



# 2024–2025 SCHOOL CALENDAR AND HANDBOOK

**SHERIDAN ELEMENTARY SCHOOL**

3100 Plymouth Avenue • Lincoln, NE 68502

**Phone:** 402.436.1167 • **Fax:** 402.458.3267

**Web Page:** [sheridan.lps.org](http://sheridan.lps.org)

Mrs. Ashley Sitzman, Principal

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

# Lincoln Public Schools STUDENT CALENDAR | 2024-2025

Approved 2/27/24

| JULY 2024 |    |    |    |    |    |    | JANUARY 2025 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  | 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 | 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 | 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 | 26           | 27 | 28 | 29 | 30 | 31 |    |
| 28        | 29 | 30 | 31 |    |    |    |              |    |    |    |    |    |    |

| AUGUST 2024 |    |    |    |    |    |    | FEBRUARY 2025 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
|             |    |    |    | 1  | 2  | 3  | 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 | 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 | 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 | 23            | 24 | 25 | 26 | 27 | 28 |    |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |               |    |    |    |    |    |    |

| SEPTEMBER 2024 |    |    |    |    |    |    | MARCH 2025 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  |
|                |    |    | 1  | 2  | 3  | 4  |            |    |    |    |    | 1  | 2  |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 | 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 | 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 | 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 26             | 27 | 28 | 29 | 30 | 31 |    | 23         | 24 | 25 | 26 | 27 | 28 | 29 |
|                |    |    |    |    |    |    | 30         | 31 |    |    |    |    |    |

| OCTOBER 2024 |    |    |    |    |    |    | APRIL 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    | 1  |            |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  | 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 | 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 | 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 | 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    | 30         | 31 |    |    |    |    |    |

| NOVEMBER 2024 |    |    |    |    |    |    | MAY 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |          |    |    |    |    | 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       |    |    |    |    |    |    |

| DECEMBER 2024 |    |    |    |    |    |    | JUNE 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    |    | 1  |           |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  | 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 | 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 | 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 | 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 |    |    |    |    |    | 30        |    |    |    |    |    |    |

- First and Last Days of Class for Students
- All Schools Not in Session
- Schools Not in Session (Professional Learning/Planning Day)
- ◁ Quarter Start Dates    ▷ Quarter End Dates

Rev. 6/24

### GRADUATION DATES

- Tuesday, May 20, 2025 - Yankee Hill
- Wednesday, May 21, 2025 - Independence Academy
- Thursday, May 22, 2025 - Bryan Community Focus Program
- At Pinnacle Bank Arena May 23-25, 2025
- Fri: LNE | Sat: LSW, LNW, LNS, EHS | Sun: LHS, LSE

**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.



**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 specifically for our school. Lincoln Public Schools publishes the Important Information Booklet and Elementary Common Practices. These documents include important information, practices, and procedures for every school with LPS. You can access these documents by visiting [lps.org](http://lps.org) and entering "important" in the search box. 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,

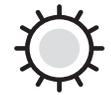
**Mrs. Ashley Sitzman**  
Principal

### 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.

2024

AUGUST



| SUNDAY | MONDAY                              | TUESDAY            | WEDNESDAY          | THURSDAY           | FRIDAY             | SATURDAY |
|--------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|----------|
|        |                                     |                    |                    | 1                  | 2                  | 3        |
| 4      | 5                                   | 6                  | 7                  | 8                  | 9                  | 10       |
| 11     | <b>First Day of School</b><br>DAY 1 | DAY 2<br><b>13</b> | DAY 3<br><b>14</b> | DAY 4<br><b>15</b> | DAY 1<br><b>16</b> | 17       |
| 18     | DAY 2<br><b>19</b>                  | DAY 3<br><b>20</b> | DAY 4<br><b>21</b> | DAY 1<br><b>22</b> | DAY 2<br><b>23</b> | 24       |
| 25     | DAY 3<br><b>26</b>                  | DAY 4<br><b>27</b> | DAY 1<br><b>28</b> | DAY 2<br><b>29</b> | DAY 3<br><b>30</b> | 31       |

## 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 have made a plan with the teacher the previous day.



## Important Information Needed

Starting July 15th, 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 if tardies become a pattern. 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 7 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.

2024

SEPTEMBER



| SUNDAY | MONDAY             | TUESDAY | WEDNESDAY | THURSDAY             | FRIDAY | SATURDAY |
|--------|--------------------|---------|-----------|----------------------|--------|----------|
| 1      | 2                  | 3       | 4         | 5                    | 6      | 7        |
|        | SCHOOLS ARE CLOSED |         | DAY 4     | DAY 1                | DAY 2  |          |
| 8      | 9                  | 10      | 11        | 12                   | 13     | 14       |
|        | DAY 3              | DAY 0   | DAY 4     | DAY 1<br>PICTURE DAY | DAY 2  |          |
| 15     | 16                 | 17      | 18        | 19                   | 20     | 21       |
|        | DAY 3              | DAY 4   | DAY 1     | DAY 2                | DAY 3  |          |
| 22     | 23                 | 24      | 25        | 26                   | 27     | 28       |
|        | DAY 4              | DAY 1   | DAY 2     | DAY 3                | DAY 4  |          |
| 29     | 30                 |         |           |                      |        |          |
|        | DAY 1              |         |           |                      |        |          |

## 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 8:50 a.m.

Once students enter the building, they will walk to their assigned coat hooks outside of their classrooms. Outside of their classrooms, students will hang up their belongings and sit quietly by their coat hook until the 8:55 a.m. bell rings. School staff will be supervising the hallways. At 8:55 a.m., teachers will greet students and welcome them into the classroom to begin learning for the day. Students who arrive after 9:00 a.m. must check in with the Security Entrance Monitor at Door #1.

## Arrival Times

- Earliest arrival is 8:50 a.m. unless participating in breakfast, band, strings, or before-school childcare, with Family Service.
- 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 promptly 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 a.m. - 9:00 a.m. through Door #1 (south side).
- Before-school childcare is available between 7:00 a.m. and 8:50 a.m. with Family Service. Preregistration is required at 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 required to be signed out by an approved person (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 court 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

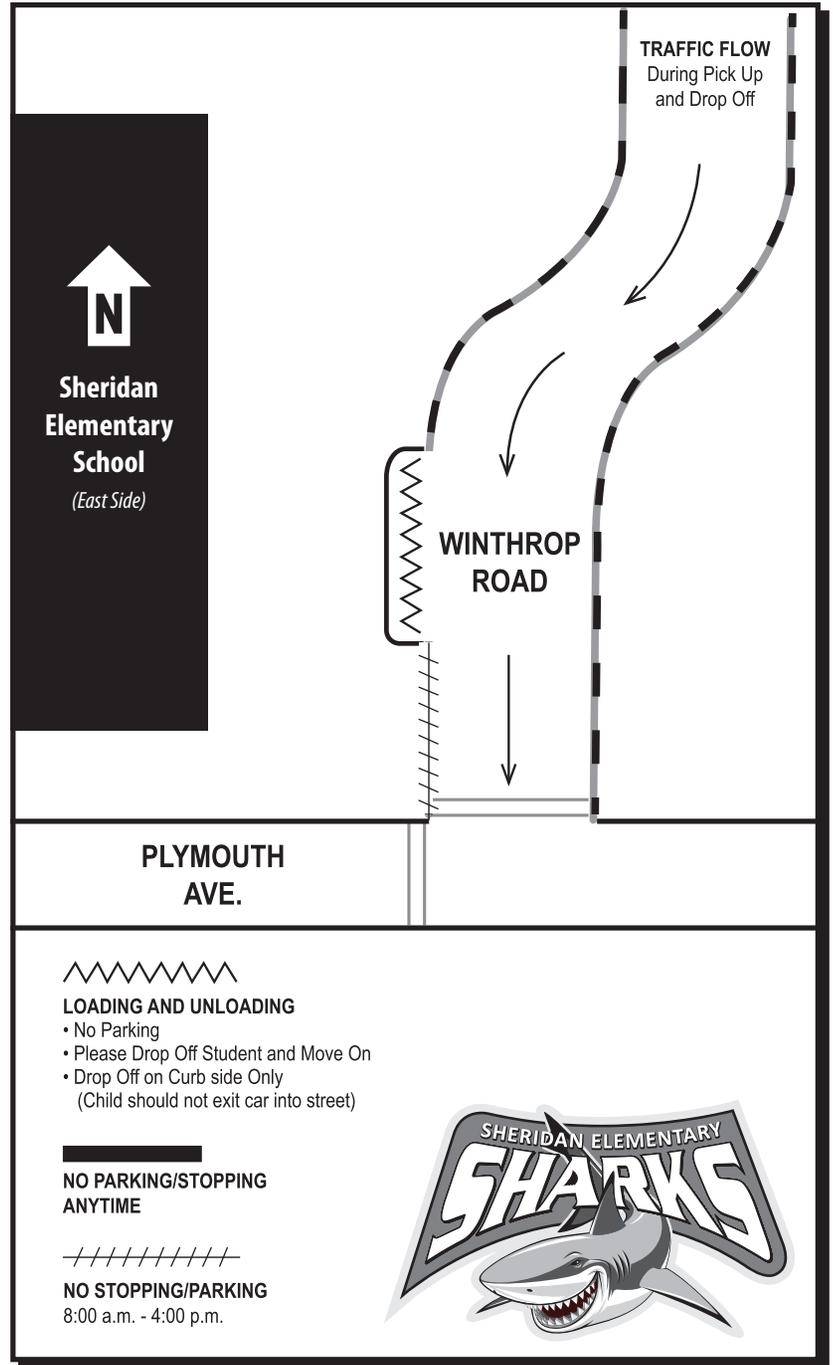
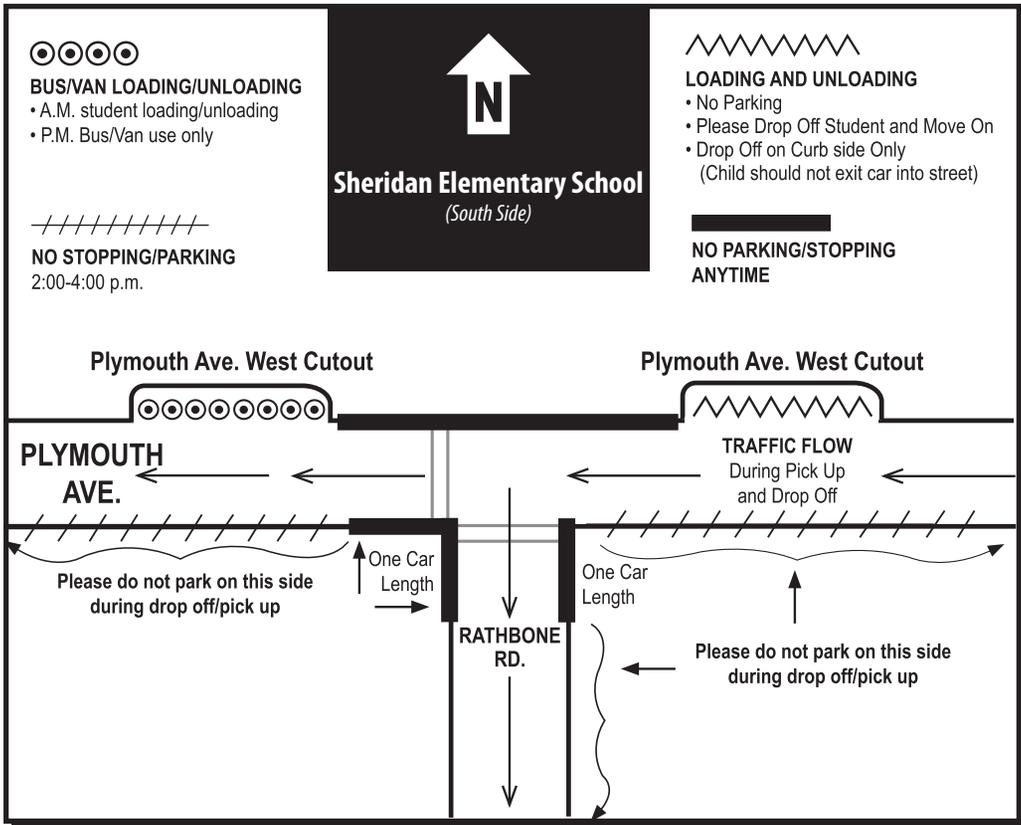
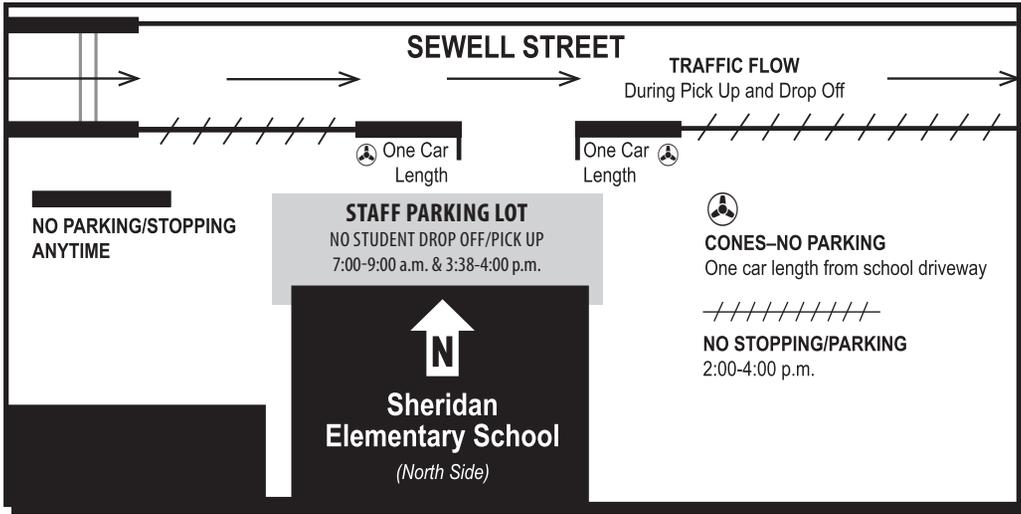
- Parents/guardians must come to door #1 to sign out students who are not picked up by 3:45 p.m. Children will not be allowed to wait outside after school or to leave the building without a parent/guardian signature after this time.

2024

OCTOBER



| SUNDAY | MONDAY                          | TUESDAY   | WEDNESDAY                           | THURSDAY  | FRIDAY                          | SATURDAY |
|--------|---------------------------------|---|-------------------------------------|---|---------------------------------|----------|
|        |                                 | 1<br>DAY 2<br>PARENT/TEACHER CONFERENCES<br>4:00 - 7:00 | 2<br>DAY 3                          | 3<br>DAY 4<br>PARENT/TEACHER CONFERENCES<br>4:00 - 7:00 | 4<br>DAY 1                      | 5        |
| 6      | 7<br>DAY 2                      | 8<br>DAY 3  | 9<br>DAY 4                          | 10<br>DAY 1<br>END OF 1ST QUARTER                       | 11<br><b>SCHOOLS ARE CLOSED</b> | 12       |
| 13     | 14<br><b>SCHOOLS ARE CLOSED</b> | 15  | 16<br>DAY 2<br>START OF 2ND QUARTER | 17<br>DAY 3   | 18<br>DAY 4                     | 19       |
| 20     | 21<br>DAY 1                     | 22<br>DAY 2   | 23<br>DAY 3                         | 24<br>DAY 4   | 25<br>DAY 1                     | 26       |
| 27     | 28<br>DAY 2                     | 29<br>DAY 3   | 30<br>DAY 4                         | 31<br>DAY 1   |                                 |          |



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

2024

NOVEMBER



| SUNDAY | MONDAY      | TUESDAY                        | WEDNESDAY                        | THURSDAY    | FRIDAY      | SATURDAY |
|--------|-------------|--------------------------------|----------------------------------|-------------|-------------|----------|
|        |             |                                |                                  |             | DAY 2<br>1  | 2        |
| 3      | 4<br>DAY 3  | 5<br><b>SCHOOLS ARE CLOSED</b> | 6<br>DAY 4<br>PICTURE RETAKE DAY | 7<br>DAY 1  | 8<br>DAY 2  | 9        |
| 10     | 11<br>DAY 3 | 12<br>DAY 4                    | 13<br>DAY 1                      | 14<br>DAY 2 | 15<br>DAY 3 | 16       |
| 17     | 18<br>DAY 4 | 19<br>DAY 0                    | 20<br>DAY 1                      | 21<br>DAY 2 | 22<br>DAY 3 | 23       |
| 24     | 25<br>DAY 4 | 26<br>DAY 1                    | 27                               | 28          | 29          | 30       |
|        |             |                                | <b>SCHOOLS ARE CLOSED</b>        |             |             |          |

## Breakfast Program

- Breakfast is served between 8:30 a.m. and 8:50 a.m. on each school day.
- Students will enter through Door #1 (south side) and walk to the cafeteria.
- 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 [sheridanelementary.ptboard.com](http://sheridanelementary.ptboard.com). Email them at [sheridansharkspto@gmail.com](mailto:sheridansharkspto@gmail.com) or connect through their Facebook page at [www.facebook.com/SheridanPTO](http://www.facebook.com/SheridanPTO).

## 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 the student's backpack or a 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.

2024

DECEMBER



| SUNDAY                                   | MONDAY      | TUESDAY     | WEDNESDAY   | THURSDAY    | FRIDAY                            | SATURDAY |
|--|-------------|-------------|-------------|-------------|-----------------------------------|----------|
| 1  | 2<br>DAY 2  | 3<br>DAY 3  | 4<br>DAY 4  | 5<br>DAY 1  | 6<br>DAY 2                        | 7        |
| 8  | 9<br>DAY 3  | 10<br>DAY 4 | 11<br>DAY 1 | 12<br>DAY 2 | 13<br>DAY 3                       | 14       |
| 15                                       | 16<br>DAY 4 | 17<br>DAY 1 | 18<br>DAY 2 | 19<br>DAY 3 | 20<br>DAY 4<br>END OF 2ND QUARTER | 21       |
| 22                                       | 23          | 24          | 25          | 26          | 27                                | 28       |
| <b>SCHOOLS ARE CLOSED – WINTER BREAK</b> |             |             |             |             |                                   |          |
| 29                                       | 30          | 31          |             |             |                                   |          |
| <b>SCHOOLS ARE CLOSED – WINTER BREAK</b> |             |             |             |             |                                   |          |

# 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](http://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.



## STAY CONNECTED

Follow Sheridan Elementary on Facebook, Instagram, and X for what is happening at school!



Sheridan  
Elementary  
School



@SheridanElem



@SheridanElemen

2025

JANUARY



| SUNDAY | MONDAY                             | TUESDAY     | WEDNESDAY                         | THURSDAY    | FRIDAY      | SATURDAY |
|--------|------------------------------------|-------------|-----------------------------------|-------------|-------------|----------|
|        |                                    |             | 1                                 | 2           | 3           | 4        |
|        |                                    |             | SCHOOLS ARE CLOSED - WINTER BREAK |             |             |          |
| 5      | 6<br>DAY 1<br>START OF 3RD QUARTER | 7<br>DAY 2  | 8<br>DAY 3                        | 9<br>DAY 4  | 10<br>DAY 1 | 11       |
| 12     | 13<br>DAY 2                        | 14<br>DAY 0 | 15<br>DAY 3                       | 16<br>DAY 4 | 17<br>DAY 1 | 18       |
| 19     | 20<br>SCHOOLS ARE CLOSED           | 21<br>DAY 2 | 22<br>DAY 3                       | 23<br>DAY 4 | 24<br>DAY 1 | 25       |
| 26     | 27<br>DAY 2                        | 28<br>DAY 3 | 29<br>DAY 4                       | 30<br>DAY 1 | 31<br>DAY 2 |          |

## 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, Mrs. Sitzman. 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 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 Ticket” 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.



2025

FEBRUARY



| SUNDAY | MONDAY                    | TUESDAY  | WEDNESDAY   | THURSDAY   | FRIDAY      | SATURDAY |
|--------|---------------------------|--|-------------|--|-------------|----------|
|        |                           |  |             |  |             | 1        |
| 2      | 3<br>DAY 3                | 4<br>DAY 4<br>PARENT/TEACHER<br>CONFERENCES<br>4:00 - 7:00 | 5<br>DAY 1  | 6<br>DAY 2<br>PARENT/TEACHER<br>CONFERENCES<br>4:00 - 7:00 | 7<br>DAY 3  | 8        |
| 9      | 10<br>DAY 4               | 11<br>DAY 1  | 12<br>DAY 2 | 13<br>DAY 3  | 14<br>DAY 4 | 15       |
| 16     | 17                        | 18   | 19<br>DAY 1 | 20<br>DAY 2  | 21<br>DAY 3 | 22       |
|        | <b>SCHOOLS ARE CLOSED</b> |  |             |  |             |          |
| 23     | 24<br>DAY 4               | 25<br>DAY 1  | 26<br>DAY 2 | 27<br>DAY 3  | 28<br>DAY 4 |          |

**2024–2025**

## **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 |

## **PARENT/TEACHER CONFERENCES**

Tuesday, October 1 and  
Thursday, October 3, 2024

Tuesday, February 4 and  
Thursday, February 6, 2025



*Sheridan Elementary School 2024-25 Student Handbook Calendar*

## **Sheridan Volunteers**

If you want to be a volunteer at Sheridan, go to [LPS.org](http://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. \*\*\***

## **NON-SCHOOL DAYS**

*(School is not in session on the following days)*

September 2 and 3

October 11, 14 and 15

November 5

November 27, 28 and 29

December 23 – January 3

January 20

February 17 and 18

March 10 – 14

April 18 and 21



2025

MARCH

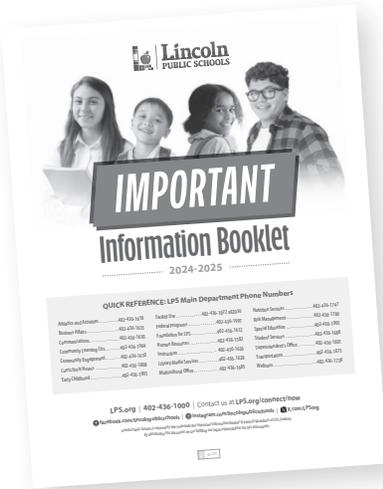


| SUNDAY | MONDAY                              | TUESDAY     | WEDNESDAY   | THURSDAY    | FRIDAY                           | SATURDAY |
|--------|-------------------------------------|-------------|-------------|-------------|----------------------------------|----------|
|        |                                     |             |             |             |                                  | 1        |
| 2      | 3<br>DAY 1                          | 4<br>DAY 2  | 5<br>DAY 3  | 6<br>DAY 4  | 7<br>DAY 1<br>END OF 3RD QUARTER | 8        |
| 9      | 10                                  | 11          | 12          | 13          | 14                               | 15       |
|        | SCHOOLS ARE CLOSED                  |             |             |             |                                  |          |
| 16     | 17<br>DAY 2<br>START OF 4TH QUARTER | 18<br>DAY 3 | 19<br>DAY 4 | 20<br>DAY 1 | 21<br>DAY 2                      | 22       |
| 23     | 24<br>DAY 3                         | 25<br>DAY 0 | 26<br>DAY 4 | 27<br>DAY 1 | 28<br>DAY 2                      | 29       |
| 30     | 31<br>DAY 3                         |             |             |             |                                  |          |

# 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.



## ii → TABLE OF CONTENTS

### 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.....6

### ATHLETICS AND ACTIVITIES

- Intramural and Interscholastic Athletic Participation Guidelines .....6
- Interscholastic Athletic/Activity Participation .....8

### COMMUNICATIONS

- Communications .....9
- Smoke-Free Environment.....9
- Severe Weather Policy .....9
- Copyright and Fair Use Policy .....10
- District Telephone Contacts.....10

### CURRICULUM, INSTRUCTION, & ASSESS.

- Gifted Program.....12

### DEPARTMENT OF EARLY CHILDHOOD

- Early Childhood.....12

### HEALTH SERVICES

- Student Health Information .....13

### INSTRUCTION, DIVISION OF

- Instruction Student Fees Policy.....16
- Instr. Student Fees Policy Appendix.....19

### MULTICULTURAL OFFICE

- Multicultural Advisory Committee.....21

### NUTRITION SERVICES

- School Cafeteria Accounts .....21
- Free and Reduced Meal Benefits .....22
- Frequently Asked Questions .....23
- Contact Information .....24
- Federal Income Chart.....24

### SPECIAL EDUCATION

- Special Education Identification and Placement Procedure.....25

### STUDENT SERVICES

- Parental Involvement.....27
- Birth Certificate Requirements .....27
- Goals for Students.....27
- Application for Special Attendance Permit.....28
- Educational Equity .....28
- Guidelines for Religious Holidays .....28
- Responsibilities of Students.....29
- Law Enforcement.....31
- Notice of Nondiscrimination/Contacts 32
- Dating Violence Policy .....32
- Anti-Bullying Policy.....33
- Child Abuse.....33
- Technology Resources and Use .....33
- Nuisance Items .....36
- Student Attendance .....36
- Care of Property .....37
- Student Rights .....37
- Rights of Divorced Parents.....43
- Safe and Drug-Free Schools .....44
- Student Photo ID Cards.....45
- Visitors and Volunteers.....45

### COMMON PRACTICES.....46

- Communicating Grades .....46
- Elementary School Common Practices 47
- Middle School Common Practices .....49
- High School Common Practices.....50

### THREAT ASSESSMENT

- Threat Assessment Program.....53
- School Safety.....54
- Searches of Students and Property.....54
- Video Surveillance.....54

### TRANSPORTATION.....55

Outside Organizations:

### COMMUNITY ENGAGEMENT.....55

### FOUNDATION FOR LINCOLN PUBLIC SCHOOLS.....56

### FORMS *(Additional copies available at LPS.org)*

- Educational Equity Complaint Form .... 57
- Medical Statement for Students with Special Nutritional Needs .....58
- Application for Fee Waiver and Sharing of Information Consent..... 60
- Title VI Student Eligibility Certification 62

*Additional forms that need to be completed for all students are available from school offices or may be sent home on the first day of school.*



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

2025

APRIL



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

## 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 non-edible 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.

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

2025

MAY



| SUNDAY | MONDAY      | TUESDAY     | WEDNESDAY   | THURSDAY                       | FRIDAY      | SATURDAY |
|--------|-------------|-------------|-------------|--------------------------------|-------------|----------|
|        |             |             |             | 1<br>DAY 4                     | 2<br>DAY 1  | 3        |
| 4      | 5<br>DAY 2  | 6<br>DAY 3  | 7<br>DAY 4  | 8<br>DAY 1                     | 9<br>DAY 2  | 10       |
| 11     | 12<br>DAY 3 | 13<br>DAY 4 | 14<br>DAY 1 | 15<br>DAY 2                    | 16<br>DAY 3 | 17       |
| 18     | 19<br>DAY 4 | 20<br>DAY 1 | 21<br>DAY 2 | Last Day of School 22<br>DAY 3 | 23          | 24       |
| 25     | 26          | 27          | 28          | 29                             | 30          | 31       |

# SHERIDAN ELEMENTARY SCHOOL STAFF

|                                    |                           |                  |  |  |                  |
|------------------------------------|---------------------------|------------------|--|--|------------------|
| <b>Principal</b> .....             | Ashley Sitzman.....       | asitzman@lps.org | <b>Art</b> .....   | Mary Fiedler.....                      | mfiedler@lps.org |
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| .....                              | Mallory Schmidt.....      | mschmi12@lps.org | <b>Social Worker/Mental and Behavior Health Point of Contact</b> ..... | Tara Schwartz.....                     | tschwart@lps.org |
| <b>Second Grade</b> .....          | Megan Beacom.....         | mbeacom@lps.org  | .....  |  |                  |
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| .....                              | Taylor Cole.....          | tcole2@lps.org   | .....  | Jenny Schaffer.....                    | jschaffe@lps.org |
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| .....                              | Matt McMullin.....        | mmcmulli@lps.org |  |  |                  |
| .....                              | Amy Smith.....            | asmith6@lps.org  |  |  |                  |





SHERIDAN ELEMENTARY

SHARKS



## **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.*