



# Eastridge Elementary School

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

Dear Students and Families,

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

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

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

Sincerely,

Traci Boothe  
Principal

## **Intent of Student Handbook**

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

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



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## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>SCHOOL DAY .....</b>                               | <b>3</b>  |
| School Hours - Regular Schedule .....                 | 3         |
| Early Dismissal and PLC Schedules.....                | 3         |
| Arrival and Dismissal .....                           | 3         |
| <b>BEFORE and AFTER SCHOOL PROGRAMS .....</b>         | <b>4</b>  |
| <b>COMMUNICATION.....</b>                             | <b>4</b>  |
| School Messenger .....                                | 4         |
| ParentVue.....  | 5         |
| School Website.....                                   | 5         |
| Friday Folders .....                                  | 5         |
| Community News.....                                   | 5         |
| Facebook.....   | 5         |
| Breakfast.....  | 6         |
| Lunch Schedule .....                                  | 6         |
| <b>CAFETERIA INFORMATION .....</b>                    | <b>6</b>  |
| <b>RIGHTS, CONDUCT, RULES &amp; REGULATIONS .....</b> | <b>8</b>  |
| School Wide Expectations .....                        | 8         |
| <b>BULLYING .....</b>                                 | <b>9</b>  |
| <b>GENERAL INFORMATION.....</b>                       | <b>10</b> |
| Important Information Needed .....                    | 10        |
| Safety, Evacuation and Shelter Drills .....           | 10        |
| Lost and Found .....                                  | 10        |
| Solicitations.....                                    | 10        |
| Student Use of Telephone .....                        | 10        |
| <b>PARENT TEACHER ORGANIZATION .....</b>              | <b>11</b> |



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## SCHOOL DAY

### School Hours - Regular Schedule

9:00am – 3:38pm

### Early Dismissal and PLC Schedules

On August 16, 17 and 18, school will dismiss at 2:18pm.

All LPS elementary schools dismiss at 2:18pm, for Professional Learning Communities. Early release dates are on August 31, September 28, October 26, November 30, December 14, January 25, February 22, March 29, and April 26, May 25.

## Eastridge Mission Statement

Eastridge Eagles SOAR  
because we are a

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



### Arrival and Dismissal

Many students and families use the sidewalk on “L” Street. All students and parents must use crosswalk indicated by crossing signs. Parking is also not allowed in our crosswalk or other areas indicated by orange parking cones. **For the safety of all, drop-off and pick-up is not allowed in the staff parking lot.**

Breakfast is available for students who wish to participate. Students eating breakfast should arrive promptly at 8:30am. Students who are not eating breakfast should arrive at school between 8:50am and 9:00am. When students arrive at 8:50am they will line up outside in their assigned grade level area. Students will enter the building at 8:55am. Students who arrive after 9:00am, *must* report directly to the office to receive a tardy pass.

Please contact the office to in advance to let the school know if your child will be absent from school, needs to leave early for an appointment or will be coming late to school.

Parents/guardians are required to call the school office if they are removing their child from school prior to 3:38pm. Students will be escorted out to their parent / guardian waiting for them outside.

Students will be dismissed at 3:38pm. Before & After School plans must be completed online, click [here](https://docs.google.com/forms/d/1rNzrlqMlw0-rxCMbGhTHVFbtvT7L3JDbDGzyez1m0/edit) (<https://docs.google.com/forms/d/1rNzrlqMlw0-rxCMbGhTHVFbtvT7L3JDbDGzyez1m0/edit>) to be directed to the form. All students must go



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directly home or to a school sanctioned after school activity. Staff will supervise students at dismissal. When dismissal supervision concludes at 3:45pm, students not picked up are brought inside to the office to ensure safety. **After 3:45pm parents are required to call the school office so their students can be escorted out to the parent or guardian waiting for them. This is considered a late pick-up.** If parents/guardians and all emergency contacts cannot be reached, the police may be contacted to help with unification.

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

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

## **BEFORE and AFTER SCHOOL PROGRAMS**

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

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

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

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

## **COMMUNICATION**

### **School Messenger**

This district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address. Please indicate on the census form if you would like to receive



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these messages via text. Once you have indicated in Parent Vue you would like to receive a text letting you know you have an e-mail from school, these texts will start coming to you.

## **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 Website**

Information is regularly updated on our website: <https://eastridge.lps.org/> ([Eastridge Website](https://eastridge.lps.org/)). From here you can see upcoming events, access ParentVue, and see individual teacher information by going to the Our Staff tab.

## **Friday Folders**

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

## **Community News**

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

## **Facebook**

Search for us by typing @eastridgeeagles. “Like” and follow us to keep up to date on the most current happenings.



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## Breakfast

Breakfast is served at 8:30am.

## Lunch Schedule

| <u>Grade</u>          | <u>Lunch</u>  |
|-----------------------|---------------|
| Kindergarten          | 12:00 – 12:20 |
| 1 <sup>st</sup> Grade | 11:35 – 11:55 |
| 2 <sup>nd</sup> Grade | 12:20 – 12:40 |
| 3 <sup>rd</sup> Grade | 11:45 – 12:05 |
| 4 <sup>th</sup> Grade | 12:30 – 12:50 |
| 5 <sup>th</sup> Grade | 12:10 – 12:30 |

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

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

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

## CAFETERIA INFORMATION

**HIRING FOOD SERVICE WORKER POSITIONS:** Would you like a job that allows you to work only on the days when your child is in school with great pay and health insurance benefits? We currently have four, five and six hour positions available. Apply on-line @lps.org.

**STUDENT BREAKFAST AND LUNCH MEALS FREE FOR ALL STUDENTS FOR 2021-22 SY!** Students have the choice of selecting a cold breakfast (ex: cereal and mini breakfast bar) or hot breakfast (ex: breakfast pizza) plus receive 100% fruit juice, low fat milk and optional ½ c serving of fruit. A school lunch consists of a choice of two or more hot entrees, chef salad or meatless entrée plus a salad, vegetable, fruit and milk. Purchase of carton of cow's milk is 50 cents.



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

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

**WEB SITE FOR PAYING FOR EXTRA FOOD ITEMS:** follow the link at [lps.org](https://lps.org) to MySchoolBucks. A transaction fee will be charged. Cash or check payments for extra food may be made at the school.

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

**PORK ENTREES LABELED ON MENU:** We apologize that past labeling about our cheese products may have caused some confusion. The cheese (American, cheddar and mozzarella) we use may be made with either microbial and/or animal-derived sources, and these are the same enzymes found in standard cheese sold in grocery stores and served in restaurants. Our labeling of the product may have led families to believe this was a different cheese product. We will continue to label any entrees that contain pork, such as pork sandwiches and sausage links. New this school year, the pepperoni pizza will be made with turkey pepperoni and not contain pork. If a family prefers non-standard cheese, or perhaps vegetarian cheese as a substitute, we recommend the student choose the plant-based entree option.



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

### **School Wide Expectations**

Students are responsible, with the support of our staff, to conduct themselves in a manner to create a safe, orderly learning environment by following three simple guidelines:

1. Be Safe
2. Be Responsible
3. Be Respectful and Kind

Students also focus on the following life goals for behavioral success:

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

### **Eastridge School Behavior Expectations**

Multi-Tiered Systems of Support for Behavior: MTSS-B includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. At Eastridge Elementary, we want all students to be successful. In order to ensure students find success, Lincoln Public Schools has developed a framework of best practices for supporting student behavior throughout the school day. This framework includes evidence-based practices that we know lead to more positive outcomes for students. Some of the most powerful practices faculty and staff use include:

- Developing and teaching all students our school and classroom expectations
- Acknowledging positive behavior when we see it
- Consistently practicing strategies that prevent problem behavior before it happens
- Using data to make decisions
- Identifying missing skills and teaching replacement skills

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

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





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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, Traci Boothe. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

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

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

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

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

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

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

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



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## GENERAL INFORMATION

### Important Information Needed

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

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

### Safety, Evacuation and Shelter Drills

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

### Lost and Found

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

### Solicitations

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

### Student Use of Telephone

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

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



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## **PARENT TEACHER ORGANIZATION**

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

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

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