

# **Zeman Elementary Student Handbook**



**Zeman Elementary School  
4900 S. 52<sup>nd</sup> Street  
Lincoln, NE 68516  
(402) 436-1169**

**Office Hours: 7:00 a.m. – 4:30 p.m.  
Website: [wp.lps.org/zeman/](http://wp.lps.org/zeman/)  
FaceBook: Zeman Elementary School**

# Welcome to the 2016-2017 school year!

The Zeman staff is excited to work with families to help all students learn and grow! The Zeman Student Handbook serves as a guide for school staff, students, and families as we work to create a culture where students can learn at high levels, happily and safely. If you ever have concerns or questions, please do not hesitate to contact me.

Kristi Schirmer  
Principal  
Zeman Elementary  
[kschirm@lps.org](mailto:kschirm@lps.org)  
402-436-1169

## Table of Contents

| <b>Section</b>                    | <b>Page Number</b> |
|-----------------------------------|--------------------|
| Arrival & Dismissal               | 2                  |
| Traffic Flow & Safety Tips        | 3                  |
| Breakfast & Lunch                 | 4                  |
| Communication                     | 5                  |
| Zeman Student Expectations        | 6                  |
| Bullying Information              | 7                  |
| Parent Teacher Organization (PTO) | 8                  |
| Miscellaneous Information         | 8                  |
| Important Dates                   | 10                 |
| Zeman Staff Contact Information   | 14                 |

# Zeman Elementary Student Handbook

2016-2017

**“All students will achieve academic, social, and emotional growth in a safe and positive setting.”**

**Zeman Mission Statement**

The following are practices that will be followed at Zeman Elementary School. This handbook is meant to be a quick-reference guide of common practices and guidelines for Zeman students and families. A complete LPS Important Information Booklet and list of Elementary Common Practices is available online at [lps.org](http://lps.org)

## Arrival & Dismissal

|                     |                       |
|---------------------|-----------------------|
| School Hours:       | 8:15 a.m. – 2:53 p.m. |
| Breakfast:          | 7:45 a.m. – 8:10 a.m. |
| Welcome Bell:       | 8:10 a.m.             |
| Start (tardy) Bell: | 8:15 a.m.             |

Children may start arriving on school grounds **after** 8:00 a.m. unless eating breakfast. **Supervision is not provided before 8:00.**

Students will line up outside between 8:00 and 8:10, with supervision starting at 8:00. Each classroom will have an assigned spot outside their grade level doors. After the 8:10 Welcome Bell, teachers will meet students at their door and escort them inside the building. Below, you will find information about arrival and dismissal doors for all students.

| Grade Level           | Arrival Door | Dismissal Door |
|-----------------------|--------------|----------------|
| Kindergarten          | Door #4      | Door #4        |
| 1 <sup>st</sup> Grade | Door #3      | Door #3        |
| 2 <sup>nd</sup> Grade | Door #1      | Door #1        |
| 3 <sup>rd</sup> Grade | Door #2      | Door #2        |
| 4 <sup>th</sup> Grade | Door #13     | Door #12       |
| 5 <sup>th</sup> Grade | Door #13     | Door #11       |

Once the school day begins, please enter through the main entrance. All other doors will be locked. Please sign in with our security entrance monitor (SEM) before proceeding into the school.

Students are dismissed from school at 2:53 p.m. from their dismissal doors. If a child is not picked up by 3:05 p.m. the child will be escorted back into the building to wait until their escort arrives. The parent, guardian, or designee must come into the office and sign the student out after 3:05.

## Traffic Flow & Safety Tips

See the Zeman traffic map for more information!

To ensure the safety of children at Zeman, please adhere to the following safety rules as you drop off and pick up your children. Please discuss these rules with your children so they will understand their importance. It is imperative that we all work together to maintain a safe environment for our students as they arrive and leave school each day.

Please approach the school coming from the south. Students in K-5 arriving by car can be dropped off on the curbside in front of the school, also known as the cutout. Please do NOT park your car in the cutout in front of the school between the hours of 7:30 – 8:15 and 2:30 – 3:10. **The cutout is reserved for cars to pull up and drop students off without getting out of the car during arrival and dismissal.**

- If you must leave your car, please do not park in the cutout in front of the school.
- If you wish to walk your child up to the building, please park on a side street.
- Obey all traffic laws including:
  - Do not park in front of driveways
  - Park on the right hand side of the street
- Do not park in the bus-loading zone at the north end of the cutout.
- Do not double or triple park. Students should exit and enter their vehicle on the passenger side so they do not need to cross traffic.
- Students should exit their vehicle at the curb – NOT in the middle of the street.
- The parking lot is reserved for staff parking and daycare vans during arrival and dismissal. **The parking lot cannot be used for student drop off and pick-up.**

## Breakfast & Lunch

Zeman School uses a finger scanning system for purchasing school breakfast and lunch. If you wish to have more information about the finger scanning system, please contact the Zeman Principal.

Breakfast begins at 7:45 a.m. every morning. Any student can come to school and purchase a school breakfast. No reservation or notice is necessary if your child is going to come to school for breakfast.

- Cost for breakfast is \$1.30
- If a child comes to school for breakfast, the child must purchase a school breakfast.
- Supervision for breakfast students starts at 7:45 a.m. Please do not have your child arrive before 7:45.

### Lunch Schedule

|                       |               |
|-----------------------|---------------|
| Kindergarten          | 11:00 – 11:20 |
| 1 <sup>st</sup> Grade | 11:30 – 11:50 |
| 2 <sup>nd</sup> Grade | 11:15 – 11:35 |
| 3 <sup>rd</sup> Grade | 12:15 – 12:35 |
| 4 <sup>th</sup> Grade | 12:00 – 12:20 |
| 5 <sup>th</sup> Grade | 12:30 – 12:50 |

Lunch Cost:           \$2.35

Extra Milk Cost:     \$0.50

Parents/guardians are welcome to join their child for lunch. Please notify the office before 10:00 a.m. if you plan to purchase a school lunch for yourself or a younger child when visiting. Adults and children who are not LPS students will pay \$3.30 for lunch. You are welcome to bring lunch for your child. Please note that parents are not allowed to bring food for students other than their own child.

# Communication

## **ZEMAN GAZETTE: School Newsletter**

The ZEMAN GAZETTE contains announcements, school information, school events, our lunch menu, important dates, and much, much more! The ZEMAN GAZETTE is sent on the 1<sup>st</sup> Wednesday of each month via email through our School Messenger service. If a parent wishes to have a paper copy, please contact the school office.

## **WEDNESDAY FOLDERS: Weekly Communication Folder**

Typically, school news will be sent home via Wednesday 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 Zeman School.

## **COMMUNITY NEWS**

"Community News" is a newspaper distributed by Lincoln Public Schools. It is 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."

## **ZEMAN WEBSITE**

Information is regularly updated on our website: [wp.lps.org/zeman/](http://wp.lps.org/zeman/)

- School Calendar
- Lunch Menu
- Lunch Times
- Staff Websites
- School and Staff Contact Information
- PTO Information
- Music Program Information
- Latest News
- Much, much more!

## **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.

## **ZEMAN FACEBOOK**

'Like' us on Facebook! Just search for ZEMAN ELEMENTARY SCHOOL! You will find pictures and posts about exciting events happening at Zeman!

# **Zeman Student Expectations**

## **ZEMAN SCHOOL RULES**

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

### Classroom Expectations

- Work safely; keep hands and feet to self.
- Listen, follow directions and accept others.
- Be engaged!
- Tell the truth.
- Complete assignments on time to the best of your ability.

### Cafeteria Expectations

- Walk quietly to seat and wait for table to be called.
- Face forward, keeping hands and feet to self.
- Use a level 1 or 2 voice.
- Remain seated.
- Eat only your food. Do not share food with others.
- Raise your hand for help.

### Hallway Expectations

- Walk quietly.
- Keep hands buckled in front of you, and feet to self.
- Allow others to walk safely.

### Restroom Expectations

- Use fixtures appropriately.

- Allow privacy for others.
- Use a level 0 voice when in the restroom.
- Flush the toilet and wash your hands.
- Return to your assigned area immediately.

#### Playground Expectations

- Stay within the playground area.
- Include others.
- Play games in which hands and feet are kept to self.
- Use equipment safely.
- Avoid muddy and wet areas.
- Nature should be left alone and on the ground.
- Line up quickly and calmly as soon as the signal is heard.

## Bullying Information

If you feel that your child is being bullied by peers, please contact your child’s teacher or the building principal, Kristi Schirmer. 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 principal or



coordinator, 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.

## Parent Teacher Organization

The Zeman School Parent Teacher Organization is a vital part of Zeman's success with children. As an organization, they represent parents and guardians, and organize events and projects that serve children and families. Monthly PTO meetings are held on the first Thursday of the month at 7:00 p.m. All teachers and families are considered members of the Zeman PTO and are encouraged to participate in the fun! Visit the PTO website by visiting the Zeman School Website and clicking the PTO tab!

## Miscellaneous Information

### **Student Phone Use**

Students will be permitted to use the office phone to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum in order to maximize learning time. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning.

### **YMCA After School Care**

After school care is available to families at Zeman School through the YMCA Adventure Club. They serve students in grades K-5. Hours are 2:53 – 5:45 p.m. Please contact the YMCA at 402-434-9252 for registration information and fee schedule.

### **Will your child be absent? Contact the Office!**

It is important to us that we keep all students safe. Please contact the office if your child is going to be absent from school for any reason. Our office line has voicemail, so calls after school hours can be accepted. **Please call our office if your child is going to be absent. (402-436-1169)**

### **Lost and Found**

The Zeman Lost and Found is located in the cafeteria. Whenever possible, please label your child's belongings. Encourage your child to periodically check for lost items. Items not claimed by semester break and at the end of the school year are donated to a local charity.

### **Pets on School Grounds**

For the safety of students and families, we ask that parents **not** bring pets to school, including during arrival and dismissal.

# Important Dates

Check the Zeman website at [wp.lps.org/Zeman/](http://wp.lps.org/Zeman/) to find updated information about school events!  
Please note – Dates are subject to change.

## August

| Event   | Date      | Time                |
|---|-----------|---------------------|
| Open House                                    | August 11 | 6:00 – 7:00         |
| 1st Day of School – Early Release             | August 15 | 8:15 – 1:33         |
| 2nd Day of School – Early Release             | August 16 | 8:15 – 1:33         |
| 3 <sup>rd</sup> Day of School – Early Release | August 17 | 8:15 – 1:33         |
| Begin Regular School Schedule                 | August 18 | 8:15 – 2:53         |
| 5 <sup>th</sup> Grade Salt Dogs Field Trip    | August 24 |                     |
| PLC Early Release Day                         | August 30 | School ends at 1:33 |

## September

| Event                      | Date         | Time                |
|----------------------------|--------------|---------------------|
| PTO Meeting                | September 1  | 7:00 – 8:00         |
| NO SCHOOL                  | September 5  |                     |
| Color Run Packets Due      | September 6  |                     |
| Color Run – PTO Event      | September 24 | Morning             |
| PLC Early Release Day      | September 27 | School ends at 1:33 |
| Parent Teacher Conferences | September 27 | 4:00 – 7:00         |
| Parent Teacher Conferences | September 29 | 4:00 – 7:00         |

## October

| Event                                    | Date            | Time                |
|--|-----------------|---------------------|
| School Picture Day                       | October 4       |                     |
| PTO Meeting                              | October 6       | 7:00 – 8:00         |
| PTO Fundraiser Begins                    | October 7       |                     |
| Pumpkin Run                              | October 8       | Morning             |
| 3 <sup>rd</sup> Grade Music Program      | October 11      | 6:30                |
| NO SCHOOL – elementary plan day          | October 14      |                     |
| End of Quarter 1                         | October 14      |                     |
| NO SCHOOL – FALL BREAK                   | October 17 – 18 |                     |
| PLC Early Release Day                    | October 25      | School ends at 1:33 |
| 4 <sup>th</sup> Grade Prairie Field Trip | October 27      |                     |
| PTO Fundraiser Packets Due               | October 28      |                     |

## November

| Event                               | Date             | Time                |
|-------------------------------------|------------------|---------------------|
| Report Cards Go Home                | November 2       |                     |
| PTO Meeting                         | November 3       | 7:00 – 8:00         |
| Picture RETAKES                     | November 8       |                     |
| Zeman Sharps Chorus Concert         | November 8       | 6:30                |
| 4 <sup>th</sup> Grade Music Program | November 15      | 6:30                |
| PTO Fundraiser Pick Up              | November 21      | 3:00 – 6:00         |
| NO SCHOOL                           | November 23 – 25 |                     |
| NO SCHOOL – elementary plan day     | November 28      |                     |
| PLC Early Release Day               | November 29      | School ends at 1:33 |

## December

| Event                 | Date             | Time                |
|-----------------------|------------------|---------------------|
| Band Concert          | December 6       | 6:30                |
| PLC Early Release Day | December 20      | School ends at 1:33 |
| End of Quarter 2      | December 22      |                     |
| NO SCHOOL             | December 23 – 31 |                     |

## January

| Event   | Date          | Time                |
|---|---------------|---------------------|
| NO SCHOOL                                       | January 1 – 3 |                     |
| 4 <sup>th</sup> Grade Heritage School -         | January 5     |                     |
| PTO Meeting                                     | January 5     | 7:00 – 8:00         |
| 4 <sup>th</sup> Grade Heritage School - Metzger | January 6     |                     |
| 4 <sup>th</sup> Grade Heritage School – Swartz  | January 9     |                     |
| NO SCHOOL                                       | January 16    |                     |
| Report Cards Go Home                            | January 18    |                     |
| Parent Teacher Conferences                      | January 26    | 4:00 – 7:00         |
| PLC Early Release Day                           | January 31    | School ends at 1:33 |
| Parent Teacher Conferences                      | January 31    | 4:00 – 7:00         |

## February

| Event                           | Date        | Time   |
|---------------------------------|-------------|--|
| PTO Meeting                     | February 2  | 7:00 – 8:00  |
| PTO Spring Party                | February 14 | 1:15 – 1 <sup>st</sup> Grade<br>2:15 – K, 2 <sup>nd</sup> – 5 <sup>th</sup> Grades |
| NO SCHOOL – elementary plan day | February 17 |  |
| NO SCHOOL                       | February 20 |  |
| PLC Early Release Day           | February 28 | School ends at 1:33  |

## March

| Event                               | Date          | Time                |
|-------------------------------------|---------------|---------------------|
| PTO Meeting                         | March 2       | 7:00 – 8:00         |
| 2 <sup>nd</sup> Grade Music Program | March 7       | 6:30                |
| End of Quarter 3                    | March 10      |                     |
| NO SCHOOL – Spring Break            | March 13 – 17 |                     |
| PLC Early Release Day               | March 28      | School ends at 1:33 |
| Report Cards Go Home                | March 29      |                     |

## April

| Event                               | Date          | Time                |
|-------------------------------------|---------------|---------------------|
| 1 <sup>st</sup> Grade Music Program | April 4       | 6:30                |
| PTO Meeting                         | April 6       | 7:00 – 8:00         |
| NO SCHOOL                           | April 14 – 17 |                     |
| PLC Early Release Day               | April 25      | School Ends at 1:33 |
| Zeman Sharps Chorus Concert         | April 25      | 6:30                |
| NO SCHOOL – elementary plan day     | April 28      |                     |

## May

| Event                               | Date   | Time        |
|-------------------------------------|--------|-------------|
| Band Concert                        | May 2  | 6:30        |
| 5 <sup>th</sup> Grade Music Program | May 4  | 6:30        |
| PTO Meeting                         | May 11 | 7:00 – 8:00 |
| Kindergarten Music Program          | May 16 | 6:30        |
| LAST DAY OF SCHOOL                  | May 24 |             |
| Report Cards Go Home                | May 24 |             |

# Zeman Elementary Staff

2016-2017

| Position                   | Name                    | Email            |
|----------------------------|-------------------------|------------------|
| Principal                  | Kristi Schirmer         | kschirm@lps.org  |
| Coordinator                | Melissa Cochrane        | mcochran@lps.org |
| Kindergarten               | Brianna Bergholz Farber | bbergho@lps.org  |
| Kindergarten               | Heather Hansen          | hhansen@lps.org  |
| Kindergarten               | Kati Robinson           | krobins3@lps.org |
| 1st Grade                  | Sara Bordeaux           | sbordea@lps.org  |
| 1st Grade                  | Jacquelyn McDermott     | jmcderm2@lps.org |
| 1st Grade                  | Eileen Schmeichel       | eschmei@lps.org  |
| 2nd Grade                  | Trisha Knoell           | tknoell@lps.org  |
| 2nd Grade                  | Gina Nelson             | gnelson1@lps.org |
| 2nd Grade                  | Chelley Peterson        | petersc@lps.org  |
| 3rd Grade                  | Taryn Abourezk          | taboure@lps.org  |
| 3rd Grade                  | Krissy Lassek           | klasse3@lps.org  |
| 3rd Grade                  | Claire Thomas           | cthomas@lps.org  |
| 4th Grade                  |                         |                  |
| 4th Grade                  | Jennifer Metzger        | jmetzge@lps.org  |
| 4th Grade                  | Jennifer Swartz         | jswartz@lps.org  |
| 5th Grade                  | Kelly Frankenberg       | kfranke@lps.org  |
| 5th Grade                  | Denyse Hunsaker         | dhunsak@lps.org  |
| 5th Grade                  | Carla Witty             | cwitty@lps.org   |
| Librarian/Computer Science | Erica Karas             | egengen@lps.org  |
| Music                      | Megan O'Brien           | mobrien@lps.org  |
| Art/Computer Science       | Susan Otte              | sotte@lps.org    |
| Physical Education         | Sandy Raemaker          | ssundeen@lps.org |
| Band Instructor            | Peter Bouffard          | pbouffa@lps.org  |
| Strings Instructor         | Ian Wright              | iwright@lps.org  |

| Position                       | Name                    | Email            |
|--------------------------------|-------------------------|------------------|
| Resource                       | Kiran Bahl              | kbahl@lps.org    |
| Resource                       | Tasi Bell               | tbell2@lps.org   |
| Resource                       | Kaitlin Procacina       | kproca@lps.org   |
| Speech Pathologist             | Anita Riehl             | ariehl@lps.org   |
| Counselor - Gifted Facilitator | Judi Wittwer            | jwtitt@lps.org   |
| ELL                            | Shelly Jensen           | mjensen2@lps.org |
| Reading Recovery               | Jamie Treat             | jtreat@lps.org   |
| Interventions                  | Cindy Raghani           | craghan@lps.org  |
| Technology Coach               | Lisa Roberson           | lrobers@lps.org  |
| School Psychologist            | Kristin Foreman         | kforema@lps.org  |
| School Social Worker           | Mandy Berlin-Coyle      | mberlin@lps.org  |
| Nurse                          | Paulette Kuhlman        | pkuhlman@lps.org |
| Health Tech                    | Deanna Vallis           | dvallis@lps.org  |
| Registrar                      | Chris Dlouhy            | cdlouhy@lps.org  |
| Executive Secretary            | Joannie Kohel           | jkohel@lps.org   |
| SEM                            | Marcell Talady          | mtalada@lps.org  |
| Para Professional              | Linda Christensen       | lchrist3@lps.org |
| Para Professional              | Joy McKinney            | jmckinn2@lps.org |
| Para Professional              | Lori Miller             | lmiller9@lps.org |
| Para Professional              | Shannon O'Neill-Gebbers | soneill3@lps.org |
| Para Professional              | Cindy Remmenga          | cremmen@lps.org  |
| Para Professional              | Jodi Spreier            | jspreier@lps.org |
| Para Professional              | Sheri Wintz             | swintz@lps.org   |
| Custodial Supervisor           | Dave Kage               | dkage@lps.org    |
| Assistant Custodial Supervisor | Butch West              | kwest@lps.org    |
| Custodian                      | Jim Belk                | jbelk@lps.org    |
| Custodian                      | Dean Feiler             | dfeiler@lps.org  |
| Food Services Manager          | Sharon Lavalleur        | slavall@lps.org  |
| Food Services                  | Anne Hoobler            | ahooble@lps.org  |