



**School Calendar  
Student & Parent Handbook**

**Saratoga Elementary School**

**2215 S. 13th Street, Lincoln, NE 68502 ★ Phone 402-436-1166**

**Website: [lps.org/saratoga](https://lps.org/saratoga) ★ Fax: 402-458-3266**

**Marci Imel, Principal ★ Lisa Roberson, Instructional Coordinator**

## 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						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

SEPTEMBER 2022						
S	M	T	W	T	F	S
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	

OCTOBER 2022						
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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					

NOVEMBER 2022						
S	M	T	W	T	F	S
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			

DECEMBER 2022						
S	M	T	W	T	F	S
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

JANUARY 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				

FEBRUARY 2023						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023						
S	M	T	W	T	F	S
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	

APRIL 2023						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023						
S	M	T	W	T	F	S
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
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	

- 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

Rev. 4/8/22

### 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.

**Notes:** 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.

## 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.

## Dear Students and Families,

Welcome back to Saratoga! This is going to be an exciting year! The beginning of the school year always brings much anticipation and excitement. The Saratoga Staff is ready to bring learning alive to all of the students this school year. We are dedicated to making each and every experience a positive and rewarding one! We appreciate and encourage parent involvement and all of the support that families and guardians give to the students.

This book has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about practices and procedures of our school. Please carefully review the contents of this handbook with your child. If you have questions, please feel free to call the school office, 402-436-1166.

We look forward to working together to make this year full of learning and successes!

**Marci Imel**  
Principal



## INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Saratoga 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.

Although information found in this handbook contains detailed and specific information on a variety of 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 rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## LENA MERRILL COMMUNITY LEARNING CENTER

We at Saratoga School believe that students learn best when they are exposed to academically enriching experiences facilitated by caring adults in a safe, nurturing environment. In addition, we believe that adults in our community will utilize more educational, personal services when those services can be accessed at the neighborhood school. And, we believe that families involved in programs and activities at their neighborhood schools help create stronger school communities.

In an effort to create a strong school community at Saratoga and increase the personal, educational, and family service opportunities available to the community, the Lena Merrill Community Learning Center was established at Saratoga. Programs available at the Community Learning Center include before and after school programming for children in grades K-5, various adult education opportunities, and a family book club, counseling and other self-help programs.

### AFTER SCHOOL PROGRAM

The After School Program for children is offered in partnership with Family Service and will be conducted from 2:53-6:00 p.m. each day that school is in session. Students enrolled in the After School Program report to the cafeteria each day after school. Students will rotate through activities in recreation, math, special interest topics, and literacy. These activities feature guest presenters, community service, and a variety of experiential learning activities.

Clubs are also provided to students free of charge during after school hours. These clubs range in topics from dance to math and homework to Nature Club. An enrollment form must be completed and on file before a student can start attending the After School Program or CLC Club. Behavioral expectations for student participants in the After School Program and CLC Clubs will be the same as those for the regular school day. Students who are unable or unwilling to meet these expectations may lose the privilege of participating in the After School Program or other CLC activities at Saratoga.

The Lena Merrill Community Learning Center provides a safe, academically and socially enriching environment for student after school. While the program provides supervision of children, we encourage participants and their families to view the program as academic enrichment as opposed to basic child care. Participants will be asked to attend the program on a regular basis and are encouraged to stay until 5:00 p.m.

We are very fortunate to be able to offer these programs to our families, and we believe that participants will benefit academically and socially, both now and in their futures.

**\*For more information about the adult, child and family programs available at the Lena Merrill Community Learning Center, call Family Services at 402-217-6027 or 402-436-1166 and the message will be forwarded.**



# SARATOGA ELEMENTARY SCHOOL WIDE EXPECTATIONS





	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	TEACHER BEHAVIOR
<b>Arrival</b>	<ul style="list-style-type: none"> <li>Use sidewalks and stay on path</li> <li>Keep hands, feet, and objects to self</li> <li>Enter school grounds only after 7:45 (After 8:00 if not eating breakfast)</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions quickly and exactly</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Eating breakfast- begins 7:45</li> <li>Not eating breakfast, arrive between 8:00 and 8:10</li> </ul>	<ul style="list-style-type: none"> <li>Be in the hallway at 8:10 to supervise students</li> </ul>
<b>Before School Gym</b>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Walk all the way to the gym at volume 0</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions quickly and exactly</li> <li>Level 0 voice when whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>Sit in line order</li> <li>Keep backpack and coat close to you</li> <li>Only homework or reading books allowed out of your backpack</li> </ul>	<b>Supervisors</b> <ul style="list-style-type: none"> <li>Walk around and supervise</li> <li>Blow whistle at 8:08</li> <li>Expect silence from 8:08-8:10</li> <li>process with student &amp; make plan for tomorrow if necessary</li> </ul>
<b>Hallway/ Transitions</b>	<ul style="list-style-type: none"> <li>Eyes Forward</li> <li>Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Volume level 0</li> <li>Smiles and waves welcome</li> <li>Walk on the right side of the hallway or stairs</li> </ul>	<ul style="list-style-type: none"> <li>Stay in line order</li> <li>Pay attention to moving forward</li> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Walk with your students the entire way to destination- especially to lunch room hallway</li> <li>Review expectations before leaving the classroom</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>Put paper towels in the garbage can</li> <li>Keep water in the sink</li> <li>Keep feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Level 0 voices</li> <li>Knock on stall door before entering</li> <li>Respect school property</li> <li>Tell an adult if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>Get adult permission to leave for the restroom</li> <li>Get in and out quickly</li> <li>Flush toilet after use.</li> <li>Keep restrooms clean</li> <li>Use 1 pump of soap and 2 paper towels</li> </ul>	<ul style="list-style-type: none"> <li>Teacher sets expectations for leaving class/going to restrooms</li> </ul>
<b>Stairs</b>	<ul style="list-style-type: none"> <li>Walk facing forward, Single file on the right side.</li> <li>One step at a time on the stairs</li> <li>One hand on railing</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet off of the walls</li> <li>Level 0 Voices</li> <li>Smiles and waves welcome</li> </ul>	<ul style="list-style-type: none"> <li>Be a good example for others</li> <li>Go directly to your destination</li> </ul>	<ul style="list-style-type: none"> <li>Line order</li> <li>Stop line at top and bottom of stairs</li> </ul>

— Continued on page 4 —



## SARATOGA ELEMENTARY SCHOOL WIDE EXPECTATIONS CONTINUED

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	TEACHER BEHAVIOR
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>• Hands and feet to self while in line and at tables</li> <li>• Sit on your pockets, feet on the floor, facing forward.</li> <li>• Walk</li> <li>• Eat only your food. Sharing food is not allowed</li> </ul>	<ul style="list-style-type: none"> <li>• Use level 2 voices with people at your table only</li> <li>• Respond to signals for attention</li> <li>• Use manners</li> <li>• Find your seat quickly</li> <li>• Be polite to the cafeteria staff</li> </ul>	<ul style="list-style-type: none"> <li>• Get permission to leave your seat</li> <li>• Use this time to go to the restroom</li> <li>• Raise your hand for assistance</li> <li>• Get all milk, food, and utensils as you go through the line</li> <li>• Pick up after yourself</li> <li>• Push in your chair when leaving</li> <li>• Only bring essential items to the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>• Do not send any materials to the cafeteria (homework, books, pencils, etc...)</li> <li>• Be on time</li> </ul>
<b>Playground Recess</b>	<ul style="list-style-type: none"> <li>• Avoid play fighting, tackling , and pushing</li> <li>• Stay in appropriate area</li> <li>• Keep your hands and feet to self</li> <li>• Be aware of activities and games around you.</li> <li>• Nature stays on the ground</li> <li>• When the whistle blows look at teacher immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful of activities and games of others</li> <li>• Include others</li> <li>• Use kind words and actions</li> <li>• Be a good sport</li> <li>• Follow all supervisor directions</li> <li>• Empty rocks out of your shoes outside or in a trashcan</li> </ul>	<ul style="list-style-type: none"> <li>• Get permission to visit the restroom or nurse</li> <li>• Use this time for the restroom</li> <li>• Dress properly for the weather</li> <li>• Line up when you hear the whistle</li> <li>• Use equipment properly</li> <li>• Put equipment you are using away</li> <li>• Carry lunch box to appropriate area by door 5</li> </ul>	<ul style="list-style-type: none"> <li>• Carry a radio</li> <li>• Call the office when sending a student to nurse etc.</li> <li>• Spread out to supervise all students/actively supervise</li> <li>• When the whistle blows motion students to line up</li> <li>• K-2 teachers make the choice of coats</li> <li>• Afternoon recess follow the same rules as lunch recess</li> <li>• Count students before leaving</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>• Walk out of the building Volume 0</li> <li>• Follow your after school plan</li> <li>• Backpacks on back</li> <li>• Use sidewalks and stay in line order</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet, and objects to self</li> <li>• Follow adult directions quickly and exactly</li> </ul>	<ul style="list-style-type: none"> <li>• Have materials packed and ready to take with you</li> <li>• Follow classroom dismissal routines and procedures.</li> <li>• Leave on time-school ends at 2:53</li> </ul>	<ul style="list-style-type: none"> <li>• Kdg can be ready to go at 2:52</li> <li>• Gr 1-5 exit their classroom at 2:53 bell</li> <li>• Grades 2-5 CLC/Club kids stay in line until first floor and/or recesses door CLC/Club space designated to line up one upstairs? one downstairs? with supervision from CLC</li> <li>• K-2- exit door #5</li> <li>• 3-5 - exit door #4</li> </ul>

September 2022	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 4th Grade Pairie Walk	2	3
	4	5 Schools are Closed	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19 Parent Teacher Conferences	20	21 Parent Teacher Conferences	22	23	24
	25	26	27 PLC Day, Early Dismissal 1:33pm	28	29	30	
							
							
							
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# SARATOGA ELEMENTARY MISSION STATEMENT

**“Our mission is to provide a safe and respectful environment where each student experiences a motivating and challenging curriculum that fosters family involvement and proficiency in all subject areas.”**

## General Information

### Hours of Sessions—Regular Schedule

Grades K-5 ..... 8:15 a.m. to 2:53 p.m.  
EC/ECSE ..... 8:15-11:45 a.m. and 12:00-3:30 p.m.

### Early Dismissal Schedule (*PLC meeting dates*)

Grades K-5 ..... 8:15 a.m. to 1:33 p.m.  
EC/ECSE ..... NO CLASSES WILL BE IN SESSION

## Arrival Time in the Morning

**Saratoga School hours are 8:15 a.m. to 2:53 p.m.**

All students are expected to arrive at school between 8:00am and 8:10am. **Prior to that time, no supervision is available.** Students will enter through the west playground (#6) door and line up in the gym and cafeteria.

#### Bells:

- 7:45 a.m.** Students who are eating breakfast may enter the cafeteria.
- 8:00 a.m.** Students not eating breakfast will go to the gym.
- 8:10 a.m.** First Bell – Students in gym and will move to their classrooms.
- 8:15 a.m.** School Start Bell – Students are at their desks. Any student who arrives after the bell needs to check-in at the office before being admitted to their classroom.





## Absences

**If your child is unable to attend school, a telephone call to the school office is required.** Unless the school is notified, a call will be made to your home or place of work to verify this absence.

An unexcused absence will be subject to disciplinary action at the discretion of the principal.





October 2022	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
							1
	2	3	4	5	6	7	8
	9	10	11 5th Grade Sheldon Art Gallery	12	13	14 End of Quarter 1 Teacher Plan Day  No School for Elementary Students	15
	16	17 Schools are Closed	18	19 Quarter 2 Begins	20	21	22
	23	24	25 PLC Day, Early Dismissal 1:33pm	26	27	28	29
	30	31					
							
							
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# School Breakfast & Lunch Program

Saratoga offers a before school breakfast program. Breakfast will be served from 7:45-8:00 a.m. each morning. Children will have a choice of a hot breakfast or cold cereal.

Grade	Lunch Times	Recess
K	10:50 - 11:20	11:20 - 11:40
1	11:20 - 11:50	11:50 - 12:10
2	11:50 - 12:20	12:20 - 12:40
3	11:05 - 11:35	1:30 - 1:50*
4	12:15 - 12:45	1:50 - 2:10*
5	11:45 - 12:10	1:10 - 1:30*

## BREAKFAST

Elementary full price \$1.30

Reduced \$0.30

Adult/non-student \$2.60

Second breakfast \$2.60

## ELEMENTARY SCHOOL LUNCH

Full price \$2.50

Reduced \$0.40

Adult/non-student \$4.25

Second lunch \$4.25

Extra milk \$0.50



## Gifts, Treats, and Invitations

Classrooms recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or nonedible). Please do not send gifts, party favors, balloons, or flowers. These items will not be delivered to classrooms.





Invitations will not be distributed during the school day. Teachers should be notified ahead of time if a student has invitations to distribute after school. Phone numbers and addresses cannot be distributed by any school personnel.

## School/Classroom Parties and Celebrations

Parties and classroom celebrations (e.g., Fall, Valentine's) are at the discretion of the building principal aligned with LPS Guidelines.

Any food that is associated with classroom parties/celebrations will be provided by the school with the approval of the principal. Students or families should not bring food for their class for any occasion.

Valentines Day is an exception. Edible treats are allowed but will be sent home and not be eaten at school due to possible allergies and food sensitivities.

<div>November 2022</div> <div><div></div><div></div><div></div><div></div></div>		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				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			

# Saratoga Elementary School

## Parent/Student/Teacher Compact

To provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards a school-parent compact was jointly developed with parents, and reviewed annually. This compact outlines how parents, the entire school staff and students share in the responsibility for improved student achievement.

### Parent/Guardian Agreement

- See that my child attends school regularly and on-time
- When possible make medical and other appointments after-school or on non-school days
- Support the school in it's efforts to maintain proper discipline by encouraging safe, respectful, and responsible behavior
- Establish a time for homework and review it regularly
- Establish a time for reading at home for at least 20 minutes daily
- Attend parent conferences to discuss my child' school progress
- Attend family events that are sponsored by the school
- Provide a caring environment, including nutritional food and adequate rest appropriate to the age of my child
- Communicate to the school relevant information that may affect my child's learning

Signature \_\_\_\_\_

### Student Agreement

- Attend school every day and arrive on time
- Complete and return homework assignments
- Learn and follow the expectations of Saratoga school
- Read, or be read to, at least 20 minutes each day outside of school
- Be safe, respectful, and responsible
- Complete all assignments to the best of my ability
- Communicate concerns and needs when necessary to a responsible adult

Signature \_\_\_\_\_

### Teacher Agreement


- Set high expectations for learning
- Provide appropriate homework assignments for students to practice skills introduced in class
- Encourage students and parents by providing information about student progress
- Provide a safe and supportive environment for learning by encouraging safe, respectful, responsible behavior
- Notify parents of any concerns in a timely manner
- Encourage family reading time outside school time

Signature \_\_\_\_\_

### Principal Agreement

- Provide an environment that allows for positive communication between the teacher, parent and student
- Ensure that our school provides instruction in a safe and supportive environment that enables all students to meet and exceed student performance standards
- Provide a process for on-going planning, review and improvement of school activities and programs
- Act as the instructional leader by supporting teachers in their classroom as well as parent involvement
- Provide a safe school environment by encouraging safe, respectful responsible behavior of the entire Saratoga community.

Signature \_\_\_\_\_

December 2022	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2	3
	4	5	6	7	8	9	10
	11	12	PLC Day, Early Dismissal 1:33pm	13	14	15	16
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
Schools are Closed - Winter Break							
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## Dismissal Procedures

Students will be dismissed at 2:53 p.m. unless there are other circumstances (early dismissal, PLC, etc.) Upon dismissal students must leave the school grounds and proceed home or to a previously designated location. **IT IS THE PARENT/STUDENT RESPONSIBILITY TO FOLLOW THEIR CHILD'S BEFORE AND AFTER SCHOOL PLAN.**

- 2:53 School dismisses (last Tuesday of the month, 1:33 for Professional Learning Communities)
- Parents are asked to wait outside the Southwest playground gate at dismissal.
- Grades K-2 will be dismissed through Door 5 and will exit through the gate. Kindergarten and first grade classes will move to the West on Saratoga Street towards 11th Street. All other students will line up with their teacher along the side walk.
- To help with congestion, 3rd, 4th and 5th grade will be exiting door 4 by the staff parking lot. The staff parking lot **will be** closed for safety.
- **If you are heading West on Saratoga Street, please do not get out of your car. This lane must keep moving.**
- Teachers will wait with children outside until 2:58 p.m. Children not picked up by 2:58 p.m. will be escorted to the office. After 2:58, parents/guardians must come to door 1 on the East side of the building to pick up their children and sign them out.

Student Drop Off and Pick Up is **NOT PERMITTED** in the following areas:

- Southwest parking lot (off Saratoga Street)
- Northeast parking lot (off 13th Street)
- 13th Street

## The Saratoga Way

It is important that all students contribute to a productive learning atmosphere in class. If students disrupt class due to poor behavior, they infringe on the right of other students to learn. When a student misbehaves in class, teachers will attempt to help him/her correct that behavior. If those efforts are not successful, administrative intervention may be necessary. Both teacher and administrative intervention could include **but not be limited to: problem solving, consequences, and calling a parent.** Ultimately, if efforts to correct behavior fail, a student may be suspended (both in and out) of school.

## Telephone Use





**If you choose to send a cell phone with your student to school, these are the guidelines which need to be followed:**

- The school is not responsible for cell phones.
- The cell phone must be turned off, kept in backpack or turned into teachers.
- If the cell phone becomes a nuisance item, the cell phone will be taken away and given to an administrator. Parents/guardians will be called and they will need to pick up the cell phone from the office.



Student positive behaviors will be recognized throughout the year with **Shining Star Tickets**. This small, individual recognition promotes positive behavior. It also builds a "want to" attitude to do the right thing, even when teachers are not looking.



January 2023		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5	6	7
			Schools are Closed - Winter Break		Quarter 3 Begins			
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
			Schools are Closed					
		22	23	24	25	26	27	28
		29	30	PLC Day, Early Dismissal  1:33pm	31			
								
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# METHODS OF COMMUNICATION

## **Weekly Communication Folders:**

Typically, school news will be sent home via Tuesday folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Saratoga 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: [wp.lps.org/saratoga/](http://wp.lps.org/saratoga/)

## **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:**

Follow us on Facebook to receive messages about Saratoga School or go to the Saratoga School Website and click on Facebook.



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 Teacher Plan Day  No School for Elementary Students	18	
19	20 Schools are Closed	21	22	23	24	25	
26	27 PLC Day, Early Dismissal  1:33pm	28					
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA							

# BULLYING

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



March 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	18
	Schools are Closed						
	19	20	21	22	23	24	25
			Parent Teacher Conferences	Parent Teacher Conferences			
	26	27	28	29	30	31	
			PLC Day, Early Dismissal 1:33pm				
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA							

April 2023	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
							1
	2	3	4 Kindergarten to Lincoln Children's Museum	5	6	7 Schools are Closed	8
	9	10 Schools are Closed	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25 PLC Day, Early Dismissal 1:33pm	26	27 Teacher Plan Day	28	29
	30				No School for Elementary Students	Schools are Closed	
							
							
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA							

<div>May 2023</div> <div></div>		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	Last Day of School Early Dismissal 1:33pm	25	26
28	29	30	31					
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA								

June 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
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
							
							
							
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA							



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.

# July 2023

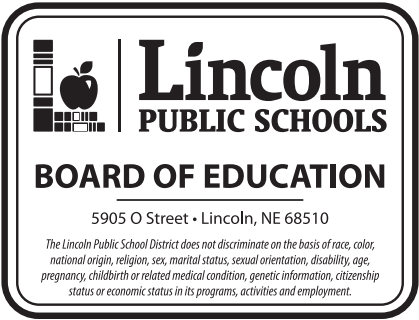


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
SUMMER ROCKS!						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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**Saratoga Elementary School**  
**2215 S. 13th Street, Lincoln, NE 68502**  
**Phone 402-436-1166**



**Marci Imel, Principal**  
**Lisa Roberson, Instructional Coordinator**  
**Website: [lps.org/saratoga](http://lps.org/saratoga)**  
**Fax: 402-458-3266**