

**Student  
and  
Family  
Handbook  
2024  
2025**



**SADDLEBROOK**  
*Elementary*

OMAHA PUBLIC SCHOOLS

**Saddlebrook  
Elementary**

## **Multi-Tiered Systems of Support for Behavior (MTSS-B) is being implemented in all Omaha Public Schools and Programs.**

The Omaha Public Schools (OPS) implements Multi-Tiered Systems of Support for Behavior (MTSS-B) to promote student use of positive behavior. Through this framework, OPS has committed to providing staff with tools and resources to positively engage students and families through implementation of school-wide positive behavior interventions. These practices are designed to support safe and encouraging learning environments.

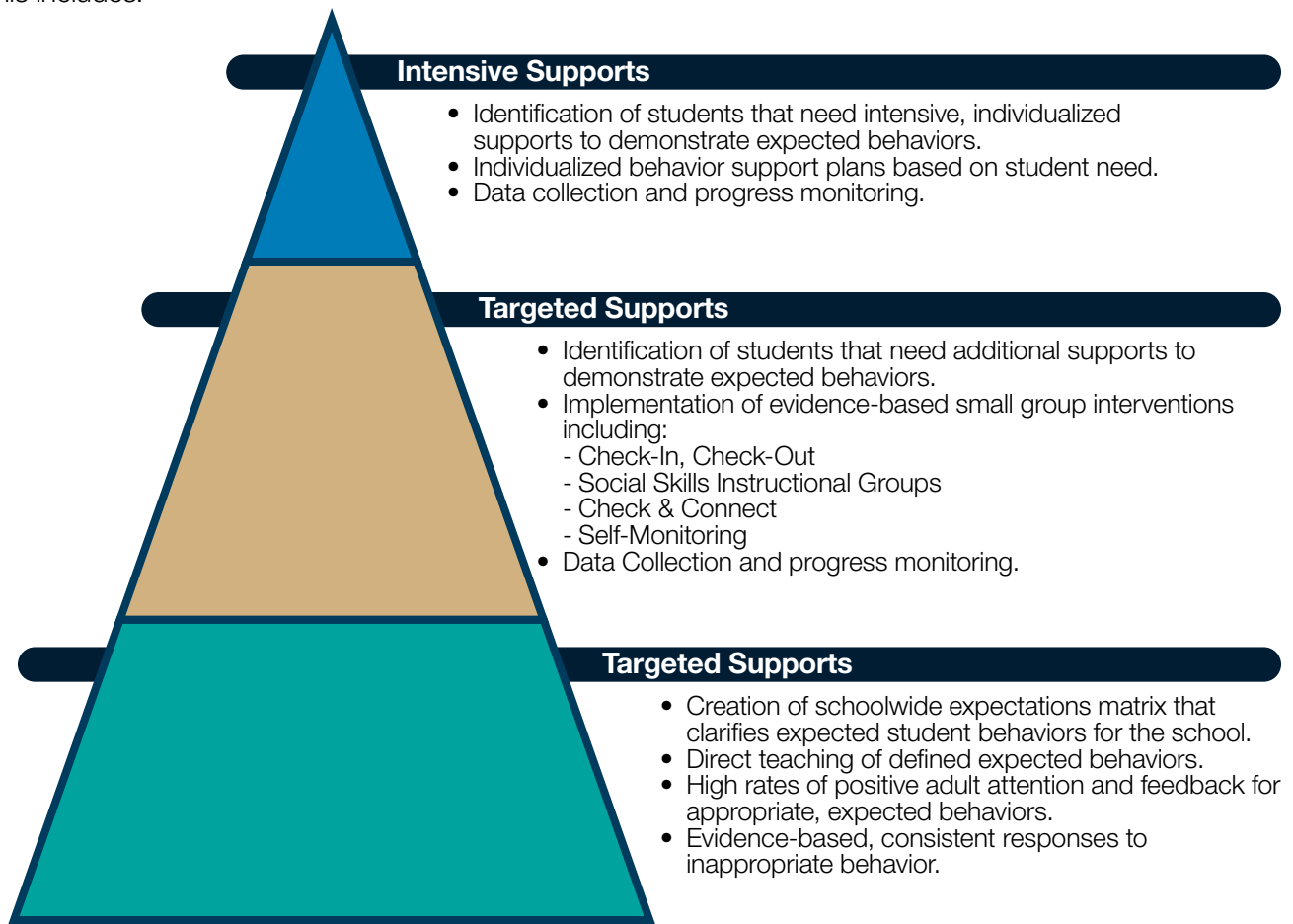
We believe that we cannot “make” students learn or behave. But we can create environments to increase the likelihood of positive behaviors occurring.

MTSS-B is a research-based, highly effective behavioral framework that is designed for teaching and reinforcing students’ social, emotional, and academic learning skills in order to sustain academic achievement and support the social, emotional, and behavioral well-being of students. Consistent implementation of MTSS-B leads to:

- Improved school climate;
- Reductions in major disciplinary infractions;
- Improved academic achievement;
- Improved concentration, positive social behavior, and emotional regulation.

OPS is committed to supporting students through behavior interventions and alternatives to exclusionary practices that require removal from the educational setting where the safety of the student and/or others is not of immediate concern.

MTSS-B utilizes consistent practices that have tiers of increasingly intensive supports, and in our schools, this includes:



## Social Emotional Learning (SEL)

In addition to MTSS-B, Omaha Public Schools continues to support Social Emotional Learning (SEL) development through curriculum, strategies, and resources. SEL is defined by the Collaborative of Academic Social Emotional Learning (CASEL) as the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

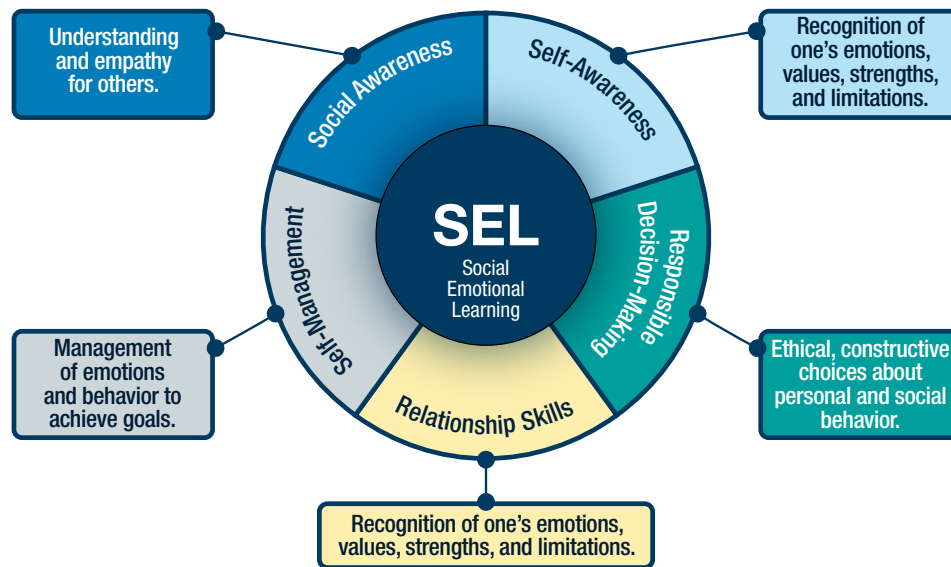
Within the Omaha Public Schools, our goal is to focus on CASEL's five SEL competencies:

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making

SEL promotes knowledge, skills, and attitudes that support lifelong success and advance educational equity and excellence.

### How do MTSS-B and SEL Align in all Omaha Public Schools and Programs?

MTSS-B and SEL are frameworks that work together to provide an ethic of care for students and promote success in students' academics, behavior, attendance, and overall well-being. Combined they create positive learning environments where students and staff are equipped with resources and skills for successful school communities.



If you would like more information about how MTSS-B and SEL are implemented in your school, contact the building principal.



# Saddlebrook Elementary

## Student and Family Handbook 2024-2025

14850 Laurel Avenue / Omaha, Nebraska 68116-4510  
531-299-2020 / Fax 402-502-9108 / [www.ops.org/saddlebrook](http://www.ops.org/saddlebrook)

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*This handbook is prepared to serve as a guide to Saddlebrook Elementary students. In it you will find the policies and procedures that are followed at Saddlebrook. We hope that you will find this handbook a convenient reference during the school year.*

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### Mission Statement

Omaha Public Schools prepares all students to excel in college, career, and life.

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### Vision Statement

Every student. Every day. Prepared for success.

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Omaha Public Schools does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), marital status, sexual orientation, disability, age, genetic information, gender identity, gender expression, citizenship status, veteran status, political affiliation or economic status in its programs, activities and employment and provides equal access to the Boy Scouts and other designated youth groups. The following individual has been designated to accept allegations regarding non-discrimination policies: Superintendent of Schools, 3215 Cuming Street, Omaha, NE 68131 (531-299-9822). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Director of Equity and Diversity, 3215 Cuming Street, Omaha, NE 68131 (531-299-0307).

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## **Welcome To Saddlebrook School**

The teachers, administrators, and staff are excited about Saddlebrook and our educational program. This handbook is prepared for the parents of our students and the students themselves.

The Saddlebrook Student and Parent Handbook contains important guidelines concerning the Saddlebrook Joint Facility. It also identifies our school rules, which all students are responsible for knowing and observing. Parents, we need your help! In the best learning situations, children are frequently reminded of expectations. Please share in the responsibility of making sure your child understands the information contained in this handbook. This information will also be helpful to you as we begin the new school year. If you have any questions, please feel free to call the school, or better yet, come visit us!

Please review the handbook carefully with your child as soon as possible. Thanks for your help! The entire staff joins me as we welcome you to Saddlebrook for the 2024-2025 school year.

Sincerely,

Tiffany Lafrentz  
Principal

## **Saddlebrook Elementary School Statement Of Philosophy**

Saddlebrook Elementary will provide the best possible learning environment for each of its students so that every child has the opportunity to develop his or her potential to the fullest. The school shall foster those academic skills, physical skills, and social and emotional skills, which are necessary for each child to become a positive contributing member of society.

It is the goal of Saddlebrook Elementary to promote high academic achievement in all areas, and provide the development of strong moral character, an appreciation of ethnicity, love for home and country, and respect for the rights of all people. We will strive to develop self-esteem in each child with regard to race, gender, ability, and heritage.

As a result of his or her education at Saddlebrook, your child will learn to make mature and responsible decisions commensurate with his or her age. Each student will develop an appreciation of his or her own self worth as well as the worth and contributions of all people.

## **Important Telephone Numbers**

Saddlebrook Elementary .....531-299-2020

Saddlebrook Public Library.....402-884-7473

Saddlebrook Recreation Center .....402-932-1080

## **The Saddlebrook Joint Facility**

The Saddlebrook Joint Facility is a collaboration with the City of Omaha Recreation Department and the Omaha Public Library. It is unlike any school in the State of Nebraska and one of only a few in the United States. Its unique arrangement of elementary school, community center and public library under a single roof benefits all students, their families and our community members while incorporating life-long learning and wellness for life.

The facility features a commons area, the circulatory center of the building, which functions as a welcoming place for meetings, gatherings, and grade level assemblies. Saddlebrook students reap the benefits of two gyms, a mac and pc lab, an indoor running track, a “green” roof, and state of the art technology classrooms.

The building is a model of cooperation. Three groups with similar, yet supporting goals, come together to create an example for the rest of the United States.



## Daily Schedule

Kid's Club opens .....	6:30 a.m.
Principal and Secretary on Duty .....	8:00 a.m.
Teachers on Duty .....	8:35 a.m.
Breakfast Begins .....	8:35 a.m.
Entrance Bell .....	8:45 a.m.
School Begins (Tardy Bell) .....	8:50 a.m.
Afternoon Dismissal - All Grades .....	4:05 p.m.
Teachers off Duty .....	4:25 p.m.

**There is no play period prior to school.** Students wishing to eat breakfast may enter the cafeteria no earlier than 8:35 a.m. Students should not arrive to school earlier than 8:35 a.m. The school cannot assume responsibility for the supervision and safety of students arriving before those times. Parent(s)/guardian(s): Make sure your daycare or care provider knows the school arrival and dismissal time. Students may enter the building from either the school or library/community center side.

## Dismissal

All Kindergarten students will dismiss through the Kindergarten doors at the South entry. Students wishing to go to the library or community center after school must exit the North doors and re-enter. 3rd - 5th grade students will dismiss through the North community center doors. 1st and 2nd Grade Students will dismiss through the Northeast door.

## Homework and Late Assignments

### Why Do Teachers Assign Homework?

Homework helps reinforce what has been learned in class, prepares the students for upcoming lessons, teaches responsibility, and helps students develop positive study habits. Teachers do not send homework home simply to have "homework". Homework will be sent home if the student is not completing the work at school, or if there is extra practice or review needed on a particular content area.

### Late Assignments

Assignments are expected to be submitted on the day they are due. Late assignments are handled individually by classroom teachers. If late work becomes a continuous habit then the teacher will notify the parents to work out a solution that will help the student. When homework is requested for an absent child, please do so before 9:30 a.m. It will be in the office at 4:05 p.m.

## Traffic Safety

Parents are urged to drive with extreme caution in the school neighborhood. **Parents must not park in the bus area or in the driveway of the school parking lot.** Please use extreme caution and courtesy when dropping your child off in front of school. Be aware of crosswalks. **Parents are to remain in their cars when parked in the parking lot.**

### School Breakfast and Lunch

Breakfast is free to all students. Doors open at 8:35 a.m. **Please do not send your child before this time.** Breakfast will be eaten in your child's classroom in the morning.

Student's lunch time will vary depending on the lunch schedule. All lunch for the 2023-24 school year will be free to all students.

If your child is allergic to any particular food, please contact your doctor and have them put it in writing and send the note to the school. This is required by Federal guidelines. White/Chocolate milk accompanies the school lunch. If your child is choosing a school lunch they will not be allowed to bring additional food to supplement the school lunch. Students cannot bring just chips or snacks to supplement for the lunch. **Children may not bring pop in their lunch.**

## Special Occasions, Parties, Treats

There are two parties during the school year: Fall Festival and Valentine's Day. The PTA will be hosting these parties in the gym. Special notices from the PTA will be sent home with specific information/cost regarding these parties. At the end of the day for on Fall Festival Day we will be doing a costume parade. Costumes must be school appropriate, and must not contain any weapons.

If a student wants to celebrate a birthday, we try not to disrupt the instructional day as much as possible. All birthday recognitions will be at the end of the day. If you are planning to provide a treat for the class, Saddlebrook is a healthy food site, and we would prefer that all treats be healthy. **No homemade or home baked treats are permitted to be brought from home by the students to share. Non edible items are preferred.**

## Safety To and From School

The school's Crossing Guard Program has been established for one reason ... **The Safety of Our Children.** Please help our Crossing Guards by insisting on respect and obedience of the rules and regulations of our school. Remember, **the Crossing Guard is providing a service** for our school and must be on duty in rain, sleet, snow, and in frigid weather. The Crossing Guards ask students to follow a few common sense rules:

1. Wait until the Crossing Guard has reached the middle of the street and all cars have stopped.
2. Listen to the Crossing Guard for directions.
3. Don't push, shove, or run.
4. Walk while crossing the street.
5. Stand behind the Crossing Guard while waiting to cross.
6. **Parents, please remember to use the crosswalk and obey the Crossing Guard while crossing your child.**

## Bicycles/Skateboards/Rollerstikes

Riding bicycles to and from Saddlebrook is encouraged. Bike racks are located on both the school and library side of the facility. For safety reasons, skateboards and any form of roller skates/blades are not permitted to and from school.

## Questions/Concerns

If parents have a question or concern regarding a situation with their child in school, they are encouraged to follow these steps:

1. Contact the child's teacher to discuss the concerns and possible solutions.
2. If the concern cannot be resolved with the teacher, the parent should then schedule a conference with the principal.
3. If the parent still feels the problem has not been resolved, further recourse is available through the Student Community Services.

## Saddlebrook School Colors and Mascot

We at Saddlebrook Elementary are proud of our school! We believe it is important for all children to feel and experience a sense of pride in themselves and in their school. Pride in one's school helps to establish a feeling of belonging, loyalty, and security for each student. Our school colors are forest green and silver. Our school mascot is the "Green Wave". Every Friday we will celebrate our spirit and pride by wearing our school colors. This is a visible way of feeling a true belonging to our school/community family.





## **Adopt-A-School**

Saddlebrook Elementary is proud to have supportive Adopt-A-School partners:

- **Core Bank** (132nd & Maple)
- **HyVee** (156th & Maple)
- **PIP Printing**
- **Northwest Rotary**
- **Ideal Images**
- **Ted & Wally's Ice Cream**
- **Burlington Store**

## **Behavior Outline**

Behavior expectations appropriate in the school building, and on the playground and bus:

### **Restroom Expectations**

- Exit the restroom when I am done.
- Clean up after myself.
- Use a level 0 voice.
- Wait my turn.
- Give others privacy.
- Wash my hands thoroughly when I am done.

### **Hallway Expectations**

- Go directly to my destination.
- Use a level 0 voice.
- Use silent wave to greet others.
- Walk in a single file line.
- Stay to the right and keep my eyes forward.
- On the stairs, I will hold onto the railing and stay to the right.

### **Morning Arrival Expectations**

- Walk to my destination.
- Sit in front of my locker.
- Read or write silently.
- Use a level 0 voice.
- Follow the hall monitor's directions.

### **Dismissal Expectations**

- Go directly to my destination.
- Use a level 1 voice.
- Walk in a single file line until dismissed by my teacher.

### **Cafeteria Expectations**

- Raise my hand before getting up.
- Use a level 2 voice while at the table.
- Respond to quiet signal and listen to speaker.
- Use good manners.
- Walk and line up quietly for recess.
- Use a level 1 voice while in line.

### **Recess Expectations**

Line up when the whistle is blown.  
Collect and return all equipment.  
Take turns.  
Respect the personal space of others.  
Use equipment as taught.

### **Assemblies Expectations**

Sit on my pockets.  
Use a level 0 voice.  
Raise my hand to speak.  
Show the speaker that I am listening.  
Listen to my teacher's directions while entering and exiting.

### **All Settings Expectations**

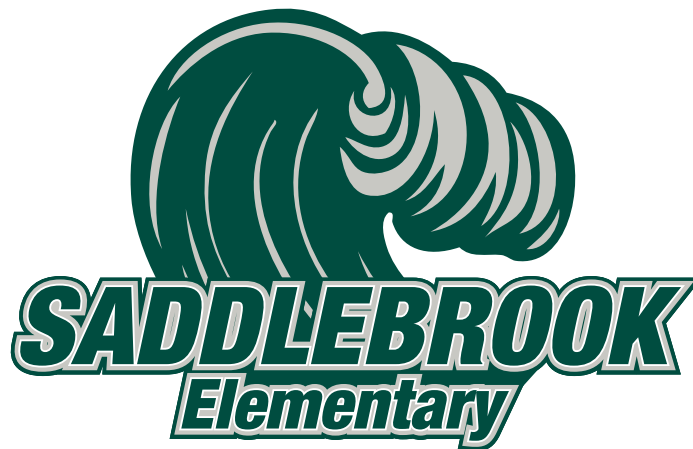
Come to school focused and ready to learn.  
Use the appropriate level voice.  
Use kind words.  
Follow directions the first time asked from all staff.  
Keep hands, feet and objects to myself.

### **Classroom Expectations**

Be Responsible  
Be Respectful and Kind  
Be Safe

### **School Rule on Fighting**

If two students are involved in a fight, both students will be disciplined. Fighting is defined as any unwanted physical contact. If she/he returns the physical contact, she/he is automatically involved in the fight.  
Children who violate school rules may be sent to the Positive Action Center for retraining and/or to the office for a conference with the principal.  
Habitual or serious violations may result in either in-school or out of school suspension.



## **Saddlebrook's Guidelines for Success**

The **3B's** will be taught in all classes the first week of school and reviewed periodically. Expectations for each common area will be taught as needed.

**Be Responsible • Be Respectful and Kind • Be Safe**

## **Saddlebrook Library in Partnership with the Omaha Public Library**

We will be using Omaha Public Library cards for our Saddlebrook students to check out books. Here are some Frequently Asked Questions...

### **Q: How does the partnership between Saddlebrook and the Omaha Public Library work?**

**A:** With parental permissions, an Omaha Public Library card is issued to your child at the beginning of the school year if he/she does not already have one. The school librarian will retain a copy of the library card barcode so students can check out a book during library time at school.

### **Q: How do the return policies for library class differ from the receipt?**

**A:** The Omaha Public Library receipt given at the time of check will usually list a 3-week due date. However, students will be reminded to return their library book(s) at each weekly scheduled library time. Students will be taught to return a book to get another book.

### **Q: What is the fine policy for late, damaged and lost books?**

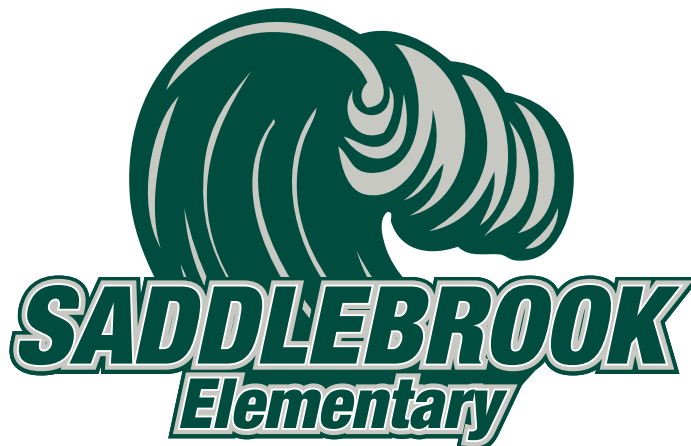
**A:** Per Omaha Public Library policy, children through age 13 are allowed a 60-day grace period for late return of juvenile items without penalty. After that grace period, fines/fees may be assessed. Please refer to the handout on Omaha Public Library overdue policy for more information. It is the responsibility of the student and the student's parent/guardian to pay replacement costs for all damaged and lost items.

### **Q: What is the fine policy for non-print materials?**

**A:** Audiobooks and playaways are available for check out to Saddlebrook students during school hours. The replacement cost for these materials ranges between \$75.00–\$100.00 per item. This cost charged as a fine if non-print items are lost or damaged.

### **Q: Can books be returned through the book drop prior to scheduled library times?**

**A:** Yes! Students will be allowed to check out materials during scheduled library time if their books have previously been returned through the Omaha Public Library's book drop.



# Omaha Public Schools 2024-2025 Calendar



Next Level Learning – May 29–July 3

Please check with your child(ren)'s school regarding dates of specific school related activities.

Juneteenth - No School For Next Level Learning Students - June 19

Independence Day ..... July 4

**STAGGERED SCHOOL START** - indicated by asterisk\*

- **August \*14** – Kindergarten, and Entry Level Grades at Middle and High School
- **August \*15** – First Day of School for All Other K-12 Students
- **August \*21** – First Day of School for Pre-K Students

Labor Day – No School For All Students ..... September 2

Two Hour Late Start For All Students ..... September 24

No School For All Students ..... October 4

**HIGH SCHOOL CONFERENCES ARE THE WEEK OF OCTOBER 7**

No School For High School Students – October 10 & 11

First Quarter Ends – October 11

Second Quarter Begins – October 14

**MIDDLE SCHOOL CONFERENCES ARE THE WEEK OF OCTOBER 14**

No School for Middle School Students – October 17 & 18

**HIGH SCHOOL – PreACT Day for 10th Grade** ..... October 22

No School for 9, 11, 12th Grade High School Students

**ELEMENTARY CONFERENCES ARE THE WEEK OF OCTOBER 21**

No School For Elementary Students – October 24 & 25

Two Hour Late Start For All Students ..... October 29

No School For All Students ..... November 5

Thanksgiving Recess – No School For All Students ..... November 25-29

Second Quarter Ends – December 19

No School For All Students ..... December 20

Winter Recess – No School For All Students ..... December 23-January 2

No School For All Students ..... January 3

Third Quarter Begins – January 6

Martin Luther King Day – No School For All Students ..... January 20

Two Hour Late Start For All Students ..... January 28

No School For All Students ..... February 14

Presidents' Day – No School For All Students ..... February 17

**ELEMENTARY CONFERENCES ARE THE WEEK OF FEBRUARY 24**

No School For Elementary Students – February 27 & 28

**HIGH SCHOOL CONFERENCES ARE THE WEEK OF MARCH 3**

No School for High School Students – March 6 & 7

Third Quarter Ends – March 7

Fourth Quarter Begins – March 10

**MIDDLE SCHOOL CONFERENCES ARE THE WEEK OF MARCH 10**

No School For Middle School Students – March 13 & 14

Spring Recess - No School For All Students ..... March 17-21

No School For All Students ..... March 28

Two Hour Late Start For All Students ..... April 1

No School For All Students ..... April 18

No School For All Students ..... April 21

Last student day – Fourth Quarter Ends ..... May 21

Memorial Day ..... May 26

Elementary – 8:50 a.m. to 4:05 p.m.

Middle School – 7:40 a.m. to 3:05 p.m.

High School – 7:40 a.m. to 3:05 p.m.

Note: At Kennedy, Lewis & Clark, Wakonda, Wilson, and Alternative Programs – Check with the school regarding start & end of school day times.

## June 2024

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## December 2024

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## July 2024

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## January 2025

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## August 2024

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## February 2025

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## September 2024

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29	30					

## March 2025

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30	31					

## October 2024

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## April 2025

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26	27	28	29	30		

## November 2024

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## May 2025

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23	24	25	26	27	28	29
30	31					

### Omaha Public Schools Board of Education

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# Omaha Public Schools District Student Handbook

*Elementary School • 2024-25*

*Every student.  
Every day.  
Prepared for  
SUCCESS.*



# Omaha Public Schools Student Code of Conduct

2024-25 School Year

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*Every student.  
Every day.  
Prepared for  
SUCCESS.*



## **Parent(s)/Guardian(s) and Students**

We ask that you take time to sit down together and read through these guidelines.

Please note the behaviors that may result in an administrative response.