Welcome To Cavett!

Dear Students and Families,

Welcome to Cavett Elementary School! This handbook has been prepared for all students and parents/guardians to be helpful in answering questions you might have about the policies and practices of our school. We follow the policies established by the Lincoln Public School Board of Education and have developed expectations and practices based on them to make teaching and learning at Cavett a positive experience for all. Additional information about Lincoln Public School policies can be found in the LPS Important Information Booklet.

Please review the topics in this handbook with your child(ren). If you have questions or concerns that are not covered in this handbook, you may contact your child's teacher, the school office or a Cavett administrator.

We look forward to working with all Cavett families this year. We value your input and participation in the education of our students. Working together positively and proactively we will support maximal student growth and achievement. 2021-22 will be an outstanding year at Cavett Elementary!

Sincerely,
Jeff Vercellino
Principal
Tracy Clements, Assistant Principal
Cavett Staff
7701 S. 36th St. • Lincoln, NE 68516 • 402-436-1131 • www.cavett@lps.org

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#### Cavett Mission Statement
Teaching, learning, and caring to develop productive, responsible citizens.

#### Cavett Vision Statement
Every person, every day, engaged in collaborative learning, using technology and adapting to the needs of a changing global community.

#### Cavett Mascot: Cardinal

#### Cavett Motto: "Cavett Cares"

#### Cavett Colors: Maroon, Black & Silver
School Organization

Cavett Elementary is a Pre-K through 5th grade school. Staff are organized in grade level professional learning community Data Teams. Each grade level Data Team works collaboratively to plan instruction and identify best practices to meet student learning needs. Teachers work together to plan instruction, develop assessments of student performance, and to support any students who are experiencing difficulty with mastering grade level objectives. Students in intermediate grades may move between several classrooms for instruction throughout the day based on decisions of the teaching team at each grade level.

Cavett’s Preschool program is located in our Kindergarten wing and houses 15-20 students in both our AM and PM program. Each section is staffed by an early childhood teacher and a special education teacher. Two part time paraeducators serve each classroom also. To apply for enrollment information for preschool call (402) 436-1995.

K-5th grade classes offer differentiated education experiences for students. Reading and math support staff as well as Special Education Resource teachers help meet varying learning needs of children who experience need for additional instruction through both inclusion and pull out service models. Each grade level also offers programming in English Language Arts and in math for students who are working significantly above grade level peers and have been identified as students who are gifted. All Cavett students have opportunities to interact with specialists in the areas of physical education, vocal music, computer, media center, and art each week. This schoolwide organization provides each student a comprehensive educational experience.

After School Clubs

We are SO very fortunate to have a caring and supportive P.T.O. Cavett Elementary School P.T.O. offers a variety of after school clubs to further enrich our students. Each club meets approximately 6 times and have a small fee. Clubs are held on their respective days from 2:53-4pm. On their scheduled day, students go directly to the gym when school is dismissed for the day. They will line up by the sign for their after school club and take attendance. Children will be supervised in the gym during this time. At 3pm your child will be accompanied by their instructor to their after school classroom. All clubs will dismiss at 4pm from the main school hallway (door #1 and door #10 only). Please be prompt when picking up your child; we want to make sure all our students are safe!

Intent of Handbook

This handbook is 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 this 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.

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.
August 2021

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29 30 31

First Day of School
Early Release: School dismissed at 1:33 pm
PLC Day, Early Dismissal
Early Release: School dismissed at 1:33 pm

First Day of School
Cavett Open House 5:30 pm - 6:30 pm
Cavett PTO Back to School Bash at Saltdogs 7:05 pm

*All events are subject to change

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.
Arriving And Departing School

Students will be allowed to enter the building at 8:08 a.m. On extremely inclement days, students will be allowed indoors at 8:05 a.m. When indoors on inclement days, students are expected to wait quietly for the 8:08 a.m. bell. **NOTE:** When the wind chill is 0 degrees or below, or when snow, rain or wind velocity makes the playground unsafe, students will have indoor recess time. The tardy bell rings at 8:15 a.m.

When students arrive at school, they are to go to their assigned door area and wait outside.

- Kindergarten Students: South Door #4
- 1st Grade Students: East Door #19
- 2nd Grade Students: West Door or Main Entry #11 or #1
- 3rd Grade Students: Northeast Door #18
- 4th Grade Students: North Door #15
- 5th Grade Students: Northwest Door #12

Students will be dismissed from the same grade level doors at 2:53 p.m. Students who are meeting siblings should find a mutually-agreed upon place to meet outside the building. If there is a change in how your child is to get home, please send a note to the teacher and notify the office.

Parents who drive their child to school should use the Scottsdale drop off area, the So. 36th Street drop off area, the driveway in front of the school or the driveway between the parking lot and the school on the south side of the building. Please consult the “Traffic Flow Map” to the right. Kindergarten students should be delivered to the south driveway / drop off area for the 2021-22 school year.

When using the front driveway (one-way), enter on the north and exit on the south. During arrival times (8:00-8:20 a.m.) and dismissal times (2:50-3:10 p.m.) exit the driveway on the south end by proceeding straight onto Diablo Drive or turning right (south) onto 36th Street. **DO NOT turn left** onto 36th Street during these times. When using the parking lot driveway, enter off of 36th street and proceed counter-clockwise and exit onto S. 36th Street. **DO NOT turn left** onto 36th Street during arrival time 8:00-8:20 a.m. or dismissal time 2:50-3:10 p.m.

If you need to come into the building before or after school, park south of the drop-off crosswalk (past the flag pole). **DO NOT park and/or leave your car north of the crosswalk in the front driveway.** When picking up your child after school, please keep traffic moving. **Do Not double-park or wait in the outside lane.** You may pick up your child by parking next to the curb or by driving up to the sidewalk that takes the student into the building and having your child enter your car from there. **Do not ask or allow your child to cut between cars to be picked up because it is not safe.** You may also wait for your child on the east or west side of 36th Street in front of the school. **Everyone** should use the crosswalk to get to the east side of the street.

Daycare vans use the staff parking lot (center lane) for dropping off/picking up students. Staff will assist students to cross the driveway and the crosswalk.
September 2021

1. PLC Day, Early Dismissal
2. Early Release: School dismissed at 1:33 pm
3. PTO Meeting 7:00 pm
   Cavett Multipurpose Room
*All events are subject to change

4. PTO Boosterthon Fall Fundraiser Begins
5. PTO Boosterthon Fall Fundraiser Ends
6. *All events are subject to change

Teachers and students are invited to the following events:

Schools are Closed

PLC Day, Early Dismissal

PTO Boosterthon Fall Fundraiser Begins

PTO Boosterthon Fall Fundraiser Ends

PTO Fun Night

*All events are subject to change

*Cavett Elementary School 2021-22 Student Handbook Calendar

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.
Parents of Kindergartners may use the drop off lane in the south driveway to drop off/pick up Kindergarten students who will enter and exit Door #4. **The curb is reserved for drop off/pick up. Please do not park along the curb.**

There are marked crosswalks that students should use if they are walking. They are on Scottsdale between 36th and 34th; and 36th and San Mateo Lane. Contact the school office if you can be a crosswalk volunteer to help students safely across the street. Staff must be on duty on the school campus so are unavailable for crosswalk duty.

Children riding bikes should be careful as they ride to school, especially if crossing Pine Lake Road. When on school grounds, students are to walk their bike to the bike racks. Students should not ride on school grounds. Students should also walk their bikes in all crosswalks.

If you are visiting school, you may park in the front of the school south of the flag pole or in the parking lot. **Do not use handicapped parking spaces for any purpose unless you have a handicapped tag or license on your vehicle. (Using the handicapped parking spot “for just a minute” to drop off your student is NOT appropriate.)**

Parents are models for our children’s safety. If you ask your children to follow the proper procedures and you model this, it will make a difference and keep our children safe. We appreciate your cooperation.

**Pupil Supervision After School Dismissal**

Children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the following dismissal supervision procedures are applicable to parents or legal guardians of pupils attending Cavett in grades Pre K to 5 who are not eligible for district-provided transportation after dismissal (or are eligible and elect not to use district-provided transportation after dismissal.)

We have a written Pupil Supervision After School Dismissal Plan for Cavett. This Plan includes the school’s procedures for pupils at the end of the school day and the location of the designated supervised area in the school building. The plan is based on the school’s ability to provide supervision, the accessibility for the parent(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to our school building. The After School Pupil Supervision Dismissal Plan is provided to all parent(s) and described below.

Any parent of a pupil attending Cavett may request the school not release the pupil to walk home after dismissal unless the pupil is released to the parent or escort designated by the parent. (The designated escort must be at least 16 years old. Up to 2 escorts may be designated.) Anyone requesting their child only be released to a parent or designated escort must submit a Before and After School Plan Form to the Principal at or before the beginning of each school year.

The Form is available:
- In the main office of the school building
- Sent home in the first week Friday Folder

**Only parents requesting their child be released solely to a parent or designee need to complete this Request Form.**

The parental request shall be applicable for every school day and shall apply for the entire school year. A new Request Form must be re-submitted at the beginning of each school year. A parent(s) or legal guardian(s) may rescind their request by submitting a written request to the Principal indicating the date the parent no longer requests the school provide supervision of their child after school. The child then will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

Upon receiving the Before and After School Plan Form, the office will notify the appropriate school staff member who has supervision of the pupil at the end of the school day of the parent’s request. The supervising staff member shall send the pupil to the front entrance area when other pupils are dismissed from school at the end of the school day.
October 2021

3
PTO Scholastic Book Fair Begins
*All events are subject to change

4
Cavett Parent Teacher Conferences 3:45 pm - 7:15 pm
*All events are subject to change

5
PLC Day, Early Dismissal

6
Cavett Parent Teacher Conferences 3:45 pm - 7:15 pm
*All events are subject to change

7
Start of Quarter 2

8
End of Quarter 1

9
No School for Elementary Students

10
Schools are Closed

11
Cavett Parent Teacher Conferences 3:45 pm - 7:15 pm
*All events are subject to change

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Cavett Parent Teacher Conferences 3:45 pm - 7:15 pm
*All events are subject to change

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Early Release: School dismissed at 1:33 pm

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.
This is NOT an arrangement to accommodate students to be picked up later than 2:53 p.m. This arrangement is for parents who want to ensure that their child is picked up by no one but themselves or their designee.

All parents completing the non-release form should plan to pick up their child at 2:53 p.m. inside the main entrance by the security monitor’s desk. In this way our security monitor can check to ensure that children are truly leaving with the person indicated by the parent.

In the event the parent, legal guardian, or designated escort does not arrive to pick up their child(ren) at the dismissal time of school, we will attempt to contact parent(s) using the emergency numbers and LPS procedures.

This agreement must be consistent, e.g. calling the office to change the arrangement for a day or several days is not acceptable. Students may not change the arrangement in order to go home with a friend or classmate for the day, stay to work on a project, etc. Parents must come into the school building to pick up students.

Forms indicating if students will meet family or friends at any specific entry/exit are sent home in each summer mailing. Parents should return these forms on or prior to the 1st day of school/first day of the student’s attendance.

Teachers will dismiss students at assigned doorways. Adults will provide outside supervision until 3:03 p.m., watching students leave to meet their ride and/or safely leave the school grounds.

If an emergency prevents a parent, legal guardian, or designated escort from arriving at dismissal/before 3:03 p.m., the pupil will remain under the supervision of the office or security monitor until the parent(s), legal guardian(s), or designated escort arrives. Parents should plan to pick up children on time daily.

School Campus (including the playground) is closed until 6:00 p.m. except for use by the Family Service after school care program and Cavett after school clubs. Reservations for rooms/playground should be entered in the district Archibus system.

Family Service Child Care operates before and after school supervision services for a fee. Parents may contact Family Service at 402-217-6010 (on site) or 402-441-7949 (main office).

Schedules

Students are expected to arrive at school between 8:05 a.m. and 8:15 a.m. Prior to 8:05 a.m., no supervision is available. Students should not be on school property until 8:05 a.m. Students will be admitted to the building at 8:08 a.m. In inclement weather, when deemed necessary, students will be permitted to enter the building at 8:05 a.m.

Students will be dismissed at 2:53 p.m. unless there are other circumstances (early dismissal.) Upon dismissal, students must leave the school grounds and proceed home or to the location designated by their parent.

Hours of Sessions-Regular Schedule

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<thead>
<tr>
<th>Grades K-5</th>
<th>8:15 a.m. to 2:53 p.m.</th>
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<tr>
<td>Pre-School</td>
<td>AM: 8:30 a.m. to 12:00 p.m. PM: 12:15 p.m. to 3:45 p.m.</td>
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Early Dismissal Schedule

School will be dismissed early on the last Tuesday of each month to facilitate Professional Learning Community meetings. In such a case, the following early dismissal schedule shall be utilized:

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<tr>
<th>Grades K-5</th>
<th>8:15 a.m. to 1:33 p.m.</th>
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<tbody>
<tr>
<td>Pre-School</td>
<td>No School</td>
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Scheduled Early Dismissal Days

- August 16 - 18, 2021
- August 31, 2021
- September 28, 2021
- October 26, 2021
- November 30, 2021
- December 14, 2021
- January 25, 2022
- February 22, 2022
- March 29, 2022
- April 26, 2022
- May 25, 2022
November 2021

1. PTO Meeting
   7:00 pm  Cavett Multipurpose Room

   *All events are subject to change

2. Schools are Closed

3. No School for
   Elementary Students

4. PLC Day,
   Early Dismissal

5. Early Release: School
   dismissed at 1:33 pm

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.
Breakfast

Student breakfast is free.

Breakfast will be served in the cafeteria at Cavett from 7:48-8:08 a.m. Students may enter the building for breakfast at 7:45 a.m.

Students coming for breakfast should enter Door #1 and walk to the cafeteria through the main hallway.

Only students eating breakfast served by the cafeteria staff and School's Out Child Care students may be in the multipurpose room before school begins daily.

(Students in School's Out Child Care will line up for breakfast at 7:48 a.m., also.)

Lunch

Students will be expected to use appropriate behaviors and good manners at all times in the cafeteria.

Lunches may be purchased at school or the child may bring a cold lunch. Milk is available for purchase. Pop should not be brought to school in lunches other than for special occasions.

A menu will be sent home monthly in Friday folders. Salads are prepared for students. There is no salad bar.

Due to a recent ruling by USDA, LPS, Nutrition Service is no longer allowed to provide water OR juice as a substitute for milk, even with a doctor’s note. Nutrition Services is required to provide a milk equivalent beverage. In most cases this will be lactose free milk for students who are lactose intolerance and soy milk for students who have a milk allergy.

Water or juice may be provided from home to meet the needs or preferences of the student.

Any children who are leaving school for lunch must have written permission from a parent to leave school. Children need to sign in and out at the security desk and return on time when class resumes.

Cavett uses a computerized system to keep track of students’ lunch money. The system keeps track of each child’s account balance, and allows the child to pay for meals, milk, or a la carte items. Students may pay cash daily or use funds from their “Snap account”.

Each child will have a number that they will use to purchase meals. You may deposit as much money in your student’s meal account as you wish. Because only one school meal per day is allowed per child, siblings each have their own account. (A second meal on a child’s account will be charged at the adult rate—$3.10). If you send one check, please designate which child’s account it is to go into or how much should go in each child’s account. Cash will be accepted.

An email reminder is sent when a child’s SNAP account has a low or negative balance. Any overdrawn (negative) Snap balances should be paid immediately. Students will be required to call home to leave a message that lunch money is needed whenever their Snap account is without funds or overdrawn.

Lunch is free for the 2021-2022 school year. An individual or extra carton of milk costs 50 cents. Free and reduced lunch applications are available at www.lps.org or call Nutrition Services at (402) 436-1747. Eligibility for this program is determined by federal guidelines.

Parents are welcome to have lunch in the school cafeteria with their children occasionally. Please call the office by 8:25 a.m. if you are planning on purchasing a school lunch.

To promote healthy habits and to follow health codes, we do not share food. If you are bringing food for lunch from home or a fast food restaurant we ask that you only bring food for you and your children. Do not bring food for others or share your fast food with other students. Federal funding of our school lunch program does not allow us to have "competitive" foods given to students.

The school cafeteria is a dining room away from home. Good eating habits and courteous conversations during lunch contribute to an enjoyable school environment. The use of appropriate manners and behavior will be expected of all students in our cafeteria. Parents should model and encourage students in the use of courteous cafeteria behavior.

May My Child Bring a Snack to School?

Teachers will notify parents if their classroom will have a snack time scheduled into the day. The snack needs to be nutritional and easy-to-eat. Snack time will be set at a convenient time by teachers. Teachers will notify parents of recommended snacks. Due to food allergies and other health concerns, children may not share snacks with others.
### December 2021

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*All events are subject to change.*

**NOTE:**
- PLC Day, Early Dismissal
- Early Release: School dismissed at 1:33 pm
- End of Quarter 2
- Schools are Closed - Winter Break

*All scheduled events are tentative and subject to change.*
Homework and Absences

Homework may be requested if an absence will be longer than 2 days. Please give your child’s teacher at least one day's notice to prepare the HW packet. If you are going to be gone on a prearranged trip notify your child's teacher in advance so that work can be sent home prior to student's departure. Families should expect that some work will also need to be made up upon return since many concepts are not taught by pencil/paper, worksheets, etc. All absences must be reported to the Cavett office by 8:30 a.m. by a parent or guardian.

Medical Appointments

Students may need to leave during the day for a doctor or dentist appointment. It is helpful to notify the Cavett office the morning of the appointment so that we are able to locate your students in specials, lunch, recess etc. before you arrive. Students need to sign in and out at the secured entrance located at door #1 before leaving and upon return. These absences are not considered "excused," they will be noted as "parent arranged" absences.

Parental Involvement

Parents are encouraged to be actively involved in their child’s education. Opportunities are provided for parents to volunteer for a variety of activities throughout the year.

Parents are also invited to visit school. All visitors must sign in at the school security desk at the main entrance. This helps us get to know you and helps ensure the safety of our children.

If you are planning on visiting your child’s classroom, we would encourage you to check with your child’s teacher before visiting to schedule a time that is conducive to you and the classroom. We also ask that classroom visits last between 20-30 minutes to prevent disruption in the instructional program.

If you wish to visit with a teacher, make an appointment to do so. Dropping in, with even a short question, takes the teacher away from their work of instruction and is distracting to students, as well.

Our Media Center, specialists, and classroom teachers also welcome parent volunteers. PTO and classroom teachers send home volunteer sign up lists. If you would like to volunteer to help in the Media Center, or for any specialist teacher, please contact that person or the school office.

Distributing Information At School

Any note or flier that will be sent home with students must be approved by the district office by emailing the content to mburbach@lps.org. Items going home in Friday Folders must be approved and copied by Monday to go out in that week's Friday Folder.

Cavett P.T.O.

The Cavett P.T.O. has two objectives:

a. To promote a cooperative relationship between the home and the school that will benefit the education of all Cavett students.

b. To enable parents and teachers to work together to provide opportunities for all students to reach their fullest potential in physical, cognitive, social and personal development.

All parents and teachers at Cavett are considered members of the PTO and are encouraged to participate in committees, projects, and programs of the organization. The PTO website is www.cavettpto.org. On the website you can sign up for the PTO newsletter, read about the committees, check the calendar of events, and read about upcoming events. Come to a meeting to learn more about the PTO and get involved. Meeting dates will be announced at the beginning of the year.

The 2021-22 officers are:

President: Mindy Robart; Vice President: TBA; Treasurer: Jenny Wagoner; Secretary: Jenny Kathman; Public Relations: Betsy Tonniges; and Members at Large: Antonio Marino, Kari Zupancic.
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*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.*
Principles That Guide Work With Students at Cavett

- We believe that students should be responsible for solving problems with adult guidance.
- We believe that students should face natural and logical consequences as opposed to punishment whenever possible.
- We believe that preserving a student’s self-respect and dignity is crucial in any disciplinary action.
- We believe that discipline should be considered an opportunity for personal growth and learning.

CAVETT CARES

Be Safe
Be Responsible
Be Respectful
Of Self, Others And Property
Learning Is A Right And A Responsibility

Behavioral Expectations

In order to maintain a positive learning environment for all students, clear expectations for appropriate behavior are provided.

Our goal is to reinforce appropriate behaviors and help students problem solve when the choices they make are not appropriate for school. Students receive Cardinal Cards for exhibiting safe, respectful and responsible behavior.

Cavett uses multi-tiered systems of support for behavior which includes proactive strategies, for defining, teaching, and supporting appropriate student behaviors to create a positive school environment.

We know that students will make mistakes during this developmental time in their lives. Cavett staff helps students learn how to problem solve and plan actions reflecting good choices to prevent errors of greater consequence later on in life.

Cavett staff also follow the due process procedures of the Lincoln Public Schools, which can be found in the LPS IMPORTANT INFORMATION HANDBOOK. Copies of the LPS Rights and Responsibilities are available in the school office.

There will be no tolerance for bullying, fighting/violence, intimidation, profane language and/or bigotry. Consequences for these behaviors will be significant and will involve both school administrators and parents. The possession and/or use of alcohol, drugs, tobacco and items which are weapons will call for immediate suspension.
February 2022

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- PTO Meeting: 7:00 pm Cavett Multipurpose Room
- *All events are subject to change
- Early Release: School dismissed at 1:33 pm
- No School for Elementary Students

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.
### Cavett Elementary School 2021-22 Student Handbook Calendar

**School Rules & Behavioral Expectations**

- **BE SAFE**
- **Arrival**
  - Walk
  - Keep body calm and materials to yourself
- **Lunchroom**
  - Walk
  - Stay seated with feet on the floor
- **Recess**
  - Hands and feet to self
  - Use equipment appropriately
  - What’s on the ground, stays on the ground
- **Hallways**
  - Walk
  - Eyes forward
  - Hands, feet and materials to self
- **Restroom**
  - Keep hands and feet to self
  - Keep water in the sink

- **BE RESPECTFUL**
- **Arrival**
  - Follow adult directions
  - Give friendly greetings
- **Lunchroom**
  - Use inside voice level
  - Be friendly and kind with others
  - Follow adult directions
- **Recess**
  - Include everyone
  - Show good sportsmanship
  - Follow adult directions
- **Hallways**
  - Single file-right side
  - Silent
- **Restroom**
  - Honor other’s privacy
  - Report problems to adults

- **BE RESPONSIBLE**
- **Arrival**
  - Arrive on time
  - Stay in grade level area
- **Lunchroom**
  - Use time wisely to eat
  - Clean up after yourself
  - Use table manners
- **Recess**
  - Follow game rules
  - Stay active
- **Hallways**
  - Go directly where you are supposed to go
- **Restroom**
  - Flush, wash hands well and clean up after yourself
  - Do your business quickly and leave

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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, Jeff Vercellino. 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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*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.
School Safety

We continuously work at making Cavett a safe and positive learning environment. There are several procedures that are in place to ensure the safety of students and staff.

Entrance to the building for Family Service daycare students can be gained from the parking lot door (#6) at 7:00 a.m. At 8:08 a.m. student entrances to the building will be open. Students should typically enter through their designated doors, (detailed earlier in the handbook). After 8:15 a.m. entrance to the building can only be gained from the main entrance (door #1). All other doors will be locked and will remain locked for the entire day. The Family Service Door #6 will be locked at all times. Parents coming to pick up their child should ring the doorbell and a Family Service staff member will let you in.

Throughout the year, students will be involved in five different types of safety preparedness drills. There will be fire drills, which must be conducted ten times a year, and additional multiple lockdown, secure, hold, and tornado drills will be conducted during the school year.

Standard Response Protocol are part of our Cavett Safety Plan. We regularly review procedures so we are prepared in case of an emergency. A Secure or Lockdown is declared when an unsafe situation occurs. The building is locked down and specific procedures are enacted to ensure student safety and resolution of the problem. During a Lockout a Safety Response Team assists the office to sweep the building, and resolve any problems. We make sure that all students and staff are accounted for at this time.

During these drills, the school will be locked and parents can not pick up students without checking them out through the office.

All LPS staff wear photo name tags so that students and parents may identify staff members. Students are encouraged to go to any member of the staff if there is a problem. We also encourage students to tell a staff member or parent if they hear or see anything that would cause them to be concerned for their safety or the safety of others.

We have a Cavett Security Monitor on duty at the front entrance to the building. ALL visitors to the building must enter through the main door.

Anyone wishing to visit the office, cafeteria, classrooms, etc., must sign in and out at the security desk, wear their identification tag and return their name tag upon checking out. This is a required procedure for all visitors. It is not meant to be an inconvenience, but is a measure provided by each Lincoln Public School to ensure student safety.

Mrs. Judit Guderjan will serve as Cavett’s Security Monitor(s) for the 2021-22 school year.

Parents needing to drop off forgotten items or lunch money may do so at the Security Monitor desk. The Security Monitor will ensure that items are picked up or money is forwarded to the cafeteria.

These measures help Cavett continue to be a safe learning environment for all.

Student Use of Telephone

If a child is requested to stay after school by a teacher, the student will call home to inform parents. Only necessary telephone calls are allowed during or after school. Arrangements to visit friends should be made at home. During the day, office staff will be glad to take a message for a child or a teacher. Telephone calls interrupt instruction and will not be transferred to the classroom while instruction is taking place.

All phone messages for students will be delivered at the end of the day.

Selling Items at School

Only items offered for sale by the Cavett PTO or authorized Cavett student groups are allowed.

Costs prohibit staff members from purchasing items from each child who has fundraiser items to sell. In order to avoid this situation, students wishing to sell items for Girl Scouts, Boy Scouts, church groups, teams, etc., should contact staff outside of the school day/off the school campus.
April 2022

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*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.*

Cavett PTO Meeting
7:00 pm Cavett Multipurpose Room

PLC Day, Early Dismissal

Early Release: School dismissed at 1:33 pm

Cavett Strings Concert 6:00 pm Cavett Multipurpose Room

*All events are subject to change

No School for Elementary Students

Schools are Closed

Schools are Closed

*ALL SCHEDULED EVENTS ARE TENTATIVE AND SUBJECT TO CHANGE.*
2021-2022 Voluntary Supply List

Traditionally, one of the rituals families participate in as they prepare for the new school year is to purchase school supplies. In accordance with the Nebraska Constitution and state and federal law, Lincoln Public Schools provides a free, public education to all students. This generally means the district provides the supplies needed for instruction at no cost to students. This includes textbooks, pencils, erasers, crayons, glue, scissors, paper, notebooks, tissues, etc. For this reason, please do not send school supplies for your child’s individual use at school.

You are NOT required to purchase any of these items, but you may wish to purchase and donate some items to your child’s classroom. We ask that you do not put your child’s name on any items. All items purchased will be graciously accepted as a donation to the school and will be shared by all students within the classroom.

Kindergarten
- Kleenex
- Hand sanitizer
- Crayola markers
- Highlighters
- Dry erase markers
- Colored pencils
- Mechanical pencils (Svoboda only)
- Fiskars student scissors, pointed tip
- Glue sticks (large, 0.77 ounce)
- Glue bottle, 4 oz (Svoboda only)
- 2 pocket folder with prongs (several)
- 2 pocket folder without prongs (several)
- Ziploc bags (gallon, quart & snack sizes)
- Child size headphones for use with Chromebooks

First Grade
- Kleenex
- Hand Sanitizer
- 24 pack Crayola crayons
- Colored pencils
- Crayola markers
- Ticonderoga pencils
- Black expo markers (thick)
- Glue sticks
- Ziploc bags (gallon, quart & snack sizes)
- Child size headphones for use with Chromebooks

Second Grade
- Kleenex
- Hand Sanitizer
- Crayola markers – regular & fine tip
- Colored pencils (Boesiger only)
- Black dry erase markers
- Dry erase board eraser
- 1 inch, 3 ring white clear view binder
- Glue sticks
- Ziploc bags (gallon, quart & snack sizes)

Third Grade
- Kleenex
- Hand Sanitizer
- Crayola markers (fine tip, classic colors)
- Highlighters
- Black, fine point dry erase markers
- Glue sticks
- Colored pencils
- 3x3 sticky notes
- Latex-free Band Aids

Fourth Grade
- Kleenex
- Hand sanitizer
- Dry erase markers
- Crayola markers (broad tip, classic colors)
- 2 spiral notebooks
- 2 pocket folders
- Soft side, zipper pencil pouch
- Glue sticks
- Ziploc bags (sandwich & snack size)
- Latex-free Band Aids

Fifth Grade
- Kleenex
- Hand sanitizer
- Ear buds for use with Chromebooks
- Ticonderoga pencils
- Black Expo dry erase markers
- 2 pocket folders
- 1 spiral notebook
- 1-inch, 3 ring clear view binder

Specialist
- Kleenex
- Hand sanitizer
- Clorox wipes
- Ticonderoga pencils
May 2022

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3 Cavett Band Concert 6:00 pm Cavett Multipurpose Room

4 Cavett Chorus/ORFF Concert 6:00 pm Cavett Multipurpose Room

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24 Last Day of School

25 PLC Early Release: School dismissed at 1:33 pm

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*All scheduled events are tentative and subject to change.

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
Cavett Elementary Staff 2021-22

OFFICE STAFF
Jeff Vercellino, Principal ................. jvercel@lps.org
Tracy Clements, Assistant Principal ........ tclemen@lps.org
Kristin Haussler, Executive Secretary ........ khaussl@lps.org
Dani Taylor, Registrar ..................... dtaylor@lps.org

HEALTH OFFICE
Ashley Wunibald, School Nurse .......... awunibald@lps.org
Ellen Spencer, Health ..................... Technicianespace@lps.org

PRESCHOOL
Bobbi Adams, Preschool PM .............. badams3@lps.org
Jill Burns, ECSE Resource ................. jsearle@lps.org
Stephanie Dang, ECSE SLP .................. sdang@lps.org
Kelsey Wood, Preschool AM .............. kwood2@lps.org

KINDERGARTEN
Keri Gasseling, Kindergarten ............. kgassel@lps.org
Dottie Kitchen, Kindergarten ............. dkitchen@lps.org
Shannon Svoboda, Kindergarten ........... shsvob@lps.org
Amanda Williams, Kindergarten ........... awillia@lps.org

1ST GRADE
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Methods of Communication

Cavett Community Connection:
The Cavett Community Connection contains announcements, information, school events, etc. This newsletter is sent every other Friday through School Messenger, our district-wide mass communication system.

Weekly Communication Folders
Typically, school news will be sent home via Friday folders. Please return the folder with your child the next school day including any notes to your child’s teacher. General information will be sent with the oldest child in the family Cavett.

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.cavett

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
Check out school happenings on our Facebook Page: www./facebook.com/CavettElementarySchool