

2023-2024

School Calendar and Handbook

SHERIDAN ELEMENTARY SCHOOL

3100 Plymouth Avenue • Lincoln, NE 68502

Phone: 402.436.1167 • Fax: 402.458.3267

Web Page: http://sheridan.lps.org

Dr. Amy Clark, Principal

Sheridan Elementary is learning in harmony, lifting achievement and leading the future.

2023-2	2024 Stu Lincoln Puk Lincoln, I	olic Schools Nebraska	alendar
	Approved		
S M T W 2 3 4 5 9 10 11 12 16 17 18 19 23 24 25 26 30 31 31	1 6 7 8 2 13 14 15 9 20 21 22	JANUAR s m 1 2 7 8 9 14 15 16 21 22 23 28 29 30	Y 2024 W T F S 3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27 31
AUGUST s M T W 1 2 6 7 8 9 13 (14) 15 16 20 21 22 25 27 28 29 30	3 4 5 10 11 12 5 17 18 19 8 24 25 26	EBRUA s M T 4 5 6 11 12 13 18 19 20 25 26 27	T F S 1 2 3 7 8 9 10 14 15 16 17 21 22 23 24 28 29 29
3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27	1 2 7 8 9 3 14 15 16 21 22 23 7 28 29 30	3 4 5 10 11 12 17 18 19 24 25 26 31	2024 v T F S 1 2 6 7 8 9 13 14 15 16 20 21 22 23 20 21 22 23 27 28 29 30
S M T W 1 2 3 4 8 9 10 11 15 16 17 18 22 23 24 25 29 30 31	5 6 7 1 12 13 14 3 19 20 21 5 26 27 28	APPRIL I S M I 7 8 9 14 15 16 21 22 23 28 29 30	2024 w T F S 3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27
NOVEMBE	R 2023		2024 W T F S
5 6 7 8 12 13 14 15 19 20 21 22 26 27 28 29	2 3 4 9 10 11 5 16 17 18 2 23 24 25	5 6 7 12 13 14 19 20 21 26 27 28	1 2 3 4 8 9 10 11 15 16 17 18 22 23 24 25 29 30 31
DECEMBE	R 2023	JUNE	2024
S M T W 3 4 5 6 10 11 12 13 17 18 19 20 24 25 26 27 31 31 31 31	T F S 1 2 7 8 9 3 14 15 16 0 21 22 23	s M T 2 3 4 9 10 11 16 17 18 23 24 25 30	W T F S 1 1 1 1 5 6 7 8 12 13 14 15 19 20 21 22 26 27 28 29
First and la	st days of class fo	r students	Rev. 6/5/23
All schools All schools All schools Elementary Quarter sta	not in session will dismiss early y school students irt dates C GRADUAT	check school b NOT in attenda Quarter end da ON DATES	nce (plan days) tes
	17, 2024: Yankee ay 23, 2024: Brya		
-	, Saturday and Su		-
Sate NIC	<i>Fri:</i> Scho East/LHS/LNW	ols LSW Sun: Schoo	ISE/INF
Calendar Options and appreciates tha celebrations and o parents should noti reasonable opportu	for Families: The Lin it our community has observances. In the e fy schools. Students wi nities to make up any	coln Public Schools a wide variety of ric vent families reco Il be given excused schoolwork missed.	s District understands h and varied religious gnize these holidays, absences and allowed
circumstances. If so it brings the total r requirements, the S which may require a	superintendent will im additional minutes add ously identified as non-	lost as a result of or rs for the year belo plement a plan for ed to the day, additionstudent days re-sch	alendar changes, and w the state minimum making up this time, onal days added to the



Sheridan Community . . . learning in harmony, lifting achievement and leading the future.

Dear Sheridan Elementary School Families,

Welcome! The Sheridan staff is excited about the new school year and we look forward to working with you to support children's learning and growth. This handbook/calendar contains information about policies and procedures for our school. We also emailed/sent the "Important Information" booklet, provided by Lincoln Public Schools, for additional parent/ student information. Please review this information with your child. The school event calendar was created in the spring and the dates are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 402-436-1167.

Sincerely,

Dr. Amy Clark Principal

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.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23			1	2	3	4	5
August 2023	6	7	8	9	10 OPEN HOUSE 5:30 - 6:30	11	12
Au	13	First Day of School 14 Early Dismissal	Early Dismissal 15	Early Dismissal 16	17 DAY 3	18 DAY 4	19
		2:18 DISMISSAL	2:18 DISMISSAL	2:18 DISMISSAL	DATS	DAT 4	
	20	21 DAY 1	22 DAY 2	23 DAY 3	24 DAY 4	25 DAY 1	26
	27	28 DAY 2	PLC Day, Early Dismissal DAY 0 2:18 DISMISSAL	30 DAY 3	31 DAY 4		

Creating Success Through Partnership

Students are responsible with the support of our staff, to conduct themselves in a manner that will create a safe learning environment at Sheridan Elementary School. All appropriate behaviors are included in Sheridan's three simple guidelines for success. We will work together to help our children to:

Be Safe

We help everyone feel physically and emotionally secure.

Be Respectful

We value and are considerate of others.

Be Responsible

We are accountable for all of our actions.

Special Permissions

Students wishing to come early to study or meet with a teacher must obtain a pass from the teacher the previous day.



Important Information Needed

Starting July 17th, parents and guardians will verify their child(ren)'s enrollment information through the online parent portal, ParentVUE. This annual process was formerly completed on a paper census form, which parents/guardians had to review, update and return to the office. **For the safety of your child**, it is necessary to provide an emergency contact name and phone number while verifying your child's enrollment information online, in case you cannot be reached.

It is very important that parents/guardians notify the school office of any change in address and/or telephone number throughout the school year. The office must have a current telephone number on file in case we must contact you in the event of an emergency.

Tardies

Student achievement is impacted by frequent tardies. We would rather have children come to school late than not at all, therefore, we do not discipline tardy students. We will make a plan with them so they get to school on time. Parents/guardians will be notified by a letter and/or phone call to inform them of the situation. A parent/guardian conference may be scheduled for students who are repeatedly tardy. Students attending Sheridan School on permit are reminded that punctual attendance is necessary to maintain permit status.

Drop Off and Pick Up

- Follow flow of traffic when dropping off and picking up your child(ren) (map found on page 6 of the Sheridan Student Handbook/Calendar).
- Drop off and pick up your child(ren) on the passenger side only of the car to ensure children do not cross the street.
- Arrange to drop off and pick up your child(ren) in the same place each day.
- Teach your child to use designated crosswalks and crossings when available.

Pick Up/Lunch

A student can only be picked up or eat lunch with someone if they are listed as a contact during online enrollment verification. If they are not, you must contact the Sheridan office and give them the person's name who will be picking them up or eating lunch with them.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2023						1 DAY 1	2
September 2023	3	4 Schools are Closed	5 DAY 2	G Day 3	7 DAY 4	8 DAY 1	9
Sept	10	11 DAY 2 PICTURE DAY	12 DAY 3	13 DAY 4	14 DAY 1	15 DAY 2	16
	17	18 Day 3	19 DAY 4	20 DAY 1	21 DAY 2	22 DAY 3	23
	24	25 DAY 4	PLC Day, Early Dismissal DAY 0 2:18 DISMISSAL	27 DAY 1	28 DAY 2	29 DAY 3	30

Arrival at School

Students are expected to arrive at school between 8:50 a.m. and 9:00 a.m. There is no supervision available prior to that time. Students who arrive after 9:00 a.m. must check in with the Security Entrance Monitor at Door #1.

Once students enter the building, they will walk to their assigned hooks outside their classrooms. Outside their classrooms, students will hang up their belongings and sit quietly by their coat hook until the 8:55 bell rings. School staff will be supervising the hallways. At 8:55, teachers will greet students and welcome them into the classroom to begin learning for the day.

Arrival Times

- Earliest arrival is 8:50 a.m. unless participating in breakfast, band, or before-school childcare.
- Students can arrive at Sheridan at 8:50 a.m. and will walk directly to their coat hooks and wait quietly for the 8:55 a.m. bell.
- Classes begin at 9:00 a.m.
- After 9:00 a.m., all students use Door #1 and check in with the Security Entrance Monitor.
- Breakfast is available 8:30 9:00 a.m. through Door #9 (east side).
- Before School Childcare is available between 7:00 a.m. and 8:50 a.m. Preregistration is required through Family Service, 402-441-7949.

Releasing Student Early

Sheridan school hours are 9:00 a.m. - 3:38 p.m.

Students who leave before the end of the day are to be signed out by a parent or guardian. The school will only release children to adults designated by the parent during online enrollment verification or parent/guardian must call the office prior to release.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the principal must be informed and provided the copy of that order to maintain on file at school.

Dismissal From School

For safety purposes, students will not be allowed to play on the playground while waiting for rides after school.

Dismissal Times

- All students are dismissed from the building at 3:38 p.m.
- All students must go directly home or to a school sanctioned after-school activity.
- Teachers will escort students out their designated exit door.

Dismissal Areas

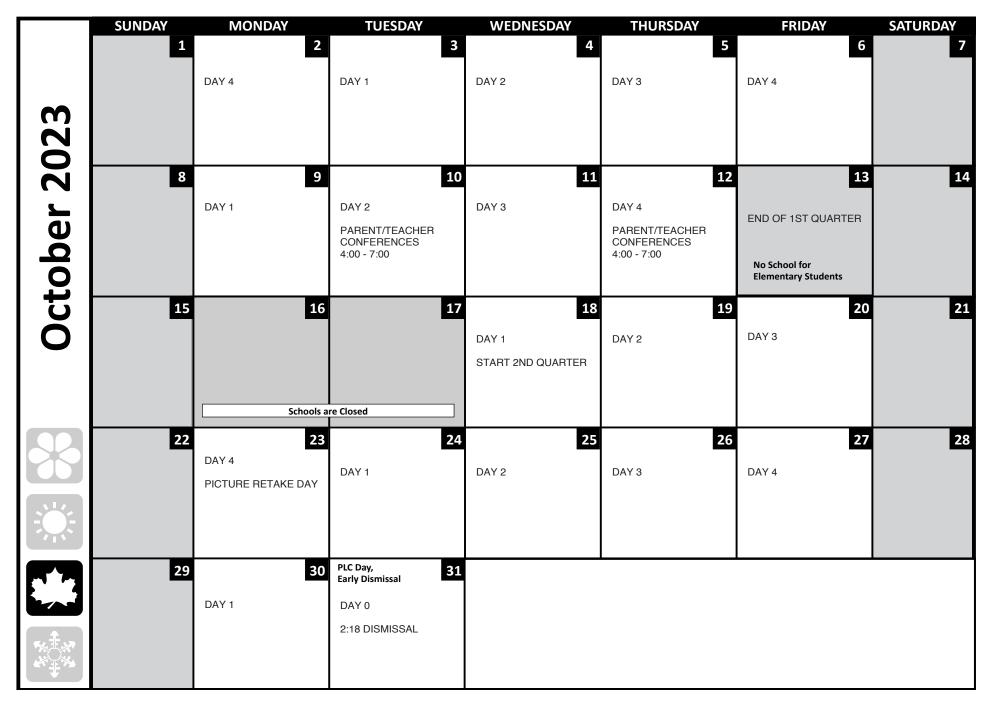
- Students enrolled in after-school activities will be escorted to the appropriate area.
- Parents arrange to pick up their children at the same place each day.

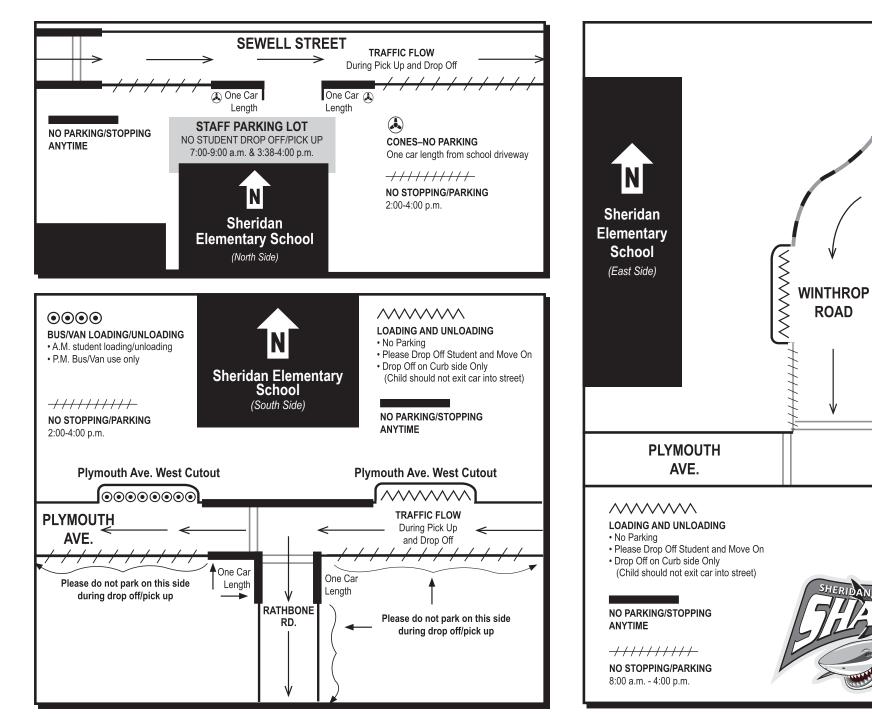
Family Service

• Family Service childcare is available after school until 6:00 p.m. Pre-registration is required through Family Service, 441-7949.

Late Pick Up

• Parents/guardians must come to door #1 to sign out students not picked up by 3:45 p.m. Children will not be allowed to wait outside after school or to leave the building without a parent/guardian signature after this time.



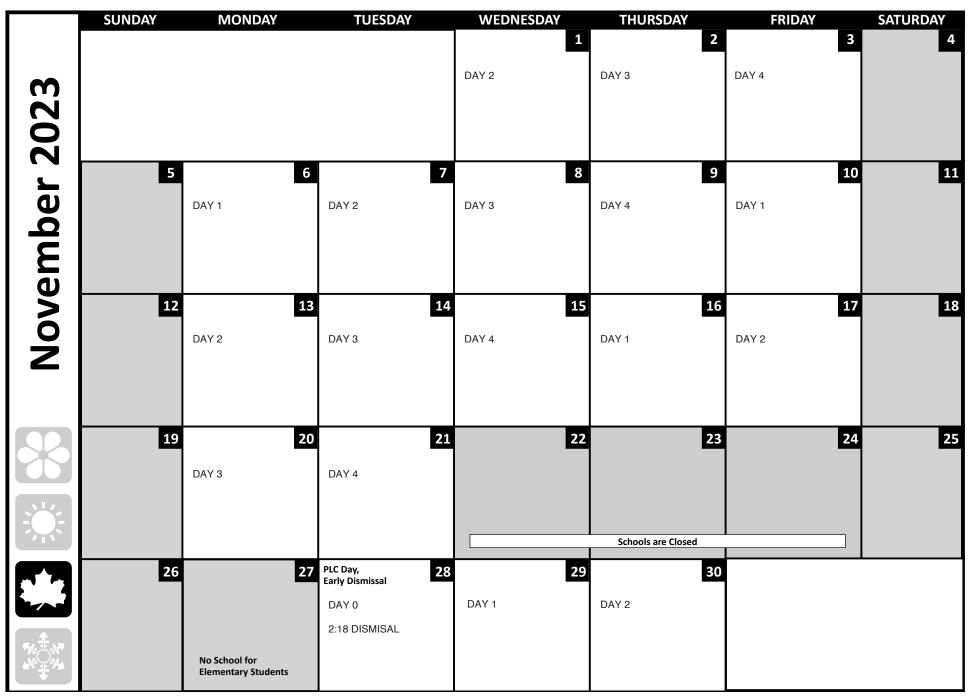


ELEMEN

TRAFFIC FLOW

During Pick Up

and Drop Off



Breakfast Program

- Breakfast is served between 8:30 a.m. and 8:50 a.m. on each school day.
- All students will be released as they finish eating to join classmates at their designated arrival area.
- Any students remaining in the cafeteria will be escorted to their rooms at 8:55 a.m.



Parent Teacher Organization

The Sheridan Parent Teacher Organization (PTO) is a vital part of Sheridan's success with children. As an organization, they represent parents/guardians and organize events and projects that serve children and families. Scheduled PTO meetings are listed on the calendar. All teachers and families are encouraged to attend PTO meetings and activities.

For more information about the PTO, check out their website at <u>sheridanelementary.ptboard.</u> <u>com</u>. Email them at <u>sheridansharkspto@gmail.com</u> or connect through their Facebook page at <u>www.facebook.com/SheridanPTO</u>.

Personal Electronic Devices

Cell phones, smart watches, and other personal electronic devices are considered nuisance items if heard or used during the school day. If personal electronic devices are brought to school, they should be kept in their backpack or location designated by school staff during the school day. Smart watches can be worn as long as they are used as a standard watch. If smart watches are used for any other function, they will be treated the same as other personal electronic devices, and the student will be asked to keep in their backpack or other location designated by school staff. The school is not responsible for damaged, lost or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent.

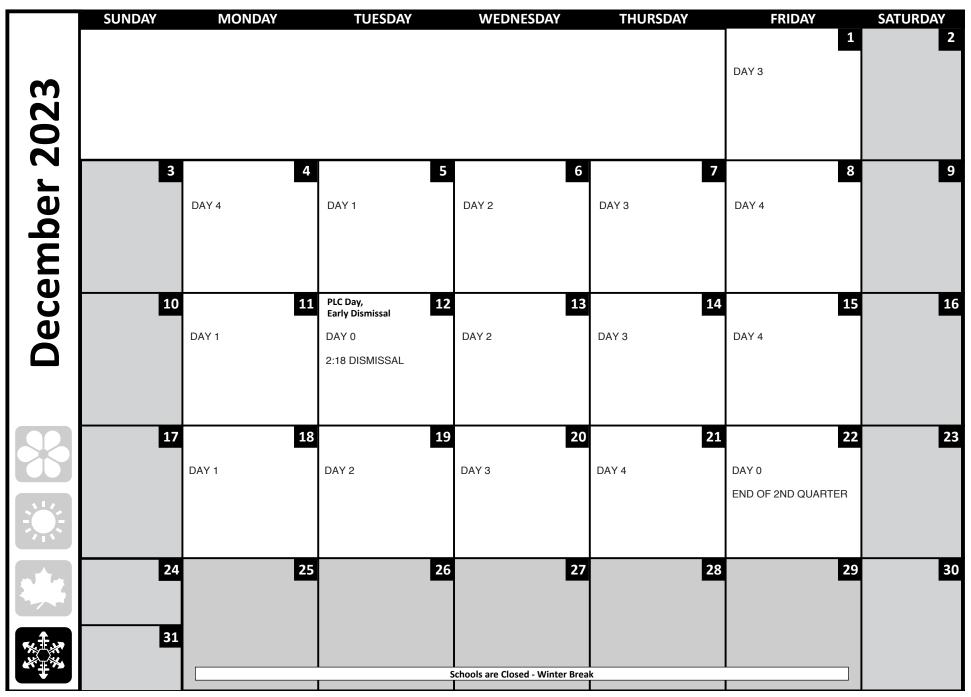
Student Use of Phones

Students will be permitted to call home regarding school matters after getting 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 arriving at school. Cell phones may not be used by students at school.



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.



Communicating Student Progress

Report Cards & Parent-Teacher Conferences

Lincoln Board of Education states (Policy 6570) that "student progress will be reported formally to parents/guardians at least four times each year." Information about elementary student progress is reported in four areas:

- 1. Progress through district curriculum objectives.
- 2. Performance in assigned curriculum level.
- 3. Effort.
- 4. Use of effective learning or study skills.

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. Please consult the Sheridan School Calendar for Parent-Teacher conference dates. Parents with immediate questions about their child's academic progress are encouraged to contact the teacher at any time.

Methods of Communication

School Newsletter: Shark News contains announcements, information, school events, etc. This newsletter will be posted monthly on the Sheridan website and emailed to families..

Weekly Communication Folders: Typically, school news will be sent home weekly via Friday Folders. Please return the folder the next school day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Sheridan 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: sheridan.lps.org

ParentVue: Parents may access communications, attendance information, grades and more for their child through ParentVue. To activate your ParentVue account or if you have any questions, please call the Sheridan office. A link to ParentVue can be found on our school website.

SchoolMessenger: 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.

Continuous School Improvement Goal

Improve academic achievement for ALL student groups in reading based on the quarterly report card data and progress reports by May 2024.



STAY CONNECTED

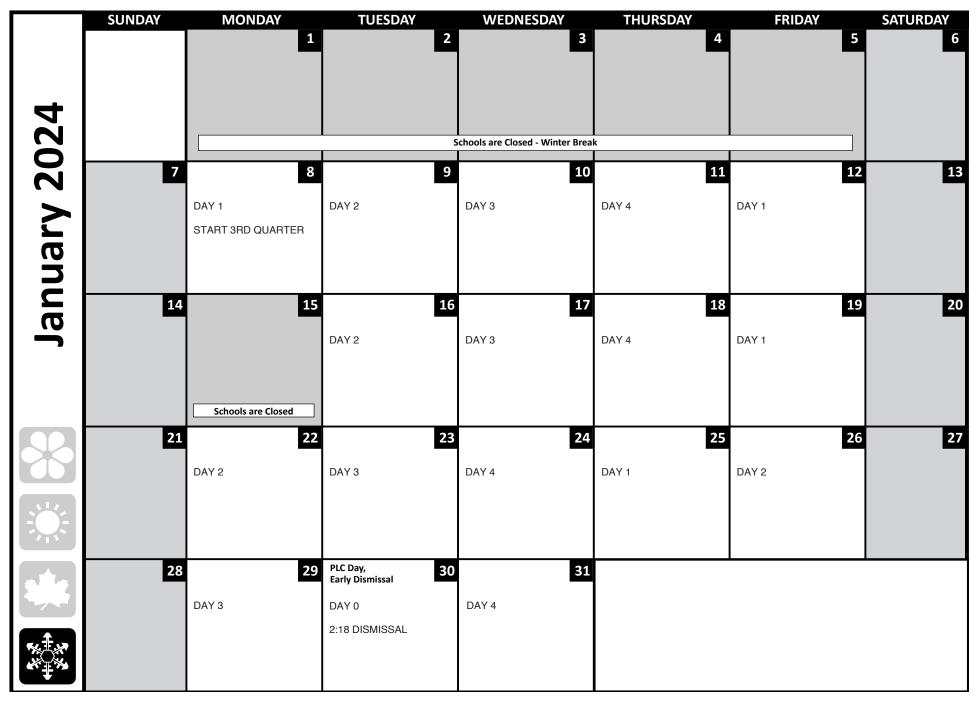
Follow Sheridan Elementery on Facebook, Instagram, and Twitter for what is happening

at school!





Sheridan Elementary School @SheridanElem @SheridanElemen



Standard Response Protocol Emergency Drills

All schools are required to have periodic drills so students are prepared in the event of an emergency. The safety of students is a top priority. Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning.

Parents who do arrive, may join the children in the designated shelter area. Staff will not be available to meet or assist parents during the tornado warning since they will be occupied with the children in their shelter locations.

Before–&–After School Care

Before–and–after school care is available to families at Sheridan School through Family Service. Please call 441-7949 for registration and fee schedule.

Bullying

If you feel that peers are bullying your child, please contact your child's teacher or the building principal, Dr. Clark. 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.
- WINDOW WINDOW

• 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.

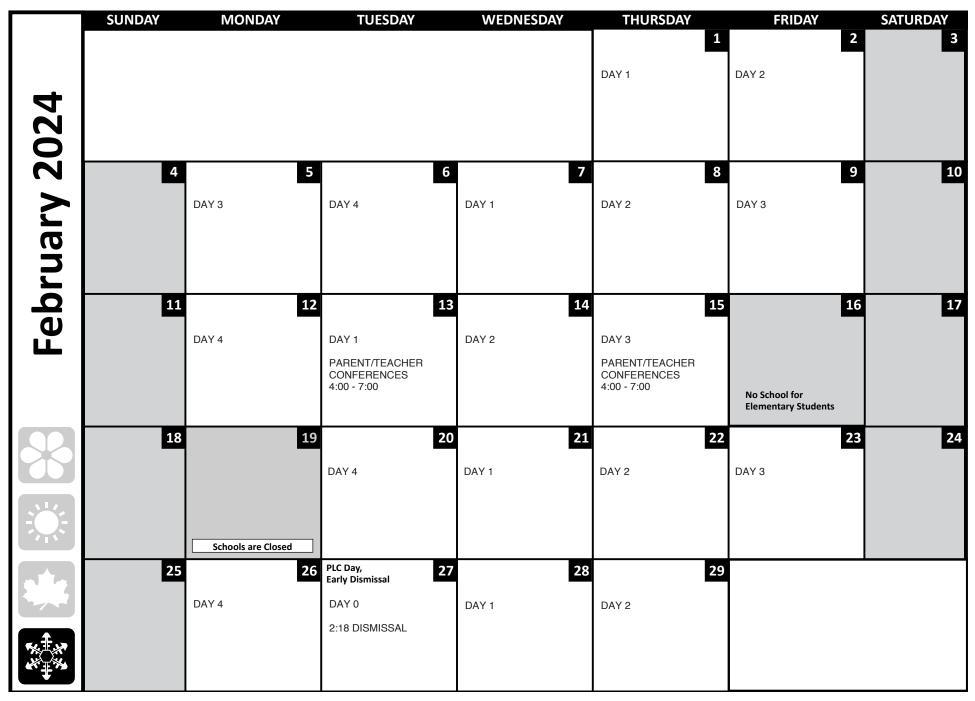
As an added prevention piece, please discuss with your child who the adults are in the building they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, 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.

Positive Reinforcers

Sheridan uses verbal and physical signals to support positive behavior. We draw attention to students doing the expected behaviors to encourage everyone and strengthen a positive environment.

Sheridan uses a "Shining Shark Award" to recognize positive behavior for individuals and groups. The "Sharks" go into their class shark tank and grade levels celebrate in ways determined by the students when their tank is full. Our classroom goal is a ratio of 4 positive reinforcements to 1 correction. At Sheridan, teachers meet or exceed that ratio.



2023-2024 LUNCH SCHEDULES:

Grade Level	Lunch Time
Kindergarten	11:00 - 11:25
2nd Grade	11:15 – 11:40
1st Grade	11:30 – 11:55
3rd Grade	11:45 – 12:10
4th Grade	12:00 - 12:25
5th Grade	12:15 – 12:40

Sheridan Volunteers

If you want to be a volunteer at Sheridan, go to LPS.org and type in "volunteer" in the upper right search box. Fill out the online volunteer form and click "apply" to be a Level 2 volunteer. To become a Level 3 volunteer, you must contact the Sheridan office after completing the online Level 2 application. Additional information will be requested in order to run a background check to become a Level 3 volunteer.

Level 2 – Can work in the classroom with students, but under direct supervision of the teacher. This includes but is not limited to: Room Parent, Classroom readers, Friday folder helpers, etc.

Level 3 – Can work with students, but may not be under the direct supervision of the teacher. This includes but is not limited to: FIELD TRIPS, helping students in the hall, etc.

***IF YOU PLAN TO ATTEND ANY FIELD TRIP(S), YOU MUST BE A LEVEL 3 VOLUNTEER PRIOR TO THE TRIP DATE. ***

EARLY RELEASE

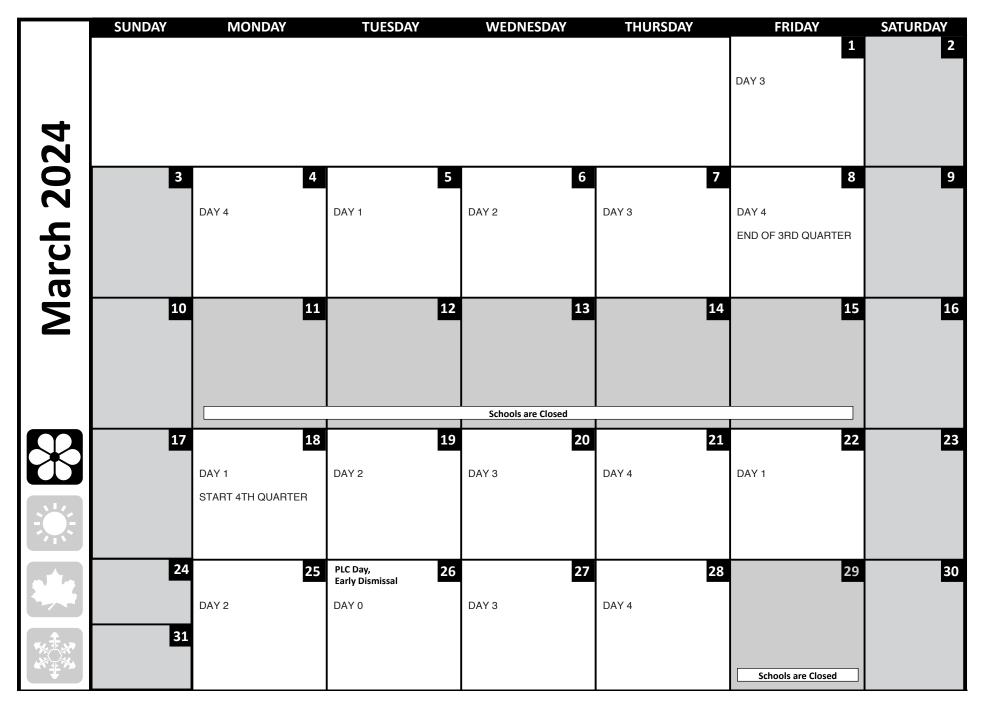
School will dismiss at 2:18 p.m. on the following dates due to Professional Learning Communities (PLC) for teachers:

August 14-16, 29 September 26 October 31 November 28 December 12 January 30 February 27 March 26 April 23 May 23

PARENT/TEACHER CONFERENCES

Tuesday, October 10 and Thursday, October 12, 2023

Tuesday, February 13 and Thursday, February 15, 2024



Important Information Handbook

Lincoln Public Schools has developed an important information handbook 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.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable School District policies, and state and federal statutes and regulations. The information provided in this book is subject to change without notice. On the right you will find the table of contents from this informative handbook.

GENERAL INFORMATION

Student Calendar	1
Letter to Parents	1
Lincoln Board of Education	2
District Board Boundary Map	3
Communicating Concerns	3
District Map	4
School Directory	5
School Start and End Times	5

ATHLETICS AND ACTIVITIES

Intramural and Interscholastic
Athletic Participation Guidelines6
Interscholastic Athletic/Activity
Participation8

COMMUNICATION SERVICES

Communications	9
Smoke-Free Environment	9
Severe Weather Policy	9
Copyright and Fair Use Policy	10
LPSDO Telephone Contacts	10
CURRICULUM Gifted Program	12

DEPARTMENT OF EARLY CHILDHOOD	
Early Childhood1	2

HEALTH SERVICES

INSTRUCTION, DIVISION OF

Student Fees Policy	1	7	
Student Fees Policy Appendix	1	9	,

MULTICULTURAL OFFICE

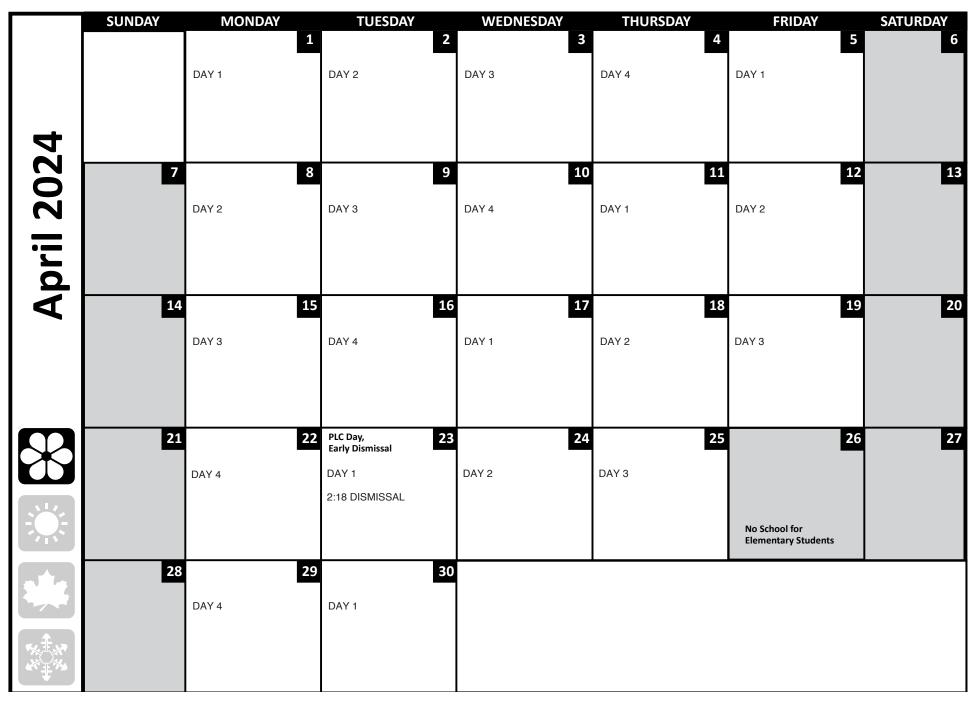
Multicultural Advisory Committee	21

SPECIAL EDUCATION

Special Education Identification and Placement Procedure......26

STUDENT SERVICES

STODENT SERVICES
Parental Involvement28
Birth Certificate Requirements
Goals for Students28
Application for
Special Attendance Permit
Educational Equity29
Guidelines for Religious Holidays
Rights and Responsibilities of Students30
Notice of Nondiscrimination/Contacts32
Law Enforcement32
Dating Violence Policy
Anti-Bullying Policy33
Child Abuse33
Technology Resources Use
Nuisance Items
Student Attendance36
Care of Property37
Student Rights
Rights of Divorced Parents42
Safe and Drug-Free Schools43
Student Photo ID Cards44
Visitors and Volunteers44
COMMON PRACTICES
Communicating Grades46
Elementary School Common Practices47
Middle School Common Practices
High School Common Practices48
THREAT ASSESSMENT
Threat Assessment Program50
School Safety51
Searches of Students and Property51
Video Surveillance 51



School/ 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 food that is 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 food for their class for any occasion.

We request that only nonedible treats are included in Valentine cards. Edible treats will be sent home and will not be eaten at school due to possible allergies and food sensitivities.

PLEASE NOTE:

All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.



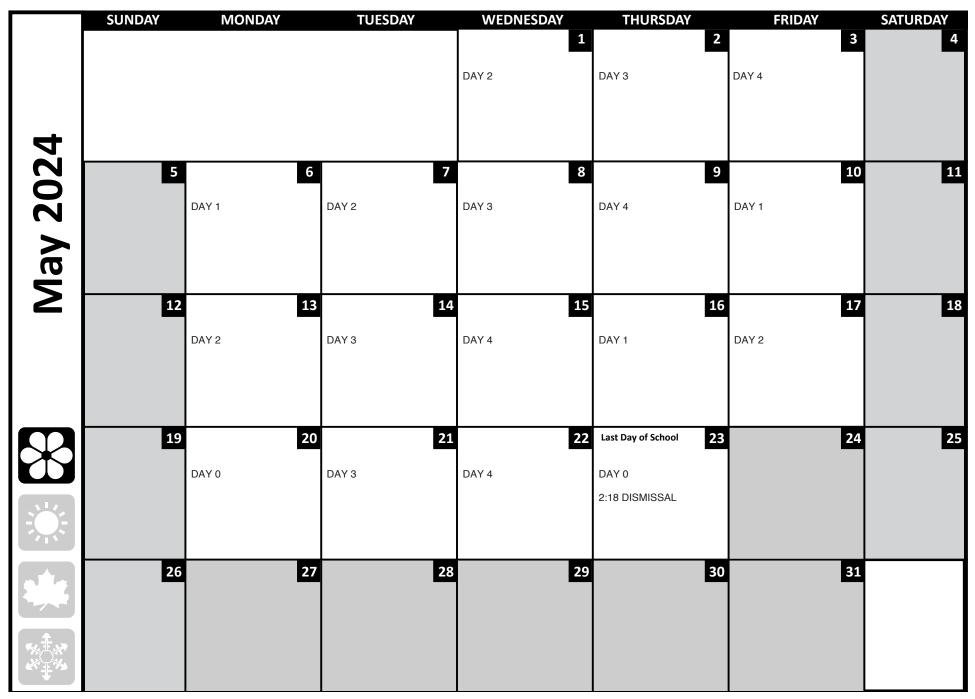
Field Trips

Parents acting as volunteers on field trips, may not bring other children so their full attention can be given to active supervision.

Parents/Guardians who are not volunteers are strongly discouraged from bringing younger siblings on a school sponsored field trip. Field trips are connected to the LPS curriculum and are intended for the students at that grade level to have a focused learning experience.

If the educational experience is disrupted by younger siblings or parents not acting as volunteers, they may be asked to leave the field trip.

The school determines the number of adult volunteers needed for a field trip and may need to limit adult participation due to cost, supervision, space, security and other considerations.



SHERIDAN ELEMENTARY SCHOOL STAFF

Principal	Amy Clark	aclark@lps.org
Assistant Principal	Ashley Sitzman	asitzman@lps.org
	Anessa Brohman Hayley Fairhead	
Secured Entry Monitor	Deb Sutter	dsutter@lps.org
Nurse	Courtney Williams	cwillia6@lps.org
	Krystle Brandt Jen Lammers Angela Penner	jmunson2@lps.org
	Amy Judd Lauren Murphy Mallory Schmidt	Imurphy@lps.org
	Cyndi Brown Julie Ehlers Molly Moller	jehlers2@lps.org
	Morgan Christensen Taylor Cole Alyssa Emery	tcole2@lps.org
	Chelsea Hyland Holly Stange Jennifer Stoltenberg	hstange1@lps.org
	Macy Maschka Matt McMullin Amy Smith Mary Fiedler	mmcmulli@lps.org asmith6@lps.org

Vocal Music	Megan Stroup	mstroup@lps.org	
Library/Computer Science	Amy Swansona	swanso3@lps.org	
Physical Education	Darrell Dinneen	ldinneen@lps.org	
Gifted	Annie Kennedy	aritter@lps.org	
Strings/Band	Jen Bailey	.jbailey2@lps.org	
	Teal Hollmann Kristin Christensen		
	Courtney Bartlett Alan Holly		
Psychologist	Brandon Ee	bee@lps.org	
School Counselor	Samantha McTavish	smctavis@lps.org	
Social Worker/Mental and Behavior Health Point of Contact			
	Roxanne Bischof Jessica Dodd Sara Halama Cindy Jones Jenny Schaffer Shannon Steppat Jo Stolle	jdodd@lps.org shalama@lps.org cjones@lps.org . jschaffe@lps.org ssteppat@lps.org	
Nutrition Services	Audra Hansel	ahansel.lps.org	
Family Serivice	sheridan@familyservicelincoln.org	402-441-7949	







LINCOLN BOARD OF EDUCATION

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.