



# 2023-2024

## Student/Parent Handbook & Calendar

### ELLIOTT ELEMENTARY SCHOOL

 225 S. 25 Street  402-436-1136  Fax 402.458.3236

All students mastering learning and life skills everyday!

Michelle Kulas, Principal | Rudi Wolfe, Assistant Principal | Rachel Lewis, Special Education Coordinator

# 2023-2024 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/23/21

JULY 2023							JANUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30	31												

AUGUST 2023							FEBRUARY 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1						1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30	31			25	26	27	28	29			

SEPTEMBER 2023							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
							31						

OCTOBER 2023							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	
8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					28	29	30				

NOVEMBER 2023							MAY 2024								
S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1						1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11		
12	13	14	15	16	17	18	12	13	14	15	16	17	18		
19	20	21	22	23	24	25	19	20	21	22	23	24	25		
26	27	28	29	30			26	27	28	29	30	31			

DECEMBER 2023							JUNE 2024							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1							1	2
3	4	5	6	7	8	9	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	9	10	11	12	13	14	15	
17	18	19	20	21	22	23	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	23	24	25	26	27	28	29	
31							30							

- 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.



**(402) 436-1136**

When you call the office you will have the following options to choose from:

Main Office ... press 1

Health Office ... press 2

Kitchen ... press 3

Custodial .... press 4

Attendance ... press 5

Early Childhood ... press 6

Staff Assistance Secretaries ..... Sonia Limas, Tammy Anderson

Elliott School Hours: 8:15 am to 2:53 pm

Early Childhood School Hours: 8:00 am - 11:30 am and 12:30 pm - 4:00 pm

Office Hours: 7:30 am to 3:30 pm



## IMPORTANT DATES

Early Dismissal  
@ 1:33 p.m.

August 29

September 26

October 31

November 28

December 12

January 30

February 27

March 29

April 23

## Parent/Teacher Conferences

### First Semester

Oct 3	Oct 11
----------	-----------

### Second Semester

Feb 20	Feb 22
-----------	-----------

This handbook is prepared for all students and parents of Elliott Elementary School. It is our hope that it will be helpful in answering questions you might have about the policies and practices of our school. This handbook does not form a contract. The school reserves the right to change or modify the handbook whenever it is deemed necessary. If you have any questions or concerns, please call and we will be glad to visit with you.

## Table of Contents

Elliott Mission & Vision . . . . .	1
Welcome Letter & School Expectations . . . . .	3
Communication . . . . .	5
Elliott Community Conversations . . . . .	5
Elliott School History . . . . .	5
Title Parent Policy . . . . .	7
Learning Compact-Family-Student-Teacher . . . . .	9
Arrival/Dismissal . . . . .	11
Traffic Flow Pattern . . . . .	11
Attendance & Tardies . . . . .	13
Lunch/Breakfast Program . . . . .	15
Health Information . . . . .	17
Medication at School . . . . .	17
Elliott CLC . . . . .	19
Custodial/Non-Custodial Parents . . . . .	21
Lost/Found Items . . . . .	21
School Telephone Use . . . . .	21
Enrollment . . . . .	21
Needed Updates . . . . .	21
Care of Property . . . . .	21
Bullying . . . . .	23

# Mission

*All students mastering learning and life skills every day!*

## Our shared vision for Elliott School

The Elliott community will collaborate to provide:

- Consistently high behavioral and academic expectations
- A safe, caring and welcoming environment
- Sustained positive relationships based on mutual respect

## These guiding principles will make our vision a reality:

We will be a purposeful community using mindful planning, opportunities to dialogue and PLCs to increase student achievement.

We will create a safe bully-free environment by teaching, practicing and holding everyone accountable to for consistent behavior expectations and qualities of good character.

We will provide inclusive instruction that addresses individual needs and learning styles through professional development and use of instructional support “in addition to” classroom instruction.

We will use research based instructional strategies, monitor learning and use assessment to guide instruction.

We will use technology in our classrooms to enhance and increase student achievement.

We will promote communication and collaboration within the community.

We will develop positive and nurturing relationships with students and staff.

We will embrace all the cultures which create our unique school population.

We will create a partnership with parents and community partners to promote student growth and progress.

We will help our students feel a sense of pride and ownership of our school through adult modeling.

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.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
August 2023	Welcome back Owls! Our traffic plan encourages you to drive WESTBOUND only on "M" street. Once you enter the first crosswalk (we call that the gazebo), you can drop off your child(ren) there.		1	2	3	4	5
	6	7	8	9	10	11	12
	13	14 First Day of School Early Dismissal  Early Release @ 1:33 p.m.	15 Early Dismissal  Early Release @ 1:33 p.m.	16 Early Dismissal  Early Release @ 1:33 p.m.	17	18	19
	20	21	22	23	24	25	26
	27	28	29 PLC Day, Early Dismissal  PLC Day Early Release @ 1:33 p.m.	30	31	Students enter through door 10 and 11, depending on their grade level. All late students will enter through door 1.	





Dear Students and Families,

Welcome to Elliott 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 or concerns regarding these publications please do not hesitate to call the school office at (402) 436-1136. We welcome your comments, questions and suggestions at any time as we work to provide a thriving learning environment at Elliott for all students!

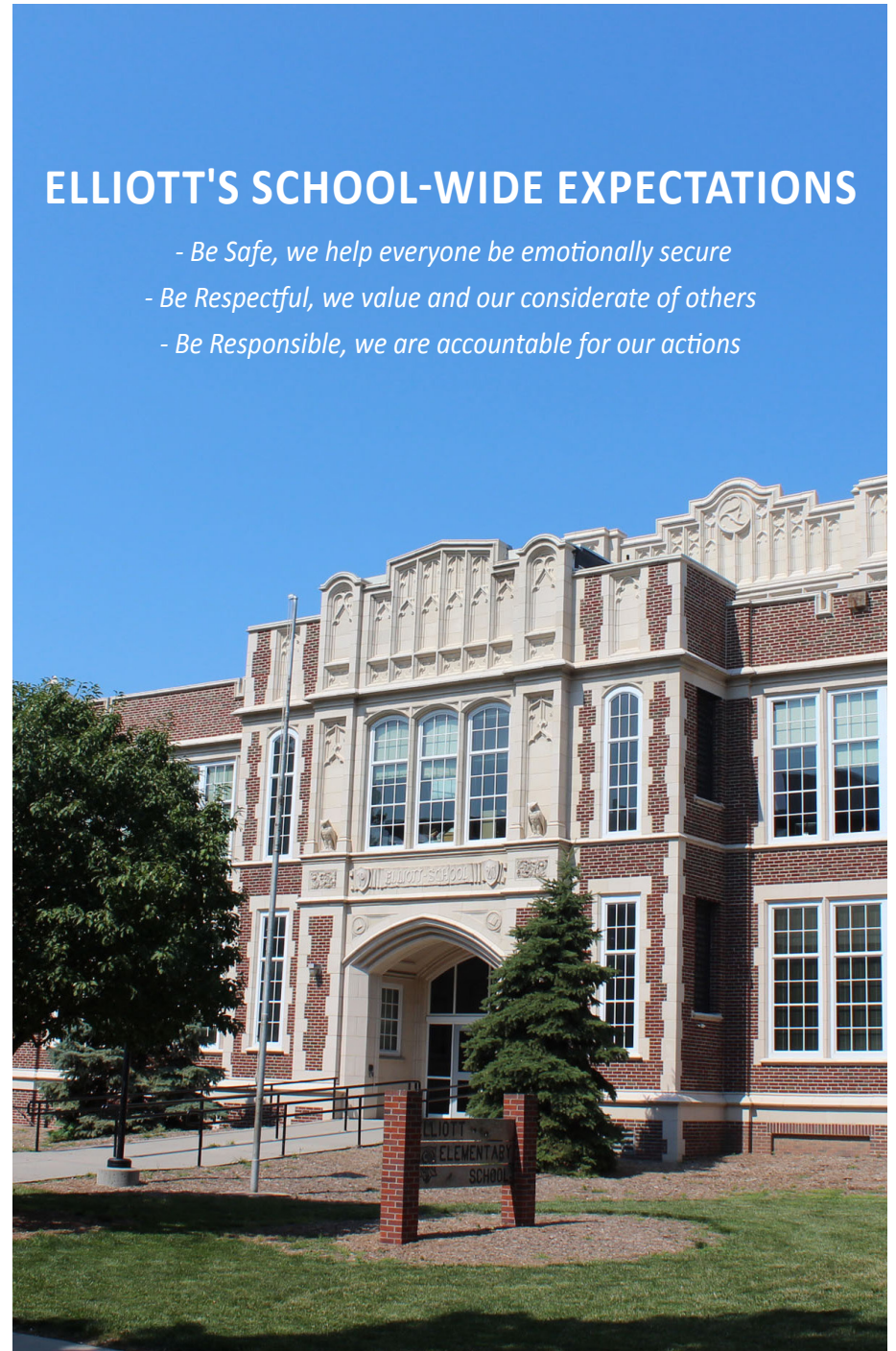
Together we make a difference!





Michelle Kulas, Principal

In case of emergency, can we reach you? Please be sure the school has your phone number or a name and number of a person to contact if you cannot be reached.

## ELLIOTT'S SCHOOL-WIDE EXPECTATIONS

- Be Safe, we help everyone be emotionally secure
- Be Respectful, we value and our considerate of others
- Be Responsible, we are accountable for our actions



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>September 2023</b>     	<p>Door 1 is the <b>ONLY</b> entrance for visitors!</p> <p>No need to fill out a free/reduced lunch application for this year. Elliott is on the Community Eligibility Provision for the 23-24 school year. This means all students who attend Elliott will receive school meals at no charge for the current school year!</p> <p>Please help us improve attendance by having your child arrive on time and ready to learn.</p>						<b>1</b> Picture Day!
	<b>3</b>	<b>4</b> Schools are Closed	<b>5</b> Food Market @ 2:30 - 3:15 p.m	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
	<b>24</b>	<b>25</b>	<b>26</b> PLC Day, Early Dismissal  PLC Day Early Release @ 1:33 p.m.	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>



## Elliott School History

Elliott School was built in 1921 and construction was completed in September of 1922. Elliott School is named in honor of Miss Phebe Elliott, then a member of the school board. Elliott remains a beautifully historic school with additions and updates over the years.

**School Colors** – Purple and Gold

**Mascot** – “Owls”

### 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.

## Communication

### 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 information 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: ([elliott.lps.org](http://elliott.lps.org))

### Parent Vue

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.


### The Elliott Hoot

Be sure to check out the quarterly Elliott Hoot, a school community newsletter from Principal Kulas! Look for the Elliott Hoot to come to you via School Messenger.

### Facebook

Check out the school happenings on our Facebook Page!

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.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<b>October 2023</b> 	1	2	3 Parent Teacher Conferences  Food Market @ 2:30 - 3:15 p.m.	4	5	6	7	
	8	9	10	11 Parent Teacher Conferences	12	13 No School for Elementary Students	14	
	15	16	17	18	19	20 Picture Retake!	21	
	22	23 Schools are Closed		24	25	26	27	28
	29	30	31 PLC Day, Early Dismissal  PLC Day Early Release @ 1:33 p.m.	<b>Parent Teacher Conferences are October 3rd and 11th.</b>  <b>More information will come your way the end of September. Your child's teacher will be sending home information about which day and time you are scheduled to attend.</b>				



## Elliott Elementary School

# Parent Involvement at Elliott

Parental involvement is a part of the ongoing and timely planning, review and improvement of District and building programs.

Parents are encouraged to support the implementation of District policies and regulations.

Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.

Textbooks, tests and other curriculum materials used in the District are available for review by parents upon request.

Parents are provided access to records of students according to law and school policy.

Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.

Testing occurs in this school District as determined to be appropriate by District staff to assure proper measurement of educational progress and achievement.


Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

Participation in surveys of students occurs in this District when determined appropriate by District staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with District policy. Timely written parental requests to remove students from such surveys will be granted in accordance with District policy (6620, 6620.1, 6621, 6621.1). In some cases (see regulation 6621.1), parent permission must be given before the survey is administered.

Parents are invited to express their concerns, share their ideas and advocate for their children's education with Lincoln Board of Education members, administrators and staff.

School District staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<h1 style="writing-mode: vertical-rl; transform: rotate(180deg);">November 2023</h1> 	<p>Our school wide goals are: Be Safe, Be Respectful, Be Responsible.</p> <p>Through our goals, we focus on the importance of KIDNESS through the entire school year.</p>			1	2	3	4
	5	6	7 Food Market @ 2:30 - 3:15 p.m.	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
					Schools are Closed		
	26	27 No School for Elementary Students	28 PLC Day, Early Dismissal  PLC Early Release @ 1:33 p.m.	29	30	<p><b>Safety, Fire, and Tornadoes Drills:</b> All schools have periodic drills so students and staff know what to do in case of an emergency. The safety of students is a top priority.</p>	



2023-24 Elliott Student/Parent Handbook Calendar

# Elliott Elementary School Family Compact

## Teacher/School

It is important that students achieve. I agree to do the following:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
2. Regularly communicate with parents on their child's progress.
3. Demonstrate professional behavior and positive attitude.

(Optional) Teacher Signature \_\_\_\_\_

## Parent / Caring Adult:

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
2. Support your child's learning--volunteer in their classroom; participate, as appropriate, in decisions related to their education, guide positive use of extracurricular time.
3. Make sure my child is at school every day and on time, unless he/she is ill.
4. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.

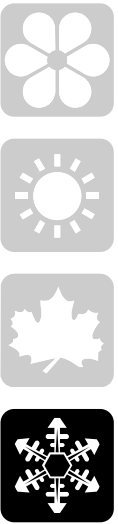
(Optional) Parent Signature \_\_\_\_\_

## Student:

I know my education is important to me. It is important that I work to the best of my ability. I agree to do the following:

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.

(Optional) Student Signature \_\_\_\_\_

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>December 2023</b> 	<p>Lost and Found is located on the lower level, at the bottom of the main stairwell. Names on jackets, lunch boxes, and other personal items improve the chances of being returned to their owners! Encourage your child to check the lost and found periodically for missing items. Articles not claimed at the end of each semester are donated for others to use.</p>						1
	3	4	5 Food Market @ 2:30 - 3:15 p.m	6	7	8	9
	10	11 PLC Day, Early Dismissal PLC Day Early Release @ 1:33 p.m.	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	Schools are Closed - Winter Break					

# Arrival

## If student participates in breakfast program

- Breakfast is served 7:50-8:05.
- When students finish breakfast they will be dismissed to the playground to join their classroom lines.
- Outside supervision starts at 8:00.
- Upon arrival students report to breakfast in the cafeteria or to their classroom lines on the playground.
- At the 8:08 bell students will be escorted to their classrooms.

## Parents bringing students to school

- Enter at the gazebo on the west side of the school.
- Students should exit the vehicle on the curb side.
- Parents can park their cars curbside and walk their child to their class lines or door #10. Parents can also park in the lot to the west of the gazebo.
- Parents needing to come into the building will enter at door #1. Parents can park at the gazebo, in the parking lot, or in the bus lane depending on availability.

## Students walking or biking to school

- Upon arrival enter at door #1 main entrance. Students will then walk to the cafeteria or their class lines on the playground.

## Students arriving after 8:15

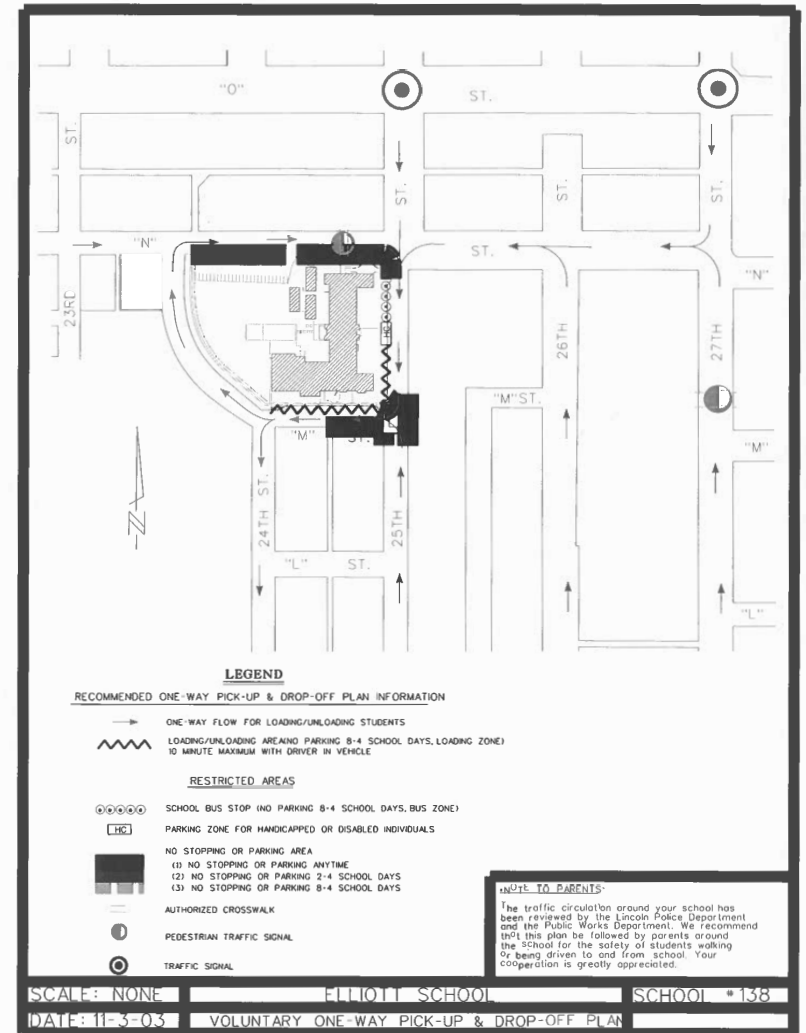
- Enter through door #1 the main entrance on the east side of the building.
- Check in at the SEM to receive their tardy pass.

# Dismissal


All students will dismiss at 2:53 and 1:33 on early dismissal PLC days. For clarity and safety we will use the following dismissal plan:

## Vehicle Pick-Up

Bus riders (including pre-school students), walkers, students going to daycare and any other individualized plans will dismiss from door #1. Grades 1, 3, 4, and 5 - Students will be dismissed from door #11 on the west side and will wait on the grade level number on the playground for pick-up. Grade 2 - Students will be dismissed for door #12 and will walk with their classroom teacher to the playground and will wait on the two for pick-up. Kindergarten - Students will be dismissed from door #5 on the south side.



Vehicle Pick-Up continued...

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<h1 style="writing-mode: vertical-rl; transform: rotate(180deg);">January 2024</h1> 	<p>Remember to have a night-time routine so your child(ren) get enough sleep so they are well rested for their week of learning.</p>	1	2	3	4	5	6	
	Schools are Closed - Winter Break							
	7	8	9	10	11	12	13	
			Food Market @ 2:30 - 3:15 p.m					
	14	15	16	17	18	19	20	
	Schools are Closed							
21	22	23	24	25	26	27		
28	29	30	31	<p><b>HELP us help your child by keeping their toys and candy at home! These items disrupt the learning environment and are considered nuisance items. They are best left at home-that also ensures the safety of your child's personal items.</b></p> <p><b>We are excited for a fabulous second semester!</b></p>				
		PLC Day, Early Dismissal						
		PLC Day Early Release @ 1:33 p.m						

### **Kindergarten**

Students will dismiss from south side door 5 -Teachers will only release students to parents who are parked curbside. Cars will not be able to stop in the middle of M Street. If there is no curbside parking available, adults will need to follow the traffic pattern through the loop and return to the south side. Other children can meet at door #5 or the Kindergarten can walk with an adult to pick up another child on the playground.

### **Students walking or biking**

Leave the school grounds using a designated exit from the playground. Families can explore options to determine what is best for their children and family. The gazebo on the west side will be open, along with the gates on the east and south sides.

### **Family Notes:**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### **Vehicle Pick-Up continued...**

- No parking will be allowed in the bus lane on the east side side of the school. These spaces are reserved LPS busses and daycare vans.
- The parking lot to the west of the gazebo is a visitor/public/staff parking lot. Parents and families can park in the parking lot for both arrival and dismissal.

## **Attendance and Tardies**





Based on School Board Policy (Reg. 5140.1), the school may report to the county attorney when a collaborative plan involving the school, guardian, and student to reduce barriers to improve regular attendance has not been successful and the student has accumulated more than twenty (20) absences per year. Absence codes that make up the excessive absences include: IL-Illness PA-Parent Acknowledged TR-Truant

It is our goal to have every student in school as many school days as possible, and to work with parents and guardians to help student understand the importance of being in school. When a student is absent from class for any reason, it becomes more difficult for the student to master the content of the course. Therefore, it is important that absences be eliminated or kept to a minimum. Equivalent experiences for students who miss class are difficult and sometime impossible to recreate. It is the responsibility of the student to make up work which has been missed because of any absence. The school staff will support the student's initiative to make up work missed.

If your child is unable to attend school, a telephone call to the school office is requested. A note from home is appreciated when your child returns to school. An absence which neither the parent nor the school condones, or is not called in, will be recorded as truancy. This will be subject to disciplinary action at the discretion of the principal.

If a student is excessively absent, 5+ days, an administrator will send a written notice home. If a student is absent 10 days a second notice will be sent and staff member will call home to discuss a plan to improve attendance. If a student is absent 15 days a third notice will be sent and an administrator will call to schedule a meeting. If absences exceed 20 days the administrator will file a report with the county attorney.

Students are considered tardy if they are not in the building at the 8:15 a.m. bell. Excessive tardies may result in a meeting with administration or a referral to the county attorney.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>February 2024</b>    	<p>Make sure to have your phone number and emergency contacts current at the school. You can logon to ParentVUE, or call the main office, to update that information. We want you to get all school information in a timely fashion and we want to be able to contact you in case of an emergency or sickness.</p>				1	2	3
	4	5	6 Food Market @ 2:30 - 3:15 p.m.	7	8	9	10
	11	12	13	14	15	16 No School for Elementary Students	17
	18	19 Schools are Closed	20 Parent Teacher Conferences	21	22 Parent Teacher Conferences	23	24
	25	26 PLC Day, Early Dismissal	27 PLC Day Early Release @ 1:33 p.m.	28	29 We celebrate each student's birthday by announcing their name during morning announcements and giving them a birthday book, pencil, and bookmark!		



# Elliott Food Market

Monthly the Food Market will be held in the Elliott gym from 2:30-3:15.



## Lunch/Breakfast Program

Both breakfast and hot lunch will be served at school.  
Breakfast is served from 7:50 a.m. to 8:05 a.m.

### Lunch Times

Grade	Lunch
Kindergarten	11:10-11:30
1st Grade	11:15-11:45
2nd Grade	11:30-12:00
3rd Grade	12:15-12:45
4th Grade	12:00-12:30
5th Grade	12:30-1:00

### Cost and Payments





**Student meals (breakfast and lunch) will remain free for all Elliott students for the 2023-2024 school year.**

Students have the choice of selecting a cold breakfast (cereal and mini breakfast bar) or a hot breakfast (breakfast pizza) plus 100% fruit juice, low fat milk and optional ½ cup serving of fruit. A school lunch consists of a choice of two or more hot entrees, chef salad or meatless entrée plus a salad, vegetable, fruit and milk.

### Lunch Visitors

If you wish to eat lunch with your child:

1. The cost of an adult lunch is \$4.00.
2. Parents are allowed to bring in outside food to share with your student.
3. Please plan to join your child at a designated guest table.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<b>March 2024</b>     	<p>We believe that students deserve a learning environment that is safe and free of disruptions. Elliott staff, students, and families work as a team to develop self-discipline and awareness of others. We have high expectations for students!</p>						1	
	3	4	5 Food Market @ 2:30 - 3:15 p.m.	6	7	8	9	
	10	11	12	13	14	15	16	
	Schools are Closed							
	17	18	19	20	21	22	23	
	24	25 PLC Day, Early Dismissal  PLC Day Early Release @ 1:33 p.m.	26	27	28	29	30	
31					Schools are Closed			

# Mental and Behavioral Health Point of Contact



## Notes:

---

---

---

---

---

---

---

---

---

---

---

# Health

Parents, please find important health information regarding school on [www.lps.org](http://www.lps.org), homepage, titled "Important Information Booklet".

**Health Office Hours** 8:00 a.m. to 3:30 p.m.

## Exclusion for Health Reasons

- Temperature of 100 degrees or higher
- Undiagnosed rash/skin lesion (exception: if student is taken to physician, he/she may be readmitted with the doctor's written permission stating the rash is not contagious)
- Other conditions which may warrant a student being sent home include: inflamed red eyes or drainage; vomiting; diarrhea; persistent cough; earache or drainage from ear; questionable illness' injury which may require medical evaluation; sore that appears infected/drainage.

## Health Information

Please notify the Health Office of any important health related information you feel is important for your child's success/safety in the classroom.

## Absences

If your child is absent 3 or more days due to communicable disease, or if injured, the student should be readmitted through the Health Office. In questionable cases, a statement from the physician may be requested by the school nurse.

## Student Medications

School personnel can administer medication to a student with a doctor's written prescription and signed permission from the student's parent or guardian. Medication must be brought to school in the prescription container with a label stating the student's name, physician's name, and directions for administering the medication. Over-the-counter medication will be given with a written order from the doctor. Cough drops are considered medications but can be administered with only signed parent permission. School-provided Formulary medication (ibuprofen or acetaminophen) can be administered to students with signed parent permission.

## Health Forms

Blank copies of health forms including action plans, formulary consents, medication consents can be found at [www.lps.com](http://www.lps.com) and search "Health Services".

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.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Food Market @ 2:30 - 3:15 p.m.	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22 PLC Day, Early Dismissal  PLC Day Early Release @ 1:33 p.m.	23	24	25	26 No School for Elementary Students	27
	28	29	30	<p><b>Attire and Appearance: It is everyone's responsibility to promote a school atmosphere that supports learning. Students are asked to dress appropriately for the weather, even as it starts to get warmer!</b></p> <p><b>While we love animals and pets, LPS policy includes that dogs are not allowed on school grounds, even when on a leash.</b></p>			

April 2024





LINCOLN  
**COMMUNITY  
LEARNING CENTERS**





## Elliott Community Learning Center (CLC)

The Elliott CLC offers a variety of programs and services to support successful students, thriving families and strong neighborhoods. The lead agency for the Elliott CLC is the YMCA working in partnership with the YMCA to provide the CLC After-School Program. Some of the programs and services provided through the Elliott CLC include:

- **After-School Program:** provided by YMCA and located at Elliott Elementary. Hours are 2:53 p.m.-5:30 p.m. This is a fee-based program with Title XX and scholarship assistance available to qualifying families. This program provides quality, licensed child care with activities that include fitness and recreation, educational enrichment, after-school snack, and other fun activities. Call 531-530-9003 for cost and enrollment information.
- **After-School and Summer Clubs:** Free educational enrichment clubs are offered after school and during the summer at Elliott Elementary. Club topics include art, literacy, math, technology, science, nature, homework help, and more.

If you have questions about the Elliott CLC, please call 531-530-9003



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>May 2024</b>     	<p>School will be out for the summer break soon. Help your child read throughout the summer!</p> <p>A child can lose a lot of their reading fluency over the summer if they don't keep practicing. Lincoln Public Libraries have activities that keep children reading all summer! Check out their website for more information.</p>			1	2	3	4
	5	6	7 Food Market @ 2:30 - 3:15 p.m.	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23 Last Day of School Early Release @ 1:33 p.m.	24	25
	26	27	28	29	30	31	

# General Information

## 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 office 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 directives regarding access to the child as provided by the parent having legal custody.

## Lost Items

Names on jackets, lunch boxes, etc. improve chances for lost articles to be returned to the owners. Lost and found items are not free for the taking. They do belong to someone. Encourage your child to check periodically for an article they may have lost. Articles not claimed at the end of each semester are donated to a worthy cause.

## School Telephone Use

Students will be permitted to call home regarding school matters with permission from their classroom teacher or office staff. However, students need to make social arrangements for after-school activities with a friend before leaving home in the morning.



# Office Information

## Enrollment

A student enrolling for the first time in Lincoln Public Schools must present a certified copy of a birth certificate. The requirement for a certified copy was implemented in 1990 with the passage of new state legislation to help track missing children. The document given to parents from the hospital at the time a child is born looks like a birth certificate, but it is not a certified copy, which has the raised seal of the state of Nebraska and the signature of the director of vital statistics. If you need to obtain a certified copy of the certificate, contact the Nebraska Bureau of Vital Statistics, P.O. Box 95007, Lincoln, NE 68509.

## Needed Updates

It is important that we have some way to contact each parent or other responsible adult. It is also important that our records have up-to-date information for the benefit of your child.

**For information about the management of specific health concerns in the school setting, parents are encouraged to contact the school nurse.**

If an emergency or illness does take place during the school hours every attempt will be made to contact you or those you have indicated we should contact.

## Care of Property

It is the responsibility of each student to give proper care to all books, instructional equipment, materials, supplies, and furniture supplied by the school. Where carelessness leads to destruction or loss of equipment or materials beyond normal use, the student and parent will be requested to make appropriate payments for the damage done.



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.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>June 2024</b>							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						



L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A



# BULLYING

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

\* For information regarding Child Abuse, please refer to the LPS Important Information Booklet. This information can be found in the Student Services section, on page 33. The LPS Important Information Booklet can be found on the front page of the LPS website ([lps.org](http://lps.org)) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

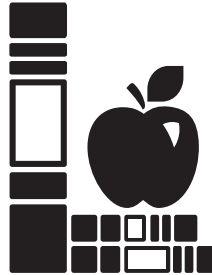


ALL PROCEDURES, GUIDELINES AND DATES OUTLINED IN **THIS DOCUMENT** ARE SUBJECT TO CHANGE, BASED ON RECOMMENDATIONS AND DIRECTIVES ISSUED BY THE NEBRASKA DEPARTMENT OF EDUCATION, THE LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT (LLCHD), OR OTHER GOVERNING BODY.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>July 2024</b>    	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			
LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA							

## LINCOLN BOARD OF EDUCATION

Barbara Baier  
Lanny Boswell  
Kathy Danek  
Don Mayhew  
Annie Mumgaard  
Bob Rauner  
Piyush Srivastav  
Paul R. Gausman  
Superintendent



5/23

Mailing Address: 5905 O Street • Lincoln, NE 68510

*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.*