

2023-2024

Cavett Elementary School

Student Handbook



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Phone: 402-436-1131

<http://cavett.lps.org>

www.facebook.com/CavettElementarySchool

Kathleen Dering, Principal

Tracy Clements, Assistant Principal

2023-2024 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 2/23/21

JULY 2023

S	M	T	W	T	F	S
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JANUARY 2024

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AUGUST 2023

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SEPTEMBER 2023

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MARCH 2024

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MAY 2024

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DECEMBER 2023

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JUNE 2024

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- First and last days of class for students Rev. 6/5/23
- 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

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.

INTENT OF FAMILY 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.



Welcome to Cavett!

Welcome to the Cavett Elementary School website. It is a great honor and privilege for me to serve the Cavett community. I look forward to continuing to work alongside the wonderful Cavett staff, students, and families!

Cavett Elementary School serves approximately 600 children in our Preschool through Fifth grade program. Our staff works closely in collaborative teams as well as with the administrative team to provide a focused program of instruction. Cavett staff work diligently to provide instruction for students at their success level, differentiating instruction so that all students are challenged and feel success. At Cavett Elementary School, we strive to provide a safe, orderly and respectful environment that promotes high levels of student engagement and performance. We honor the unique strengths, talents, and diversity of each of our students and dedicate our efforts to help them experience individual success.

We value the partnership with our parents and our community. Parents know their children best and our partnership is valuable in helping us to support the unique needs of students. We are fortunate to have an active and supportive PTO. The PTO offers many educational enrichment supports that provide opportunities and experiences for students that otherwise would not exist. The PTO allows parents multiple opportunities to become involved in different activities that support our students and school.

In August, 1995, Cavett opened its doors with the motto "Cavett Cares!" This motto has carried through the years and is the foundation of our learning community. Our mission statement is, Teaching, learning and caring to develop productive, responsible citizens. One of our goals is to provide a safe learning environment for ALL students. In order to provide a safe learning environment that promotes student engagement, students learn and understand the expectations that it is Never OK to be hurtful, and Never OK to be disruptive. Cavett will continue to have and implement common expectations for ALL students throughout the learning environment.

Thank you for your interest and for visiting the online home of the Cavett Cardinals! Please be sure to check out the website of our Amazing Cavett Parent Teacher Organization ~ the link is located on the top of this home page under the heading LPS Parent Center. We invite you to become an active, positive and collaborative partner at Cavett!

Strong partnerships are the key to every success. The work we do together is important and essential to our students, families and learning community. With your support for Cavett, our goals are much more attainable. Please do not hesitate to call, email or even stop into the office if you have any questions or concerns.



Warmest regards,
Mrs. Kathleen Dering, Principal

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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.

Cavett Elementary Staff 2023-24

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Cavett Mission Statement

Teaching, learning, and caring to develop productive, responsible citizens.

Cavett Vision Statement

Every person, every day, engaged in collaborative learning, using technology and adapting to the needs of a changing global community.

Cavett Mascot: Cardinal

Cavett Motto: "Cavett Cares"

Cavett Colors: Red, Black & Silver



Cavett Elementary School

2023-24 Student Handbook

School Organization

Cavett Elementary is a Pre-K through 5th grade school. Staff are organized in grade level professional learning community Data Teams. Each grade level Data Team works 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 several classrooms for instruction throughout the day based on decisions of the teaching team at each grade level.

Cavett's Preschool program is located in our Kindergarten wing and houses 15-20 students in both our AM and PM program. Each section is staffed by an early childhood teacher and a special education teacher. Two part time paraeducators serve each classroom also. To apply for enrollment information for 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 Cavett students have opportunities to interact with specialists in the areas of physical education, vocal music, computer, media center, and art each week. This schoolwide organization provides each student a comprehensive educational experience.



School Day

School Schedule

Grades K-5: 8:15 a.m. to 2:53 p.m.

AM Preschool: 8:30 a.m. to 12:00 p.m.

PM Preschool: 12:15 to 3:45 p.m.

PLC Early Dismissal Schedule

We will dismiss at 1:33pm one time per month to allow teachers time to work in Professional Learning Communities (PLCs). During this time, teachers are focused on collaborating to improve instruction and increase student achievement.

Grades K-5 8:15 a.m. to 1:33 p.m.

Pre-School: No School

PLC Early Dismissal Days

2023

August 14 – 16

August 29

September 26

October 31

November 28

December 12

2024

January 30

February 27

March 26

April 23

May 23



Animals on School Property

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. Animals brought to school as Pet Therapy animals will follow the Pet Therapy Guidelines and service animals are permitted in accordance with Policy 3972.



Breakfast

Breakfast will be served in the cafeteria at Cavett from 7:45-8:08 a.m. Students may enter the building for breakfast at 7:45 a.m.

Students coming for breakfast should enter Door #1 and walk to the cafeteria through the main hallway.

Only students eating breakfast served by the cafeteria staff and Family Service Child Care students may be in the multipurpose room before school begins daily.

Lunch

Free and reduced lunch applications are available at www.lps.org.

Lunches may be purchased at school or your student may bring a cold lunch from home. To promote healthy habits and follow federal guidelines, we do not share food with others in our cafeteria. If you are visiting for lunch, please remember to only bring food for your student. Sharing food with others is in violation of the Federal Lunch Program guidelines.

My School Bucks is the name of our online meal payment system. Money in a student's account can be transferred from one school to another if a student changes schools within Lincoln Public Schools. Students who do not have sufficient funds to pay for breakfast/lunch will bring home a note to remind parents of the need to make a deposit. Families can also sign up for email alerts through My School Bucks to be notified of low balances.

A school lunch menu will be sent home monthly in Friday folders or is available on our school website.

Lunch Times

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

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

Arrival Procedures

Please have your student arrive at school NO EARLIER than 8:05 am, there is no supervision prior to 8:05 am. Students arriving for breakfast should not arrive before 7:45 am. Students will line up in designated areas by their grade level doors as they arrive in the morning. At 8:08 am., a supervisor will allow students to enter the building. Students are considered tardy if they are not in their classroom by the 8:15 am bell. Students arriving after 8:15 am need to enter through the front door.

Students will enter and exit the building through their grade level doors.

Kindergarten Students **South Door #4**

1st Grade Students **East Door #19**

2nd Grade Students **West Door #11 or Main Entry #1**

3rd Grade Students **Northeast Door #18**

4th Grade Students **North Door #15**

5th Grade Students **Northwest Door #12**





Dismissal Procedures

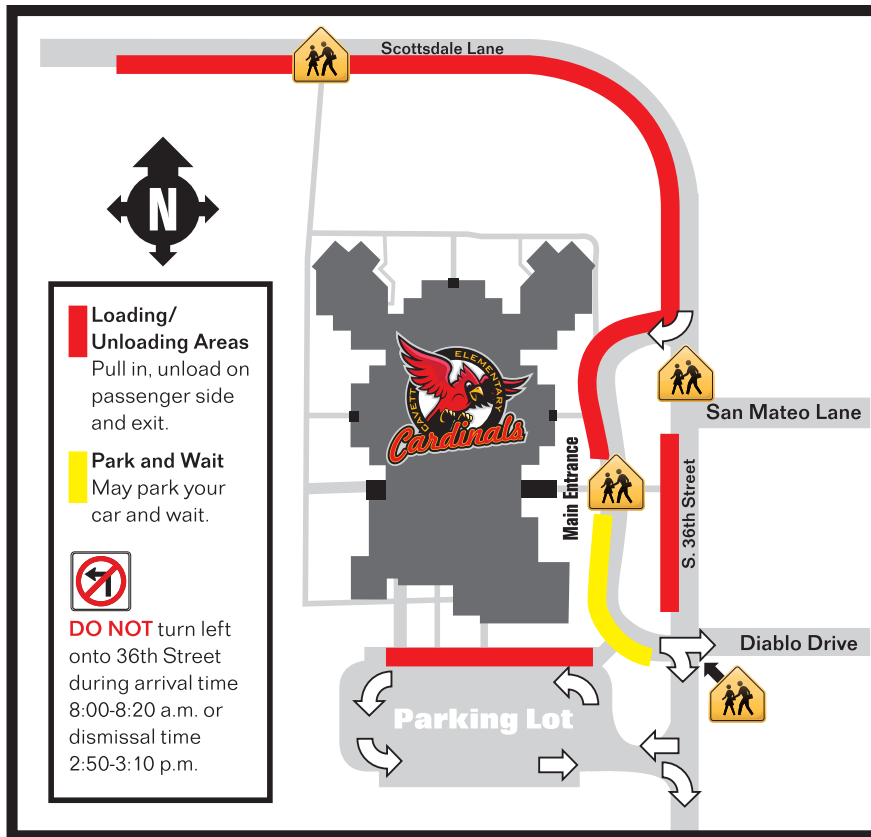
School dismisses at 2:53 pm. First through fifth grades will exit through the doors closest to their grade level pods. Kindergarten students will exit through door #4. Students must go directly home or to a school sanctioned after school activity.

Before and After School Care

Before and after school care is available to families at Cavett Elementary School through the Family Service program. Family Service provides before and after school care for kindergarten through fifth grade students. Hours are 7:00 am – 8:08 am and 2:53 pm – 5:45 pm. Please call (402) 441-7949 for more information on cost and how to register.

Cavett School's campus (including the playground) is closed until 6:00 p.m. except for use by our Family Service program and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

It is important for families to help their children plan for where to meet siblings, friends, or parents at the end of the day. Students who are meeting siblings should find a place to meet outside of the building. Any changes to your student's after school plan should be communicated with the office by 2:30 pm



Dropping Off and Picking Up Your Student

Parents who drive their child to school should see the “Traffic Flow Map” to the right.

When using the front loop driveway, the curb is reserved for drop off/pick up only. Please do not park along the curb on the north side of the loop. If you need to park and come into the building, please use our parking lot or park on the south side of the front loop driveway. During arrival and dismissal times, there is NO left turn when exiting the front loop driveway from 8:00 am – 8:20 am and 2:50 pm – 3:10 pm.

Parents of Kindergartners will use the drop off lane in the south parking lot to drop off/pick up Kindergarten students. The curb is reserved for drop off/pick up only. Please do not park along the curb. There is NO left turn allowed when exiting the parking lot during arrival and dismissal: 8:00 am – 8:20 am and 2:50 pm – 3:10 pm.

All pedestrians should only cross the streets around school campus at the designated crosswalk areas.

Children riding bikes should be careful as they ride to school and always use crosswalks. When on school grounds, students should walk their bike to the bike racks. Students may not ride their bikes on school grounds.



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 homework. If you are going to be gone on a prearranged trip, please 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.

Students Leaving Early

Parents or guardians are required to sign their child(ren) out of school if they are leaving prior to the afternoon dismissal bell. The parent or guardian must report to the SEM desk at Door #1 for this purpose. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. Students will be called to the SEM desk when the parent arrives at school.

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. If you would like to volunteer, please complete the LPS Volunteer Application found on the LPS homepage at www.lps.org.

Parents are also invited to visit school. All visitors must sign in at the school security desk at the main entrance. 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.

Reporting Student Progress

Student progress is reported on a quarterly basis. 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 10th and 12th** 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 **February 29th and March 5th**. These conferences will discuss student progress and make plans for success.

- 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.

CAVETT CARES

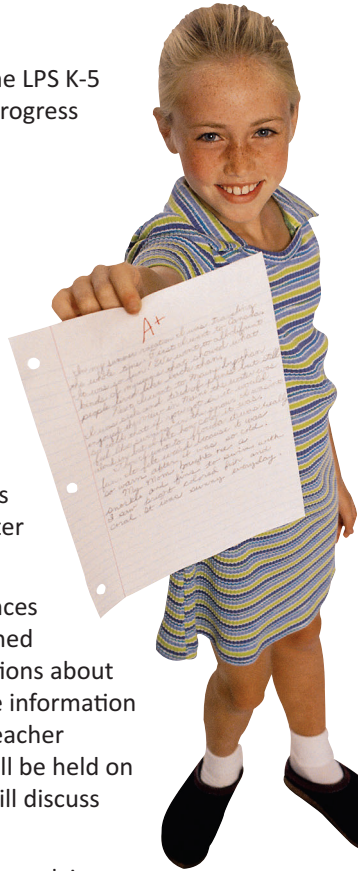
Be Safe

Be Responsible

Be Respectful

Of Self, Others And Property

Learning Is A Right And A Responsibility





CAVETT ELEMENTARY

School Rules & Behavioral Expectations

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Arrival	<ul style="list-style-type: none"> •Walk •Keep body calm and materials to yourself 	<ul style="list-style-type: none"> •Follow adult directions •Give friendly greetings 	<ul style="list-style-type: none"> •Arrive on time •Stay in grade level area
Lunchroom	<ul style="list-style-type: none"> •Walk •Stay seated with feet on the floor 	<ul style="list-style-type: none"> •Use inside voice level •Be friendly and kind with others •Follow adult directions 	<ul style="list-style-type: none"> •Use time wisely to eat •Clean up after yourself •Use table manners
Recess	<ul style="list-style-type: none"> •Hands and feet to self •Use equipment appropriately •What's on the ground, stays on the ground 	<ul style="list-style-type: none"> •Include everyone •Show good sportsmanship •Follow adult directions 	<ul style="list-style-type: none"> •Follow game rules •Stay active
Hallways	<ul style="list-style-type: none"> •Walk •Eyes forward •Hands, feet and materials to self 	<ul style="list-style-type: none"> •Single file-right side •Silent 	<ul style="list-style-type: none"> •Go directly where you are supposed to go
Restroom	<ul style="list-style-type: none"> •Keep hands and feet to self •Keep water in the sink 	<ul style="list-style-type: none"> •Honor other's privacy •Report problems to adults 	<ul style="list-style-type: none"> •Flush, wash hands well and clean up after yourself •Do your business quickly and leave

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 Cardinal Cards for exhibiting safe, respectful and responsible behavior.

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

Cavett 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.

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, Kathleen Dering. 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.

School Safety

We continuously work at making Cavett 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 Family Service daycare students can be gained from the parking lot door (#6) 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 Family Service Door #6 will be locked at all times. Parents coming to pick up their child should ring the doorbell and a Family Service staff member will let you in.

Throughout the year, students will be involved in five different types of safety preparedness drills. We will have 10 fire drills that are conducted throughout the school year. In addition to our fire drills, we will have multiple tornado, secure, lockdown and hold drills. 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.

We have a Cavett Security Monitor on duty at the front entrance to the building. **ALL VISITORS TO THE BUILDING MUST ENTER THROUGH THE MAIN DOOR.**

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. These measures help Cavett continue to be a safe learning environment for all.



Student Use of Telephone

If a child is requested to stay after school by a teacher, the student will call home to inform parents. Only necessary telephone calls are allowed during or after school. Arrangements to visit friends should be made at home. During the day, office staff will be glad to take a message for a child or a teacher. **Telephone calls interrupt instruction and will not be transferred to the classroom while instruction is taking place.**

All phone messages for students will be delivered at the end of the day.

Cell Phone and Electronic Devices

District policy on cell phones and electronic devices can be found in the Lincoln Public Schools Important Information Booklet and can be accessed online at lps.org.

Cavett P.T.O.

The Cavett P.T.O. has two objectives:

- a. To promote a cooperative relationship between the home and the school that will benefit the education of all Cavett students.
- b. To enable parents and teachers to work together to provide opportunities for all students to reach their fullest potential in physical, cognitive, social and personal development.

All parents and teachers at Cavett are considered members of the PTO and are encouraged to participate in committees, projects, and programs of the organization. The PTO website is <https://cavetto.ptboard.com/home>. On the website you can sign up for the PTO newsletter, read about the committees, check the calendar of events, and see upcoming events. Come to a meeting to learn more about the PTO and get involved. Meeting dates will be announced at the beginning of the year.

2023-2024 Voluntary Supply List

Traditionally, one of the rituals families participate in as they prepare for the new school year is to purchase school supplies. In accordance with the Nebraska Constitution and state and federal law, Lincoln Public Schools provides a free, public education to all students. This generally means the district provides the supplies needed for instruction at no cost to students. This includes textbooks, pencils, erasers, crayons, glue, scissors, paper, notebooks, tissues, etc. For this reason, please do not send school supplies for your child's individual use at school.

You are NOT required to purchase any of these items, but you may wish to purchase and donate some items to your child's classroom. We ask that you do not put your child's name on any items. All items purchased will be graciously accepted as a donation to the school and will be shared by all students within the classroom.

Kindergarten

- Kleenex
- Hand sanitizer
- Crayola markers
- Highlighters (yellow)
- Black Expo dry erase markers
- Colored pencils
- 2 pocket Poly folder with prongs (black)
- 2 pocket Poly folders without prongs (red and yellow)
- Ziploc bags (gallon, quart & snack sizes)

First Grade

- Kleenex
- Hand Sanitizer
- 24 pack Crayola crayons
- Colored pencils
- Crayola markers
- Ticonderoga pencils
- Black expo markers (thick)
- Glue sticks
- Ziploc bags (gallon, quart & snack sizes)
- Index cards

Second Grade

- Kleenex
- Hand Sanitizer
- Crayola markers – regular & fine tip
- Colored pencils
- Black Expo dry erase markers
- Dry erase board eraser
- Glue sticks
- Wide-ruled loose leaf paper
- Index cards

Third Grade

- Kleenex
- Hand sanitizer
- Ticonderoga Pencils
- Crayola markers (fine tip, classic colors)
- Highlighters
- Black Expo dry erase markers
- Elmer's glue sticks
- Crayola colored pencils
- Children's scissors

Fourth Grade

- Kleenex
- Dry erase markers
- Crayola markers (broad tip, classic colors)
- 2 spiral notebooks
- Glue sticks
- Hand sanitizer
- Ziplock bags (gallon, quart, snack)

Fifth Grade

- Kleenex
- Hand sanitizer
- Earbuds for use with Chromebooks
- Ticonderoga pencils
- Black Expo dry erase markers and eraser
- 2 pocket folders
- 1 spiral notebook
- 3 ring clear view binder (2 for Martinez)

Specialists

- Kleenex
- Hand sanitizer
- Clorox wipes
- Ticonderoga pencils

Resource/Special Education

- Kleenex
- Hand sanitizer
- Clorox wipes
- Pocket folders



Methods of Communication

ParentVue


Parents may access communications, attendance information and more for their child through ParentVue. A “button” linking you to ParentVue can be found on our school website.

School Website

Information is regularly updated on our website: <https://cavett.lps.org/>



Cavett Chirp:

 The **Cavett Chirp** 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 Cavett.


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 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/CavettElementarySchool



Cavett Elementary School



Cavett Elementary School

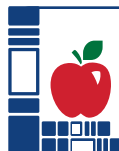
**7701 South 36th Street
Lincoln, NE 68516
Phone 402-436-1131
<http://cavett.lps.org>**

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

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

**Principal
Kathleen Dering**

**Assistant Principal
Tracy Clements**



LINCOLN BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

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