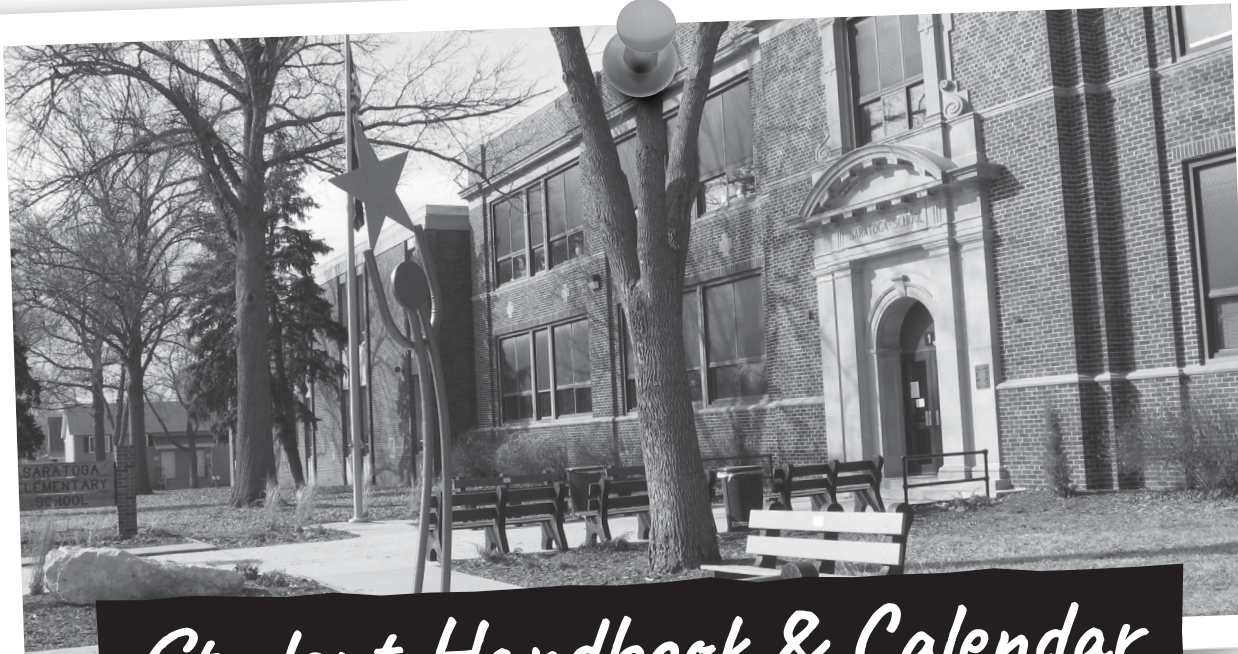


2025 ^{SARATOGA} STARS 2026

SARATOGA ELEMENTARY



Student Handbook & Calendar

2215 S. 13th Street | 402-436-1166 | Fax: 402-458-3266 | Saratoga.LPS.org
Marci Imel, Principal | Amber McPike, Instructional Coordinator



Lincoln
PUBLIC SCHOOLS

Table of Contents

LPS Student Calendar 2025-26	1	Saratoga Elementary School	14
Welcome to Saratoga Elementary!.....	2	Parent/Student/Teacher Compact.....	14
Intent of Handbook.....	2	February 2026	15
August 2025	3	Dismissal Procedures	16
Lena Merrill Community Learning Center.....	4	Shining Star Tickets.....	16
After School Program	4	The Saratoga Way	16
September 2025	5	Telephone Use	16
Saratoga Elementary School Wide Expectations.....	6	March 2026.....	17
October 2025	7	Methods of Communication.....	18
Saratoga Elementary School Wide Expectations Continued.....	8	Mental and Behavioral Health Point of Contact.....	18
November 2025	9	April 2026	19
Saratoga Elementary Mission Statement	10	Bullying	20
General Information	10	May 2026.....	21
December 2025.....	11	June 2026	22
School Breakfast and Lunch Program	12	July 2026	23
Gifts, Treats, and Invitations	12	LPS Student Calendar 2026-27	24
School/Classroom Parties and Celebrations.....	12	Notes.....	25
January 2026	13		



For Bilingual Liaisons:

Arabic: 402-436-1715 نرجو الإتصال على هذه الأرقام إذا كنتم تحتاجون إلى خدمات الترجمة للغات العربية

Russian: Если вам требуются услуги переводчика пожалуйста позвоните по телефону: 402-436-1942

Español: Por favor llame a este número de teléfono si necesita servicios de intérpretes: 402-436-1938

Vietnamese: Xin vui lòng gọi về số này nếu quý vị cần có dịch vụ thông dịch: 402-436-1939

Ukrainian: Будь ласка, зателефонуйте за цим номером, якщо вам потрібні послуги перекладу: 402-436-1786

Karen: ဝံသးစူကီးလိတဲစီနီဂ်ာအဲအံ့ဖဲနမ့လိာ်ဘဉ်ပုကတိကျီးထံတၢ်အတၢ်ဆိဉ်ထွဲမၤစၤ 402-436-1769

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.

LPS Student Calendar



2025-26

Graduation Dates

Tuesday, May 19, 2026

Yankee Hill

Wednesday, May 20, 2026

Independence Academy

Thursday, May 21, 2026

Bryan Community Focus Program

At Pinnacle Bank Arena May 22-24, 2026

Fri: LSE Sat: LNE, LSW, LNW, LNS Sun: EHS, LHS, LSB

☉ First Day for K, 6, & 9th Grades

☉ First Day for 1-5, 7-8, & 10-12th Grades

● Last Day for Students

■ All Schools Not in Session

□ Schools Not in Session (*Professional Learning/Planning Day*)

➤ Quarter Start Dates

➤ Quarter End Dates

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.

JULY 2025

S	M	T	W	T	F	S
		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		

AUGUST 2025

S	M	T	W	T	F	S
					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						

SEPTEMBER 2025

S	M	T	W	T	F	S
	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				

OCTOBER 2025

S	M	T	W	T	F	S
			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	

NOVEMBER 2025

S	M	T	W	T	F	S
						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						

DECEMBER 2025

S	M	T	W	T	F	S
	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			

JANUARY 2026

S	M	T	W	T	F	S
				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

FEBRUARY 2026

S	M	T	W	T	F	S
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

MARCH 2026

S	M	T	W	T	F	S
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				

APRIL 2026

S	M	T	W	T	F	S
			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		

MAY 2026

S	M	T	W	T	F	S
					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						

JUNE 2026

S	M	T	W	T	F	S
	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				

Welcome to Saratoga Elementary!

Dear Students and Families,

Welcome to Saratoga! This is going to be an exciting year! The beginning of the school year always brings much anticipation and excitement. The Saratoga Staff is ready to bring learning alive to all of the students this school year. We are dedicated to making each and every experience a positive and rewarding one! We appreciate and encourage parent involvement and all of the support that families and guardians give to the students.

This book has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about practices and procedures of our school. Please carefully review the contents of this handbook with your child. If you have questions, please feel free to call the school office, 402-436-1166.

We look forward to working together to make this year full of learning and successes!



Marci Imel
Principal



Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Saratoga Elementary School. Each student 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 procedures and 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 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 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.

August 2025

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7 Open House 5:00-6:00 p.m.	8	9
10	11	12 First Day for K, 6, and 9th Grades	13 First Day for 1-5, 7-8 and 10-12th Grades	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

» Important Dates

August 7th
Open House
5:00-6:00 p.m.

August 12th
First Day for K, 6, and
9th Grades

August 13th
First Day for 1-5, 7-8,
and 10-12th Grades

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.



Lena Merrill Community Learning Center

We at Saratoga School believe that students learn best when they are exposed to academically enriching experiences facilitated by caring adults in a safe, nurturing environment. In addition, we believe that adults in our community will utilize more educational, personal services when those services can be accessed at the neighborhood school. And, we believe that families involved in programs and activities at their neighborhood schools help create stronger school communities.

In an effort to create a strong school community at Saratoga and increase the personal, educational, and family service opportunities available to the community, the Lena Merrill Community Learning Center was established at Saratoga. Programs available at the Community Learning Center include before and after school programming for children in grades K-5, various adult education opportunities, and a family book club, counseling and other self-help programs.

After School Program

The After School Program for children is offered in partnership with Family Service and will be conducted from 2:53-6:00 p.m. each day that school is in session. Students enrolled in the After School Program report to the cafeteria each day after school. Students will rotate through activities in recreation, math, special interest topics, and literacy. These activities feature guest presenters, community service, and a variety of experiential learning activities.

Clubs are also provided to students free of charge during after school hours. These clubs range in topics from dance to math and homework to Nature Club. An enrollment forms must be completed and on file before a student can start attending the After School Program or CLC Club. Behavioral expectations for student participants in the After School Program and CLC Clubs will be the same as those for the regular school day. Students who are unable or unwilling to meet these expectations may lose the privilege of participating in the After School Program or other CLC activities at Saratoga.

The Lena Merrill Community Learning Center provides a safe, academically and socially enriching environment for student after school. While the program provides supervision of children, we encourage participants and their families to view the program as academic enrichment as opposed to basic child care. Participants will be asked to attend the program on a regular basis and are encouraged to stay until 5:00 p.m.

We are very fortunate to be able to offer these programs to our families, and we believe that participants will benefit academically and socially, both now and in their futures.

***For more information about the adult, child and family programs available at the Lena Merrill Community Learning Center, call Family Services at 402-217-6027 or 402-436-1166 and the message will be forwarded.**

September 2025

Lincoln Public Schools

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

» Important Dates

September 1st-2nd
Schools Closed

September 15th
Picture Day

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.

Saratoga Elementary School Wide Expectations

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	TEACHER BEHAVIOR
ARRIVAL	<ul style="list-style-type: none"> Use sidewalks and stay on path Keep hands, feet, and objects to self Enter school grounds only after 7:45 (After 8:00 if not eating breakfast) 	<ul style="list-style-type: none"> Follow adult directions quickly and exactly 	<ul style="list-style-type: none"> Arrive on time Eating breakfast- begins 7:45 Not eating breakfast, arrive between 8:00 and 8:10 	<ul style="list-style-type: none"> Be in the hallway at 8:10 to supervise students
BEFORE SCHOOL GYM	<ul style="list-style-type: none"> Keep hands and feet to yourself Walk all the way to the gym at volume 0 	<ul style="list-style-type: none"> Follow adult directions quickly and exactly Level 0 voice when whistle blows 	<ul style="list-style-type: none"> Sit in line order Keep backpack and coat close to you Only homework or reading books allowed out of your backpack 	Supervisors <ul style="list-style-type: none"> Walk around and supervise Blow whistle at 8:08 Expect silence from 8:08-8:10 Process with student & make plan for tomorrow if necessary
HALLWAY/ TRANSITIONS	<ul style="list-style-type: none"> Eyes Forward Hands and feet to self 	<ul style="list-style-type: none"> Volume level 0 Smiles and waves welcome Walk on the right side of the hallway or stairs 	<ul style="list-style-type: none"> Stay in line order Pay attention to moving forward Go directly to your destination 	<ul style="list-style-type: none"> Walk with your students the entire way to destination-especially to lunch room hallway Review expectations before leaving the classroom
RESTROOMS	<ul style="list-style-type: none"> Put paper towels in the garbage can Keep water in the sink Keep feet on the floor 	<ul style="list-style-type: none"> Give others privacy Level 0 voices Knock on stall door before entering Respect school property Tell an adult if there is a problem 	<ul style="list-style-type: none"> Get adult permission to leave for the restroom Get in and out quickly Flush toilet after use. Keep restrooms clean Use 1 pump of soap and 2 paper towels 	<ul style="list-style-type: none"> Teacher sets expectations for leaving class/going to restrooms
STAIRS	<ul style="list-style-type: none"> Walk facing forward, Single file on the right side. One step at a time on the stairs One hand on railing 	<ul style="list-style-type: none"> Keep hands and feet off of the walls Level 0 Voices Smiles and waves welcome 	<ul style="list-style-type: none"> Be a good example for others Go directly to your destination 	<ul style="list-style-type: none"> Line order Stop line at top and bottom of stairs

– Continued on page 4 –

October 2025

Lincoln Public Schools

» Important Dates

October 6th
Parent Teacher
Conference

October 8th
Parent Teacher
Conference

October 13th-14th
Schools Closed

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

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.

Saratoga Elementary School Wide Expectations Continued

	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	TEACHER BEHAVIOR
LUNCHROOM	<ul style="list-style-type: none"> Hands and feet to self while in line and at tables Sit on your pockets, feet on the floor, facing forward. Walk Eat only your food. Sharing food is not allowed 	<ul style="list-style-type: none"> Use level 2 voices with people at your table only Respond to signals for attention Use manners Find your seat quickly Be polite to the cafeteria staff 	<ul style="list-style-type: none"> Get permission to leave your seat Use this time to go to the restroom Raise your hand for assistance Get all milk, food, and utensils as you go through the line Pick up after yourself Push in your chair when leaving Only bring essential items to the cafeteria 	<ul style="list-style-type: none"> Do not send any materials to the cafeteria (homework, books, pencils, etc...) Be on time
PLAYGROUND RECESS	<ul style="list-style-type: none"> Avoid play fighting, tackling, and pushing Stay in appropriate area Keep your hands and feet to self Be aware of activities and games around you. Nature stays on the ground When the whistle blows look at teacher immediately 	<ul style="list-style-type: none"> Be respectful of activities and games of others Include others Use kind words and actions Be a good sport Follow all supervisor directions Empty rocks out of your shoes outside or in a trash can 	<ul style="list-style-type: none"> Get permission to visit the restroom or nurse Use this time for the restroom Dress properly for the weather Line up when you hear the whistle Use equipment properly Put equipment you are using away Carry lunch box to appropriate area by door 5 	<ul style="list-style-type: none"> Carry a radio Call the office when sending a student to nurse etc. Spread out to supervise all students/ actively supervise When the whistle blows motion students to line up K-2 teachers make the choice of coats Afternoon recess follow the same rules as lunch recess Count students before leaving
DISMISSAL	<ul style="list-style-type: none"> Walk out of the building Volume 0 Follow your after school plan Backpacks on back Use sidewalks and stay in line order 	<ul style="list-style-type: none"> Keep hands, feet, and objects to self Follow adult directions quickly and exactly 	<ul style="list-style-type: none"> Have materials packed and ready to take with you Follow classroom dismissal routines and procedures. Leave on time-school ends at 2:53 	<ul style="list-style-type: none"> Kdg can be ready to go at 2:52 Gr 1-5 exit their classroom at 2:53 bell Grades 2-5 CLC/Club kids stay in line until first floor and/or recesses door CLC/Club space designated to line up one upstairs? one downstairs? with supervision from CLC K, 1, 3 - exit door #5 2, 4, 5 - exit door #4

November 2025

Lincoln Public Schools

» Important Dates

- November 3rd
Picture Retakes
- November 26th-28th
Schools Closed

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Picture Retakes	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			SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	

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.



Saratoga Elementary Mission Statement

Our mission is to provide a safe and respectful environment where each student experiences a motivating and challenging curriculum that fosters family involvement and proficiency in all subject areas.



General Information

Hours of Sessions–Regular Schedule

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

EC/ECSE 8:15-11:45 a.m. and 12:00-3:30 p.m.

Arrival Time in the Morning

Saratoga School hours are 8:15 a.m. to 2:53 p.m.

All students are expected to arrive at school between 8:00 a.m. and 8:10 a.m. **Prior to that time, no supervision is available.** Students will enter through the west playground (#6) door and line up in the gym and cafeteria.

Bells:

7:45 a.m. Students who are eating breakfast may enter the cafeteria.

8:00 a.m. Students not eating breakfast will go to the gym.

8:10 a.m. First Bell – Students in gym and will move to their classrooms.

8:15 a.m. School Start Bell – Students are at their desks. Any student who arrives after the bell needs to check-in at the office before being admitted to their classroom.

Attendance/Absences

An important part of school success is regular, on-time attendance. This includes attendance through the end of the day. Please contact the office if your student(s) will be absent from school. Attendance can also be submitted on the ParentVue Portal.

An unexcused absence will be subject to disciplinary action at the discretion of the principal.

December 2025

Lincoln Public Schools

» Important Dates

December 1st
Schools Closed

December 22nd-31st
Schools Closed

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

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.

School Breakfast and Lunch Program

We are a CEP school which stands for Community Eligibility Provision. This means our school will serve free breakfast and lunch to all students. Breakfast will be served from 7:45-8:00 a.m. each morning. Please note extras such as milk or seconds will be charged at regular prices.

Breakfast

Elementary full price \$1.30

Reduced \$0.30

Elementary School Lunch

Full price \$2.50

Reduced \$0.40

GRADE	LUNCH TIMES	RECESS
K	11:20-11:50	1:00-1:20
1	11:20-11:50	12:55-1:15
2	11:00-11:20	1:20-1:40
3	11:40-12:10	10:05-10:25
4	12:10-12:40	1:45-2:05
5	12:00-12:30	1:35-1:55



Gifts, Treats, and Invitations

Classrooms recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or nonedible) onto school grounds. Please do not send gifts, party favors, balloons, or flowers. These items will not be delivered to classrooms.

Invitations will not be distributed during school hours. Phone numbers and addresses cannot be distributed by any school personnel.

School/Classroom Parties and Celebrations

Parties and classroom celebrations (e.g., Fall, 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 with the approval of the principal. Students or families should not bring food for their class for any occasion.

Valentines Day is an exception. Edible treats are allowed but will be sent home and not be eaten at school due to possible allergies and food sensitivities.

January 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				SCHOOLS CLOSED WINTER BREAK	SCHOOLS CLOSED WINTER BREAK	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	SCHOOLS CLOSED	Parent Teacher Conference		Parent Teacher Conference		
25	26	27	28	29	30	31

» Important Dates

January 1st-2nd
Schools Closed

January 19th
Schools Closed

January 20th
Parent Teacher
Conferences

January 22nd
Parent Teacher
Conferences

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.

SARATOGA ELEMENTARY SCHOOL

Parent/Student/Teacher Compact

To provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards a school-parent compact was jointly developed with parents, and reviewed annually. This compact outlines how parents, the entire school staff and students share in the responsibility for improved student achievement.

Parent/Guardian Agreement

- See that my child attends school regularly and on-time
- When possible make medical and other appointments after-school or on non-school days
- Support the school in it's efforts to maintain proper discipline by encouraging safe, respectful, and responsible behavior
- Establish a time for homework and review it regularly
- Establish a time for reading at home for at least 20 minutes daily
- Attend parent conferences to discuss my child' school progress
- Attend family events that are sponsored by the school
- Provide a caring environment, including nutritional food and adequate rest appropriate to the age of my child
- Communicate to the school relevant information that may affect my child's learning

Signature _____

Student Agreement

- Attend school every day and arrive on time
- Complete and return homework assignments
- Learn and follow the expectations of Saratoga school
- Read, or be read to, at least 20 minutes each day outside of school
- Be safe, respectful, and responsible
- Complete all assignments to the best of my ability
- Communicate concerns and needs when necessary to a responsible adult

Signature _____

Teacher Agreement

- Set high expectations for learning
- Provide appropriate homework assignments for students to practice skills introduced in class
- Encourage students and parents by providing information about student progress
- Provide a safe and supportive environment for learning by encouraging safe, respectful, responsible behavior
- Notify parents of any concerns in a timely manner
- Encourage family reading time outside school time

Signature _____

Principal Agreement

- Provide an environment that allows for positive communication between the teacher, parent and student
- Ensure that our school provides instruction in a safe and supportive environment that enables all students to meet and exceed student performance standards
- Provide a process for on-going planning, review and improvement of school activities and programs
- Act as the instructional leader by supporting teachers in their classroom as well as parent involvement
- Provide a safe school environment by encouraging safe, respectful responsible behavior of the entire Saratoga community.

Signature _____

February 2026

Lincoln Public Schools

» Important Dates

February 16th-17th
Schools Closed

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
	SCHOOLS CLOSED	SCHOOLS CLOSED				
22	23	24	25	26	27	28

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.

Dismissal Procedures

Students will be dismissed at 2:53 p.m. unless there are other circumstances. Upon dismissal students must leave the school grounds and proceed home or to a previously designated location. **IT IS THE PARENT/STUDENT RESPONSIBILITY TO FOLLOW THEIR CHILD'S BEFORE AND AFTER SCHOOL PLAN.**

- Parents are asked to wait outside the Southwest playground gate at dismissal.
- Grades K, 1, and 3 will be dismissed through Door 5 and will exit through the gate. Kindergarten and first grade classes will move to the West on Saratoga Street towards 11th Street. All other students will line up with their teacher along the side walk.
- To help with congestion, 2nd, 4th and 5th grade will be exiting door 4 by the staff parking lot. The staff parking lot will be closed for safety.
- **If you are heading West on Saratoga Street, please do not get out of your car. This lane must keep moving.**
- Teachers will wait with children outside until 2:58 p.m. Children not picked up by 2:58 p.m. will be escorted to the office. After 2:58, parents/guardians must come to door 1 on the East side of the building to pick up their children and sign them out.

Student Drop Off and Pick Up is **NOT PERMITTED** in the following areas:

- Southwest parking lot (off Saratoga Street)
- Northeast parking lot (off 13th Street)
- 13th Street



Shining Star Tickets

Student positive behaviors will be recognized throughout the year with **Shining Star Tickets**. This small, individual recognition promotes positive behavior. It also builds a "want to" attitude to do the right thing, even when teachers are not looking.

The Saratoga Way

It is important that all students contribute to a productive learning atmosphere in class. If students disrupt class due to poor behavior, they infringe on the right of other students to learn. When a student misbehaves in class, teachers will attempt to help him/her correct that behavior. If those efforts are not successful, administrative intervention may be necessary. Both teacher and administrative intervention could include **but not be limited to: problem solving, consequences, and calling a parent**. Ultimately, if efforts to correct behavior fail, a student may be suspended (both in and out) of school.

Telephone Use

If you choose to send a cell phone with your student to school, these are the guidelines which need to be followed:

- The school is not responsible for cell phones.
- The cell phone must be turned off, kept in backpack or turned into teachers.
- If the cell phone becomes a nuisance item, the cell phone will be taken away and given to an administrator. Parents/guardians will be called and they will need to pick up the cell phone from the office.

March 2026

Lincoln Public Schools

» Important Dates

March 9th-13th
Schools Closed

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

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.

Methods of Communication

Weekly Communication Folders:

Typically, school news will be sent home via Friday folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Saratoga 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: Saratoga.LPS.org

ParentVue:

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

School Messenger:

This district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address.

Facebook:

Follow us on Facebook to receive messages about Saratoga School or go to the Saratoga School Website and click on Facebook.



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. Go to home.LPS.org/socialworkers/mental-behavioral-health-points-of-contact or scan the QR code for more information.



April 2026

Lincoln Public Schools

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

» Important Dates

April 3rd
Schools Closed

April 6th
Schools Closed

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.

Bullying

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



May 2026

Lincoln Public Schools

» Important Dates

May 21st
Last Day of School

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	Last Day of School 21	22	23
24	25	26	27	28	29	30
31						

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.

June 2026

Lincoln Public Schools

» Important Dates

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				

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.

July 2026

Lincoln Public Schools

» Important Dates

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	31	

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.

LPS Student Calendar



2026-27

Graduation Dates

TBA

Yankee Hill

TBA

Independence Academy

TBA

Bryan Community Focus Program

At Pinnacle Bank Arena TBA

● First and Last Day for Students

■ All Schools Not in Session

▮ Schools Not in Session (Professional Learning/Planning Day)

➤ Quarter Start Dates

➤ Quarter End Dates

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.

JULY 2026

S	M	T	W	T	F	S
			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	

AUGUST 2026

S	M	T	W	T	F	S
						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					

SEPTEMBER 2026

S	M	T	W	T	F	S
		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			

OCTOBER 2026

S	M	T	W	T	F	S
				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

NOVEMBER 2026

S	M	T	W	T	F	S
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					

DECEMBER 2026

S	M	T	W	T	F	S
		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		

JANUARY 2027

S	M	T	W	T	F	S
					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						

FEBRUARY 2027

S	M	T	W	T	F	S
	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						

MARCH 2027

S	M	T	W	T	F	S
	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			

APRIL 2027

S	M	T	W	T	F	S
				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	

MAY 2027

S	M	T	W	T	F	S
						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					

JUNE 2027

S	M	T	W	T	F	S
		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			

Notes



Saratoga Elementary School
2215 S. 13th Street, Lincoln, NE 68502
Marci Imel, Principal
Amber McPike, Instructional Coordinator
Website: Saratoga.LPS.org
Phone 402-436-1166
Fax: 402-458-3266

LINCOLN BOARD OF EDUCATION 5905 O Street • Lincoln, NE 68510



Barbara Baier
John Goodwin

Marilyn Johnson-Farr
Mara Krivohlavek
Annie Mumgaard

Bob Rauner
Piyush Srivastav

John Skretta, Interim Superintendent

5/25

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.