

STUDENT & FAMILY HANDBOOK

2023-2024



CALVERT ELEMENTARY SCHOOL

3709 South 46th Street • **Hours:** 7:00 a.m.-4:00 p.m.

Phone: 402.436.1130 • **Fax:** 402.458.3230 • **Website:** calvert.lps.org

Principal: Jeff Brehm • **Coordinator:** Kimberly Ruud

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment.



PLEASE NOTE:

All procedures, guidelines and dates outlined in this document 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.

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.

Calvert Elementary School

TABLE OF CONTENTS

Cover Page.....	1
Letter to Student and Families	4
Mission Statement/School Improvement Goal	5
School Day Arrival/Dismissal	6
Traffic Procedure/Calvert Community Center	7
Lunch Times/Prices/Free and Reduced	8
Food Allergies/Viewing Menus/Student Rights, Conduct, Rules & Regulations.....	9
Bullying.....	10
Common Area Behavior Expectations	11
Communication/Classroom Celebrations.....	12
PTSO/General Information	13
Staff List	14
LPS Student Calendar	15



Dear Student and Families,

Welcome to Calvert Elementary School! This handbook has been prepared for all students and parent/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 or concerns regarding these publications, please do not hesitate to call the school office at 402-436-1130.

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

Jeff Brehm
Principal



OUR MISSION STATEMENT

We are a Community Achieving Learning by Valuing Effort, Respect, and Teamwork.



SCHOOL IMPROVEMENT GOAL

All students will improve reading fluency and comprehension.

SCHOOL DAY

School Hours – Regular Schedule

Grades K – 5 8:15 a.m. to 2:53 p.m.

Preschool 8:00 a.m. to 11:30 a.m. or 12:00 p.m. to 3:30 p.m.

School Hours – PLC Early Dismissal Days

During the course of the school year, all LPS elementary schools will have early release for Professional Learning Community. Early release dates are on August 29, September 26, October 31, November 28, December 12, January 30, February 27, March 26 and April 23. School will dismiss at 1:33 p.m. on these dates. Please mark your calendars.

There is no preschool on PLC Early Dismissal Days.

School Hours – The First Week of School

Hours of school on August 14, 15, 16th are 8:15 a.m. to 1:33 p.m.

Effective August 17, normal hours 8:15 a.m. to 2:53 p.m.

Arrival and Dismissal

PROCEDURES

- 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.
- Parents/guardians must inform the office of special instructions if a student is not to walk home unescorted. Parents should call the office before 2:30 p.m. if there is a change in pick up routine for a child. The office will notify the child’s teacher. Students who are not picked up by 3:05 p.m. should go to the office to call parent/guardian and wait there for parent/guardian. Each parent/guardian is asked to complete a form indicating each child’s before and after school plan.
- For the safety and well-being of students, parents, community members and staff, pets/ personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation. Having your pet in the car with you when you pick up your child is acceptable. Animals brought to school as Pet Therapy animals will follow the “Pet Therapy Guidelines”. Service animals are permitted in accordance with Policy 3972. More information can be found in the LPS “Important Information Booklet” that was emailed to families in August. You can also call LPS Student Services at 402-436-1688

TRAFFIC PROCEDURE

Both before and right after school the traffic is very heavy at Calvert. In order to keep our students safe, we ask that the following traffic guidelines are followed:

- If students are arriving by car, drop them off on Stockwell Street or 46th Street.
- At arrival time, these lanes must keep moving, so let your child out of the car and keep moving.
- If you would like to walk your child to school, park on a street other than Stockwell or 46th.
- At dismissal time, 46th Street in front of school is reserved for buses, daycare vans, and individual vehicles picking up students. This area is not for parking.
- 46th Street is a one-way street during arrival and dismissal. Traffic may only go south during these times.

Our parking lot is closed between 7:45 a.m. and 8:15 a.m. and between 2:45 pm and 3:15 pm. Our parking lot is open to the public if you come to the school outside of these times.

Calvert Elementary is a Full Service Community School!

What does that mean?

Your student's school has a Community Learning Center (or CLC) led by Lincoln Parks and Recreation!

What does that entail?

Monthly before and after school programming and drop-in spots upon request

Free afterschool clubs for Kindergarten-5th grade and Summer School Wrap Around program

Summer camps and childcare for many days that LPS elementary schools are not in session

Free community events and programs to support the needs of our families and neighborhood



AND SO MUCH MORE!

To learn more about the CLC opportunities or how to get involved, contact the Calvert Rec Center staff at:

402-441-8480





LUNCH TIMES

Grade	Lunch	Recess
Kindergarten	10:55-11:25	10:45-10:55
1st Grade	11:25-11:55	11:15-11:25
2nd Grade	11:10-11:40	11:00-11:10
3rd Grade	12:00-12:30	11:50-12:00
4th Grade	11:45-12:15	11:35-11:45
5th Grade	12:15-12:40	12:05-12:15

LINCOLN PUBLIC SCHOOLS
NUTRITION SERVICES DEPARTMENT

Information for Parents 2023-24 YEAR

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

STUDENT BREAKFAST AND LUNCH MEAL PRICES

Elementary School Lunch

Full price \$2.50
Reduced \$0.40
Adult/non-student \$4.00
Second lunch \$4.00

Breakfast

Elementary full price \$1.30
Reduced \$0.30
Adult/non-student \$2.50
Second breakfast \$2.50

NEW FREE AND REDUCED MEAL APPLICATION IS REQUIRED EACH SCHOOL YEAR

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

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

WEB SITE FOR PAYING FOR EXTRA FOOD ITEMS: follow the link at lps.org to MySchool Bucks. A transaction fee will be charged. Cash or check payments for extra food may be made at the school.

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

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

STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS

Calvert School Rules

- BE SAFE
- BE RESPONSIBLE
- BE RESPECTFUL

Be Safe

Keep hands, feet, and objects to self
Always walk in the building

Be Responsible

Follow directions of all adults the first time
Take good care of all property
Listen actively and be ready to learn
Do your personal best

Be Respectful

Use appropriate language and tone of voice
Treat everyone as you would like to be treated
No bullying

Calvert students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others.

BULLYING

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

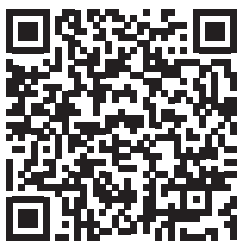
In order to be considered bullying, the behavior must include:

- 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.



Mental and Behavioral Health Point of Contact

Your student’s mental health is important to their academic success. If you have concerns about your student’s mental or behavioral health, you can contact the social worker at your student’s school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports.



Common Area Expectations			
	Respectful	Responsible	Safe
Classroom	<ul style="list-style-type: none"> Follow adult directions Listen, learn, and give 100% effort Use respectful words and actions Take turns Keep hands, feet and objects to self 	<ul style="list-style-type: none"> Be prepared Follow directions Complete your work Clean up after yourself Put personal items where they belong Stay in your personal space 	<ul style="list-style-type: none"> Walk at all times facing forward Keep hands, feet and objects to yourself Make sure your teacher knows where you are at all times Get adult help for accidents and spills
Hallway and Line Behavior- during school day (8:15-2:53)	<ul style="list-style-type: none"> Follow adult directions Allow others to pass Quiet Feet Buckles (hands folded) and TAPS (Total and Perfect Silence) 	<ul style="list-style-type: none"> Follow directions Keep space between yourself and others 	<ul style="list-style-type: none"> Walk at all times facing forward Keep hands, feet and objects to yourself Tight to the right Straight Line order
Playground	<ul style="list-style-type: none"> Follow adult directions Play fairly Include others Use kind words, actions, and play Show good sportsmanship Play in zones (defined by grade levels) 	<ul style="list-style-type: none"> Get adult help if needed Line up quickly and quietly when the whistle blows Put away equipment in cart 	<ul style="list-style-type: none"> Walk to and from the playground Stay within the boundaries What is on the ground stays on the ground Keep hands, feet and objects to yourself Tag in equipment free areas/ Only use equipment in intended way (down the slide, hang on equipment, not on top)
Cafeteria	<ul style="list-style-type: none"> Follow adult directions Use good table manners Include others at your table Use Level 0 during Chew Time Use Level 1 or 2 voice 	<ul style="list-style-type: none"> Get everything you need when you go through the line Clean up your area by throwing away trash in the correct containers Raise your hand if you need something or use a hand signal At dismissal to hallway, sit in TAPS/Buckles 	<ul style="list-style-type: none"> Sit safely in your chair (flat on pockets) Eat only your own food Keep hands, feet and objects to yourself Walk at all times
Bathroom	<ul style="list-style-type: none"> Follow adult directions Give people privacy Voices off Wash your hands <ul style="list-style-type: none"> 1 pump 1-2 towels 	<ul style="list-style-type: none"> Flush the toilet after use Return to class promptly Keep the floors dry Leave stall unlocked when finished 	<ul style="list-style-type: none"> Keep feet on the floor Wash hands Keep water and soap in the sink Put paper towels in the trash can
Assemblies/Special Events	<ul style="list-style-type: none"> Follow adult directions Listen Sit on your pockets Applaud appropriately Use designated voice level 	<ul style="list-style-type: none"> Focus on the presentation Stay in your personal space 	<ul style="list-style-type: none"> Keep hands, feet and objects to yourself Stay with your class
Bus/Field Trips	<ul style="list-style-type: none"> Follow adult directions Be polite Use designated voice level 	<ul style="list-style-type: none"> Stay in your personal space 	<ul style="list-style-type: none"> Get on and off bus carefully Stay in your assigned seat sitting on your pockets Keep hands, feet and objects to yourself
Arrival/Dismissal	<ul style="list-style-type: none"> Follow adult directions Level 1 Voice Walk facing forward Buckles Quiet Feet 	<ul style="list-style-type: none"> Follow adult directions 	<ul style="list-style-type: none"> Hands and Feet to Self (Both) Tight to the right Straight Line order

COMMUNICATION

School Newsletter

The Calvert Newsletter contains announcements, information, school events, etc. This newsletter is sent through SchoolMessenger on Wednesday afternoons.

Weekly Communication Folders

Typically, school news will be sent home via Wednesday 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 Calvert 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://Calvert.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 the LPS website, lps.org.

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!

CLASSROOM PARTIES AND CELEBRATIONS

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

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

The principal will determine the guidelines for including edible or non-edible treats in individual Valentine cards. Edible treats will be sent home and not be eaten at school due to possible allergies and food sensitivities.

Calvert PTSO

The Calvert PTSO is an active and integral part of the total Calvert experience. The purpose of the PTSO is to promote the welfare of the children and strengthen the relationship between home and school.

The PTSO helps plan and promote family engagement opportunities and supports classroom field trips through the year.

Please reach out for information on how to get involved!

GENERAL INFORMATION

Important Information Needed

Enrollment information will be available during Open House Night or the first day of school if you are unable to attend Open House. Please fill out the forms carefully and completely and return to school promptly. For the safety of your child, it is a necessary responsibility to give the school the name of a person to contact in case you cannot be reached.

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.

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

Evacuate, Lockdown, Secure and Shelter Drills

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

Lost and Found

Most lost articles that are found are turned in to the office and placed in Lost and Found. Whenever possible, label your child's articles. Encourage your child to check periodically for lost articles. Articles not claimed by semester break and at the end of the year are washed and made available to Calvert families in need.

Solicitations

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

Student Use of Telephone

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

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

CALVERT STAFF 2023-2024

ADMINISTRATION

Jeff Brehm Principal
Kimberly Ruud Coordinator
Diane Essink Registrar
Holly Terrell Executive Secretary

KINDERGARTEN

Brooke Rudloff Teacher
Will Teegerstrom Teacher

FIRST GRADE

Morgan Hough Teacher
Tara Kortus Teacher

SECOND GRADE

Rachel Huston Teacher
Bailee White Teacher

THIRD GRADE

Lauren Faulkner Teacher
Miranda Speth Teacher

FOURTH GRADE

Carol Bolubasz Teacher
Jessalyn Petta Teacher
Adina To Teacher

FIFTH GRADE

Jessica Roettger Teacher
Lauren Kraft Teacher
Amy Carlson Teacher

SPECIALISTS

Amy Allerheiligen Art
Michelle Perez Media
Andy Ryan PE
Aaron Thompson Vocal Music/Comp

SPECIAL EDUCATION

Ken Anderson Teacher
Marissa Hawkins Teacher
Payton Chmelka Teacher

EARLY CHILDHOOD

Tracy Hanzlicek Para
Megan Harrington Teacher
Janie Gude Para
Cathi Kreis Teacher

PARAEDUCATORS

Tiffany Belleci Para
Julia Dye Para
Amanda Lingenfelter Para
Molly Zach Para

SUPPORT TEAM

Sydney McGahn Instrumental Music
Jennifer Will Gifted Facilitator
Megan Schwank Psychologist
Jill Findley Interventionist
Susie Kinsey Interventionist
Hosanna Sok Nurse
Jamie Swartz Speech Pathologist
Delaney Bartling Social Worker Associate
Gabrielle Stroup Counselor
Holly Quandt Behavior Technician
Hailey Bouwens Behavior Technician
Anna White Therapist

KITCHEN TEAM

Tammy Adams Cafeteria Manager
Kim Breeden
Teri Jonas

BUILDING MAINTENANCE

Jeff Ertl Supervisor
Curtis Rowe
Brandon Laird
Sandra Cesljic
Yaneth Rodriguez

2023-2024 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 2/23/21

JULY 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					

JANUARY 2024

S	M	T	W	T	F	S
						1
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 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 2024

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	

SEPTEMBER 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						

MARCH 2024

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					

OCTOBER 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					

APRIL 2024

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					

NOVEMBER 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						

MAY 2024

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					

DECEMBER 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 2024

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					



AT CALVERT ELEMENTARY SCHOOL...

It is **NEVER** okay to be disruptive!

It is **NEVER** okay to be hurtful!

It is **ALWAYS** okay to do your best and ask for help!

It is **ALWAYS** okay to be kind and helpful!

- 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

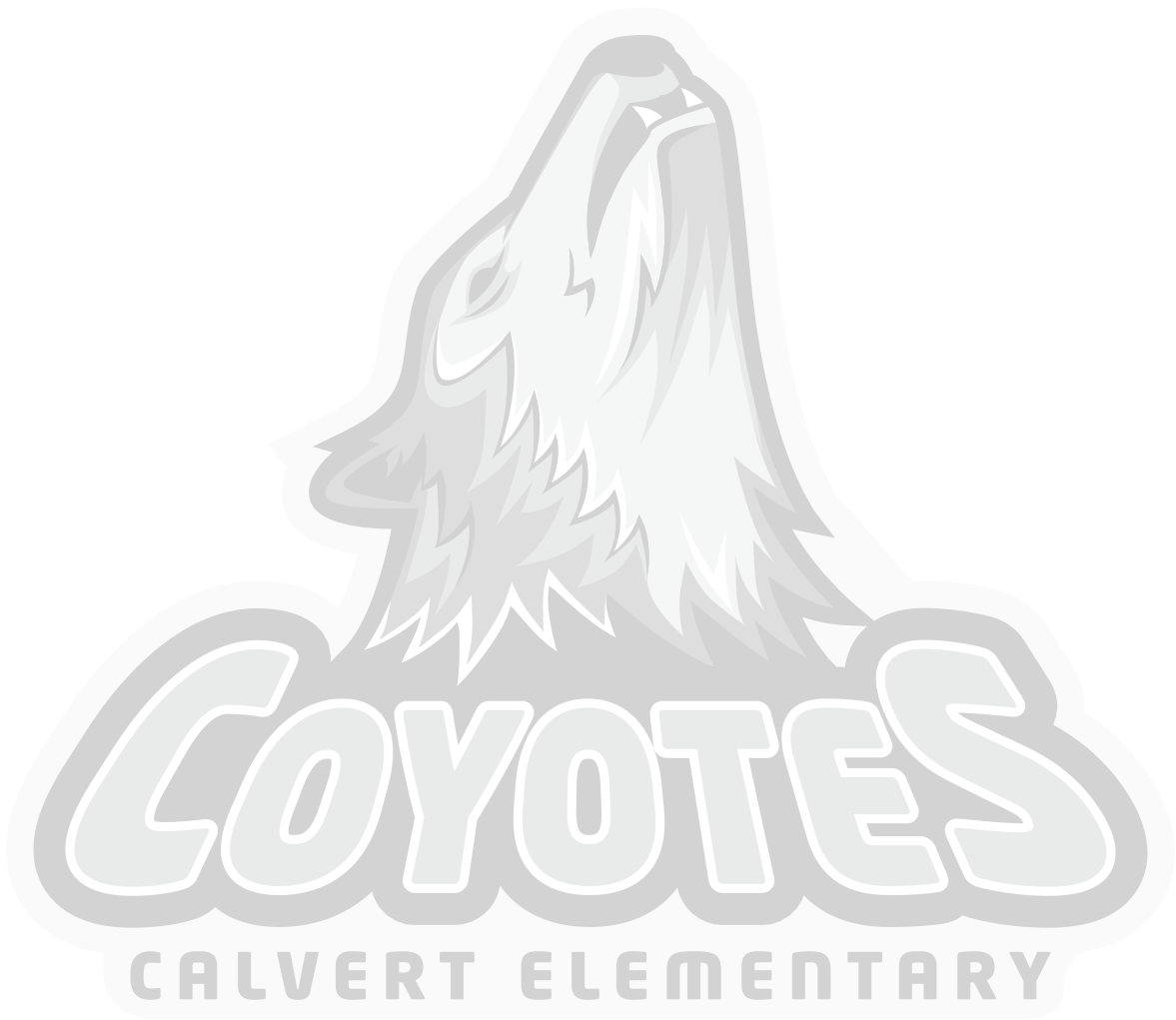
Rev. 6/5/23

GRADUATION DATES

Friday, May 17, 2024: Yankee Hill & Independence Academy
Thursday, May 23, 2024: Bryan Community Focus Program
Friday, Saturday and Sunday, May 24-26, 2024
Fri: LSW
Sat: LNS/East/LHS/LNW | *Sun:* LSE/LNE

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.



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



Barbara Baier
Lanny Boswell

Kathy Danek
Don Mayhew
Annie Mumgaard

Bob Rauner
Piyush Srivastav

Paul R. Gausman, Superintendent

5/23

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, pregnancy, childbirth or related medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.