

# 2022-2023

# Parent/Student Handbook Calendar

ROUSSEAU ELEMENTARY SCHOOL



**LEARN • THINK • LEAD** 



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#### **PLEASE NOTE:**

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.

#### 2022-2023 Student Calendar



**Lincoln Public Schools** Lincoln, Nebraska



Approved 4/20

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2022 S M T W T F S 1 2 3 4 5 6 7 8 9	JANUARY  S M T W T  1 2 3 4 5  8 9 10 11 12	2023 F S 6 7 13 14					
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NOVEMBER 2022	MAY s m t w t	2023 F S					
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25 26 27 28 29 30 31	25 26 27 28 29 3	30					
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							

Friday, Saturday and Sunday, May 26-28, 2023 Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW

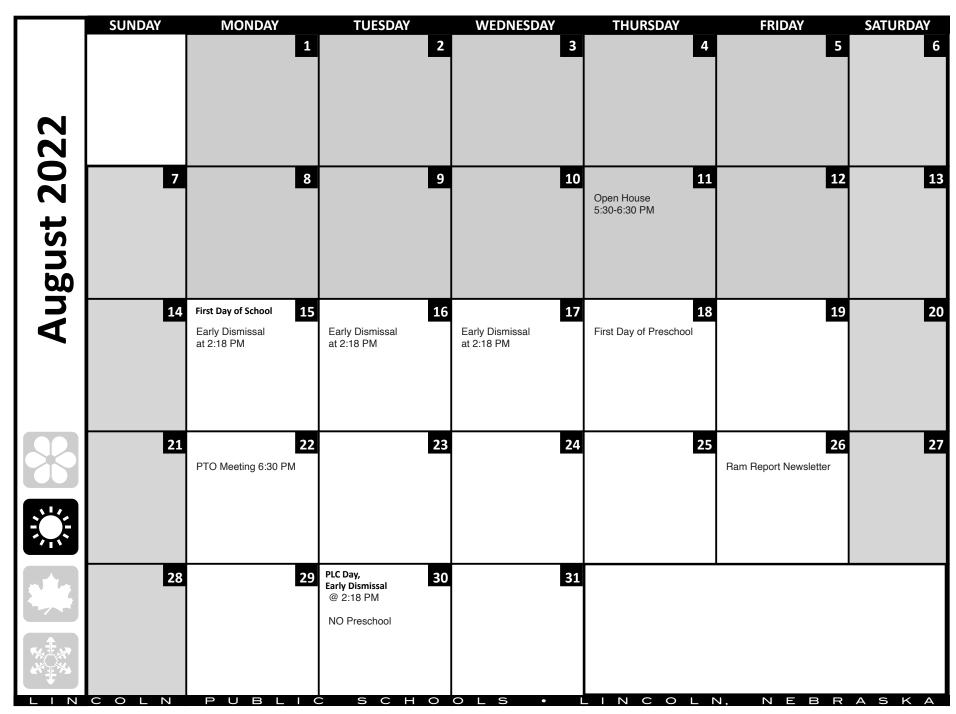
Calendar Options for Families: The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays parents should notify schools. Students will be given excused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



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# ROUSSEAU ELEMENTARY SCHOOL

Lincoln Public Schools • 3701 South 33rd Street • Lincoln, NE 68506 • Phone (402) 436-1165

Dear Student and Families,

Welcome to Rousseau Elementary School. This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the policies and practices of our school. Please carefully review the contents with your child.

The Important Information Booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates for school events are subject to change. If you have questions regarding these publications, please do not hesitate to call the school office at 402-436-1165.

Our Open House will occur on August 12th from 5:30-6:30 p.m. This is a great opportunity to meet your child's teacher, find class-rooms, visit with the Health Office staff and hand in any additional paperwork.

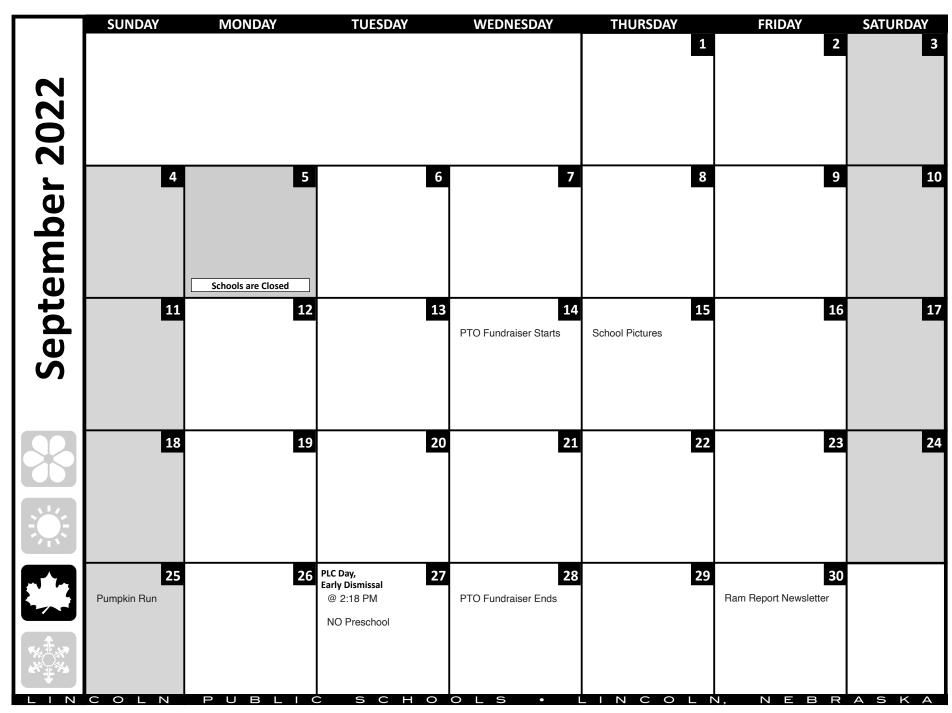
On behalf of the entire staff, we look forward to working together to make this a productive and successful year of learning.

Dr. Wendy Badje Mrs. Wendy Barry Principal Assistant Principal

# **Rousseau Elementary Business Partners**

Cornhusker Bank 34 & Old Cheney Road The Clark Enersen Partners 1010 Lincoln Mall Suite 200

Runza 33rd & Highway 2



# **History of Maude Rousseau Elementary School**

Maude Rousseau Elementary School was named after C. Maude Rousseau who was a teacher and principal in Lincoln. She was born May 2, 1879 and died February 13, 1961. Miss Rousseau taught at Elliott from 1918-1922. She was an assistant principal and girls advisor at Whittier Junior High from 1922-1926, and was the first principal at Randolph School, where she served from 1926-1947.

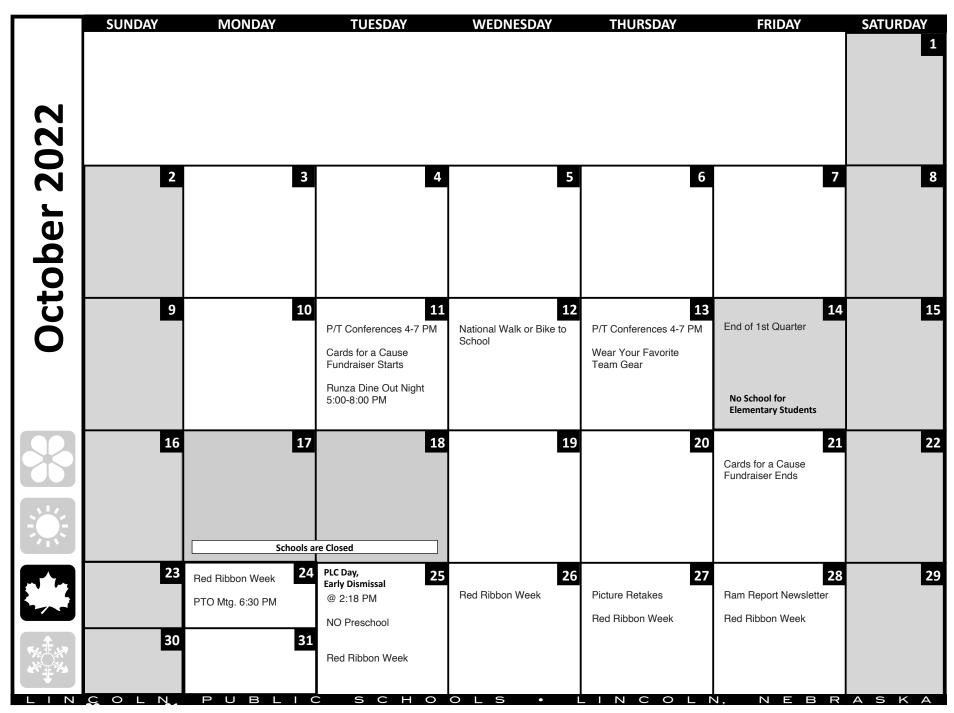
Not much is known about Maude Rousseau. Research for Rousseau's 10th birthday celebration turned up the fact that Maude Rousseau liked to cook, so they baked brownies using Miss Rousseau's recipe for the 10th birthday party. The recipe was provided by Anna Zeman, Maude's friend, and a person for whom Zeman School was named.

On March 12, 1963, the board of education approved the name Maude Rousseau for the new school to be built at 33rd and Calvert. At that time, Calvert Street was not even paved all the way. Kingery Construction was low bidder, and thus got the job of building Rousseau School at a cost of under \$500,000. The Clark Enersen Partners designed the building.

In 1964, Maude Rousseau School's boundaries started at 27th and Woodsdale, running east of Woodsdale and Melrose to 40th Street, south of 40th Street to the school district's limits, west to 27th Street and north back to Woodsdale.







### **School Rules & Behavior Expectations**

The Rousseau community including students, parents, administration, and staff will work together to create and maintain a safe, caring environment that promotes teaching and learning. Rousseau School has implemented a school wide multi-tiered systems of support (MTSS). MTSS is a school-wide system that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school learning environments. We know that when good behavior and good teaching come together, our students will excel in their learning. The expectations listed below will enhance the development of a positive learning environment.

- Be Respectful We will treat others with respect and care.
- Be Responsible We will display good citizenship and acknowledge responsibility for behavior.
- **Be Safe** We will have the responsibility to practice self-discipline skills to ensure safety for all.

During the first week of school and throughout the school year, staff will focus on teaching students the behavior expectations for all areas of our school. Our goal is to "catch kids being learners". When students know that their positive behavior is clearly defined, taught, recognized and reinforced, they are more likely to respond with positive behavior choices. The Behavior Expectation Matrix (page 8) describes in more detail the expectations we have for students.

We know that students can have challenges to consistently display appropriate behavior due to a variety of reasons. To further support our students, we help students learn to manage their own behavior so that they and their classmates can learn, perform and behave at grade level or above.

Students work on the following goals for life:

- I can be productive and follow directions, even if I am mad.
- I can be productive and follow directions, even if others are not okay.
- I can be productive and follow directions, even if I don't want to.

### **Rousseau's Mission Statement**

The mission of Rousseau Elementary: Learn at High Levels. Think Interdependently. Lead with Character.

#### Rousseau's Goals for Students

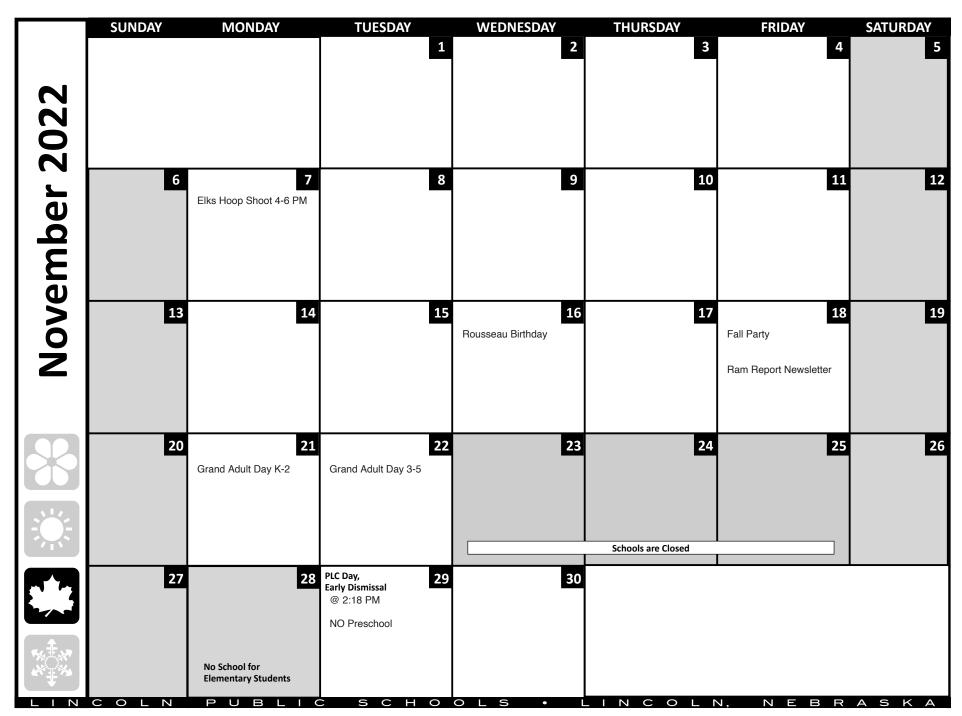
It is the goal of Rousseau that every student meet the following school improvement goals:

- 1. All students will improve math skills across grade levels.
- 2. All students will improve literacy skills across grade levels.

The Rousseau staff partners with parents and guardians to achieve these goals on a daily basis. The following are suggestions parents can use to get students prepared to learn:

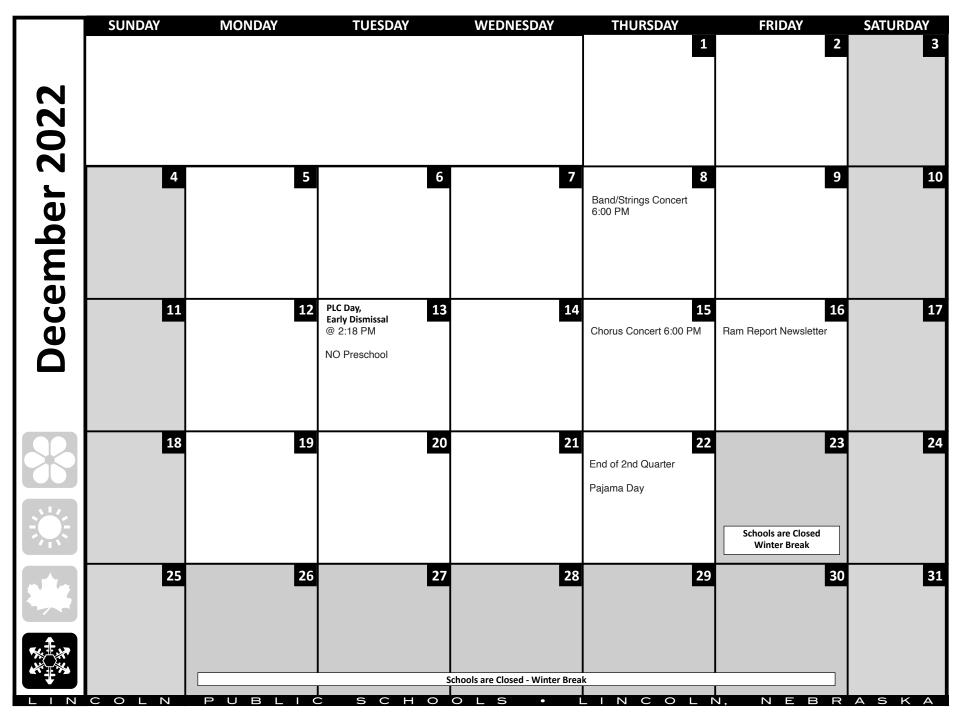
- Get to know your child's teacher. As a parent you know your child best. Share what you know with the teacher: interests, favorite book, concerns you may have, etc.
- Make sure your child gets enough sleep. Tired children can't do their best work. Establish a routine for bedtime and adhere to it.
- Talk to the teacher about what is expected of your child in school. Every family should set aside homework time and model for children the process of learning.
- Limit TV and video game time. Studies show that children who do best in school watch the least amount of TV/video games. When you first turn off the TV/ video game, you will have to help your child find other things to do – read a book, take a walk, visit the library, play a game.
- Chores are an important part of a child's life. They provide children the foundation upon which responsibility and high self-esteem are built. Research shows that children who do chores without reminders or parent persuasion are very successful at their first job called SCHOOL.





# Rousseau Elementary School Common Area Procedures 2022-2023

	Rousseau Elemental y School Common Al ea i loceuul es 2022-2025									
	Arrival	Playground	Hallway	Restroom	Lunchroom	Assembly	Reggie	Dismissal	Use of Technology	Digital Citizenship
Be Safe	Keep hands, feet, and personal items to self     Stand quietly in assigned lines when the whistle is blown	Run/walk your lap Line up when whistle blows Ask permission to leave the playground Enter the building ready to learn Put trash in garbage cans	Keep exit     doors closed     Walk directly     to destination     Keep our     hallways     clean     Keep lockers     & cubbies     clean	Sign out of classroom Return to class promptly Keep restrooms clean	Stack trays appropriately Raise hand for adult assistance/ spills Clean up your eating area Sort items: compost & trash	Listen to adults     Remain seated until teacher dismisses	Ask to pet     Reggie before petting him     Pet     Reggie gently	Wait calmly for adults or bus     Keep hands, feet and objects to self     Go directly to your destination	Use correct cord/slot to plug computer  Be careful with devices  Report damage immediately	Understand your digital footprint     Report issues to adults     Follow directions.      Use technology with purpose
Be Respectful	Walk quietly     Maintain     personal     space     Level 1 voice	Let everyone play     Use good sportsmanship     Follow the rules of the game     Use kind words     Follow directions given by all adults	Keep feet quiet     Level 0 voice     Close lockers quietly     Hang up coats & backpacks     Follow directions given by all adults	Use level O voices Flush toilet Respect privacy and personal space Keep empty stalls unlocked Wait in hallway until open stall	Square up to table Use good manners Save games for the playground Level 0 voice in serving area Level 2 voice at lunch table	Use audience manners Listen responsively and applaud appropriately Level 1 voice until program begins Level 0 voice during program	Only small groups of students around Reggie at one time     Wave at Reggie in halls	Walk quietly     Maintain     personal     space.     Listen to     adults.     Level 1     voices	Use clean hands     Wait your turn     when taking     computers off the     cart     Work quietly,     respect that others     are working	Respond to posts politely     Visit appropriate sites and apps     Ask before posting photos     Be kind in your posts
Be Responsible	Use sidewalks and crosswalks. Arrive on time (8:50 to 9:00am). Breakfast served from 8:30 to 9:00am. 8:45 Walking track K-5	Walk on play structure     What is on the ground stays on the ground     Keep hands, feet, and objects to self     Use equipment correctly	Walk single file facing forward     Keep hands and feet to self     Walk on the right     Keep proper distance between you and others     Keep locker doors closed	Wash hands with soap and water     Keep hands and feet to self     Report concerns	Sit on pockets Eat own meal/food Walk directly to recess Finish chewing and swallowing before dismissed Stand on dot spot in line	Keep hands and feet to self     Sit on pockets	• Walk towards Reggie - Don't Run • Level 1 voices	Use sidewalks and crosswalks     Exit assigned doors     Walk bikes and carry skateboards	Use two hands and walk when carrying a computer device Keep technology away from food/liquid	Keep login and password information private     Get permission to download     Get permission to visit a new site



# **Telephone Calls**

The Rousseau telephone number is 402-436-1165. Calls to the office will be answered from 7:30 am until 4:30 pm. Students will not be called out of class for phone calls unless it is an emergency.

The school phone is for business purposes. Students may not use the phone except in an emergency or with a note from the teacher. Please speak to your child about making arrangements with you before school about staying after school, visits to friends, etc.

### **Arrival And Dismissal Procedures**

#### Arrival

Rousseau Elementary School campus is closed until 8:50 am. Prior to that time, no supervision is available, and students are not to be on school grounds. **1st-5th will line up on the playground and KDG will line up out front.** Students will not be permitted to walk through the building to the playground for lineup. The first bell rings at 9:00 am and students will walk from the playground with their teacher and enter the building through their designated doors. School begins at 9:05 am and students are expected to be in their classroom seats at the sound of the bell.

#### **Dismissal Doors**

Preschool: Door 10 (arrival and dismissal)

Kindergarten: Door 1
1st Grade: Door 13
2nd Grade: Door 10
3rd Grade: Door 9
4th Grade: Door 3
5th Grade: Door 2

#### **Dismissal**

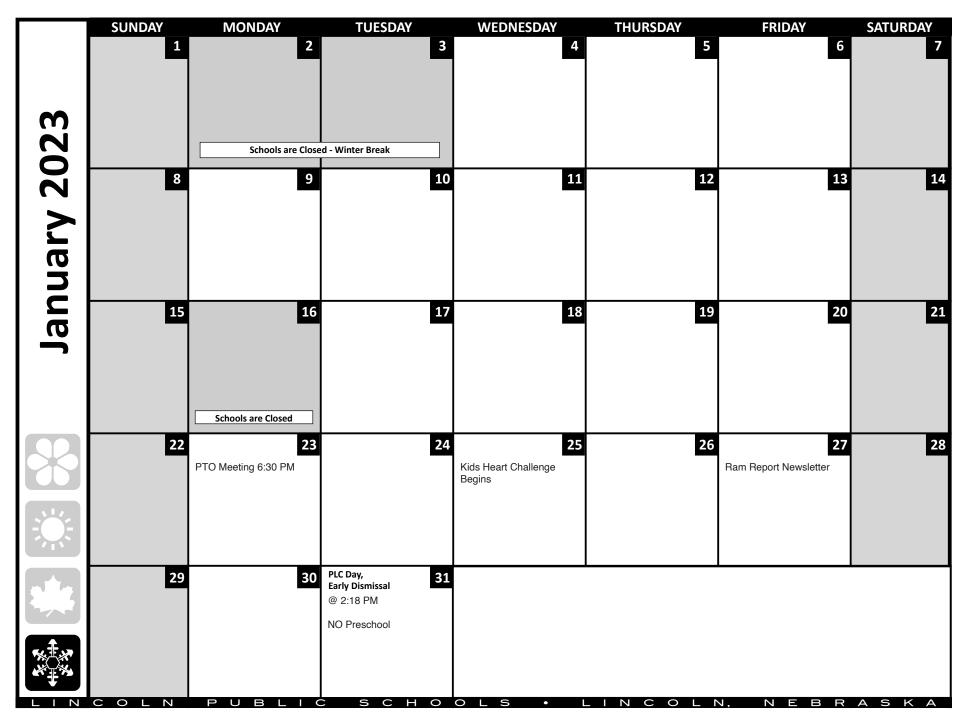
Students will be dismissed by teachers at 3:38 pm and will leave the building through their designated doors. All students must go directly home or to a school sanctioned after school activity. Students who are participating in Family Service will meet a Family Service staff member at a designated location to be escorted to the program area.

#### **After-School Guidelines**

- School Campus (including the playground) is closed until 6:00 pm except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.
- If students are to be picked up at school and no one has arrived by 3:45 pm, school staff will attempt to contact parents.
- Afterschool plans need to be made in advance.







# **Traffic**

We have made some significant changes to help with parking and traffic flow in and around Rousseau Elementary. Please review the map or view our video using this link: (https://www.wevideo.com/view/2764146279).

You will still have the choice to pickup/dropoff your students on either 33rd Street or Calvert Street.

# **Arrival Procedures**

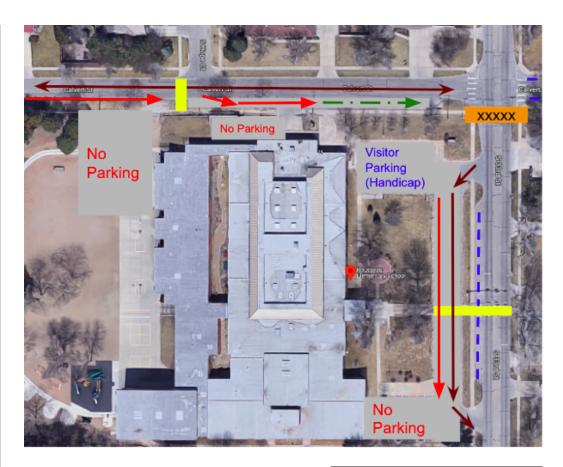
Rousseau Elementary School campus is closed until 8:50. Prior to that time, no supervision is available, and students are not to be on school grounds. Parents should remain in their vehicle and students should leave their car on curbside. If you need to park your vehicle and come into the school, please use the visitor parking on the northeast corner of the school. If parents stay in their cutout and move forward with the traffic in front of them, we will have better flow moving traffic around our school. When students arrive on campus they should proceed around the school to the playground on the west side of the building.

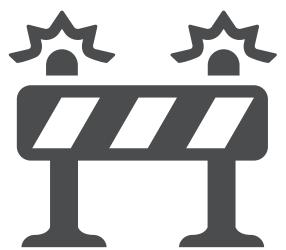
# **Dismissal Procedures**

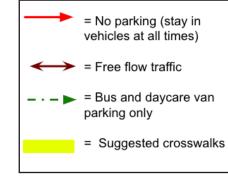
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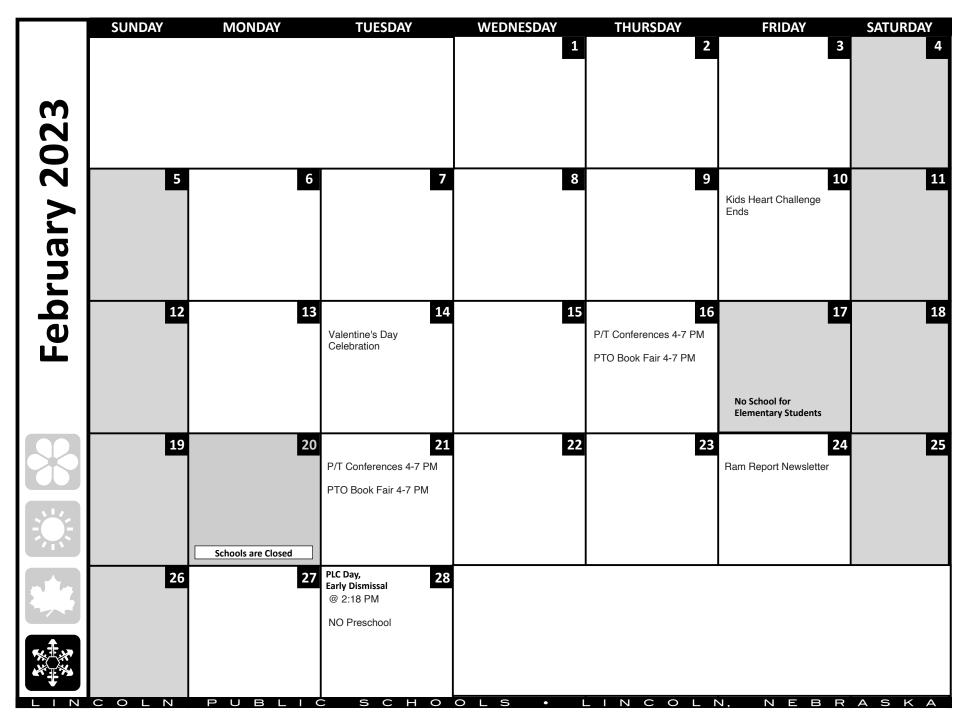
All students must go directly home or to a school sanctioned after school activity. Students who are participating in Family Service will meet a Family Service Staff Member at a designated location to be escorted to the program area.

\*\*If students are not picked up within 10 minutes of dismissal, they should return to the main entrance to wait for parent/guardian.









#### **Student Conduct**

#### **Behavioral Expectations**

Any conduct which causes or which creates reasonable likelihood that it will cause disruption or interference with any school function, activity, or purpose or such conduct that interferes with the health, safety, and well being or the rights of other students is prohibited by the Board of Education.

It is with this belief that Rousseau Elementary has chosen to establish the following school rules:

- 1. Be Safe
- 2. Be Respectful
- 3. Be Responsible

Our focus is to define, teach, practice and reinforce appropriate learning behaviors. We work to strengthen the prevention process so that students can successfully demonstrate behaviors that will help them learn. We are committed to helping children learn that they can problem solve, they can act in a way that will not make a problem for themselves or others, and that staff at Rousseau School will hold them accountable for their behaviors. When children are hurtful or disruptive at Rousseau, teachers will ask them to immediately stop and change the behavior.

Children will be referred immediately to the office for:

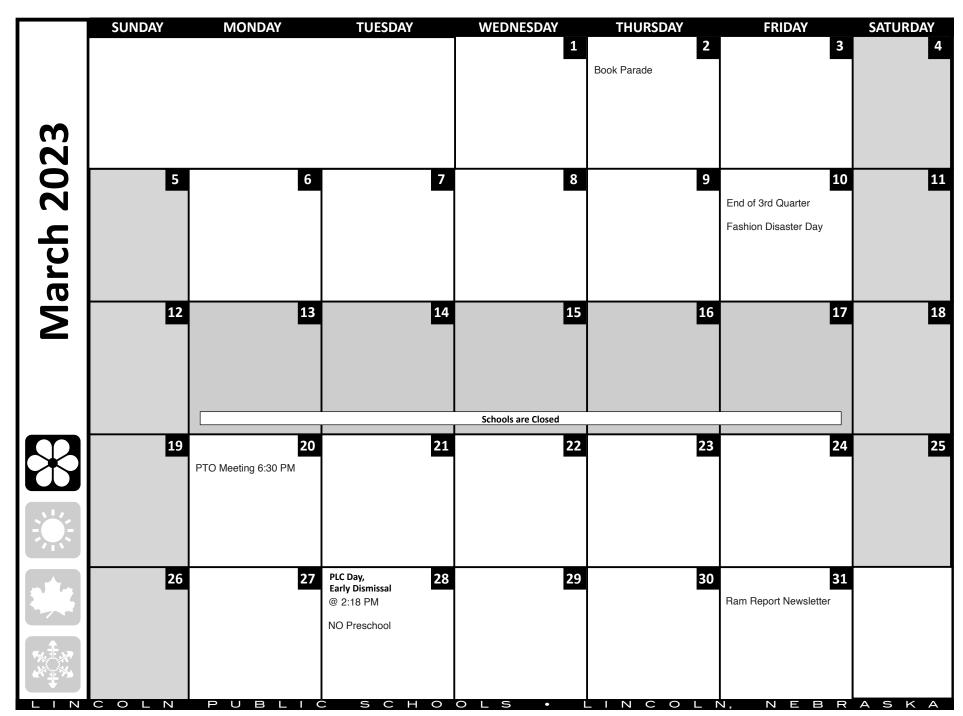
- 1. Physical violence directed to an adult. Suspension, from class or school may result. Parent/teacher/administrator conference may be required.
- 2. Physical violence directed to a student. Suspension, from class or school may result. Parent/teacher/administrator conference may be required.
- 3. Profanity directed to an adult. Suspension, from class or school may result. Parent/teacher/administrator conference may be required.
- 4. Profanity directed to a student. Suspension from class or school may result. Parent/teacher/administrator conference may be required.
- 5. Bringing items that are considered to be weapons such as knives, bullets, fireworks, etc.

While no one menu of consequences parallels children's misbehavior, staff will continue to implement logical learning opportunities. Contact your child's teacher or an administrator to learn more about this behavioral approach.

#### **Positive Reinforcement**

The Rousseau Staff give students positive reinforcements in a variety of ways. Individual students may earn Ram Bucks for displaying positive behaviors that are taught in our Second Steps Curriculum.



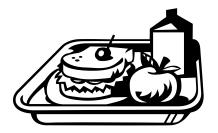


# Lunch/Breakfast at School

Lunch may be purchased at school. Money can be deposited on-line (LPS.org Buy Student Meals) or sending cash or checks. One check per family will be accepted. Please write all of your student's names and amount you wish to deposit in each account and turn in to the school office. Students will access their meal account by either using finger-scanning or a personalized barcode card. You may place any amount into your child's account. Each student will need to have their own account.

#### **Lunch Schedule**

11:03-11:47	Kindergarten
11:26-12:10	1st Grade
11:47-12:31	2nd Grade
12:35-1:19	3rd Grade
12:11-12:55	4th Grade
1:00-1:44	5th Grade



#### **Visitors Eating At School**

Many children and their parents enjoy having lunch together in the lunchroom. Classrooms go to lunch a few minutes after each other. Parents may contact the classroom teacher for specific lunch times. Parents may join their students at recess on outdoor recess days. However, parents will not be allowed to go to the classrooms on indoor recess days.

#### **Cost of Lunch**

All students will be provided free lunch and breakfast this year per USDA. Meal prices for the 2022-23 school year are as follows:

Student-paid \$2.50 | Student-reduced \$0.40 | Adult/non-student TBA

If your child received free/reduced lunch and breakfast last year, your application is valid for the first 30 days of school this year. Please complete a new application found online @lps. org. Eligibility for the free/reduced lunch program is determined by federal guidelines.

#### **Breakfast**

Students may participate in the breakfast program. Students arriving for breakfast should not arrive prior to **8:40** am. Students will enter through Door 1 and go to the cafeteria. Students will be dismissed at 8:50 am to line up at their arrival doors.

#### **Additional Food Items in the Cafeteria**

Students are always welcome to bring cold lunch from home. As with hot lunch, food items may not be traded or shared. If a student is having cold lunch, they may bring a drink item. (We ask that no soda be brought to school). Students may always bring \$.50 to purchase milk/juice from the cafeteria.

### **Bullying**

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

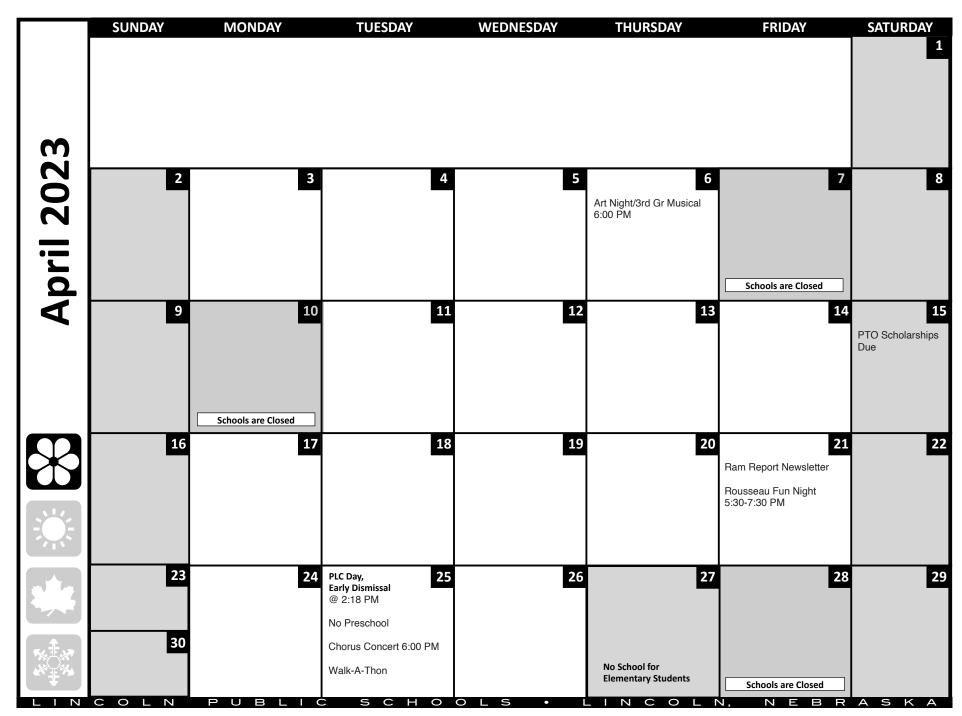
In order to be considered bullying, the behavior must include:

- 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.



### **Rousseau Parent Teacher Organization**

The Rousseau School Parent Teacher Organization (PTO) is a vital part of Rousseau School's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Scheduled PTO meetings are listed on the calendar. All families are encouraged to attend PTO meetings and activities. PTO Meetings are generally held the 3rd Monday of the month at 6:30 p.m. in the Rousseau Media Center. Meeting dates are listed on the Rousseau website calendar and in this handbook. Every parent is a member of PTO and there are no dues! Facebook: Check out PTO happenings on the Rousseau website/PTO or our Facebook page! Search Rousseau Elementary PTO on facebook and "Like" our page. PTO Meetings will be virtual until further notice.

#### **Visitors**

Parents/guardians and community members are encouraged to visit school. Children not enrolled at Rousseau may not visit unless accompanied by an adult. It is recommended that visitors limit their visit to 30 minutes. When visitors come to school, we ask that they come to the office, check in with the secured-entrance monitor, and wear a visitor's badge provided for you. Wearing this visitor's badge will assure all staff that approval has been given by the office to visit.

#### **K-5 Common Practices Document**

The K-5 Common Practices Document includes practices that have been extracted from the Lincoln Public Schools Important Information Booklet. This sheet is meant to be a quick-reference guide for common practices that are for elementary school families only. Some of the topics included in this document include: Dress Code, Gift/Treats/Invitations, Cell Phones and Electronic Devices, Homework Expectations, Students leaving School Prior to Dismissal Bell. This document can be found on the LPS Homepage under "Important Information Booklet."

# **Important Information Needed**

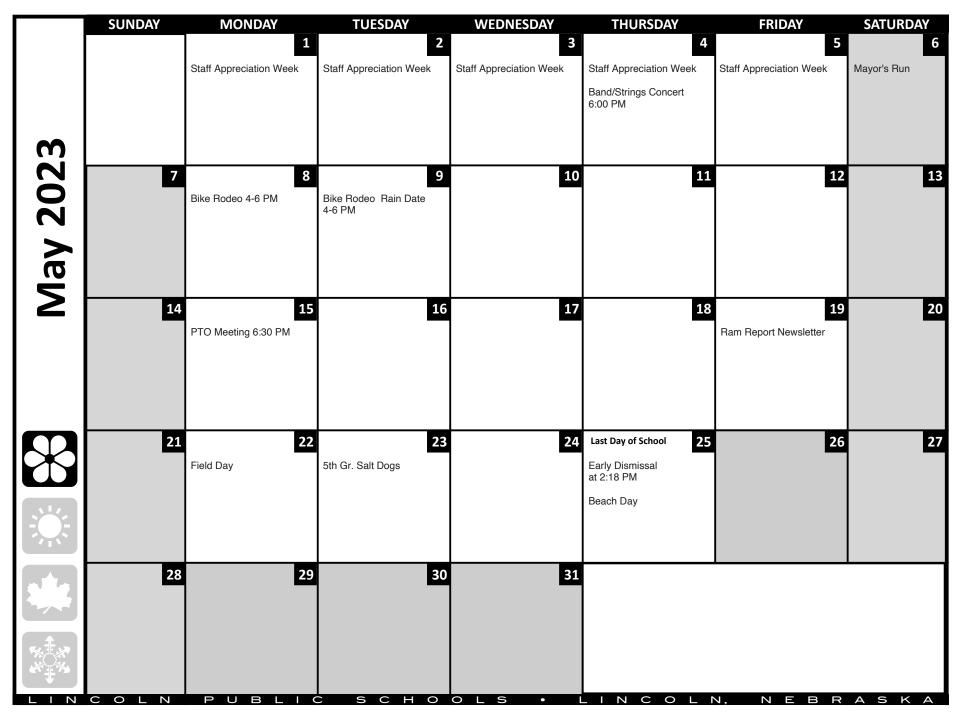
It is very important that parents/guardians notify the school of any change in address and/or telephone number. The office must have a current telephone number on file in case we must contact you in the event of an emergency. Persons listed as emergency contacts will be called to verify a student's absence if a parent/guardian cannot be reached.

# **Returning to School Following Illness**

Students should have a note from parent/guardian explaining the cause of the absence if the parent has not been in contact with the school during the absence. In some cases the school may request a statement from a physician. If the absence is of three days or more due to a communicable disease, the student should be checked by the nurse, health technician, principal or principal's designee.

### **Dental Inspections**

Dental inspections are performed in the school by dentists recommended by the Lincoln District Dental Society and approved by the Board of Education. Students presenting a dental report form signed by their own dentist will be excused from annual dental inspection which starts approximately October 1.



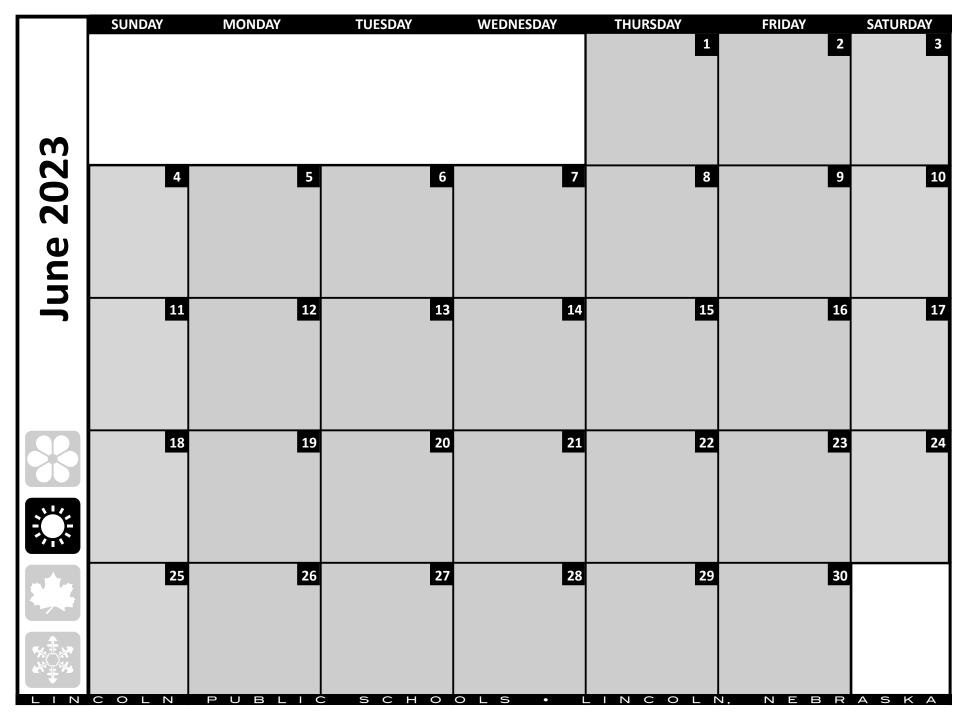


# Reggie

Rousseau School is involved in the Domesti-Pup Program, which is an organization that trains and certifies therapy dogs to be used in schools. Reggie is a Golden Retriever and is a certified Edu-Pup Therapy dog. Reggie was trained at the Nebraska State Penitentiary and graduated from the program during the summer of 2013. Dr. Badje then adopted Reggie and brings him to school nearly every day.

Edu-Pups are natural teachers. They can bring a renewed inspiration and excitement into the learning process. Dogs can help develop self-esteem, responsibility, motivation, self-discipline and communication skills.

Children may see Reggie before/after school, in their classrooms, in the hallways and at Rousseau School events. If you have a child that may be allergic to dogs or frightened of dogs, please stop by the school office to fill out a form.



#### **Methods of Communication**

#### **School Newsletter**

The Ram Report contains announcements, information, school events, and PTO events. This newsletter is sent electronically the last Friday of the month.

#### **Weekly Communication Folders**

Typically, school news will be sent home via Friday folders. Please return the folder the next Monday including any notes to your child's teacher. General information will be sent with the oldest child in the family at Rousseau Elementary School.

#### **Community News**

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

#### **School Website**

Information is regularly updated on our website: http://wp.lps.org/rousseau/

#### **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, Twitter & Instagram

Check out school happenings Follow us at https://www.facebook.com/rousseaurams, instagram.com/rousseauelementary and twitter.com/RousseauLPS. Check out PTO happenings on our Facebook Page! Search Rousseau Elementary PTO and "Like" our page.

# **Rousseau Elementary School**

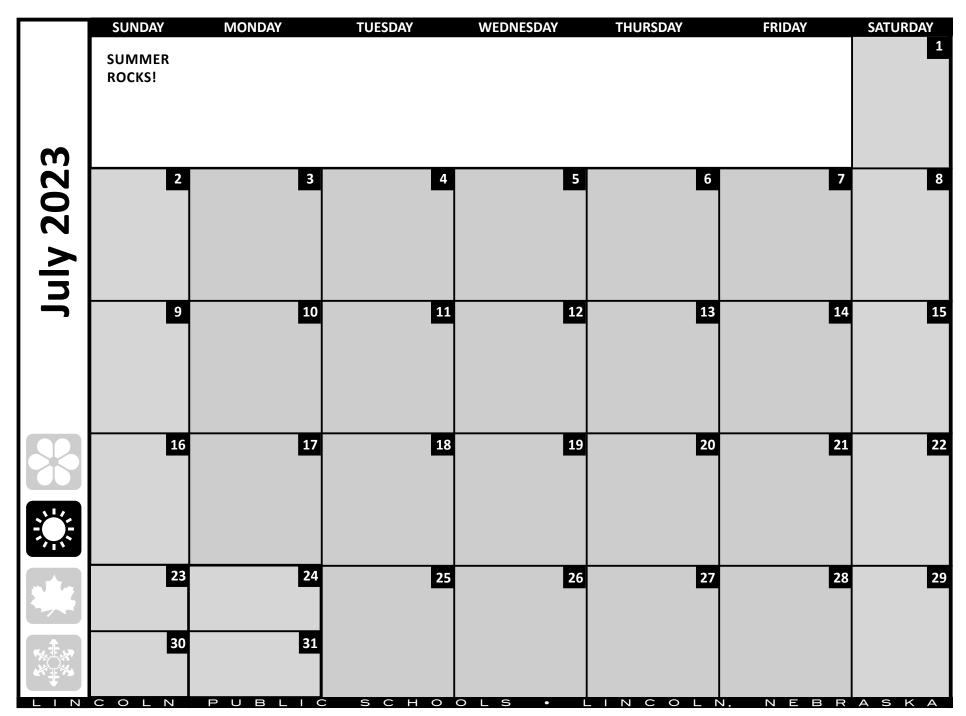
3701 South 33rd Street

Lincoln, NE 68506

Phone 402-436-1165 • Fax: 402-458-3265

Office Hours: 7:30 a.m.-4:30 p.m.
Principal: Dr. Wendy Badje
Assistant Principal: Wendy Barry

Website:wp.lps.org/rousseau • Facebook:https://www.facebook.com/rousseaurams



# **Custodial/Non-Custodial Parents**

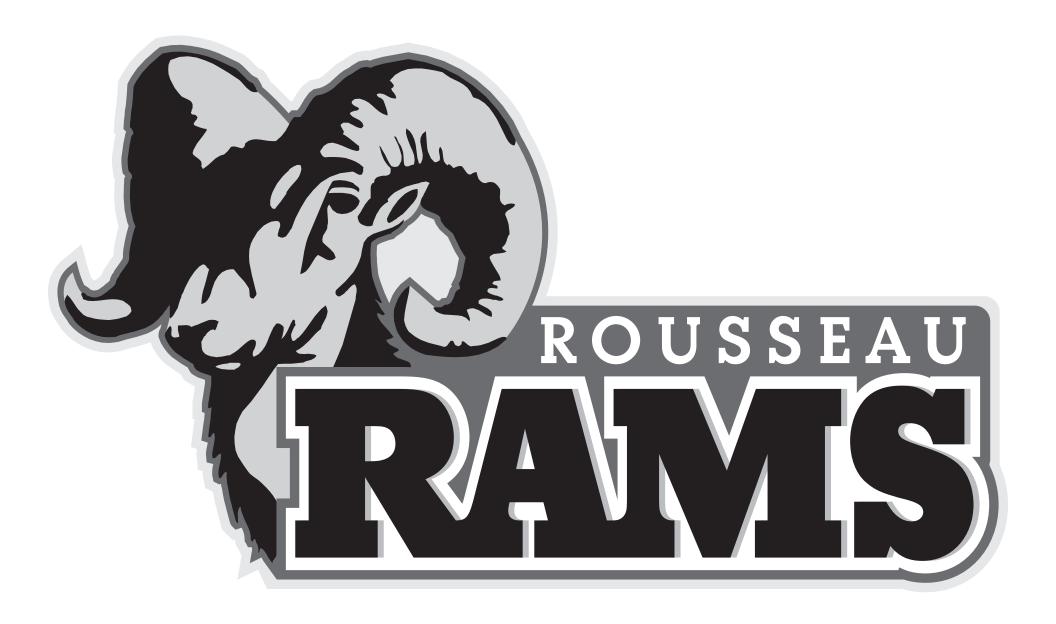
It is Lincoln Public Schools policy to foster and facilitate parental information about, and involvement in, the education of their children. Divorced and separated parents maintain all parental rights with their children unless altered by a court order.

If parental rights have been changed, the school principal must have access to a copy of the court order stipulating those changes. School officials will follow the directives stated in the order and in other such directives regarding access to the child as provided by the parent having legal custody.

With regard to visiting children during school hours, attempts will be made to accommodate both parents. However, in cases of concern and dispute between parents, the custodial parent's directive will be followed. Parents are asked to resolve issues of child visitation at school outside of the school setting.

Communication to parents is sent home on a weekly basis with each child. Occasionally, information will be mailed using the parent name and address provided at the time of enrollment. If a non-custodial parent or parent with joint custody wants information from school, please notify the office.





# **Helpful Information**

Child's Name	School Attending		Grade
Teacher	Room #	Lunch SNAP #	
Other			
Child's Name	School Attending		Grade
Teacher	Room #	Lunch SNAP #	
Other			
Child's Name			
Teacher	Room #	Lunch SNAP #	
Other			
Child's Name			
Teacher	Room #	Lunch SNAP #	
Other			

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