

# **2016-2017**

## **SCHOOL CALENDAR STUDENT & PARENT HANDBOOK**

### **Kloefkorn Elementary School**

**6601 Glass Ridge Dr. (68526) • Phone 402-436-1148**

**Web Page: [wp.lps.org.kloefkorn](http://wp.lps.org.kloefkorn) • Fax: 402-458-3248**

**Tonya Jolley, Principal**

**Lisa Swiatek, Assistant Principal**



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## 2016-2017 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 1/15

2016 JULY							2017 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				
31													

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

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

OCTOBER							APRIL						
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						

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

DECEMBER							JUNE						
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	10	4	5	6	7	8	9	10
11	12	13	14	15	16	17	11	12	13	14	15	16	17
18	19	20	21	22	23	24	18	19	20	21	22	23	24
25	26	27	28	29	30	31	25	26	27	28	29	30	

- First and last days of class for students
- Schools not in session
- Students in elementary schools NOT in attendance (Plan Days)
- PLC days-early dismissal (Plan Days and PLC Days are subject to change)

### Graduation Dates

**Thursday, May 25, 2017**

Bryan Community Focus Program (at East)

**Sunday, May 28, 2017**

LSW, LNS, LHS (at Pinnacle) | LNE, LE, LSE (at Devaney)

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.

## Dear Student and Families,

Welcome to Kloefkorn Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you may have about the policies and practices of our school. Please carefully review the contents with your child. The "Important Information" booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates of school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 402.436.1148.

On behalf of the entire staff, we look forward to working together to make this year at Kloefkorn School a productive and successful year of learning and growing.

Warmest regards,

**Tonya Jolley**  
Principal

**Lisa Swiatek**  
Assistant Principal

## INTENT OF KLOEFKORN STUDENT & FAMILY HANDBOOK

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Kloefkorn 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 his/her child in following the rules contained in this handbook.

Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to 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.



## HISTORY OF KLOEFKORN ELEMENTARY SCHOOL

Kloefkorn School opened in August 2012 with an enrollment of 331 students. It is a beautiful new school, designed by Clark Enerson Partners, approximately 75,000 square feet and sits on 15.95 acres of land at 6601 Glass Ridge Drive in the Vintage Heights neighborhood. The school is extremely proud to carry the name of distinguished, late Nebraska State Poet, Bill Kloefkorn. As we begin our fifth year (2016-17) we anticipate welcoming 500 students preschool-5th grades.

William Kloefkorn was born in Kansas, having spent his early years growing up in the village of Attica (population somewhere around 765). He and his wife Eloise moved to Lincoln in 1962, where he taught writing and literature at Nebraska Wesleyan University until his retirement in 2002.

Kloefkorn has published more than 44 collections of poetry, two collections of short fiction, four memoirs and an assortment of children's Christmas stories. His work has appeared in numerous periodicals and anthologies, and he has conducted workshops and given readings in a wide variety of venues across Nebraska and the country.

In the early 1970s he initiated Nebraska's poets-in-the-schools program, talking and writing with young students throughout the state. "Not many things," he says, "are more important or more satisfying than are classrooms filled with wide-eyed, vibrant students who are eager to learn and to tell stories by way of the written word."

In 1982 the Unicameral by proclamation named him the Nebraska State Poet.

Kloefkorn School boundaries are roughly between Old Cheney Road and Nebraska Highway 2, 84th Street to 134th Street.





# MISSION AND GOALS

## Lincoln Public Schools Mission

The Lincoln Board of Education has defined the mission of the schools to be the development of responsible adults who are productive citizens of a pluralistic community, nation, and world; who are prepared to learn throughout their lives; and who are appreciative of the arts, history, and culture.

It is the intention of the Lincoln Public Schools that all students will achieve the following:

1. Demonstrate competency and fluency in the essential skills of reading, writing, speaking, listening, and mathematics.
2. Think critically and creatively, using higher order thinking skills to make decisions, solve problems, and create new perspectives and possibilities.
3. Understand the important ideas from the arts, humanities, sciences, and mathematics, and understand the relationship among them.
4. Demonstrate the knowledge, skills, and attitude essential for living in a democracy and becoming a contributing member of society.
5. Understand and celebrate the diversity and interdependence of our pluralistic, multicultural community, nation, and world.
6. Respect and care for themselves and others.
7. Respect and care for the natural environment.
8. Work with others productively and cooperatively.
9. Become a lifelong learner.
10. Develop skills to enter the work force.



## School Improvement Goal

The goal for continuous school improvement at Kloefkorn School is that ALL students will achieve AT or ABOVE grade level in district reading, writing, and math curriculum through effective teaching and learning.



## OUR MISSION

Our mission at Kloefkorn School is to HONOR the past, ACHIEVE excellence in the present, and INSPIRE leaders for the future.



## Normal School Hours

Grades K-5:

School Starts: 8:15 a.m.

Dismissal: 2:53 p.m.

Preschool:

School Starts: 8:30 a.m.

Dismissal: 12:00 p.m.

First Student Week (Grades K-5):

School Starts: 8:15 a.m.

Dismissal: 1:33 p.m.

## Professional Learning Communities (PLC) Early Release Days

The following school days are designated as Professional Learning Communities "Early Release Days" for students:

August 30, September 27, October 25, November 29, December 20, January 31, February 28, March 28, April 25.

Students in grades K-5 will dismiss 1 hour and 20 minutes earlier than the normal schedule: 8:15 a.m.-1:33 p.m.

## ARRIVAL DISMISSAL PLAN FORM

**IT IS THE RESPONSIBILITY OF THE PARENTS TO NOTIFY THE SCHOOL IN WRITING OR EMAIL IF A CHILD'S PLAN CHANGES TEMPORARILY OR PERMANENTLY. IN SOME INSTANCES, A NEW ARRIVAL/DISMISSAL FORM WILL NEED TO BE COMPLETED AND GIVEN TO THE OFFICE.**

Please inform the office by email if an individual not on the Arrival/Dismissal form is picking your child up. It is the responsibility of the parent to communicate this plan with their child before they leave for school.

Kloefkorn School K-5 dismissal is generally 2:53 pm. daily, and 1:33 p.m. on designated "early student release days" (PLC) when staff meet in their professional learning communities. In all cases, parents are responsible for having a dismissal plan for their child and communicating it with their children as how they will get home safely.

It is reasonable for all students to be picked up from school within 15 minutes after students to be picked up from school after student dismissal. Designated school personnel will supervise students outside at student dismissal for 15 minutes after the designated dismissal time.

In the event there is a miscommunication between parent a child, and a student is not picked up within 15 minutes of dismissal, Kloefkorn students have been instructed to come to the school office for assistance.

## STUDENT ARRIVAL AND DISMISSAL PROCEDURES

### Arriving to School and Breakfast Option

Children should not enter the school grounds until 8:05 am. Supervision is not provided before that time. Students arriving to school prior to 8:05 a.m. will not be supervised and are the responsibility of their parents or daycare providers.

Students who participate in the programs noted below may enter the building at the times stated and will be supervised:

1. Students participating in the Kloefkorn breakfast program. (**Seating for breakfast begins at 7:45 am.**)
2. Students having a prearranged meeting with a teacher.
3. Students that are accompanied by a parent/guardian are here for a specific pre-arranged meeting.
4. Students who are registered with the "Family Services Before School Program".

Students will enter the building and go directly to classrooms at the sound of the 8:10 a.m. welcome bell. Any students arriving to class after 8:15 am will be counted tardy. Student will need to stop at office and get a late pass to present to teacher.

## KLOEFKORN STUDENT DISMISSAL PROCEDURES

### Dismissal at the End of the Regular School Day/ Early Release Days/ Emergency

Children will be dismissed by teachers at 2:53 p.m. To avoid unnecessary confusion at dismissal time, please plan to meet your child outside the school building. Teachers and/or other school staff will walk students outside to meet parents, daycare vans, caregivers etc. In some instances, children will need to complete assignments, need additional help from a teacher or remain for the disciplinary purposes. Phone calls will be made to alert parents/guardians if the child is remaining after school for more than 10 minutes. Children should follow their dismissal plan and make after school plans when they arrive home.

Students will be allowed to be at school after dismissal time only under the following circumstances:

1. They have a prearranged meeting with a teacher.
2. They are accompanied by a parent/guardian and are here for a specific prearranged meeting.
3. They are part of a school sponsored club or activity (such as Student Council or Orchestra), PTO after school classes, or club or activity with an organization that utilizes the Kloefkorn School building.
4. They are registered with the "Family Services After School Program".

## Lunch Time

The recess/lunch schedule is as follows:

Grade	Recess	Lunch
Grade K	10:45 – 11:00	11:00 – 11:30
Grade 1	11:00 – 11:15	11:15 – 11:35
Grade 2	12:00 – 12:15	12:15 – 12:35
Grade 3	12:15 – 12:30	12:30 – 12:50
Grade 4	11:15 – 11:30	11:30 – 11:50
Grade 5	11:45 – 12:00	12:00 – 12:20



The cost for hot lunch is \$2.35 a day. POS (Point of Sale) is the name of our cafeteria cash register system. With the POS cash register system a parent/guardian deposits money into an account that is accessed by the child entering their POS number on a keypad in the cafeteria. In order to insure a smooth transition into the school year, please deposit money into your child/ren school lunch account by using our web-based meal prepayment system available on the LPS website. If your child is coming to Kloefkorn School from another LPS school, they will use the same number as last year. If your child is new to Lincoln Public Schools, a number will be assigned. **It is very important that your child/ren learn their lunch PIN number so they can enter it on the keypad on the first day of school.** Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

Students are allowed 1 “borrow” from the office, should they not have sufficient funds to pay for lunch, and are expected to repay the loan the following day. Students who must “borrow” a second time will make a call home for money or a cold lunch to be brought to school.

If your child received free/reduced lunch last year, your application is valid for the first 30 days of school this year. A new ‘Free/Reduced Lunch’ application **MUST** be completed each new school year for each child. Applications are now online, and may be accessed from the lower right corner of our school’s home page under ‘Meal Links.’ Internet access is available at school for anyone needing assistance applying online. Eligibility for the free/reduced lunch program is determined by federal guidelines. The on-line application is simple to complete, eliminates lost applications or delays in receiving applications through the mail and reduces the amount of time that a family has to wait or hear back from the nutritional services office in regard to their eligibility status.

Parents/Guardians are welcome to join their child(ren) for lunch. Please notify the office before 8:30 a.m. if you plan to have school lunch. Adults and children that are not students in Lincoln Public Schools pay \$3.30.

The United States’ Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that “no food may be sold or served that competes with the national School Lunch Program one half hour prior to the serving period.” This means that no food may be sold (i.e. pop, snack machines, fund raisers), and no food may be brought in to treat for birthday parties, class rewards, or class parties. Also, parents may not bring in food for more than their child.

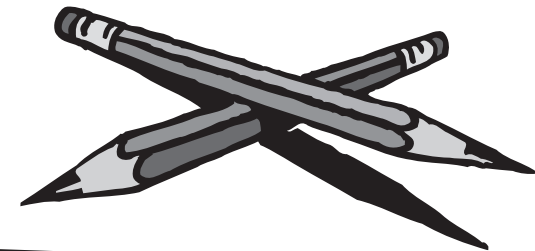


### Student Use of Telephone

Students will be permitted to call home regarding school matters, upon obtaining 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 leaving home in the morning. Students will not be allowed to use cell phones in the classroom. Cell phones are to be turned off and kept in students’ backpacks during the school day.

### Instructional Supplies

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment, will be required to pay for the damage done or replace the item.



## Make-up Work

We appreciate parent/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home **upon return to school**.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for completion of work.

Please call the school in the morning to request homework to be picked up after school.

## Medical and Dental Appointments on School Time

Students are granted parent approved (but not district excused) absences from school in order to keep medical or dental appointments during school hours. Students must check in the office upon departure for the appointment and on return to school. A computerized record is kept when the student is out of the building. It is necessary that the child check in and out through the office. Please send an email or call the office the previous day.

## Dental Inspections

Dental inspections are performed in the school by dentists recommended by the Lincoln District Dental Society and approved by the Board of Education. Students presenting a dental report form signed by their own dentist will be excused from annual dental inspection which starts approximately October 1.



## Open/Closed Campus

Elementary students are not allowed to leave school during the school day without permission and need to be picked up in the office. If you plan to have your child eat lunch at home, please send a note designating your permission for the child to go home for lunch. Students are allowed to go home for lunch if there is a parent/guardian or another adult at home during lunchtime. Please make arrangements in advance.

## Kloefkorn School Attendance Policy

We know that students who attend school regularly and on time perform better in school. It is important to a student's success that the habit of regular and punctual attendance be formed. It is our goal to have every student in school as many days as possible, and to work with parents and guardians to help students understand the importance of being in school. Student may be excused for illness, or if by parent request, the student may miss school for a family emergency or special family need, including a religious observance. Students may also be excused from school to participate in a school-approved activity.

Students not in class on time will be counted as tardy unless excused by previous arrangement with the school office.

## Releasing Students

For the safety of students and staff, parents/guardians and visitors must check in to the office, and receive a visitors badge. Parents/guardians are to come to the office when picking up their child before the regular dismissal time. Office staff will contact the classroom teacher and the student will be sent to the office, once the parent has arrived.

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

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

## Readmission Following Illness

Policies regarding readmission of students following illness are as follows: Students should have a note from parent/guardian explaining the cause of the absence if the parent has not been in contact with the school during the absence. In doubtful cases the school may request a statement from a physician.

The student who has been absent from school will report to the teacher with a note and the teacher will decide whether or not to refer the student to the principal or nurse. If the absence is of three days or more or due to a communicable disease, the student should be checked by the nurse, health paraeducator, principal, or principal's designee.





## Classroom Teacher's Responsibility

1. Be aware of all medical needs of the students in the classroom.
2. Ensure that information for all students with medical needs is in an organized, prominent and accessible location for a substitute teacher.
3. Follow students IHP, Emergency Action Plan and/or 504 plans.
4. Provide non-food 'rewards' for all students.
5. Plan curricular activities and educational tools that omit the allergenic item from classroom activities and projects.



## Student's Responsibility

1. The student should not trade food with others.
2. The student should not eat anything with unknown ingredients or known to contain any allergen.
3. The student will identify self to nutrition services workers if he/she has a special diet or food allergy, if age or developmentally appropriate.
4. The student should be proactive in the care and management of their dietary needs and reactions based on their age and developmental level.
5. The student should notify an adult immediately if he/she eat and/or are exposed to something he/she believe may contain the food to which he/she is allergic to.

Lincoln Public Schools recognizes the importance of preventing food allergy exposures and the goal will be to follow these guidelines. The district does not have control over all food products that come into a building. Even manufactures that have previously been allergen free may change the ingredients at any time and without notice.

These guidelines were adapted from information reviewed from the National Association of Secondary School Principals; the National Association of School Nurses; the Food Allergy and Anaphylaxis Network; The American Academy of Pediatrics; and the National School Boards Association.

Additionally, in order to ensure adequate communication between health services staff and food service/nutrition staff, please provide adequate information outlining your child's restrictions.

### Hypersensitivities:

1. Food Allergy: Any allergy dietary restriction which would require a doctor's note to be treated at school.
2. Food Intolerance: Food restrictions based upon religious preferences, e.g. no pork, beef, etc.; Vegetarian; Other sensitivities; Lactose Intolerance that is for a beverage substitute only or texture modifications.

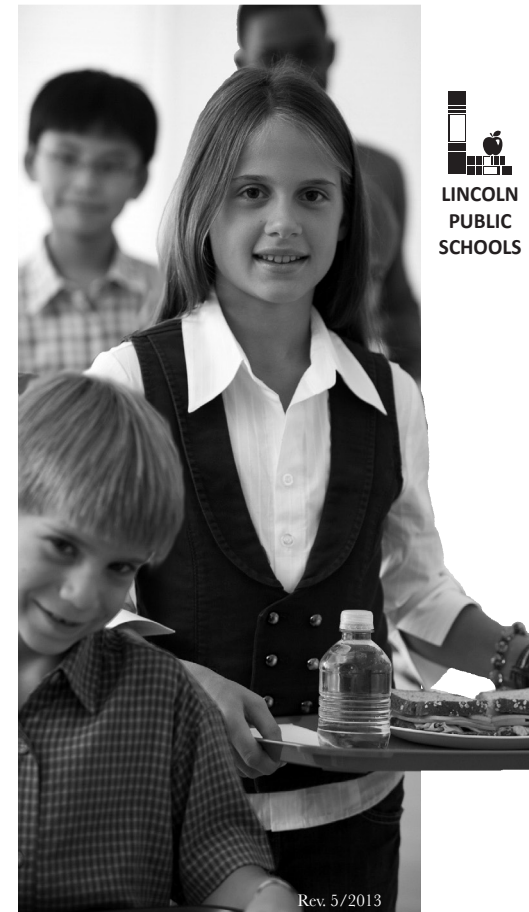


For more information contact:

LPS Nutritional Services 402|436|1745

LPS Health Services 402|436|1655

[www.lps.org](http://www.lps.org)



Rev. 5/2013

Guidelines for  
**Managing Students**  
with **Food Allergies**  
and Other Dietary Needs





## Family's Responsibility

1. Notify the school of the child's allergy.
2. Work with the school team to develop a plan to accommodate the child's needs throughout the school, including in the classroom, in the cafeteria, in LPS sponsored after-school events, during field trips, and on the school bus.
3. Provide written medical documentation, instructions, and medications as directed by a physician, using the LPS Anaphylaxis Action Plan as a guide. Have the physician sign a Medical Statement for Students Requiring Special Meals (this form only needs to be completed one time while the student is at LPS, unless the condition changes).
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Educate the child in the self-management of their food allergy and special diet needs including:
  - Safe and unsafe foods
  - Strategies for avoiding exposure to unsafe foods
  - Symptoms of allergic reactions
  - How and when to tell an adult that they may be having an allergy related problem
  - How to read food labels (age-appropriate)
6. Review LPS procedures with the school staff, the child's physician, and the child (age and developmentally appropriate) after a reaction has occurred.
7. Provide current emergency contact information.
8. Notify school of changes in dietary status, i.e. no longer an allergen or increased, allergies or other diet changes.
9. If a student is attending a before or after school program run by an outside agency, in an LPS building, family must provide medical information to that program.

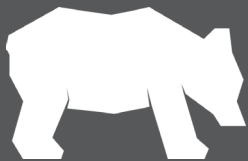


## School's Responsibility

1. Be knowledgeable about, and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply.
2. No school is considered to be 'free' of any allergen. Schools will be considered 'allergy aware.'
3. Review the health records submitted by parents and physicians.
4. Include students with special diets in school activities. Students should not be excluded from school activities solely based on their special diet.
5. Identify a core team of, but not limited to, school nurse, teacher, principal, cafeteria manager and nutrition services dietitian and counselor to work with the parents and the student (age and developmentally appropriate) to establish a prevention plan. Changes to the plan to promote dietary management should be made with core team participation. The core team will be developed on an individual basis.
6. Assure that all staff who interact with the student on a regular basis understands the dietary management, can recognize symptoms, knows what to do in an emergency, and works with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, curricular activities, or incentives. The use of non-food incentives should be encouraged.
7. Periodically review the Anaphylaxis plan before an allergic reaction occurs to assure the efficiency/effectiveness of the plan.
8. The school nurse will appropriately store medications, have appropriate school supplied emergency medications available, and be certain that all who should have access to the medications do. If age and developmentally appropriate and all necessary forms are completed, the student may self-carry their medications.
9. School staff should be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day.
10. Review guidelines and care plan with the core team members, parents/guardians, students and physician (as necessary) after a reaction has occurred.
11. Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs.
12. Recommend that all buses have communication devices in case of an emergency.
13. Recommend a 'no eating' policy on buses, during regular school hours, with exceptions made only to accommodate special needs under federal laws. School nurse should visit with parents whose child may need a snack on the bus to discuss appropriate snacks.
14. Discuss field trips with the family of the child with dietary needs to decide appropriate strategies for managing the dietary needs.
15. Any harassment of a student with dietary needs, or non-compliance by a staff member to the student's health plan should be reported to an administrator for follow-up.



*Students should not be excluded from school activities solely based on their special diet.*



## SCHOOL RULES

As a Kloefkorn Student I will:

1. Be Safe.
2. Be Respectful.
3. Be Responsible.

## RIGHTS, CONDUCT, RULES & REGULATIONS

### Rights and Responsibilities

The Lincoln Public Schools has established rights and responsibilities of students. They can be found in the "Important Information" booklet provided to parents/guardians before each school year, and are also available in the school office. The rights and responsibilities are designed to assure that students have the best opportunity possible to learn in a safe, clean environment without disruption. Please review the rights and responsibilities with your child.

### Management Plan

We believe that all children have the right to a positive, successful learning climate. The staff and parents work cooperatively to reinforce students' positive behavior to ensure this type of environment. Each year grade level teams will share management plan and the behaviors expected of each child at each grade level and/or classroom. Questions specific to your child's grade level or classroom can be directed to the classroom teacher.

Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by all students and staff. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

Kloefkorn School Common Area Expectations			
	Be Safe	Be Respectful	Be Responsible
<b>All Common Areas</b>	<ul style="list-style-type: none"> <li>•Walk</li> <li>•Keep hands and feet to self</li> <li>•Respect others personal space</li> </ul>	<ul style="list-style-type: none"> <li>•Use kind words and actions</li> <li>•Be courteous; greet people, hold doors for others</li> <li>•Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>•Pick up after yourself and others</li> <li>•Be a positive role model for others</li> <li>•Be honest</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>•Keep all food to yourself</li> <li>•Respect others' space</li> <li>•Sit facing the table and push chair in when excused</li> <li>•Walk</li> </ul>	<ul style="list-style-type: none"> <li>•Wait patiently in line</li> <li>•Use good manners</li> <li>•Welcome everyone to your table</li> <li>•Voice level 2/3</li> </ul>	<ul style="list-style-type: none"> <li>•Raise hand if you need to leave the table</li> <li>•Clean up your space</li> <li>•Dispose of your food and tray appropriately</li> </ul>
<b>Playground/ Recess</b>	<ul style="list-style-type: none"> <li>•Stay within designated boundaries</li> <li>•Follow safety rules for use of equipment</li> <li>•Be aware of activities around you</li> <li>•Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>•Include everyone in games and activities</li> <li>•Take turns</li> <li>•Use appropriate language</li> <li>•Be a good sport</li> <li>•Voice level 4/5</li> </ul>	<ul style="list-style-type: none"> <li>•Put away equipment</li> <li>•Line up when you hear the whistle</li> <li>•Line up in line order</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>•Walk</li> <li>•Stay to the right</li> <li>•Allow others to pass</li> </ul>	<ul style="list-style-type: none"> <li>•Walk quietly</li> <li>•Keep hands off walls</li> <li>•Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>•Move through the building with a purpose</li> </ul>
<b>Sidewalks</b>	<ul style="list-style-type: none"> <li>•Keep hands and feet to self</li> <li>•Stay behind yellow line</li> </ul>	<ul style="list-style-type: none"> <li>•Walk on the right side</li> <li>•Stay on sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>•Wait for those in front of you</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>•Keep water in the sink</li> <li>•Put towels in the garbage</li> </ul>	<ul style="list-style-type: none"> <li>•Give others privacy</li> <li>•Clean up after yourself &amp; others</li> <li>•Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>•Flush toilet after use</li> <li>•Wash hands</li> <li>•Use only what you need</li> <li>•Return to room promptly</li> </ul>
<b>Arrival &amp; Dismissal</b>	<ul style="list-style-type: none"> <li>•Use sidewalks and crosswalks</li> <li>•Walk bikes on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>•Follow adult directions</li> <li>•Voice level 2/3</li> </ul>	<ul style="list-style-type: none"> <li>•Arrive on time</li> <li>•Leave on time</li> </ul>
<b>Special Events &amp; Assemblies</b>	<ul style="list-style-type: none"> <li>•Keep hands and feet to self</li> <li>•Wait patiently to be seated or dismissed</li> </ul>	<ul style="list-style-type: none"> <li>•Sit flat</li> <li>•Be a respectful listener</li> <li>•Show appropriate appreciation</li> <li>•Voice level 1</li> </ul>	<ul style="list-style-type: none"> <li>•Use good audience manners</li> <li>•Listen for directions</li> <li>•Wait until your class has been dismissed before leaving</li> </ul>
<b>Safety Drills</b>	<ul style="list-style-type: none"> <li>•Line order</li> <li>•Walk quickly and safely</li> <li>•Voice Level 1</li> <li>•Wait for instructions</li> </ul>	<ul style="list-style-type: none"> <li>•Voice 1</li> <li>•Wait for instructions</li> </ul>	<ul style="list-style-type: none"> <li>•Line Order</li> <li>•Voice Level 1</li> <li>•Wait for Instructions</li> </ul>
<b>Physical Education</b>	<ul style="list-style-type: none"> <li>•Enter the gym by walking</li> <li>•Use equipment safely</li> <li>•Be aware of your own space</li> </ul>	<ul style="list-style-type: none"> <li>•Voice Level 1 unless otherwise instructed</li> <li>•Use kind words and actions</li> <li>•Be a Pro at sportsmanship</li> <li>•Raise your hand and wait to be called on</li> </ul>	<ul style="list-style-type: none"> <li>•Wait for Instructions</li> <li>•Pick up after yourself and others</li> <li>•Use equipment for its purpose</li> <li>•Follow rules of the activity</li> </ul>
<b>Music</b>	<ul style="list-style-type: none"> <li>•Walk into the music room one at a time</li> <li>•Keep body and mallets to self</li> <li>•Walk on and off the risers</li> </ul>	<ul style="list-style-type: none"> <li>•Voice Level 4 or less – never Level 5 voice</li> <li>•Work together with everyone</li> <li>•Line order at end of class</li> <li>•Listen with Level 1 voice</li> <li>•Raise hand and wait to be called on</li> </ul>	<ul style="list-style-type: none"> <li>•Turn in work on time</li> <li>•Put materials back when finished</li> <li>•Treat instruments and equipment gently - Never bang on any instruments</li> </ul>
<b>Library Media Center</b>	<ul style="list-style-type: none"> <li>•Walk while in the library</li> <li>•Form one line while waiting to check out books</li> </ul>	<ul style="list-style-type: none"> <li>•Raise your hand and wait to be called on</li> <li>•Voice Level 2 or less</li> <li>•Treat books and computers kindly</li> <li>•Report damaged materials immediately</li> </ul>	<ul style="list-style-type: none"> <li>•Return books when they are due</li> <li>•Place returned books in designated areas</li> <li>•Use shelf markers to keep books in order</li> </ul>
<b>Art</b>	<ul style="list-style-type: none"> <li>•Use tools safely</li> <li>•Walk</li> </ul>	<ul style="list-style-type: none"> <li>•Respect others' art</li> <li>•Voice Level 1 for any group activities</li> <li>•Voice Level 3 at work time</li> </ul>	<ul style="list-style-type: none"> <li>•Clean up after yourself and others</li> </ul>



## Copyright and Fair Use Policy

It is the intent of the Lincoln Public Schools to adhere to the provisions of the U.S. Copyright Law (Title 17). All students and staff are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreements or permission. The Lincoln Public Schools disapproves of unauthorized duplication in any form. Anyone who willfully disregards copyright policy is in violation and assumes all responsibility.

## General Information

### Census Forms

Census forms will be in your child's homeroom at open house. Please update, make changes, check boxes on the back. A signature is required. Place updated census forms in designated classroom basket. Students not attending the open house will have their form sent home in their Friday Folder.

### Important Information Needed

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

When a child moves from one school to another, either in the city or outside the city, advance notice is needed so the school can prepare the transfer or withdrawal forms.

### Birth Certificate Requirements

A student enrolling for the first time in the Lincoln Public Schools must present a certified copy of a birth certificate. The requirement for a certified copy was implemented in 1990 with the passage of new state legislation to help track missing children. The document given to parents from the hospital at the time the child is born looks like a birth certificate, but it is not a certified copy, which has a raised seal of the State of Nebraska and the signature of the director of vital statistics. If you need to obtain a certified copy of the certificate, contact:

**Nebraska Bureau of Vital Statistics**  
**P.O. Box 95007**  
**Lincoln, NE 68509**

### Lost and Found

Most lost articles that are found are brought to the Lost and Found Station. Whenever possible, label your child's articles. Encourage your child to check periodically for lost articles. Articles not claimed by semester break and at the end of the school year are donated to a local children's charity.

## Extra-Curricular Activities

### Before- and After-School Care

Family Service "School's Out" program provides before- and after-school care for kindergarten through fifth grade students. Hours are 7:00 – 8:10 a.m. and 2:53 – 5:45 p.m. Family Services may be contacted at 402-441-7949.

### Before- and After-School Clubs and Activities

Throughout the school year, a variety of interest clubs and activities will be sponsored by the Kloefkorn PTO. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Chorus, Band, Orchestra, and Character Council. Other clubs and activities may be organized to address special interests of students and staff.

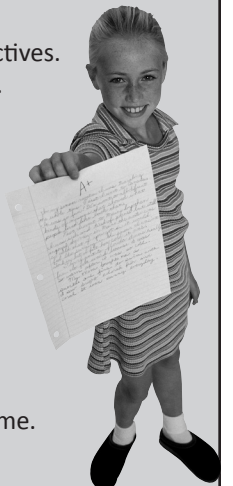
## Communicating Student Progress

### 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 Student Activity Calendar on the Kloefkorn web site 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:** The *Kloefkorn Chronicle* contains announcements, information, school events, etc. This newsletter is sent twice a month through School Messenger.

**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 Kloefkorn Elementary 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: [wp.lps.org/kloefkorn/](http://wp.lps.org/kloefkorn/)

**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:** Check out school happenings on our Facebook Page! ("Like" us at [www.facebook.com/kloefkornschooll](http://www.facebook.com/kloefkornschooll))

## Communication

### Contacting Your Child's Teacher

Parents/Guardians are encouraged to call their child's classroom teacher to arrange for conferences or when questions arise that can be handled with a brief discussion. The best time to reach a teacher by phone is before the student-day begins or after school. During instructional time, voice mail may be left for teachers. Each teacher has an email address that is posted on the Kloefkorn website. Emails may, also, be an effective and efficient way to contact your child's teacher. For involved problems such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.

### Newsletters, Friday Folders, Community News, etc,...

The Kloefkorn School e-newsletter *The Kloefkorn Chronicle* will be published twice a month, and contains announcements, upcoming events, information, specialist reports, calendars, etc. The monthly school lunch menu is also posted on the school web site.

The newsletter will be sent via email and can be accessed on the Kloefkorn School web site at [wp.lps.org/kloefkorn](http://wp.lps.org/kloefkorn).

Watch for the "Friday Folder" each week. It will be utilized as one of our primary communication tools. While daily materials may still be sent home with your student, communications from school, our PTO, and community, important samples of your child's work, and other pertinent information will be placed in your child's Friday Folder. The Friday Folder gives parents an easy way to return written communications to teachers, office personnel, or the PTO when your child returns the envelope on Mondays following each Friday.

Classroom teachers will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom news, etc. "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.

### Communication During School Emergencies

The LPS "School Messenger" system allows school administrators to send voice and/or email to parents and guardians when emergencies happen at their schools. We also use the S.M. system to remind parents of important events, such as "student early release days", parent-teacher conferences, inclement weather days, etc.

It is very important for parents and guardians to provide the school with updated family information, such as changes in phone numbers (both land line and cell phone numbers) and email addresses. In addition, it is very important to update family emergency contact information. The success of the S.M. program is based on having current contact information for each of our families. It is the responsibility of each family to inform the school when contact information changes. You may call our office at 402-436-1148 when you have updated information to give us.

# Safety and Security

## Traffic Safety

Safety is a primary concern and something we will be vigilant about at all times at Kloefkorn School. One important aspect of safety is traffic flow during critical drop-off and pick-up times. We have worked with the City Traffic Engineers Office and the Lincoln Police Department to develop a recommended traffic plan, cross walk locations, signage, and walking routes. The traffic map can be located on the Kloefkorn website.

To ensure the safety of all students, families and staff, we ask for your patience and for your help in following these procedures:

- Follow one-way traffic flow from north to south for loading/unloading students
- The drive through loop on the south side (parking lot) of the school is designated for buses and commercial daycare vans. **The south drive-through loop may also be used for loading/unloading students in grades 3-5 who use south wing doors for arrival and dismissal.** For students' safety, they will not be dismissed to meet waiting vehicles in the parking lot.
- In the event of severe seasonal weather (heavy rain or snow, ice, poor visibility) at arrival and dismissal times, a School Messenger electronic notification and post to Facebook will be sent to parents activating the **Extreme Weather Parking Plan**. The plan allows parents temporary parking in the south staff parking lot. Parents who park in the south lot on Extreme Weather Parking days, must park and walk up to the school building to escort children accordingly. For students' safety, they will not be dismissed to meet waiting vehicles in the parking lot. • During school hours, the parking lot is reserved for staff only; parents/visitors may park along the curb in the front loop.
- The curb along the west side of Glass Ridge Drive is for loading/unloading students. It is posted as a Loading Zone (10 minute maximum with driver in the vehicle) with No Parking 8:00 a.m. – 4:00 p.m. on School Days. Using this side of the street allows students to safely exit/enter the passenger side of your vehicle to the school grounds. We do not want students crossing in the middle of Glass Ridge Drive to enter/exit awaiting cars on the east side.
- In the front drive-through loop (one way only), please follow the adults directing traffic and pull forward to utilize the entire loop. Cars must pull over and stop along the curb to load/unload; children should ONLY enter and exit from curbside. Students must be ready to exit the car immediately to keep traffic moving.

Establishing walking/biking routes to school, carpooling with other families, identifying an alternative drop-off/pick-up site away from the school grounds, are recommended options for reducing/avoiding traffic congestion that is a part of every school's day. Please develop a plan with your child about drop-off and pick-up times so they know where you plan to meet or pick them up, as this dictates where they will go upon dismissal. Your help in sharing this information with childcare providers and grandparents who may be picking up children is appreciated.

Effective safety practices are not always convenient. Your willingness to adhere to the procedures is critical to the success of our plan and ultimately to the safety of all Kloefkorn students. Please be assured that we closely monitor the traffic plan and adjust as necessary. Your patience and cooperation are sincerely appreciated.

## Visiting the Building

All visitors will be asked to "check in" with the office. Individuals wishing to check students out of school should sign them out in the Kloefkorn office. The office will contact the teacher to send the student to the office. The main entrance are the only doors open to the public from 7:00 am-5:45 pm.



## Emergency Drills

Each LPS School provides for practice drills for fire, code red emergency, and tornado type situations with students and staff.

## Safety, Fire and Tornado Drills

All schools have periodic drills so students know what to do in case of emergency, fire, or tornado in order to be safe. The safety of students is a top priority. All schools cooperate with the fire department to make sure the most effective safety procedures are followed.



## Five Ways to a Good Start for Your Child

You can help your child get off to a good start this school year. Here are some ideas to get you started.

1. Get to know your child's teacher. As a parent you know your child best. Share what you know with the teacher. Does your child have a special interest? A favorite book? Are there subjects in which your child needs special help? You don't have to wait until parent teacher conferences.
2. Talk to your child's teacher about problems, too. What goes on at home affects how a child does in school. Separation, family illness, a new baby, or even a move can all affect a child's school work. You don't have to tell the teacher your personal business, but make sure your child's teacher knows important facts that will help them serve your child better.
3. Make sure your child gets enough sleep. Tired children can't do their best work. Set a bedtime—and stick to it.
4. Learn what is expected of your child. Will there be homework? How much? How can I help?
5. Limit TV. Studies show that children who do best in school watch the least amount of television. But remember, when you first turn off the TV set, you'll have to help your child find other things to do. Read a book or magazine. Take a walk. Visit the library or try playing a game.

These tips can not only get your child off to a good start, they can also help to make the entire school year successful.

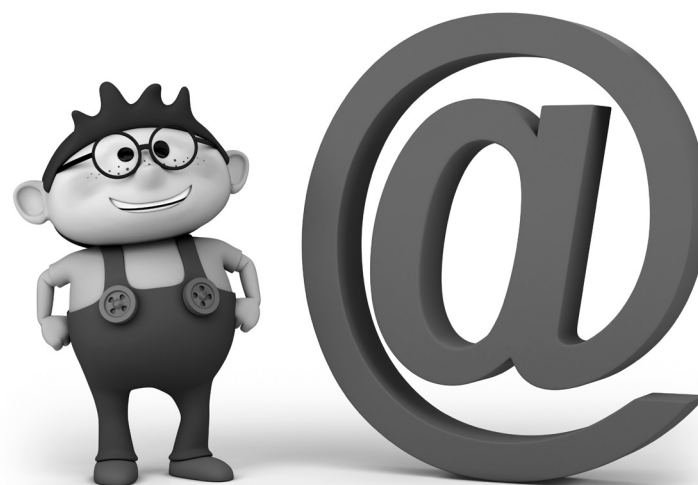


## Parent Teacher Organization

The purpose of the Kloefkorn PTO is to enhance and support the educational experience at Kloefkorn School, to develop a closer connection between school and home by encouraging family involvement, and to enrich the environment at Kloefkorn School through volunteer and financial support.

All teachers and families are encouraged to join the Kloefkorn PTO. Monthly PTO meetings are held on Thursday evenings at 6:30 p.m. Check the Kloefkorn PTO web site – <https://kloefkornpto.org/> or the school website for membership information, PTO events and General Membership Meeting dates. Fill out a short form and submit your payment at <https://kloefkorn.org/membership>.

Good communication is a key to success. The PTO has a Facebook page, website and sends notices home in Friday Folders. We contribute to the Kloefkorn Chronicle and send email updates. Our website is <http://kloefkornpto.org/>. Don't forget to "like" us on Facebook at Kloefkorn Elementary PTO.



# Bullying

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

## Classroom Interruptions

One of our goals at Kloefkorn School is to maintain a productive environment for students, conducive to learning at high levels. In order to do so, we are diligent about minimizing the disruptions to instructional time in the classroom and ask for your help, as well. With 500 students, we are frequently asked in the office to relay messages to students, often about changes in after-school plans (particularly on PLC early release days), and to deliver items from home. We kindly ask that, to the extent possible, those situations be taken care of before the school day.

Student safety is most important. If you have a change in the Arrival/Dismissal plan for your child, please complete a new Arrival/Dismissal form found online. If there is a change in plans due to emergencies, please send an email to the office secretaries at [crohe2@lps.org](mailto:crohe2@lps.org), [rholtz@lps.org](mailto:rholtz@lps.org) and copy the teacher.





## Behaviors That Lead to Success Responsibilities of Elementary Students

The Responsibilities of elementary students tells us what we can do to become good citizens. These rules are written to keep us safe in our schools and protect the rights of all students.

Students who are responsible:

- A. Follow directions given by any school staff member. They speak to and treat school staff respectfully.
- B. Solve problems peacefully. They do not fight, threaten, “put down” others, or force others to do what they don’t want to do.
- C. Respect the property of others. They do not take or break things that belong to the school or others.
- D. Care about how others feel. They do not hurt or try to hurt others.
- E. Treat others fairly. They do not bully or force a student to give them money or valuables.
- F. Help keep the school a safe place. They do not bring weapons of any kind to school.
- G. Care about themselves. They follow the laws and do not have, sell or use tobacco, alcohol, inhalants, other drugs or any imitations of these.
- H. Know that it is important to be in school every day. They are not truant.
- I. Arrive at school on time. They are not tardy.
- J. Use language that is respectful of all people. They do not use offensive gestures, profanity or “put down” people because of their race, religion, gender or ethnic background.
- K. Act in a way that makes others feel comfortable at school. They follow the rules of public decency.
- L. Help make school a good place to learn. They do not repeatedly break the rules of the classroom, playground, lunchroom and school.
- M. Are good citizens. They follow the laws of our state and nation.
- N. Dress properly for school. They do not wear clothing that is unsafe, that offends or that distracts the learning of others.
- O. Help keep buses safe for everyone. They follow school bus rules.
- P. Respect their own bodies and the privacy of others. They do not touch others inappropriately.

These rules are made to guide us. If students choose not to be responsible and break these rules, consequences will follow. Consequences could include suspension or expulsion from school.

This document was written for the use of elementary students. It is intended to supplement the document, Lincoln Public Schools, Responsibilities of Students, not replace it.



# 2016-17 Kloefkorn Staff

## Office Staff

Tonya Jolley, Principal ..... tjolley@lps.org  
Lisa Swiatek, Assistant Principal ..... lswiate@lps.org  
Rene Holz, Executive Secretary ..... rholz@lps.org  
Christy Rohe, Registrar/Secretary ..... crohe2@lps.org

## Health Office

Kelly Erwin, School Nurse ..... kerwin@lps.org  
Rachel Hadley, Health Technician ..... rhadley@lps.org

## Preschool

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## Kindergarten Teachers

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## First Grade Teachers

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## 3rd Grade Teachers

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Melissa Moates, Vocal Music Teacher ..... mmoates@lps.org  
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## Special Education

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## School Psychologists/Gifted Program

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## Nutritional Services

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## Custodial

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## Itinerants

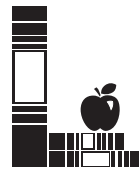
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Jen Goddard, Physical Therapist ..... jgoddar@lps.org  
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KLOEFKORN

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