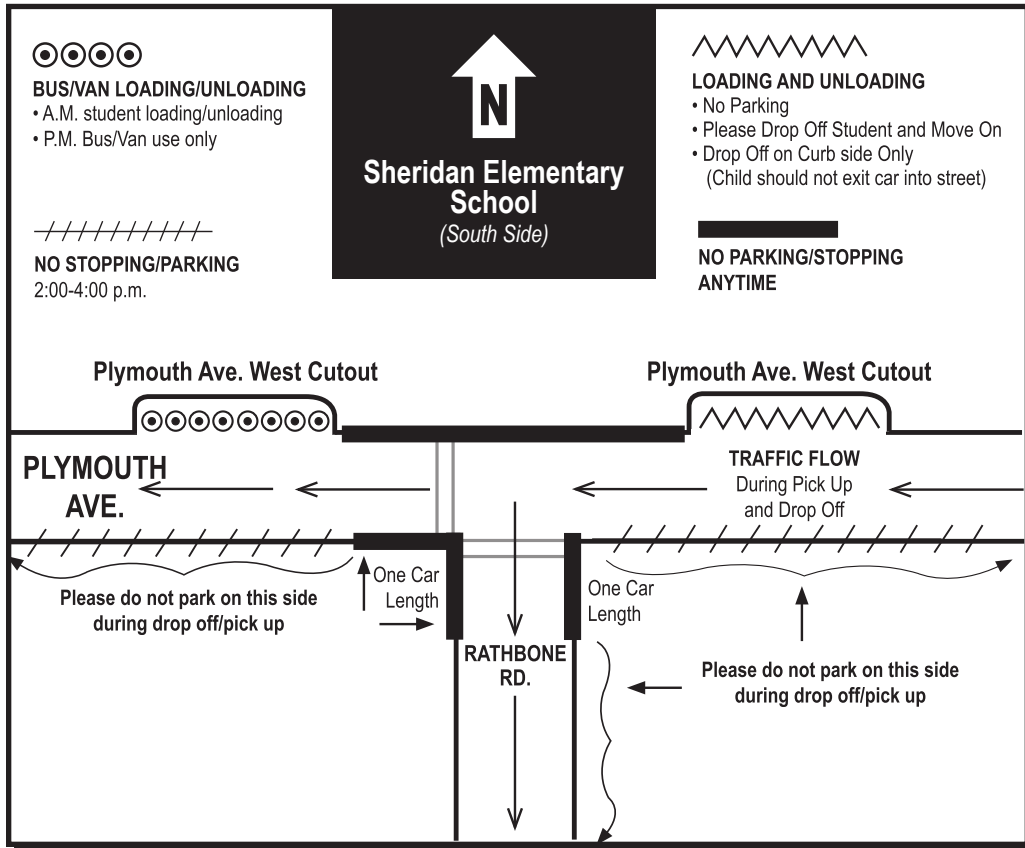
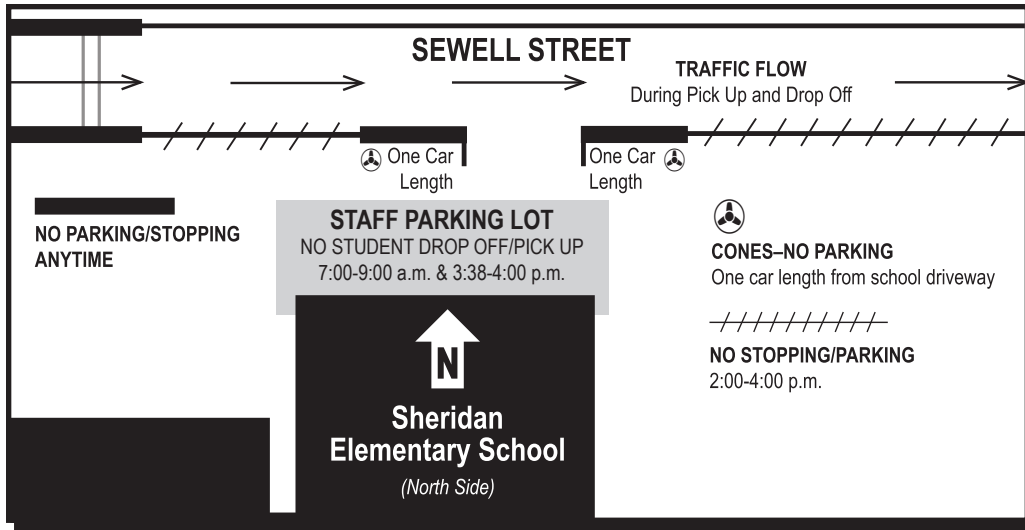


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Day 4 (3-5) Day 2 (K-2)  Parent/Teacher Conf. 4:00 - 7:00	2 Day 5 (3-5) Day 3 (K-2)	3
4	5 Day 1 (3-5) Day 4 (K-2)	6 Day 2 (3-5) Day 1 (K-2)	7 Day 3 (3-5) Day 2 (K-2)	8 Day 4 (3-5) Day 3 (K-2)	9 Day 5 (3-5) Day 4 (K-2)	10
11	12 Day 1 (3-5) Day 1 (K-2)	13 Day 2 (3-5) Day 2 (K-2)	14 Day 3 (3-5) Day 3 (K-2)	15 END OF 1ST QUARTER  No School for Elementary Students	16 Schools are Closed	17
18	19 Day 4 (3-5) Day 4 (K-2)  SECOND QUARTER BEGINS	20 Day 5 (3-5) Day 1 (K-2)	21 Day 1 (3-5) Day 2 (K-2)	22 Day 2 (3-5) Day 3 (K-2)	23 Day 3 (3-5) Day 4 (K-2)  PICTURE RETAKE	24
25	26 Day 4 (3-5) Day 1 (K-2)	27 PLC Day Dismiss 80 minutes early Day 5 (3-5) Day 2 (K-2)  2:18 Dismissal	28 Day 1 (3-5) Day 3 (K-2)	29 Day 2 (3-5) Day 4 (K-2)	30 Day 3 (3-5) Day 1 (K-2)	31

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Sheridan Elementary School 2020-21 Student Handbook Calendar





# November 2020



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

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Sheridan Elementary School 2020-21 Student Handbook Calendar

## Breakfast Program

- Breakfast is served between 8:30 a.m. and 8:50 a.m. on each school day.
- All students will be released as they finish eating to join classmates at their designated arrival area.
- Any students left in the cafeteria will be escorted to their rooms at 8:55 a.m.



## Eating Lunch with a Student

If you would like to eat a hot lunch with a Sheridan student please call the Sheridan office the morning of to let them know.

## Parent Teacher Organization

The Sheridan Parent Teacher Organization (PTO) is a vital part of Sheridan's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Scheduled PTO meetings are listed on the calendar. All teachers and families are encouraged to attend PTO meetings and activities.

For more information about the PTO, check out their website at [www.sheridanpto.org](http://www.sheridanpto.org). Email them at [sheridansharkspto@gmail.com](mailto:sheridansharkspto@gmail.com) or connect through their Facebook page at [www.facebook.com/SheridanPTO](http://www.facebook.com/SheridanPTO).

## Finger Scanning

Sheridan Elementary has implemented a biometric finger scanning identification system in an effort to provide accurate student identification as well as faster meal service at breakfast and lunch. This new system eliminates the need for students to have to memorize and enter a six digit number.

### How does finger scanning identification work?

Each student's finger will be scanned using a finger scanner. Software uses the scan to identify unique points on the finger and creates and stores individual templates that identify each student in a database. Each time the student purchases a meal and scans his/her finger, the software will search for a match in its database to identify a student.

### What about our students' privacy?

We are not fingerprinting students. The software does not store a copy of fingerprints. Instead, it creates a template of unique points on the finger. The template is converted to a unique identification number and is stored in the school's database with the same high level of security as all of our records. The templates are also protected by the Family Educational Rights and Privacy Act (FERPA). FERPA is the Federal Law that protects all student records. At no time are fingerprint images stored. **No fingerprint can be recreated or delivered to any agency - governmental or otherwise.** This new way of identifying our students is safe, easy, accurate, efficient and secure.

If you decide that you would not like your student to participate in the finger scan send a written notice to the school office. Additional information regarding biometric finger scanning can be found on the Nutrition Services website at [lps.org](http://lps.org).

If you have any questions or concerns, please contact Edith Zumwalt, Director of Nutrition Services, at [ezum@lps.org](mailto:ezum@lps.org) or 402-436-1742.

# December 2020



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Day 5 (3-5) Day 2 (K-2)	2 Day 1 (3-5) Day 3 (K-2)	3 Day 2 (3-5) Day 4 (K-2)	4 Day 3 (3-5) Day 1 (K-2)	5
6	7 Day 4 (3-5) Day 2 (K-2)	8 Day 5 (3-5) Day 3 (K-2)	9 Day 1 (3-5) Day 4 (K-2)	10 Day 2 (3-5) Day 1 (K-2)	11 Day 3 (3-5) Day 2 (K-2)	12
13	14 Day 4 (3-5) Day 3 (K-2)	15 PLC Day Dismiss 80 minutes early Day 5 (3-5) Day 4 (K-2)  2:18 Dismissal	16 Day 1 (3-5) Day 1 (K-2)	17 Day 2 (3-5) Day 2 (K-2)	18 Day 3 (3-5) Day 3 (K-2)	19
20	21 Day 4 (3-5) Day 4 (K-2)	22 Day 0  END OF SECOND QUARTER	23	24	25	26
27	28	29	30	31	Schools are Closed - Winter Break	
Schools are Closed - Winter Break						

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Sheridan Elementary School 2020-21 Student Handbook Calendar

# 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. Please consult the Sheridan School Calendar for Parent-Teacher conference dates. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.

## Methods Communication

**School Newsletter:** The SPIN contains announcements, information, school events, etc. This newsletter will be posted monthly on the Sheridan website.

**Weekly Communication Folders:** Typically, school news will be sent home weekly via Friday Folders. Please return the folder the next school day including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Sheridan 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: <http://wp.lps.org/Sheridan>

**ParentVue:** Parents may access communications, attendance information and more for their child through ParentVue. To activate your ParentVue account or if you have any questions, please call the Sheridan office. A link 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.

## Continuous School Improvement Goal

Sheridan’s Professional Learning Communities (PLC’s) use the Data Team process to increase the learning achievement of all students.

## Student Use of Telephone



Students will be permitted to call home regarding school matters after getting 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 arriving at school. Cell phones may not be used by students at school.

# January 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Schools are Closed - Winter Break	2
3	4 Schools are Closed - Winter Break	5 Day 1 (3-5) Day 1 (K-2)  THIRD QUARTER BEGINS	6 Day 2 (3-5) Day 2 (K-2)	7 Day 3 (3-5) Day 3 (K-2)	8 Day 4 (3-5) Day 4 (K-2)	9
10	11 Day 5 (3-5) Day 1 (K-2)	12 Day 1 (3-5) Day 2 (K-2)	13 Day 2 (3-5) Day 3 (K-2)	14 Day 3 (3-5) Day 4 (K-2)	15 Day 4 (3-5) Day 1 (K-2)	16
17	18 Schools are Closed	19 Day 5 (3-5) Day 2 (K-2)	20 Day 1 (3-5) Day 3 (K-2)	21 Day 2 (3-5) Day 4 (K-2)	22 Day 3 (3-5) Day 1 (K-2)	23
24	25 Day 4 (3-5) Day 2 (K-2)	26 PLC Day Dismiss 80 minutes early Day 5 (3-5) Day 3 (K-2)  2:18 Dismissal	27 Day 1 (3-5) Day 4 (K-2)	28 Day 2 (3-5) Day 1 (K-2)	29 Day 3 (3-5) Day 2 (K-2)	30
31						

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## Fire, Tornado and Emergency Drills

All schools are required to have periodic drills so students are prepared in the event of an emergency. The safety of students is a top priority. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.**

Parents who do arrive, may join the children in the designated shelter area. Staff will not be available to meet or assist parents during the tornado warning since they will be occupied with the children in their shelter locations.

## Before–&–After School Care

Before–and–after school care is available to families at Sheridan School through Family Service. Please call 441-7949 for registration and fee schedule.

## Bullying

If you feel that your child is being bullied by peers, please contact your child’s teacher or the building principal, Dr. Currin. 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.

## Positive Reinforcers

Sheridan uses verbal and signals to support positive behavior. We draw attention to students doing the expected behaviors to encourage everyone and strengthen a positive environment.

Sheridan uses a “Shining Shark Award” to recognize positive behavior for individuals and groups. The “Sharks” go into their class shark tank and grade levels celebrate in ways determined by the students when their tank is full. Our classroom goal is a ratio of 4 positive reinforcements to 1 correction. At Sheridan, teachers meet or exceed that ratio.

# February 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Day 4 (3-5) Day 3 (K-2)	2 Day 5 (3-5) Day 4 (K-2)	3 Day 1 (3-5) Day 1 (K-2)	4 Day 2 (3-5) Day 2 (K-2)	5 Day 3 (3-5) Day 3 (K-2)	6
7	8 Day 4 (3-5) Day 4 (K-2)	9 Day 5 (3-5) Day 1 (K-2)	10 Day 1 (3-5) Day 2 (K-2)	11 Day 2 (3-5) Day 3 (K-2)	12 Day 3 (3-5) Day 4 (K-2)	13
14	15 No School for Elementary Students	16 Day 4 (3-5) Day 1 (K-2)	17 Day 5 (3-5) Day 2 (K-2)	18 Day 1 (3-5) Day 3 (K-2)	19 Day 2 (3-5) Day 4 (K-2)	20
21	22 Day 3 (3-5) Day 1 (K-2)	23 PLC Day Dismiss 80 minutes early Day 4 (3-5) Day 2 (K-2)  2:18 Dismissal  PARENT/TEACHER CONFERENCES 4:00 - 7:00	24 Day 5 (3-5) Day 3 (K-2)	25 Day 1 (3-5) Day 4 (K-2)  PARENT/TEACHER CONFERENCES 4:00 - 7:00	26 Day 2 (3-5) Day 1 (K-2)	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

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

Sheridan Elementary School 2020-21 Student Handbook Calendar

## SHERIDAN ELEMENTARY SCHOOL BEHAVIOR EXPECTATIONS

Common Area	Be Safe	Be Respectful	Be Responsible	Guide Me
<b><i>All Common Areas (library/comp lab/gym)</i></b>	<ul style="list-style-type: none"> <li>• Walk facing forward.</li> <li>• Keep hands, feet and objects to self (KYFHooty).</li> <li>• Get adult help for accidents and spills.</li> <li>• Use all equipment and materials appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions (please/thank you).</li> <li>• Wait for your turn.</li> <li>• Clean up after self.</li> <li>• Follow directions.</li> <li>• Voice Levels 1, 2, 3.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school rules.</li> <li>• Remind others to follow school rules.</li> <li>• Take proper care of all personal belongings and school equipment.</li> <li>• Be honest.</li> <li>• Line order.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce positive behaviors.</li> <li>• Adults actively monitor all students.</li> <li>• Make sure you can see students and students can see you.</li> <li>• Keep common areas tidy and possessions in your own space.</li> <li>• Monitor seating choice (line order).</li> <li>• Common Lining up locations.</li> <li>• Common entrance/exits.</li> </ul>
<b><i>Dining Room</i></b>	<ul style="list-style-type: none"> <li>• Keep all food to self.</li> <li>• Sit with feet on floor, bottom on chair and facing the table.</li> <li>• Walk in line order.</li> <li>• Keep hands, feet and objects to self (KYFHooty).</li> <li>• Let an adult know when you need to go to the restroom or health office.</li> </ul>	<ul style="list-style-type: none"> <li>• Allow anyone to sit next to you.</li> <li>• Be kind with your works.</li> <li>• Clean up your area.</li> <li>• Level 2 when eating at tables.</li> <li>• Level 1 until you sit at table.</li> <li>• Manners - please/thank you.</li> <li>• Dismiss Level 1 with walking feet until outside.</li> </ul>	<ul style="list-style-type: none"> <li>• Raise hand and wait to be excused.</li> <li>• Please/thank you.</li> <li>• Know your SNAP # or scan finger and get all utensils, milk, etc. when first going through the line.</li> <li>• Raise your hand if you need help or forgot something.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce positive behavior.</li> <li>• Teach expectations consistently every day for the first couple of weeks, as well as model expectations.</li> <li>• Review expectation once a week or as needed.</li> <li>• Use adult placement around the room as a management strategy.</li> <li>• Assigned tables and line orders.</li> <li>• Student involvement in problem and solutions.</li> <li>• Time management with classrooms to avoid clutter and confusion.</li> <li>• Cold lunch without milk goes 1<sup>st</sup> – then cold lunch with milk – then hot lunch.</li> <li>• Fill in tables in order 1-12.</li> <li>• Teach clean up routine.</li> </ul>



<b><i>Playground/Recess</i></b>	<ul style="list-style-type: none"> <li>• Walk to and from the playground.</li> <li>• Stay within boundaries and out of trees and bushes.</li> <li>• Be aware of activities/ games around you.</li> <li>• No play fighting.</li> <li>• What is on the ground stays on the ground.</li> <li>• Doors to building closed.</li> <li>• Play by recess rules.</li> <li>• Keep hands, feet and objects to self (KYFHooty).</li> </ul>	<ul style="list-style-type: none"> <li>• Play fair.</li> <li>• Show good sportsmanship.</li> <li>• Include everyone.</li> <li>• Take care of landscape.</li> <li>• Enter &amp; Exit school with Level 1 voices.</li> </ul>	<ul style="list-style-type: none"> <li>• Check in and out with supervisor.</li> <li>• Dress appropriately for the weather.</li> <li>• Pick up and return all equipment.</li> <li>• Line up right away when recess is over.</li> <li>• Follow directions.</li> </ul>	<ul style="list-style-type: none"> <li>• Teach school wide expectations.</li> <li>• Teach rules for playground games.</li> <li>• Class meetings to problem solve.</li> <li>• Engage students who are not part of a game or activity.</li> <li>• Praise students.</li> <li>• Give “Sharks”.</li> </ul>
<b><i>Passing Areas, Halls, Sidewalks</i></b>	<ul style="list-style-type: none"> <li>• Stay to the right.</li> <li>• Use sign in – sign out sheet.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold the door open for the person behind you.</li> <li>• Use quiet voices.</li> <li>• Move silently as a classroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay on sidewalks.</li> <li>• Follow the line leader in the hallway.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in a position where you can see all students. * Stop signs</li> <li>• Preteach, prepare, practice and revise.</li> <li>• Use hand signals to correct most hallway issues.</li> <li>• Have and manage line order and post in room and give to any other pertinent teachers.</li> <li>• System for knowing where students are at all times.</li> <li>• Praise good behavior.</li> </ul>

<p><b><i>Bathrooms</i></b></p>	<ul style="list-style-type: none"> <li>• Keep feet on floor.</li> <li>• Keep water in the sink.</li> <li>• Wash hands.</li> <li>• Wait in designed areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Knock on stall door.</li> <li>• Give people privacy.</li> <li>• Use Level 1 voice.</li> </ul>	<ul style="list-style-type: none"> <li>• Flush toilet/urinal after use.</li> <li>• Return to room promptly.</li> <li>• Use the sign out system.</li> <li>• Only use restroom when it is needed.</li> <li>• Try to use restrooms at appropriate times (before/after school, lunch, recess).</li> <li>• One click of soap.</li> <li>• One – two towels in the trash.</li> <li>• Report unclean areas to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Model hand washing and signing out.</li> <li>• Signs or visuals for voice level.</li> <li>• Examples and non-examples.</li> <li>• Timer for some students.</li> <li>• Reinforce positive behavior.</li> </ul>
<p><b><i>Arrival and Dismissal Areas</i></b></p>	<ul style="list-style-type: none"> <li>• Walk bike on school grounds.</li> <li>• Use sidewalks and cross walks.</li> <li>• Wait in designated areas.</li> <li>• Keep hands, feet and objects to self (KYFHOOITY).</li> <li>• Stand in class line order.</li> <li>• Appropriate language.</li> <li>• Stay off playground equipment before school.</li> <li>• Follow playground expectations after school if they are with supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Use kind words and actions.</li> <li>• Follow directions.</li> <li>• Clean up after self.</li> <li>• Wait for your turn.</li> <li>• Voices off when entering and traveling in hallway.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive between 8:50 a.m. and 8:55 a.m.</li> <li>• Leave on time.</li> <li>• Get teacher permission to use the classroom phone.</li> <li>• Backpack stays on back when traveling.</li> <li>• Belongings in appropriate areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Reinforce positive behavior.</li> <li>• Teachers are to be on time.</li> <li>• Teacher escort students in and out of building.</li> <li>• Before school supervisors supervise from 8:50 a.m. – 9:00 a.m.</li> <li>• Remind students to keep hands, feet, objects to self.</li> <li>• Class meetings – discuss procedures and procedures.</li> <li>• Teach line order.</li> <li>• Stagger teachers.</li> <li>• Monitor.</li> <li>• Give praise.</li> <li>• Report to office patterns of early arrivals.</li> <li>• Adults support students off bus.</li> <li>• Teachers come out to greet students.</li> </ul>

<b><i>Special Events and Assemblies</i></b>	<ul style="list-style-type: none"> <li>• Wait patiently while others are being seated.</li> </ul>	<ul style="list-style-type: none"> <li>• Use audience manners.</li> <li>• Sit on bottom, keeping hands, feet and objects to self.</li> </ul>	<ul style="list-style-type: none"> <li>• (see common areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Adults seated and watching for intervention – if needed.</li> <li>• Cones – assigned seats.</li> <li>• Orderly dismissal.</li> <li>• Purposeful placement of pupils.</li> <li>• Talk about expectations before handing out Sheridan Sharks to class or students.</li> <li>• “Attention Please” Level 1 practice.</li> <li>• A teacher dismisses by class. Use Shark’s as motivation.</li> </ul>
<b><i>Doors</i></b>	<ul style="list-style-type: none"> <li>• Classroom doors locked.</li> <li>• Outside doors locked and closed (never propped).</li> </ul>	<ul style="list-style-type: none"> <li>• Save energy by keeping doors closed.</li> </ul>	<ul style="list-style-type: none"> <li>• Close doors.</li> </ul>	<ul style="list-style-type: none"> <li>• Adults are to always wear name badges.</li> <li>• Coming in from outside – teach the line leader to walk to the first stop sign. Teachers make sure doors get closed, then signal the line leader to advance.</li> </ul>

## Professional Qualifications

Parents may request and the District will provide information regarding the professional qualifications of the student’s teachers and paraprofessionals.

## Parent Tip

Help your child retain their learning through the summer. Read with them daily. Continue to practice math facts daily.



# Important Information Handbook

Lincoln Public Schools has developed an important information handbook intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Lincoln Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.



Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable School District policies, and state and federal statutes and regulations. The information provided in this book is subject to change without notice. On the right you will find the table of contents from this informative handbook.

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# March 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Day 3 (3-5) Day 2 (K-2)	2 Day 4 (3-5) Day 3 (K-2)	3 Day 5 (3-5) Day 4 (K-2)	4 Day 1 (3-5) Day 1 (K-2)	5 Day 2 (3-5) Day 2 (K-2)  END OF THIRD QUARTER	6
7	8	9	10	11	12	13
Schools are Closed						
14	15 Day 3 (3-5) Day 3 (K-2)  FOURTH QUARTER BEGINS	16 Day 4 (3-5) Day 4 (K-2)	17 Day 5 (3-5) Day 1 (K-2)	18 Day 1 (3-5) Day 2 (K-2)	19 Day 2 (3-5) Day 3 (K-2)	20
21	22 Day 3 (3-5) Day 4 (K-2)	23 Day 4 (3-5) Day 1 (K-2)	24 Day 5 (3-5) Day 2 (K-2)	25 Day 1 (3-5) Day 3 (K-2)	26 Day 2 (3-5) Day 4 (K-2)	27
28	29 Day 3 (3-5) Day 1 (K-2)	30 PLC Day Dismiss 80 minutes early Day 4 (3-5) Day 2 (K-2)  2:18 Dismissal	31 Day 5 (3-5) Day 2 (K-2)			

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Sheridan Elementary School 2020-21 Student Handbook Calendar

# April 2021

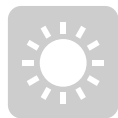


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Day 1 (3-5) Day 4 (K-2)	1 2 Schools are Closed	3
4	5 No School for Elementary Students	6 Day 2 (3-5) Day 1 (K-2)	7 Day 3 (3-5) Day 2 (K-2)	8 Day 4 (3-5) Day 3 (K-2)	9 Day 5 (3-5) Day 4 (K-2)	10
11	12 Day 1 (3-5) Day 1 (K-2)	13 Day 2 (3-5) Day 2 (K-2)	14 Day 3 (3-5) Day 3 (K-2)	15 Day 4 (3-5) Day 4 (K-2)	16 Day 5 (3-5) Day 1 (K-2)	17
18	19 Day 1 (3-5) Day 2 (K-2)	20 Day 2 (3-5) Day 3 (K-2)	21 Day 3 (3-5) Day 4 (K-2)	22 Day 4 (3-5) Day 1 (K-2)	23 Day 5 (3-5) Day 2 (K-2)	24
25	26 Day 1 (3-5) Day 3 (K-2)	27 PLC Day Dismiss 80 minutes early Day 0  2:18 Dismissal	28 Day 2 (3-5) Day 4 (K-2)	29 Day 3 (3-5) Day 1 (K-2)	30 Day 4 (3-5) Day 2 (K-2)	

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# May 2021



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Day 5 (3-5) Day 3 (K-2)	4 Day 1 (3-5) Day 4 (K-2)	5 Day 2 (3-5) Day 1 (K-2)	6 Day 3 (3-5) Day 2 (K-2)	7 Day 4 (3-5) Day 3 (K-2)	8
9	10 Day 5 (3-5) Day 4 (K-2)	11 Day 1 (3-5) Day 1 (K-2)	12 Day 2 (3-5) Day 2 (K-2)	13 Day 3 (3-5) Day 3 (K-2)	14 Day 4 (3-5) Day 4 (K-2)	15
16	17 Day 5 (3-5) Day 1 (K-2)	18 Day 1 (3-5) Day 2 (K-2)	19 Day 0	20 Last Day of School Day 0	21	22
23	24	25	26	27	28	29
30	31					

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Sheridan Elementary School 2020-21 Student Handbook Calendar

## School/ Classroom Parties and Celebrations

Parties and classroom celebrations (e.g., Fall, Holiday, 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 or parent organization with the approval of the principal. Students or families should not bring food for their class for any occasion.

We request that only non-edible treats are included in Valentine cards. Edible treats will be sent home and will not be eaten at school due to possible allergies and food sensitivities.

### 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.



### LINCOLN BOARD OF EDUCATION

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.*

## Field Trips

Parents acting as sponsors on field trips, may not bring other children so their full attention can be given to active supervision.

Parents/Guardians who are not sponsors are strongly discouraged from bringing younger siblings on a school sponsored field trip. Field trips are connected to the LPS curriculum and are intended for the students at that grade level to have a focused learning experience.

If the educational experience is disrupted by younger siblings or parents not acting as sponsors, they may be asked to leave the field trip.

The school determines the number of adult sponsors needed for a field trip and may need to limit adult participation due to cost, supervision, space, security and other considerations.