



**2023-2024**

# **School Calendar Student & Parent Handbook**

## **West Lincoln Elementary School**

630 West Dawes Avenue • Lincoln, NE 68521

**Phone:** 402-436-1168 • **Website:** [westlincoln.lps.org](http://westlincoln.lps.org) • **Fax:** 402-458-3268

Attendance Hotline: 436-1168–Option 5 (24 hours a day)

Scott Schwartz, Principal • Sara Rose, Assistant Principal • Danielle Burbach, Instructional Coordinator

West Lincoln Elementary School will promote an environment where school, family and community, work collaboratively to ensure all students acquire skills to succeed in an ever-changing world.



# West Lincoln Mission Statement

It is our mission at West Lincoln Elementary School to create a learning environment where school, family and community work collaboratively to ensure all students have the skills to succeed in an ever-changing world.

**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.

## Intent of Student Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about West Lincoln Elementary School. Each family is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.



## Welcome to the 2023-24 school year!

We have worked hard to prepare for the upcoming year and we look forward to a great year at West Lincoln.

Communication with families is a priority for us and we want to be sure that families get our communications.

- Our handbook and website provides families with scheduled days off from school, general information about West Lincoln and school procedures for families.
- Wildcat Newsletter will be sent home every two weeks by email and also paper copy to the oldest student in the family.
- Classroom teachers will communicate with families on a regular basis.
- Facebook will be a great way to see what happens during the school day, Also reminders about school event are shared there. Please “like” us on the West Lincoln Facebook page.

Traditionally, our parents have been very involved at West Lincoln. Our Community Learning Center organizes family nights throughout the school year. These events are fun learning opportunities for your child and a great way to connect with other families.

Our Parent Teacher Organization (PTO) is an excellent way for families to connect with the entire school community and learn more about West Lincoln.

For families who are learning English, we have a Family Literacy class that meets each day from 9:15-11:15am. Please call the school if you are interested in learning more about Family Literacy.

We look forward to a great school year!

Sincerely,  
Scott Schwartz, Principal



# Arrival/Dismissal Map



## Arrival

The following plan is designed to ensure the safety of all our students at dismissal and arrival times. Supervisors will be in place to assist students and families with the plan.

### Please support us by...

- having your children arrive at school at the designated time.
- following our pick- up and drop- off procedures.
- developing a consistent arrival and dismissal plan with your child.

### Arrival Times

- Earliest arrival is 8:40a.m.
- Students enter at 8:52 a.m.
- School begins at 9:00a.m.

### Breakfast (8:52)

- Breakfast is served at the arrival doors.

### Arrival Areas (8:40- 9:00a.m.)

- Kindergarten Door 4
- 1st Grade Door 3
- 2nd Grade Door 1
- 3rd Grade Door 1
- 4th Grade Door 1
- 5th Grade Door 13

### Late Arrival (After 9:00am)

- Students enter through main entrance (Door 1) and report to the office.

## Dismissal

For the safety of your child, we ask that you designate a door for your child to be dismissed from. You may choose the front door or the back door. Teachers will escort them to their doors inside the building. Please be sure to develop a consistent plan with your student. Some of these procedures may seem like an "inconvenience" to you, but by taking an extra 1- 2 minutes, you can make arrival and dismissal safer and more efficient for ALL students.

- Entire class is dismissed when ALL student are ready to leave.
- All students must go directly home or to a school sponsored activity after dismissal.
- Students staying after school must exit with the class and return with their teacher.
- Students staying after school will notify parents from the office phone.

## Attendance

We know students who attend school regularly and on time perform better in school. It is our goal to have every student in school as many days as possible, and to work with parent and guardians to help students understand the importance of being in school. Parents are encouraged to report their student's absence by calling the attendance line or using ParentVue. Students may also be excused from school to participate in a school-approved activity.

When a student reaches 10 absences, a computer-generated letter is sent to parents/guardians to inform them of their student's attendance and to offer assistance. Additional letters will be generated when absences reach 15 and 20 days. Excessive absences may result in a collaborative plan being developed between the parent/guardian, student, and the school.

Based on School Board Policy (Reg.5140.1), it states that "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.

## Medical and Dental Appointments on School Time

Students are granted approved absences from school in order to keep medical and dental appointments during school hours. To receive a district excused absence, a doctor's note must be turned into the office when the student returns from their appointment. In addition, students must check in with the office upon departure for the appointment and on return to school. A computerized record is kept when the student is out of the building.

## Attendance at Special Events, After-School and/or Evening Activities

Students attending after-school and/or evening activities at West Lincoln School must be accompanied by a parent/guardian. Students must be in attendance during the school day in order to attend special events during the school day, after school, and/or evening activities.



# Homework Tips for Parents/Guardians

School homework/make-up work should be related to curricular objectives. Students should experience regularly scheduled time at home, free of distractions or interruptions, where they can develop self-discipline and individual responsibility for learning. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words, practice math facts, or write a story. Please work with your child's teacher if you would like additional guidelines. Children will have math almost every night.

- Maintain a positive attitude toward learning and the value of homework.
- Help your child find an area to study that is quiet and relatively free of distractions.
- Be patient with the child and praise him/her for any effort made.
- If your child has trouble understanding directions, help him/her with explanations. If the child continues to have difficulty, help the child with the beginning part of the assignment. If the child still has difficulty, end the homework and write a note to the teacher explaining the problem. Do not do the homework for the child.
- Look over the assignment when the child says they are done to see if they have forgotten anything and have done it well. Praise the child for his/her accomplishment.

## West Lincoln Homework Policy

Homework is vital for providing independent practice and reinforcing concepts taught in class to help students become successful. Parents, students, and the school will work in partnership to support student learning.

### Roles

#### The Teacher Will...

- Communicate expectations and homework procedures
- Assign appropriate homework
- Provide feedback to the parents and students in a timely manner

#### The Parents Will...

- Provide a quiet place and time for their child to do school work
- Encourage their child to complete school work

#### The Students Will...

- Make a sincere effort to complete their homework Homework at all grade levels should not consume a child's evening. Most homework should take 10-30 minutes

Grade	Recess/Lunch Time
Kindergarten	10:40-11:30
1st Grade	11:15-11:55
2nd Grade	11:40-12:20
3rd Grade	12:05-12:45
4th Grade	12:55-1:35
5th Grade	12:30-1:10

Grade	Special Times
Kindergarten	12:55-1:45
1st Grade	1:50-2:40
2nd Grade	2:45-3:35
3rd Grade	10:00-10:50
4th Grade	10:55-11:45
5th Grade	9:05-9:55

# Parent/Teacher School Compact West Lincoln Elementary School 2023-2024

### Teacher/School:

*I will support students and families by:*

1. Building trustworthy relationships with students and families.
2. Fostering open communication with parents, so families are informed of classroom expectations, school events and how they can support their child's learning.
3. Being available to answer parents' questions.
4. Providing a high quality education that ensures all students can meet State standards.

### Parent/Caring Adult:

*I will support my child's learning by:*

1. Helping with homework.
2. Designating a daily reading time.
3. Having intentional conversations about daily activities.
4. Supporting consistent school attendance.

### Student:

*I will be responsible for my own learning by:*

1. Completing my classwork and homework; I will ask for help if needed.
2. Respecting myself, other students, and adults.

## Family Service Before and After School Program Monday-Friday, 7:00-9:00 AM and 3:38-6:00 PM

- All students enrolled in Family Service After School Programming will automatically be enrolled in the after school club of their choice
- Homework assistance, Hands-on learning, Group activities, Games, Recreational activities

To enroll, contact the office and ask for the school Community Coordinator or contact the Family Service main office directly at (402) 441-7949.

Rates vary based on need and Title XX accepted. Scholarships are available through Family Service or the CLC Office based on need and availability. If you are in need of scholarship assistance, contact the school Community Coordinator.

## After School Clubs and Activities

Throughout the school year, a variety of interest clubs and activities are sponsored by the West Lincoln Community Learning Center. Registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Student Council, Chorus, Band, and Orchestra. Other clubs and activities may be organized to address special interests of students.

## Family Night Dates

Eisley Library Night - Sept. 7th 5:30-7:00pm

Fun Night - Sept. 15th 5:30-7:00pm

Craft Night - Dec. 14th 5:30-7:00pm

Wildcat Chase - May 2nd 5:30-7:00pm

## West Lincoln Parent Teacher Organization

The West Lincoln PTO is a group of hard-working, dedicated individuals helping to make West Lincoln School a safe and fun place for students. Parents, community and staff make up the membership for this organization. The support and involvement of the total West Lincoln community is desired and needed.

Please see the school calendar for meeting times. Please contact the school office if you have questions.

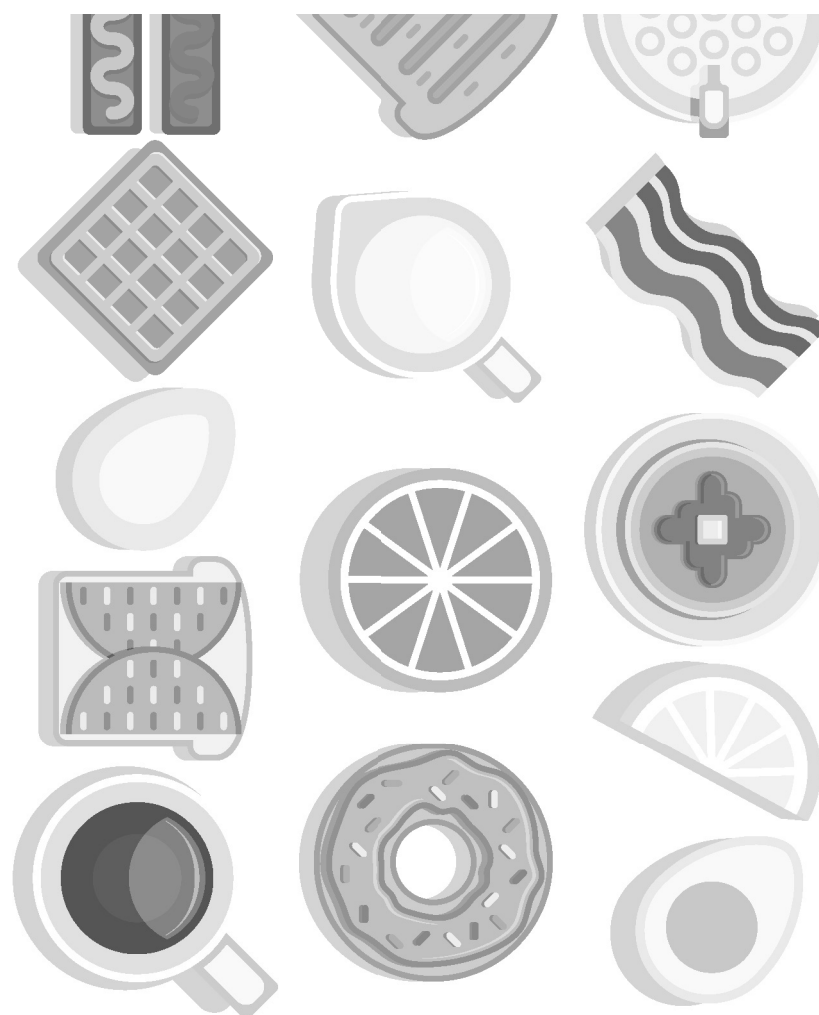
PTO meeting are held once a month.

## Student Meals

Student meals will remain free for all West Lincoln Students for the 2023-2024 school year.

Students have the choice of selecting a cold breakfast (ex: cereal and mini breakfast bar) or hot breakfast (ex: breakfast pizza) plus receive 100% fruit juice, low fat milk and optional ½ c 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.

Purchase of carton of cow's milk is 60 cents.



# Communication

## West Lincoln Monday Folders

School news is typically sent home in Monday folders. The folders may include children’s work, communication regarding current curriculum studies, classroom and/or school newsletter, important announcements, PTO information and WL CLC information. General information will be sent home with the oldest child in the family attending West Lincoln Elementary.

## Community News

“LPS 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. “LPS 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 “LPS Community News”.

## School Website

Events including events hosted by CLC, PTO meetings, parent/teacher conferences, musical programs, etc., will be located on our website. In addition to our calendars, other information is regularly updated on our website: <http://westlincoln.lps.org/>

## Facebook

Please search “West Lincoln Elementary” and “like” the page. Our Facebook page will have information about school events and great photos of our kids in school.

## ParentVue

Parents may access communications, attendance information, report cards and more for their child through PARENTVue. There is a link to PARENTVue on our school website.

## District-Wide School Messenger

This district-wide communication system allows schools to quickly send out school or district phone calls, texts or emails to families with important information. Please be sure the school has your updated phone number and email address so you can receive this information. School Messenger is used to notify families of emergency situations or school closings and to send out reminders about upcoming events or PLC days.



## 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.



## General Information

### Important Information Needed

For the safety of your child, it is a necessary responsibility to give the school the name of a person to contact in case you cannot be reached. It is very important that parents/guardians notify the school of any change in address and/or telephone number. The office must have a current telephone number on file in case we must contact you in the event of an emergency.

### 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. Having your pet in the car with you when you pick up your child is acceptable. Animals brought to school as Pet Therapy animals will follow the Pet Therapy Guidelines and service animals are permitted in accordance with Policy 3972. Thank you for your assistance with this.

### Field Trips

Field trips provide students with opportunities to enrich their learning of the curriculum in the community. School buses are used to transport students on field trips. Parents/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students are expected to demonstrate appropriate conduct, as a basis for participation on field trips.

### Student Use of Telephone

Students are permitted to call their parents from school if needed. We ask that they request permission from their teacher to come to the office to call. We appreciate that after school plans are in place before your child arrives at school. Please call the office if there are changes to your child's after school plan.

### Lost and Found

Lost and found is located by the front door. Smaller items, like glasses and jewelry, are kept in the office. Whenever possible, label your child's belongings. Encourage your child to periodically check for lost items. Items not claimed by semester break and at the end of the school year are donated to a local children's charity.

### CELL PHONE AND ELECTRONIC DEVICES

Cell phones, smart watches, and other personal electronic devices are considered nuisance items if seen or heard during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, or location designated by school staff during the school day. 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.



## West Lincoln Behavior Supports

### What do we believe?

It is our goal to create a learning environment where students are highly engaged in their learning. Our teachers will work to build life and academic skills that will create positive opportunities for students in their futures. Teachers are constantly striving to create an environment of trust and respect through the entire school environment.

### We do this through...

Teaching and practicing school procedures.

Intentionally developing trusting relationships with all students and parents.

Planning great and engaging instruction that considers the needs of all students.

### You might hear this...

**Caring Confrontation** is how an adult provides a redirection with consistent language as well as non-punitive actions and intent.

**Check-in/Check-Out** is a practice for students who are having some difficulty engaging in the classroom. An adult is assigned to give positive reinforcement and encouragement at the beginning and end of the school day.

**Processing** is the discussion between the adult and student to develop a plan to be accountable for and change disruptive/hurtful behavior.

**Protective Plan** is what the school and family develop together to provide the structure and support to stop the student's disruptive behavior and to teach the student needed missing skills.

### Please Partner with US!

For your child to learn, perform and behave at grade level or above, your child needs to be positively engaged in school. This means trying to never be disruptive or hurtful. If your child is hurtful or disruptive, we will follow established procedures. If your child's teacher talks with you about his/her behavior, please know that we want to work with you to find ways to help your child.

Help us build and then support a behavior plan.

Talk to us and ask us questions to clarify the plan

Encourage your child to let adults be in charge of his/her life.

Show your child how strong the school, teacher, family partnership is!



## Bullying

If you feel that your child is being bullied by peers, please contact your child's teacher or an administrator. 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.



# WEST LINCOLN ELEMENTARY SCHOOL

630 W. Dawes Avenue  
Lincoln, NE 68521  
**Phone:** 402-436-1168  
**Fax:** 402-458-3268

**Office Hours:** 7:30 a.m.-4:30 p.m.  
**Principal:** Scott Schwartz  
**Assistant Principal:** Sara Rose  
**Website:** westlincoln.lps.org

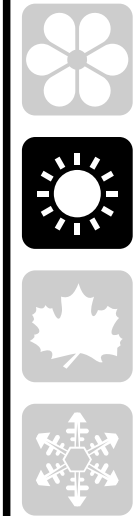


**Attendance Line 402-436-1168-Option 5 (24 hours a day)**

## Helpful Information

Child's Name _____	School Attending _____	Grade _____
Teacher _____	Room # _____	Lunch POS # _____
Other _____		
Child's Name _____	School Attending _____	Grade _____
Teacher _____	Room # _____	Lunch POS # _____
Other _____		
Child's Name _____	School Attending _____	Grade _____
Teacher _____	Room # _____	Lunch POS # _____
Other _____		
Child's Name _____	School Attending _____	Grade _____
Teacher _____	Room # _____	Lunch POS # _____
Other _____		

# August 2023

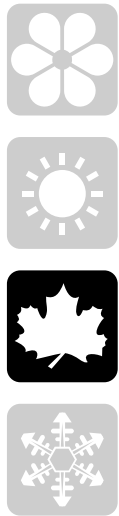


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 First Day of School Early Dismissal 2:18pm	15 Early Dismissal 2:18pm	16 Early Dismissal 2:18pm	17	18	19
20	21	22	23	24	25	26
27	28	29 PLC Day, Early Dismissal 2:18pm	30	31		

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# September 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
Picture Day Reminder... *Payment is due on the day photos are taken. *Orders placed after picture day will need to be done on line through Lifetouch. *Please send the exact amount for pictures office cannot make change.						
3	4	5	6	7	8	9
	Schools are Closed			Eisley Library Night 5:30-7:00pm		
10	11	12	13	14	15	16
		Picture Day			Fun Night 5:30-7:30	
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		PLC Day, Early Dismissal				
		Parent Teacher Conferences 4:00-7:00pm				

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# October 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Parent Teacher Conferences 4:00-7:00p	3	4	5	6	7
8	9	10	11	12	13 No School for Elementary Students	14
15	16 Schools are Closed	17	18	19	20	21
22	23	24	25 Lifetouch Picture Retake 4:00-6:00pm	26	27	28
29	30	31 PLC Day, Early Dismissal 2:18pm				

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# November 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
		Schools are Closed				
26	27	28	29	30		
	No School for Elementary Students	PLC Day, Early Dismissal 2:18pm				

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# December 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
		PLC Day, Early Dismissal 2:18pm		Craft Night 5:30-7:00		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Schools are Closed - Winter Break					

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# January 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
	Schools are Closed - Winter Break					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	Schools are Closed					
21	22	23	24	25	26	27
28	29	30	31			
		PLC Day, Early Dismissal 2:18pm				
		Parent Teacher Conference 4:00-7:00pm				

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# February 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Parent Teacher Conference 4:00-7:00pm	6	7	8	9	10
11	12	13	14	15	16 No School for Elementary Students	17
18	19 Schools are Closed	20	21	22	23	24
25	26	27 PLC Day, Early Dismissal 2:18pm	28	29		

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# March 2024







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

PLC Day,  
Early Dismissal  
2:18pm

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<b>April 2024</b>    	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
			1	2	3	4	5	6
	7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	
	21	22	PLC Day, Early Dismissal 2:18pm	23	24	25	26	27
						No School for Elementary Students		
	28	29	30					

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# May 2024



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Wildcat Chase 5:30-7:00pm	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Last Day of School Early Dismissal 2:18pm	23	24	25
26	27	28	29	30	31	

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# June 2024



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

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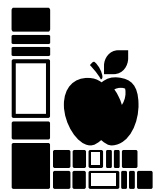
# July 2024

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



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