

# ***Eagle Elementary School***

## ***Building Information & Procedures***



**Eagle Elementary School**  
**600 South 1<sup>st</sup> Street**  
**Eagle, NE 68347**  
**402.781.2210**  
**[www.district145.org](http://www.district145.org)**  
**[www.facebook.com/EagleVikings](https://www.facebook.com/EagleVikings)**

## Eagle Elementary School Staff

<b>First Name</b>	<b>Last Name</b>	<b>Email Address</b>	<b>Position</b>
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Stephanie	Watson	stephanie.watson@district145.org	Head Cook

## **EAGLE ELEMENTARY SCHOOL GENERAL INFORMATION**

### **PURPOSE OF THIS HANDBOOK**

The following information is intended to give you an understanding of the daily procedures at Eagle Elementary School. The District Student Handbook contains more in depth information regarding policies and procedures in the district. The District Student Handbook can be found on the district website.

**CLASSROOM SUPPLIES** – Classroom supply lists for each grade level are posted on the Eagle Elementary School webpage. Please use this information to assist you as you purchase school items for your child(ren).

**COMMUNICATION** – Information about school can be found and will be communicated in the following ways:

- District website: [www.district145.org](http://www.district145.org)
- Eagle Facebook Page: [www.facebook.com/EagleVikings](http://www.facebook.com/EagleVikings)
- Email via School Messenger
- Direct communication from classroom teacher

**ARRIVAL & DISMISSAL TIMES** – Various dismissal times can be found in the table below.

First Bell	Tardy Bell	Dismissal	Early Dismissal	Noon Dismissal	Late Start
8:10am	8:15am	3:05pm	12:55pm	11:25am	10:15am

**ARRIVAL PROCEDURES** – Staff is not on supervision until 7:50am. Please be sure your child does not arrive at school before that time.

Upon arrival at school, students will do the following.

- Eat breakfast, if they choose. When finished, participate in one of the following:
- K-2 and 3-5 switch back and forth for the following activities each day:
  - Playground
  - Walking Club on the basketball court, depending on the weather
- Attend reading club (when open)
- In inclement weather, students will come into the Lunchroom and will do one of the following:
  - Sit in their line
  - Play games or draw at the tables
  - Attend Walking Club in the gym

**ABSENCES** – Please call and notify the office if your child will be absent from school. If you call before 8am, leave a message in the “attendance” inbox. Additional information regarding absences can be found in the District Student Handbook.

**LEAVING DURING THE SCHOOL DAY** – The school district operates under a closed campus. Once a student arrives at school they are not allowed to leave school grounds. If a parent wants to take their child out of school, he/she must stop in the office and sign the child out.

**DISMISSAL PROCEDURES** – At dismissal, students will be walked out of the building. Students riding the bus will be walked out to the north side of the building. Students walking home or getting picked up will exit out of the south end of the building. Classroom teachers will walk students that are being picked up around to the front of the building.

**BICYCLES** – Students that ride bikes to school must park them in the bike racks. Students must walk their bikes on school grounds and when crossing in the crosswalks. It is recommended that students lock their bikes up and wear a helmet when riding.

**GOING HOME WITH A FRIEND** – If children are planning on going home with a friend these plans need to be made at home and not at school. Children will not be allowed to call home for this reason. If a child is going home with a friend a note is required from the parents granting permission.

**SCHOOL DISTRICT-145 BUS TRANSPORTATION** – Students who ride the bus to school are expected to ride the bus home unless we have a signed note by the parent. Questions regarding transportation by bus can be directed to (402) 786-3015.

**VISITORS AT SCHOOL\*** – We want to welcome you to visit our school and we wish to make your visit meaningful. In order to help insure this, we ask that you call ahead and make arrangements to visit because there are times when the class may be on a field trip, involved in a practice for a music program, taking a test, or a substitute may be teaching. We encourage you to visit school anytime

after the first week of school and before the last two weeks of school. We recommend that parents of kindergarten children wait three weeks before visiting. Parents are discouraged from bringing preschool youngsters to school for classroom events. Students who attend other school districts may not attend ours when they are on vacation. We do not have the authority to assume responsibility for them. If you as a parent wish to discuss something with the teacher, please make an appointment to do so after school. Visits should be kept under an hour. If a parent wants to observe the classroom, the parent should contact the principal to arrange this so the principal can arrange an appropriate time. **All visitors must check in at the Office, sign in and wear a visitor's badge while visiting the school. \*Due to COVID guidelines, visitors will be at the discretion of the school administrator. No visitors may be present at lunch times.**

**LUNCH PROCEDURES – Due to COVID guidelines, we are asking for no visitors during student lunch times.** In a traditional school year, If you plan to eat lunch with your child, please check-in at the office and receive a badge. If you plan to eat school lunch, please notify the office in the morning so your lunch can be added to the count for the day.

Lunch times for the 2021-2022 school year can be found in the table below.

<b>Fourth/Fifth Grades</b>	<b>Second/Third Grades</b>	<b>Kindergarten/First Grade</b>
11:00-11:20 pm	12:10-12:30 pm	11:30-11:50 am

**RECESS** – Students are expected to go outside for scheduled recesses if the weather permits. Children who must remain indoors because of colds, or who are recovering from an illness, must bring a note stating the reason and duration for staying indoors. If school officials question the length of time a child is missing recess, a note from a doctor may be required. It is important for children to dress appropriately for recess based on the weather. Students will have recess outdoors when the temperature and/or wind chill is at or above 10 degrees.

**CERTIFIED PET THERAPY DOG** – Eagle Elementary has a Certified Pet Therapy Dog named Mazy. Mazy is a Labrador Retriever and will accompany Ms. Laura Allen to school at various times throughout the week. Mazy will work closely with some students in the building to help provide support with academic, social-emotional, or behavioral needs. Any student will be able to schedule time with Mazy. Additional information regarding the benefits, Mazy's jobs, frequently asked questions and expectations when interacting with Mazy, are listed [here](#).

**ROOM PARENTS** – Room parents are volunteers who are willing to assist a classroom teacher. The major areas of assistance are field trips and classroom parties. Responsibilities of room parents include organizing games or supervising a designated group of students. Room parents must work in collaboration with classroom teachers and receive approval for all activities.

**FIELD TRIPS** – Permission slips will be sent home at the start of the school year for you to sign allowing your child to go on field trips. Students without signed permission slips will not be allowed to attend field trips. A field trip is an educational opportunity and an extension of the school day, for that reason it is our school policy not to allow younger siblings to attend field trips with parents who are volunteering to help with the activity.

**PARTY INVITATIONS** – Invitations to parties, etc. are not to be distributed to children at school unless every child in the classroom receives an invite.

**DRESS CODE** – Please review the School District #145 Dress Code Policy in the District Student Handbook. This is a district wide policy approved by the School Board.

**PHONE CALLS AT SCHOOL & CELL PHONES/WATCHES** – Students needing to use a phone during the school day need permission from the classroom teacher, office personnel, or building principal. The use of cell phones, during the school day, is prohibited. Students who bring cellphones to school must keep them in their lockers with the ringers on silent or turned off. Misuse of cell phones during the school day will result in the following:

- **1<sup>st</sup> Offense:** The cell phone will be turned into the principal for the remainder of the day. The student can pick up the phone at the end of the school day.
- **2<sup>nd</sup> Offense:** The cell phone will be turned into the principal for the remainder of the day. Parents will be contacted and asked to pick up the phone from the office.
- **Additional Offenses:** To be determined by the building principal.

**FOOD ITEMS\*** – \*Following COVID guidelines only non-edible treats will be allowed in the classrooms. No food items may be brought in the classroom or school to be shared with others. To ensure the safety of all students, a list of acceptable food items for birthday treats is included at the end of this handbook. Only the items on the list will be handed out to students. Holiday treats will be provided by the school district. No outside food can be brought in for parties.

**PETS** – Pets can be a nuisance and a problem on school grounds. Please keep your pets at home. Local officials will pick up pets that become a nuisance on school grounds. Children that wish to bring their pet to school must get prior approval from the building principal. Parents must bring the pet to school and take it home after sharing time.

**PRESCRIPTION MEDICATION** – Prescription medications will continue to be distributed to students who are in need of this service. Parents need to personally bring prescription medications that students need at school and sign a permission slip before medications will be given. This is a policy that better ensures the safety of the students attending Eagle Elementary School.

**PARKING INFORMATION** – The main parking lot (horseshoe parking lot on the south side by the playground) will be used for student drop-off and pick-up. To help you navigate the main parking lot and ensure the safety of our students, please review the “Drop-off/Pick-up” article posted on the Eagle Elementary webpage. The north and east parking lots are reserved for bussing and staff parking. Please do not attempt to pick your child up in the north or east lots.