

2020-2021

### School Calendar Student & Parent Handbook

### **West Lincoln Elementary School**

630 West Dawes Avenue • Phone 402-436-1168

Website: wp.lps.org/westlincoln.org • Fax: 402-458-3268

Attendance Hotline: 436-1168-Option 5 (24 hours a day)

Scott Schwartz, Principal • Sara Rose, Assistant Principal • Deb Kruse, Instructional Coordinator

West Lincoln Elementary School will promote an environment where school, family and community, work collaboratively to ensure all students acquire skills to succeed in an ever-changing world.

# West Lincoln Mission Statement

It is our mission at West Lincoln Elementary School to create a learning environment where school, family and community work collaboratively to ensure all students have the skills to succeed in an ever-changing world.

### **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.



Revised 3/20

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- 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

### West Lincoln Families!

Welcome to the 2020-21 school year! The West Lincoln Staff have worked very hard to prepare for the upcoming school year, even with some uncertainty. Our staff is dedicated to do their best for each and every student.

Thank you for your work during the time to support your child at home. It is not easy to do work and help educate your child at the same time. We hope to have a different year, but we will do our best to serve and connect with you even better than we did before. Our students need to be back in school, but we need to be as safe as possible. I can assure you that all of the details of our transition back to school will be communicated to you, but if you have any questions or concerns, please feel free to contact the school.

Traditionally, our parents have been very involved at West Lincoln. Our Community Learning Center organizes family nights throughout the school year that are a fun learning opportunity for your child and a great way to connect with other families. Our Parent Teacher Organization (PTO) is an excellent way for families to connect with the entire school community and learn more about our school. For families who are learning English, we have a Family Literacy class that meets each day from 9:15-11:15. Please call the school if you are interested in learning more about Family Literacy.

We look forward to a great school year!

Sincerely,

Scott Schwartz, Principal



#### Dear Parents/Guardians:

Welcome to West Lincoln Elementary School. The following plan is designed to ensure the safety of all of our students at dismissal and arrival times. Supervisors will be in place to assist students and families with the plan.

#### Please support us by:

- having your children arrive at school at the designated times
- supporting us in our pick-up and drop-off procedures
- developing a consistent arrival and dismissal plan with your child.

For the safety of your child, we ask that you designate a door for your child to be dismissed from. You may choose the front doors or the back door. Teachers will escort them to their doors inside the building. Please be sure to develop a consistent plan with your student.

Some of these procedures may seem like an "inconvenience" to you, but by taking an extra 1-2 minutes, you make arrival and dismissal safer and more efficient for ALL children

Once again, thank you for supporting West Lincoln.

Scott Schwartz, Principal West Lincoln Elementary

### **Arrival Times**

- Earliest arrival is 8:45 a.m.
- Students enter at 8:52 a.m.
- School begins at 9:00 a.m.

### Breakfast (8:52)

#### **FREE for ALL West Lincoln Students**

• Breakfast is served at arrival doors.

### **Arrival Areas**

(8:52 - 9:00 a.m.)

- Kindergarten Door 4 3rd Grade Door 1
- 1st Grade Door 3 4th Grade Door 3
- 2nd Grade Door1 5th Grade Door13

### Late Arrival (After 9:00 a.m.)

- Students enter through main entrance and report to the office.
- Students wait in the office until required paperwork is completed.

### **Community Learning Center**

Before School Child Care Services (7:00-8:55 and 3:38-6:00)

- Students are dismissed at 8:55 a.m. and proceed directly to their classrooms.
- Program staff supervise students on the way to class.

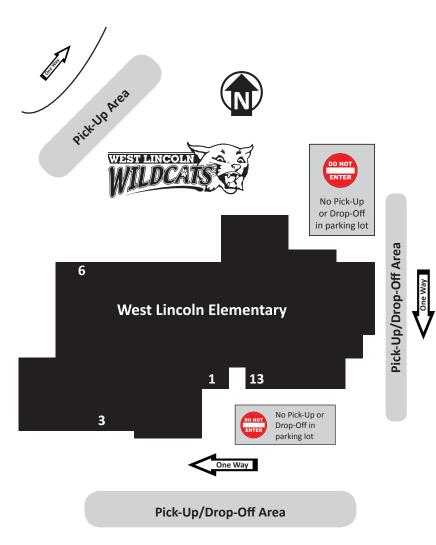
#### Dismissal

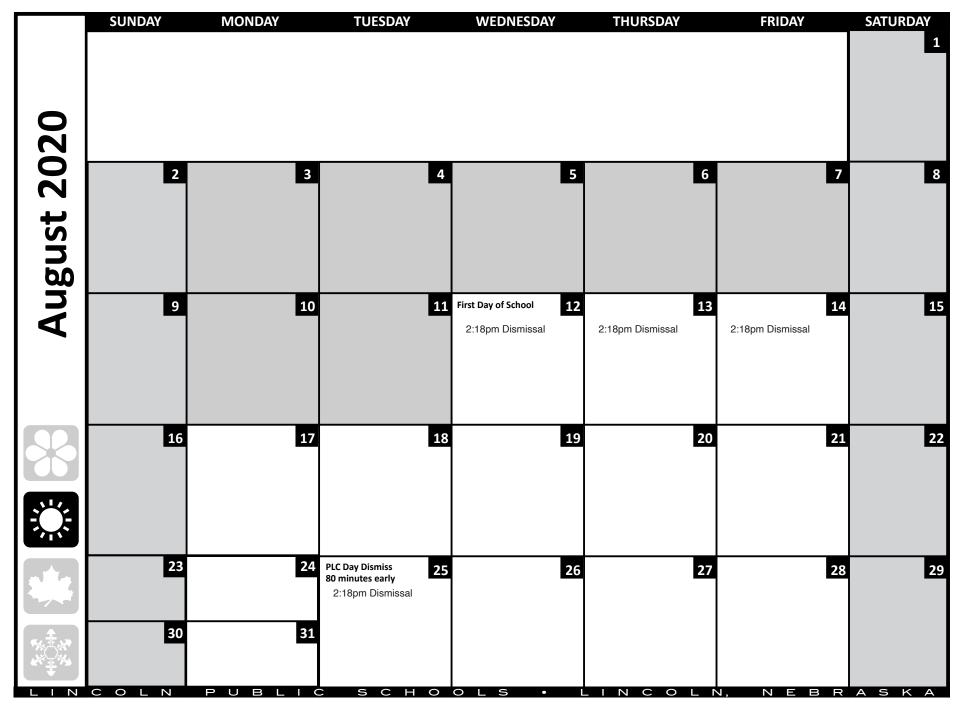
- Entire class is dismissed when ALL students are ready to leave.
- All students must go directly home or to a school sponsored activity after dismissal.
- Students staying after school must exit with the class and return with their teacher.
- Students staying after school will notify parents by phone.

### Pick Up/Drop Off

- Use crosswalks at all times. Children should not cross streets in unmarked areas. Pick up and drop off your child(ren) on the passenger side of the car.
- Follow flow of traffic when dropping off and picking up your child(ren).
- Do not double park.
- At dismissal, a teacher will escort students to their appropriate dismissal door.
- Do not use the parking lots or bus loading zone (on No. Chester St.) to drop off or pick up child(ren).
- We will not dismiss students to adults who are not on our Emergency Contact list. Parents/ Guardians need to inform the school if someone not on the list is picking up their child. ID may be required.

### **Arrival and Dismissal Map**





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



### **Important Information Needed**

Enrollment information will be sent home at open house or sent home the first day of school. Fill out the forms and return them to school. For the safety of your child, it is necessary to give the school the name of a person to contact in case you can not be reached.

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

### **West Lincoln Homework Policy**

Homework is vital for providing independent practice and reinforcing concepts taught in class to help students become successful. Parents, students, and the school will work in partnership to support student learning.

### Roles

#### The Teacher Will...

- Communicate expectations and homework procedures
- Assign appropriate homework
- Provide feedback to the parents and students in a timely manner

#### The Parents Will...

- Provide a quiet place and time for their child to do school work
- Encourage their child to complete school work

#### The Students Will...

 Make a sincere effort to complete their homework Homework at all grade levels should not consume a child's evening. Most homework should take 10-30 minutes



### **PTO**

### **West Lincoln Parent Teacher Organization**

The West Lincoln PTO is a group of hard-working, dedicated individuals helping to make West Lincoln School a safe and fun place for students. Parents, community and staff make up the membership for this organization. The support and involvement of the total West Lincoln community is desired and needed.

Please see the school calendar for meeting times. Please contact the school office if you have questions.

## Parent/Teacher School Compact

West Lincoln Elementary School 2020-2021

### **Teacher/School:**

I will support students and families by:

- 1. Building trustworthy relationships with students and families.
- 2. Fostering open communication with parents, so families are informed of classroom expectations, school events and how they can support their child's learning.
- 3. Being available to answer parents' questions.
- 4. Providing a high quality education that ensures all students can meet State standards.

### **Parent/Caring Adult:**

I will support my child's learning by:

- 1. Helping with homework.
- 2. Designating a daily reading time.
- 3. Having intentional conversations about daily activities.
- 4. Supporting consistent school attendance.

#### Student:

I will be responsible for my own learning by:

- 1. Completing my classwork and homework; I will ask for help if needed.
- 2. Respecting myself, other students, and adults.

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### **After School Clubs and Activities**

Throughout the school year, a variety of interest clubs and activities are sponsored by the West Lincoln Community Learning Center. Registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Student Council, Chorus, Band, and Orchestra. Other clubs and activities may be organized to address special interests of students.

### **Family Service Before- and After-School Program**

Monday - Friday 7:00 - 9:00 a.m. and 3:38 - 6:00 p.m.

- Homework Assistance
- Group Activities
- Games

- Hands-On Learning
- Recreation Activities

Rates vary based on need and Title XX accepted. For more information or to enroll, please call the main office and ask for Adina Branisteanu.

### **LPS Meal Menus**

Every month, Lincoln Public Schools publishes menus for the Early Childhood Program, elementary and secondary schools. Menus for students with special diet needs, and an Arabic language menu are also available for downloading. The breakfast and lunch menus, for each month, will be sent home in your student's Monday Folder. The menus are subject to change. For the most updated menu you may visit the LPS website.



### **Meal Prices**

### **Breakfast Prices**

Breakfast is not a cost for registered West Lincoln students.

### **Lunch Prices**

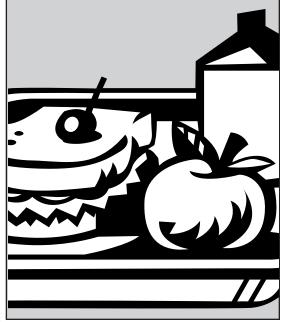
Students: \$2.45 Reduced: \$.40

Second Lunch: \$3.80 Milk only: \$.50

Prices subject to change.

### **Lunch Schedule**

Kindergarten	11:25 - 11:45
1st Grade	12:30 - 12:50
2nd Grade	11:00 - 11:20
3rd Grade	12:50 - 1:15
4th Grade	12:05 - 12:25
5th Grade	11:50 - 12:10



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### **Communicating Student Progress**

### Report Cards & Parent-Teacher Conferences

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

- 1. Progress through district curriculum objectives.
- 2. Performance in assigned curriculum level.
- 3. Effort.
- 4. Use of effective learning or study skills.

Parent Teacher Conferences are on October 22nd and 27th, and March 2nd and 4th.

Notes are sent to families for their preferred conference time and then we schedule them for you. We do our best to schedule families with more than one student on the same night. Parents with immediate questions about their child's academic progress are welcomed to contact the teacher at any time. Our teachers are very open to share celebrations and concerns with families.

### Academic Achievement

Academic achievement based on district curriculum standards and work/study habits will be reported on the report card.



### **Communication**

Twice a month, a newsletter is sent home communicating big events or other important information. Families will be given a paper copy and one will be emailed as well. Classroom teachers will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom news, etc. "LPS 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. "LPS 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 "LPS Community News."

Important information about events and school closings will be shared via by phone and email. Other information and articles can be found on our website.

http://westlincoln.lps.org/

### **West Lincoln Monday Folders**

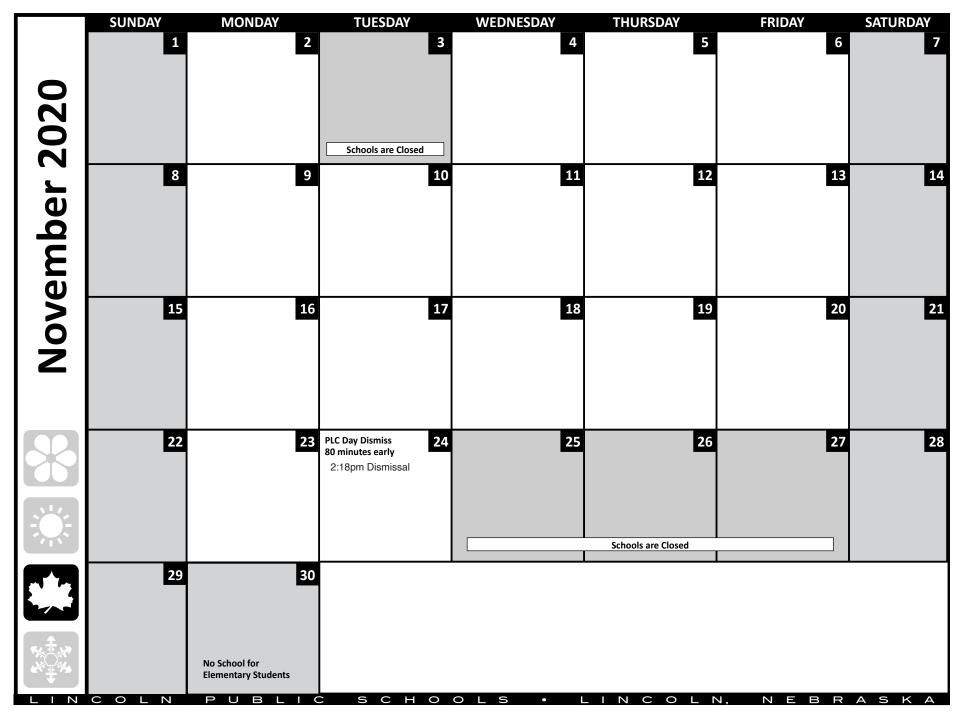
West Lincoln information will be sent home with students every Monday. The folders may include children's work, classroom and/or school newsletters, important announcements, PTO information and WL CLC information.

### **Facebook**

Please search "West Lincoln Elementary" and "like" the page. Our Facebook page will have information about school events and great photos of our kids in school.

### Attendance at Special Events, After-School and/or Evening Activities

Students attending after-school and or evening activities at West Lincoln School must be accompanied by a parent/guardian. Students must be in attendance during the school day in order to attend special events during the school day, after school and/or evening activities.



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### **Attendance**

We know that students who attend school regularly and on time perform better in school. It is our goal to have every student in school as many days as possible, and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or by parent request, the student may miss school for a family emergency or special family need, including a religious observance. Students may be excused from school to participate in a school-approved activity. "Based on School Board Policy (Reg.5140.1), the school may report to the county attorney when a collaborative plan involving the school, guardian, and student to reduce barriers to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year.

When students reach 5 absences, a computer-generated letter is sent to parents/guardians to inform them of the situation and offer assistance. Additional letters will be generated when absences reach 10, 15 & 20 days.

### **Tardies**

School begins at 9:00 a.m.

Students not in the building on time will be counted as tardy.

When students are tardy three times, a computer-generated letter is sent to parents/guardians to inform them of the situation and offer assistance. If additional tardies occur, another letter will be generated and mailed home. It is at this point that a West Lincoln School staff member may contact parents/guardians to offer additional help. It is our hope that by working together we can help children develop habits of regular attendance and punctuality.

Students attending West Lincoln School on special attendance permit are reminded that satisfactory and punctual attendance are necessary to maintain permit status.

### **Medical and Dental Appointments on School Time**

Students are granted parent approved (but not district excused) absences from school in order to keep medical or dental appointments during school hours. Students must check in the office upon departure for the appointment and on return to school. A computerized record is kept when the student is out of the building. It is necessary that the child check in and out through the office. If the child will be late arriving to school, please send a note the previous day or call our attendance line at 402-436-1168, Option 5.

### **Field Trips**

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Parents/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date and time of the trip. Students are expected to demonstrate appropriate conduct and follow school rules as a requirement for participation on field trips.

### **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.

### Pets at School

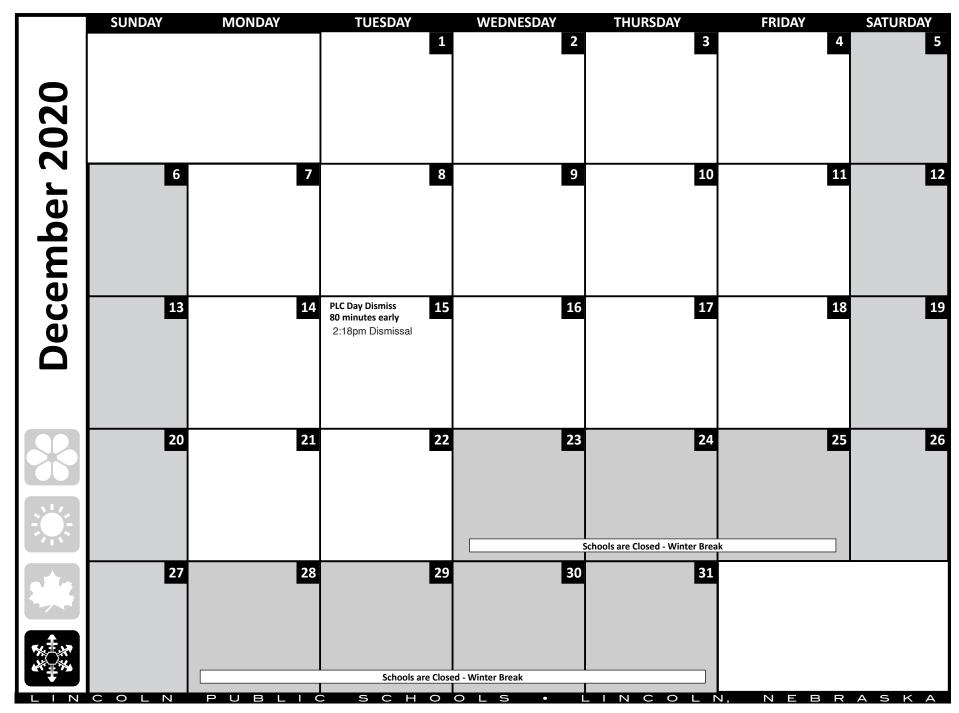
For the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation. Having your pet in the car with you when you pick up your child is acceptable.



The West Lincoln Lost and Found is located outside the cafeteria.

Smaller items, like glasses and jewelry, are kept in the office. Whenever possible, please label your child's belongings. Encourage

your child to periodically check for lost items. Items not claimed by semester break and at the end of the school year are donated to a local charity.



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### **Homework Tips for Parents/Guardians**

School homework/make-up work should be related to curricular objectives. Students should experience regularly scheduled time at home, free of distractions or interruptions, where they can develop self-discipline and individual responsibility for learning. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words, practice math facts, or write a story. Please work with your child's teacher if you would like additional guidelines. Children will have math almost every night.

- Maintain a positive attitude toward learning and the value of homework.
- Help your child find an area to study that is quiet and relatively free of distractions.
- Be patient with the child and praise him/her for any effort made.
- If your child has trouble understanding directions, help him/her with explanations. If the child continues to have difficulty, help the child with the beginning part of the assignment. If the child still has difficulty, end the homework and write a note to the teacher explaining the problem. Do not do the homework for the child.
- Look over the assignment when the child says they are done to see if they have forgotten anything and have done it well. Praise the child for his/her accomplishment.

### **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 West Lincoln Elementary School. Each family is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to 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.

### **Bullying**

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

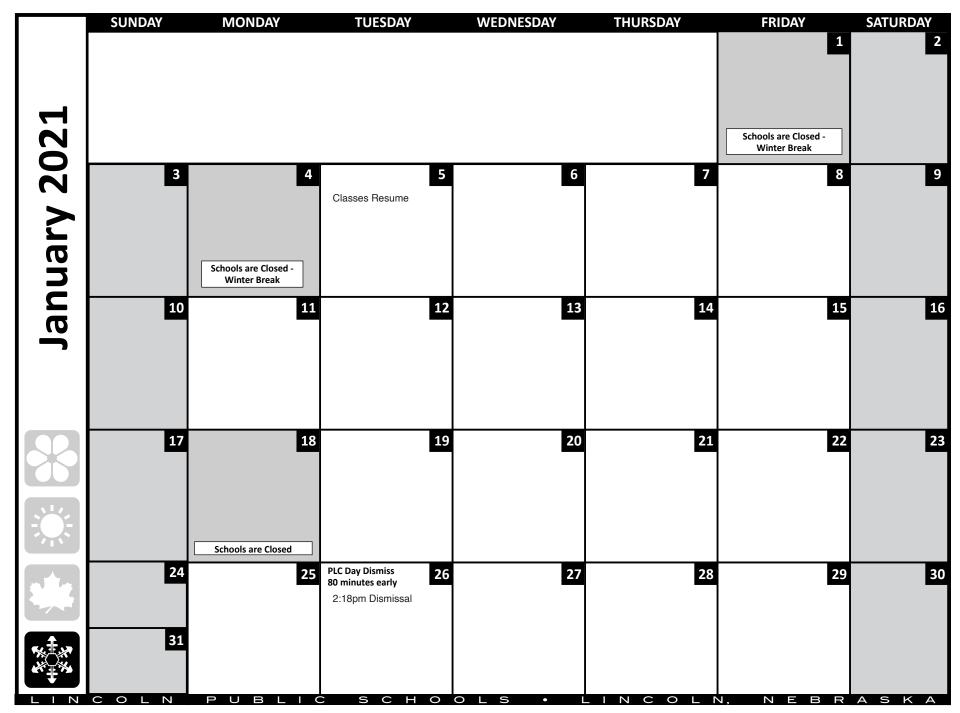
In order to be considered bullying, the behavior must include:

- 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.



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### Methods of Communication

### **School Newsletter**

The Wildcat News contains announcements, information, school events, etc. This newsletter is sent home biweekly in our Monday Folders.

### **Weekly Communication Folders**

Typically, school news will be sent home via Monday 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 West Lincoln Elementary.

### **Community News**

Community News is a newspaper distributed by Lincoln Public Schools, free to families 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. Community News is sent with the oldest child in the family attending West Lincoln Elementary.

### **School Website**

Information is regularly updated on our website:

http://westlincoln.lps.org.

### **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.

### **West Lincoln Behavior Supports**

### What do we believe?

It is our goal to create a learning environment where students are highly engaged in their learning. Our teachers will work to build life and academic skills that will create positive opportunities for students in their futures. Teachers are constantly striving to create an environment of trust and respect through the entire school environment.

### We do this through...

Teaching and practicing school procedures.

Intentionally developing trusting relationships with all students and parents.

Planning great and engaging instruction that considers the needs of all students.

### You might hear this...

**Caring Confrontation** is how an adult provides a redirection with consistent language as well as non-punitive actions and intent.

**Check-in/Check-Out** is a practice for students who are having some difficulty engaging in the classroom. An adult is assigned to give positive reinforcement and encouragement at the beginning and end of the school day.

**Processing** is the discussion between the adult and student to develop a plan to be accountable for and change disruptive/hurtful behavior.

**Protective Plan** is what the school and family develop together to provide the structure and support to stop the student's disruptive behavior and to teach the student needed missing skills.

### Please Partner with US!

For your child to learn, perform and behave at grade level or above, your child needs to be positively engaged in school. This means trying to never be disruptive or hurtful. If your child is hurtful or disruptive, we will follow established procedures. If you child's teacher talks with you about his/her behavior, please know that we want to work with you to find ways to help your child.

Help us build and then support a behavior plan.

Talk to us and ask us questions to clarify the plan

Encourage your child to let adults be in chare of his/her life.

Show your child how strong the school, teacher, family partnership is!



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630 W. Dawes Avenue Lincoln, NE 68521 Phone 402-436-1168 Fax: 402-458-3268 Office Hours: 7:30 a.m.-4:30 p.m.
Principal: Scott Schwartz
Assistant Principal: Sara Rose
Website: westlincoln.lps.org



Attendance Line 402-436-1168-Option 5 (24 hours a day)

### **Helpful Information**

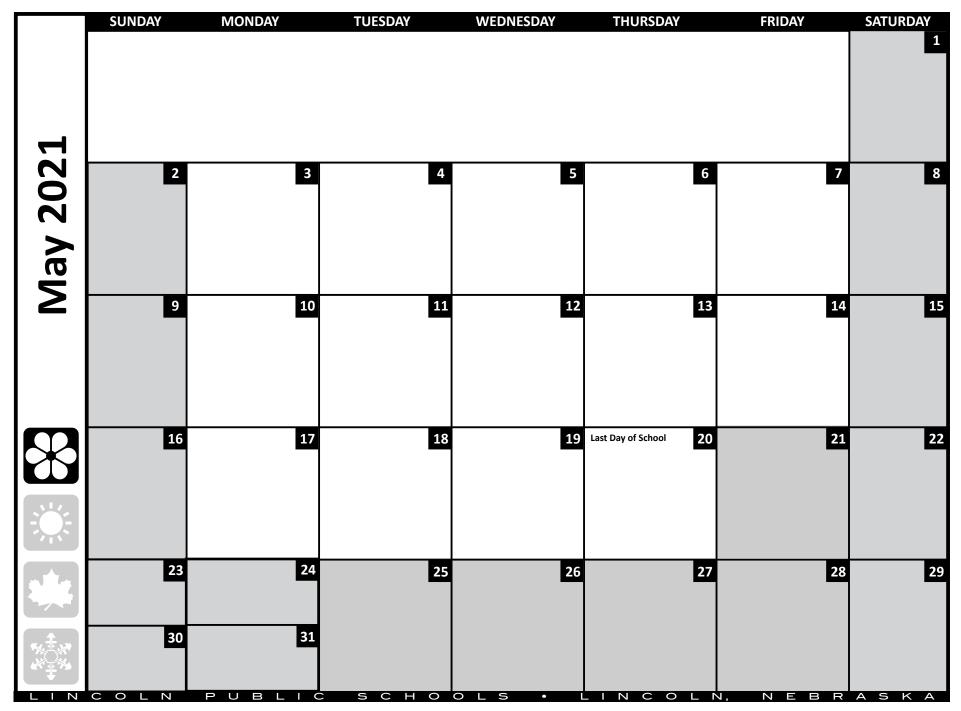
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Teacher	Room #	Lunch POS #
Other		
Child's Name	School Attending	Grade
Teacher	Room #	Lunch POS #
Other		
Child's Name	School Attending	Grade
Teacher	Room #	Lunch POS #
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OtherChild's Name		
	School Attending	Grade
Child's Name	School AttendingRoom #	Grade

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	Parent/Teacher	3	Parent/Teacher	5	6
			Conferences New-To-You Clothing		Conferences New-To-You Clothing		
l ⊣ ∣			Exchange & Book Fair 4:00-7:00pm		Exchange & Book Fair 4:00-7:00pm		
2							
	7	8	9	10	111	12	13
ا 'ر							
5							
<b>March 2021</b>				Schools are Closed			
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
11/-							
	28	29	PLC Day Dismiss 80 minutes early	31			
			2:18pm Dismissal				
LIN	C O L N	PUBLIC	SCHO	OLS • L	L INCOLI	N, NEBR	ASKA

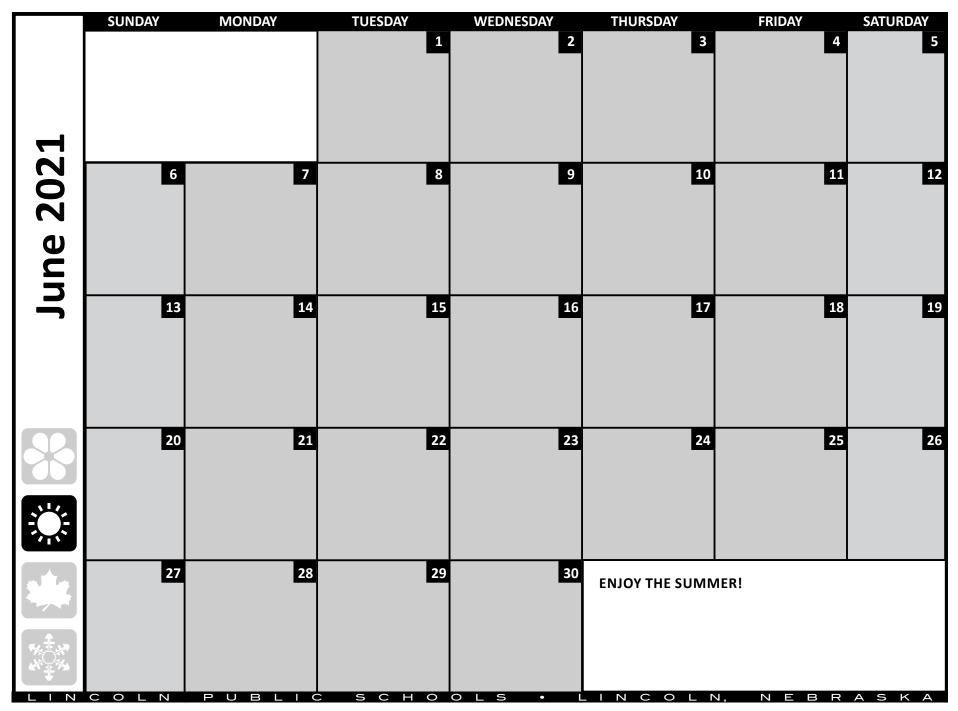
\*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE DUE TO HEALTH DIRECTIVES PUT INTO PLACE TO PREVENT FURTHER SPREAD OF COVID-19.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2	3
_							
2	4	5	6	7	8	Schools are Closed  9	10
0	_	_					
<u> </u>		No School for Elementary Students					
April 2021	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
711							
	25	26	PLC Day Dismiss 80 minutes early 2:18pm Dismissal	28	29	30	
			2. ropin disinissai				
***							
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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY 1	FRIDAY 2	SATURDAY 3
	SUMMER ROCKS!				_		3
╽ <sub>┻</sub> ╽							
July 2021	4	5	6	7	8	9	10
<b> </b>							
`>							
<b>1</b>	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
			20	21	22	23	2.
<b>31</b> /2							
	25	26	27	28	29	30	31
*****							
						N, NEBR	

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### **BOARD OF EDUCATION**

5905 O Street • Lincoln, NE 68510

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