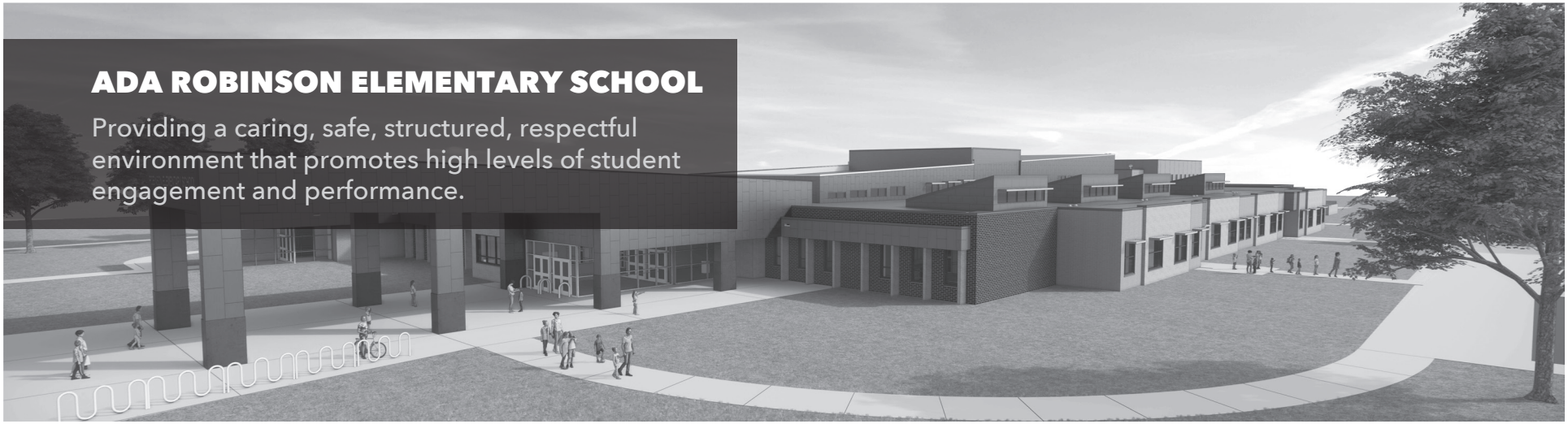

2022-2023
Student Handbook & Calendar

Ada Robinson Elementary School

1350 N. 102nd Street 402-436-1187

http://robinson.lps.org

www.facebook.com/Robinson-Elementary-School

twitter.com/robinson_lps

Jeff Vercellino, Principal *Sharon Eickhoff, Assistant Principal*

2022-2023 Student Calendar

Lincoln Public Schools
Lincoln, Nebraska

Approved 4/20

JULY 2022

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

AUGUST 2022

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28	29	30	31			

SEPTEMBER 2022

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25	26	27	28	29	30	

OCTOBER 2022

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022

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27	28	29	30			

DECEMBER 2022

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

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19	20	21	22	23	24	25
26	27	28				

MARCH 2023

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19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023

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

JUNE 2023

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

Rev. 4/8/22

- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates
- Quarter end dates

GRADUATION DATES

Thursday, May 18, 2023: Yankee Hill Program
Thursday, May 18, 2023: Independence Academy
Thursday, May 25, 2023: Bryan Community Focus Program
Friday, Saturday and Sunday, May 26-28, 2023
Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW

Calendar Options for Families: The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.

Welcome To Robinson!

Dear Students and Families,

Welcome to Robinson 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 Robinson 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 Robinson administrator.

We look forward to working with all Robinson 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. 2022-23 will be an outstanding year at Robinson Elementary!

Sincerely,
Jeff Vercellino, Principal
Sharon Eickhoff, Assistant Principal
Robinson Staff

Robinson Mission Statement

TBA.

Robinson Vision Statement

TBA.

Robinson Mascot: TBA.

Robinson Motto: Rooted in Relationships

Robinson Colors: TBA.

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 the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

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.

School Organization

2022-23 is the first year that Ada Robinson Elementary will be open. Our school is a Pre-K through 5th grade school. Each grade level team work 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 classrooms for instruction throughout the day based on decisions of the teaching team at each grade level. Robinson's Preschool program houses up to 20 students in both our AM and PM program. Each section is staffed by an early childhood teacher, a special education teacher, and two paraeducators. To apply for enrollment or for information on 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 Robinson students have opportunities to work with specialists in the areas of physical education, vocal music, computer science, media center, and art each week. This schoolwide organization provides each student a comprehensive educational experience.

Common Area Expectations

At Robinson Elementary, we strive to create a safe, caring and productive environment for learning. In order to do so, certain behaviors are expected throughout the building in common areas such as hallways, restrooms and the cafeteria. These expectations are shared with students, posted, practiced and reinforced. For example, when we walk with our class in the hallways during the school day, our voices are silent, we walk and our hands are to ourselves. These behaviors help us to be safe, respectful and responsible. You will see posters which outline these common area expectations throughout the building when you visit. Please contact Jeff Vercellino at jvercel@lps.org if you have any questions.

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August 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Robinson Kindergarten Orientation 5:30-6:30 PM	4	5	6
7	8	9	10	11	12	13
14	15 First Day of School	16	17	18	19	20
21	22	23	24	25 Robinson Open House 5:30-6:30	26	27
28	29 First day of school for Robinson Students	30	31			

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Arrival

The Robinson campus will be closed until 8:05 a.m. for the safety of students.

Arrival Times

- Breakfast–Served between 7:45-8:05 a.m. Enter at the main entrance.
- Earliest arrival (unless entering for breakfast, or YMCA program) is at 8:05 a.m. There is no adult supervision until 8:05 a.m.
- Students begin to enter the building when the first bell rings at 8:08 a.m.
- School begins at 8:15 a.m. After 8:15 a.m., all students use the main entrance and must check in with the office. Once the school day begins, please use the main front entrance. All other doors will be locked.

Dismissal

For the safety of students, parents/guardians must come to the office when picking up their child before the regular dismissal time. Office staff will assist you in picking up your children once you have arrived.

Dismissal Times

- All students are dismissed from the building at 3:10 p.m.
- Participants in school sponsored activities will meet their supervisor at a designated area within the school.
- Teachers will escort students out their designated exit door.
- School campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/ playground should be entered in the district Archibus system.

Dismissal Areas

- Students participating in YMCA after school program will meet YMCA staff in the designated areas.
- Participants in school sponsored activities will meet their supervisor at a designated area.
- Parents should arrange to pick up their child(ren) outside at the same location each day.

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 3:10 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

Grades K-5	8:15 a.m. to 3:10 p.m.
Pre-School	AM: 8:30 a.m. to 12:08 p.m.
	PM: 12:25 p.m. to 4:03 p.m.

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:

Grades K-5	8:15 a.m. to 1:50 p.m.
Pre-School	No School

Scheduled Early Dismissal Days

2022:
September 27, October 25, November 29, December 13.
2023:
January 31, February 28, March 28, April 25, May 25.

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September 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Schools are Closed	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Picture Day	20 K-2 Family Meeting 5PM 3-5 Family Meeting 6:15 PM	21	22	23	24
25	26	27 **PLC Day,** **Early Dismissal**	28	29	30	

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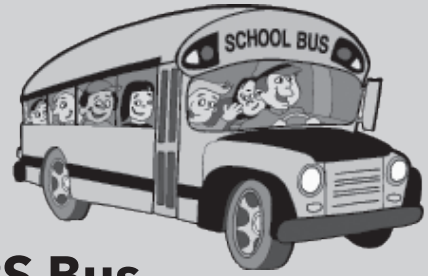


LPS Bus Transportation

It is expected that all students maintain good behavior on buses at all times. The privilege of bus transportation may be provided to eligible students providing the following safety rules, regulation, and pupil responsibilities are followed:

Procedures for any students who are bused to school.

1. Students are met at the bus drop off area by a school staff member.
2. Students are supervised to ensure they travel to the assigned grade level area.
3. On all inclement weather days, students are allowed in the building upon arrival.
4. Students must have a written permission stating that they are NOT taking the bus home.

No LPS bus transportation is provided for K-5 regular education students attending Robinson. Parents must make individual arrangements with day care providers regarding day care transportation. All day care vans should deliver and pick up students on time.

Late Pick Up

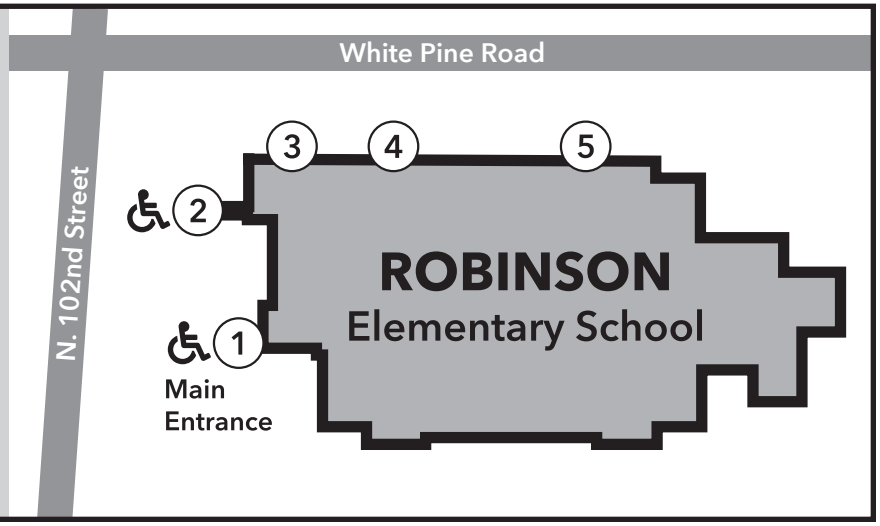
- Parents must come to the office and sign out students not picked up by 3:20 p.m. Teachers will dismiss students at assigned doorways. Adults will provide outside supervision until 3:20 p.m., watching students leave to meet their ride and/or safely leave the school grounds. If an emergency prevents a parent, legal guardian, or designated escort from arriving at dismissal/before 3:20 p.m., the pupil will be escorted to the main office and remain under the supervision of the office staff until the parent(s), legal guardian(s), or designated escort arrives. Parents should plan to pick up children on time daily. Children will not be allowed to wait outside or go to cars without an adult coming to the main office to sign them out.

Drop Off and Pick Up

- Use crosswalks at all times.
- To ensure children do not cross in the street, pick up and drop off your child(ren) on the passenger (curb) side of the car.
- Follow the one-way flow of traffic when dropping off and picking up your child(ren).
- Do not use the staff parking lot or the bus loading zone to drop off or pick up your child(ren) because there are not enough spaces for additional cars.
- Students should plan to meet each other outside the building.
- Older students should go to meet younger siblings at their designated door.

Enter & Exit Locations

Kindergarten - Door #2
1st grade - Door #1
2nd grade - Door #5
3rd grade - Door #5
4th grade - Door #1
5th grade - Door #1



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October 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11 Family and Teacher Conferences	12	13 Family and Teacher Conferences	14 LPS 1st Quarter Ends **No School for Elementary Students**	15
16	17 **Schools are Closed**	18 **Schools are Closed**	19 LPS 2nd Quarter Begins	20	21	22
23	24 4th Grade Prairie Immersion Field Trip at Pioneers Park 9:30-2 PM	25 **PLC Day, Early Dismissal**	26	27	28	29
30	31					

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Arriving and Departing School

Parents who drive their child to school should use the front driveway or the east side of N. 102nd Street. To avoid traffic congestion **DO NOT** park on the west side of N. 102nd Street. Children should exit the vehicle on the passenger side.

When using the front driveway (one-way), enter on the south and exit on the north. During arrival times (8:05-8:20 a.m.) and dismissal times (3:10-3:25 p.m.) exit the driveway on the north by proceeding straight onto Black Rapids Road or turning right on N. 102nd Street. **DO NOT** turn left onto N. 102nd Street during these times. During these times (8:05-8:20 a.m. and 3:10-3:25 p.m.) Traffic arriving off Holdrege Street turning onto N. 102nd Street should turn left onto White Pine Road, right onto N. 104th Street, right onto Shoreline Drive, and then right onto N. 102nd Street to enter the front driveway from the south.

The front driveway is one-way only. During our before and after school arrival and dismissal times the front loop is for loading and unloading only. Pull in, unload/load on passenger side and exit. Please refrain from parking in the traffic loop. If you need to park and get out of your car to come into the building or to walk with or wait for your child, you may park on the east side of the street on 102nd Street.

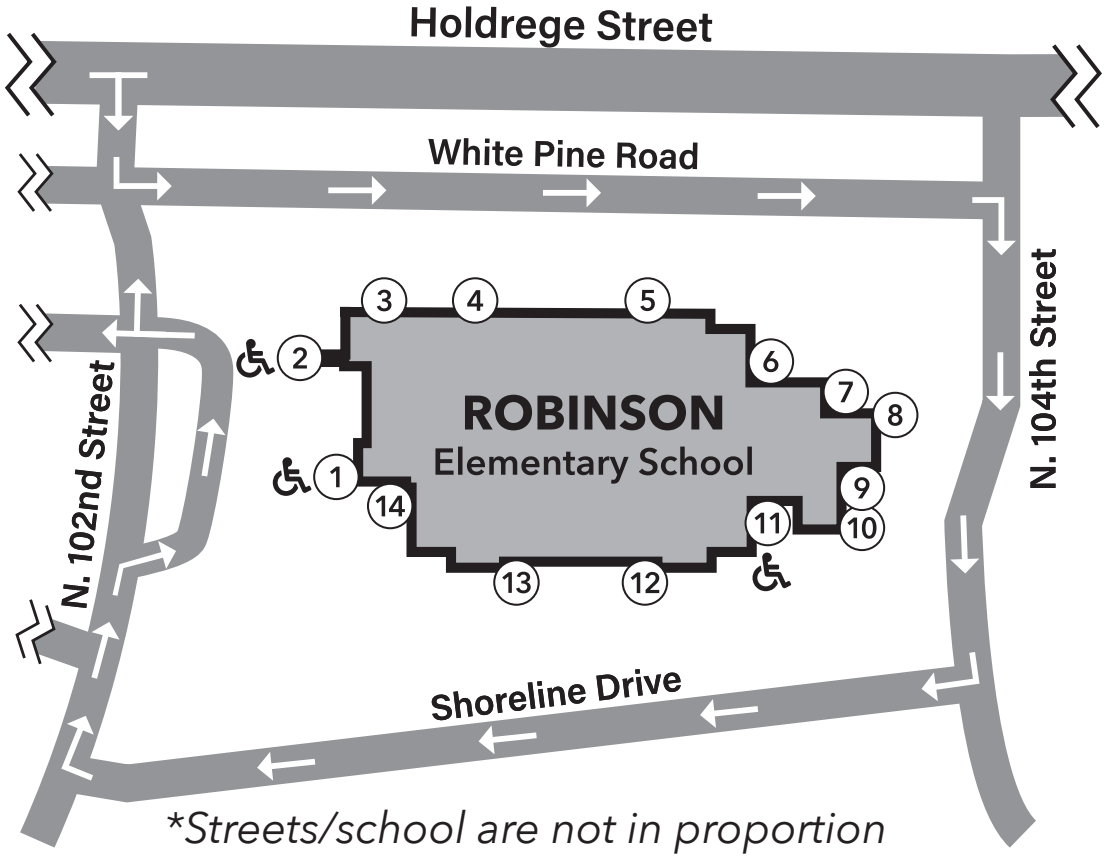
Please do not ask or allow your child to exit/enter your vehicle while it is in the driving lane in the front driveway. Children should only enter and exit vehicles that are parked next to the curb.

Daycare vans will use the front driveway for dropping off/picking up students.

Staff will assist students to cross the front driveway and at the crosswalks Black Rapids Road and Portage Road.

Students transported to school by an LPS bus will be dropped off and picked up in the curb cutout off the staff parking lot.

Traffic Flow Map



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November 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Picture Retake Day	8	9	10 2nd Grade Field Trip to Pioneers Park Nature Hike 12-2:30 PM 1st Grade Field Trip to Pioneers Park Nature Hike 9:30-12 PM	11	12
13	14	15	16	17	18	19
20	21	22	23 Schools are Closed	24	25	26
27	28 No School for Elementary Students	29 PLC Day, Early Dismissal	30			

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Lunch Times

Students at Robinson go to lunch and recess during the following times:

Grade	Lunch	Recess
Kindergarten	10:55-11:15	11:15-11:30
1st Grade	11:15-11:35	11:35-11:50
2nd Grade	11:35-11:55	11:55-12:10
3rd Grade	11:55-12:15	12:15-12:30
4th Grade	12:20-12:40	12:40-12:55
5th Grade	12:40-1:00	1:00-1:15

Breakfast and Lunch

Breakfast

Breakfast will be served in the cafeteria at Robinson from 7:45-8:05 a.m. Students may enter the building for breakfast at 7:45 a.m. Students coming for breakfast should enter the building using the main entrance.

Only students eating breakfast served by the cafeteria staff and YMCA child care students may be in the multipurpose room before school begins daily.

Elementary full price	$1.30
Secondary full price	$1.50
Reduced	$0.30
Adult/non-student	$2.60
Second breakfast	$2.60

Lunch

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.

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.

A menu will be sent home monthly in Friday folders. Salads are prepared for students. Due to a recent ruling by USDA, LPS, Nutrition Services 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 intolerant 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.

Robinson 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 or milk. 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). 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 or phone reminder is sent when a child's SNAP account has a low or negative balance. Any overdrawn (negative) Snap balances should be paid immediately.

Full price $2.50 | Reduced $0.40 | Adult/non-student $4.25 | Second lunch $4.25

Parents are welcome to have lunch in the school cafeteria with their children occasionally. Please call the office by 8:30 a.m. if you are planning on purchasing a school lunch.

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December 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 3rd Grade Field Trip to Morrill Hall 12-2:30 PM 5th Grade Field Trip to Morrill Hall 9:30-12:00 PM	7	8	9	10
11	12	13 **PLC Day, Early Dismissal**	14	15	16	17
18	19	20	21	22 LPS 2nd Quarter Ends	23 **Schools are Closed Winter Break**	24
25	26	27	28	29	30	31

Schools are Closed - Winter Break

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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.

Rockin Robinson Student

At Robinson we believe in the importance of praise and recognition. As students demonstrate safe, respectful and responsible behaviors, staff members are watching and reinforcing positive behavior with Rockin Robinson tickets. Students are handed a Rockin Robinson Student ticket and verbally given feedback on their effort toward being safe, responsible and/or respectful.

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 Robinson 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 Robinson 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 our school. All visitors must sign in at the main office. 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. 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.

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January 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
	Schools are Closed - Winter Break		LPS 3rd Quarter Begins			
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	Schools are Closed				4th Grade Field Trip to Quilt Museum 9:30-11:30 AM	
22	23	24	25	26	27	28
29	30	31				
		PLC Day, Early Dismissal				

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Reporting Student Progress

Student progress reports are sent home four times a year on a quarterly basis. Report Cards will be uploaded to Synergy on: 10/28, 1/13, 3/29 and 5/25. The LPS K-5 progress report that will convey individual student progress with the following marks:

4 = Exceeds district standards
3 = Meets district standards
2 = Approaches but does not meet district standards
1 = Does not meet district standards

These marks are aligned with state and national reporting scores. The progress report is designed to give parents information about a student's academic achievement, character development and work/study habits. These grades describe a student's performance on objectives taught during each quarter of the year.

Conferences are held twice a year. **The Fall conferences will be held on October 11th and 13th** and are designed to have teachers and parents discuss initial observations about students. This is an opportunity for parents to share information with the teacher about issues that would help the teacher understand their child better. **Spring conferences will be held on March 7th and 9th**. These conferences will discuss student progress and make plans for success.

Fall Conferences

Oct 11 | Oct 13

Spring Conferences

March 7 | March 9

Principles that Guide Work

- 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.

The Robinson Way

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 Rockin' Robinson Student Tickets for exhibiting safe, respectful and responsible behavior.

Robinson 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. Robinson staff help students learn how to problem solve and plan actions reflecting good choices to prevent errors of greater consequence later on in life.

Robinson 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.

All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.

February 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 No School for Elementary Students	18
19	20 Schools are Closed	21	22	23	24 4th Grade Cunningham One Room School House Field Trip	25
26	27	28 PLC Day, Early Dismissal				

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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.

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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March 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7 Family and Teacher Conferences	8	9 Family and Teacher Conferences	10 LPS 3rd Quarter Ends	11
12	13	14	15	16	17	18
	Schools are Closed					
19	20 LPS 4th Quarter Begins	21	22	23	24	25
26	27	28 PLC Day, Early Dismissal	29	30	31	

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School Safety

We continuously work at making Robinson 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 YMCA daycare students can be gained from the parking lot door (#11) 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 YMCA door will be locked at all times. Parents coming to pick up their child should ring the doorbell and a YMCA 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, In addition multiple lockdown, secure, hold, and tornado drills will be conducted during the school year.

Standard Response Protocol are part of our Robinson 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.

All doors to our school will remain locked at all times except the front entrance (Door #1). Once you enter this door, you will need to check in at the office sliding window. An office staff member will assist you.

All visitors will be asked to provide your name, the relationship to your child, and the intention of your visit. We will then check our system to ensure whoever is here to visit, is allowed and okay to visit. Information we have in our system is provided by you as you register your child. If you are allowing someone other than the legal guardians to visit, (such as a grandparent, please notify the office in advance so we know we have your permission for a visit. Otherwise, we will contact you if someone who is not listed, arrives wishing to visit.

Each visitor will receive an ID badge that must be worn at all times during the visit. You will also need to return to the office to check out and return your ID badge upon the completion of your visit. Thank you for being patient and following these procedures. We want your visit to be welcoming, but also to ensure we are being safe with all visitors.

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.

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 Robinson continue to be a safe learning environment for all.

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April 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 Schools are Closed	8
9	10 Schools are Closed	11	12	13	14	15
16	17	18 Kindergarten Lincoln Children's Museum Field Trip 10:45- 1:30 PM	19	20	21	22
23	24	25 PLC Day, Early Dismissal	26	27 No School for Elementary Students	28 Schools are Closed	29
30						

LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA

Building Wide Expectations

	RECESS	HALLWAYS	ARRIVAL/DISMISSAL	RESTROOMS	LUNCHROOM	ASSEMBLY/AUDIENCE
BE SAFE	• Keep hands and feet to yourself • Use equipment the correct way • What's on the ground, stays on the ground	• Eyes and body forward • Stay to the right • Use walking feet • Keep hands, feet, and objects to yourself	• Be safe with your body. Hands and feet to self. • Walk your bike on school grounds • Be safe with your materials	• Keep soap and water in the sink. • Wash your hands with soap and water. • Keep feet on the floor	• Clean hands before entering the cafeteria • Eat your food only • Stay on your pockets at your assigned spot and facing forward • Walking feet • Carry tray with two hands	• Keep hands and feet to self • Sit on your pockets with your legs folded or on your side • Body facing forward
BE RESPECTFUL	• Include everyone • Be a good sport • Follow outaside game rules • Use kind words and actions	• Voices off • Give and return greetings • Calm and quiet bodies	• Greet adults and other students • Follow adult directions quickly and accurately • Use kind words and actions	• Voices off • Keep restroom clean • Honor privacy of others	• Use kind words and manners • Anyone is welcome to sit at any table • Talk with the people at your table • Follow adult directions quickly and accurately • Leave your space clean	• Eyes watching, ears listening, and voices off • Follow adult directions quickly and accurately • Respond appropriately as an audience member
BE RESPONSIBLE	• Line up right away when you hear the whistle • Return equipment to its correct location at the end of recess • Keep your belongings with you. (coats, hats, etc.) • Dress appropriately for the weather	• Stay in line order • Stop at checkpoints • Go straight to your destination and back	• Know and follow before and after school plan • Walk directly to your assigned area or destination • Phones silenced and in backpack	• Use restroom closest to classroom • Go directly to and from restroom • Use 1 pump of soap, 1-2 paper towels • Flush toilet after use	• Sort tray for compost, recycle, and trach • Raise your hand for help and stay seated • Focus on eating • Get what you need before you sit down	• Sit in assigned spot • Use an appropriate response

ROBINSON ELEMENTARY SCHOOL

All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.

May 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 3rd Grade Haymarket Walking Tour 10:15-2:30 PM	6
7	8	9	10 5th grade Sheldon Museum Field Trip 9: 45-11:30 AM	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 **Last Day of School** Early Dismissal	26	27
28	29	30	31			

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Robinson Elementary Staff 2022-23

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RUSH, SHELBY . . . . . SRUSH4@LPS.ORG
WAITE, ALI. . . . . AWAITE@LPS.ORG

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SMITH, ELISE. . . . . LSMITH6@LPS.ORG

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4TH GRADE
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WOOD, DAVID. . . . . DWOOD@LPS.ORG

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O'CONNOR, NIKKI . . . . . NOCONNOR@LPS.ORG

TEACHER ASSOCIATE GROUP
MEYER, TREY . . . . . TMEYER3@LPS.ORG

AR ELEMENTARY

Ada Robinson Elementary School

1350 N. 102nd Street
Lincoln, NE 68527
(402) 436-1187
http://robinson.lps.org

School Hours
8:15 a.m. - 2:53 p.m.

Office Hours
7:30 a.m. - 4:00 p.m.

PRINCIPAL
Jeff Vercellino

ASSISTANT PRINCIPAL
Sharon Eickhoff

Distributing Information at School

Any information that will be sent home with students in the Friday Folder must first be approved by the district office by emailing the content to ***mburbach@lps.org***. Copies will then need to be provided to the school by Monday to go out in that week's Friday Folder.

Methods of Communication

Principal Newsletter:

The *Robinson Reader* 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 Robinson.

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://robinson.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.

Facebook

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

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LINCOLN BOARD OF EDUCATION
5905 O Street • Lincoln, NE 68510

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