

2018-2019

SCHOOL CALENDAR STUDENT & PARENT HANDBOOK

Kloefkorn Elementary School

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Polly Bowhay, Principal

Lisa Swiatek, Assistant Principal

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



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2018-2019 IMPORTANT INFORMATION BOOKLET

The LPS Important Information Booklet has a wide variety of important information. All LPS families receive this booklet via email. You may also access this booklet on the Kloefkorn website. **Please note the following topics addressed in this booklet on pages 53-55.**

- Outdoor Recess
- Gifts, Treats, Invitations
- School/Classroom Parties and Celebrations
- Late Pick Up Procedures
- Student Appearance
- Cell Phone and Electronic Devices
- School Supplies
- Students Arriving Late
- Students Leaving School Prior to Dismissal Bell
- Bikes, Skateboards, Hoverboards, etc.
- Homework

2018-2019 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 5/17

2018 JULY							2019 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											

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

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

OCTOBER							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

NOVEMBER							MAY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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	

DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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						

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

Graduation Dates

Thursday, May 23, 2019

Bryan Community Focus Program (*at East*)

Sunday, May 26, 2019

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

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,

Polly Bowhay
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.

August 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	First Day of School 1:33 Early Dismissal	13 1:33 Early Dismissal	14 1:33 Early Dismissal	15 1:33 Early Dismissal	16	17
18	19	20	21	22	23	24
25	26	27	28 PLC Day Dismiss 80 minutes early (1:33 p.m.)	29	30	31

SCHEDULES

1st through 5th grade students may enter the building at 8:00 and walk to the gym. Students will then be dismissed at 8:10 to walk quietly to their classrooms.

Kindergarten students may enter the building at 8:00 and walk to the kindergarten hallway. At 8:10, kindergarten students will enter their classrooms.

SPECIALS SCHEDULE

8:20 - 9:10	5th Grade
9:15 - 10:05	4th Grade
10:10 - 11:00	3rd Grade
12:10 - 1:00	Kindergarten
1:05 - 1:55	2nd Grade
2:00 - 2:50	1st Grade

LUNCH SCHEDULE

Grade	Recess	Lunch
K	10:45 - 11:00	11:00 - 11:30
1st	11:00 - 11:15	11:15 - 11:45
2nd	11:15 - 11:30	11:30 - 12:00
3rd	12:00 - 12:15	12:15 - 12:45
4th	11:30-11:45	11:45-12:15
5th	11:45 - 12:00	12:00 - 12:30



SCHOOL RULES

As a Kloeckorn Student I will:

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



Normal School Hours

Grades K-5:

School Starts: 8:15 a.m.

Dismissal: 2:53 p.m.

AM Preschool:

Starts: 8:00 a.m.

PM Preschool:

Starts: 12:00 p.m.

Dismissal: 11:30 a.m. Dismissal: 3:30 p.m.

August 13, 14, 15, 2018 (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 28, September 25, October 30, November 27, December 18, January 29, February 26, March 26, April 30.

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.

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 Kloeckorn 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.

September 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Schools are Closed	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Picture Day	20 PTO General Meeting 7:00 p.m.	21 Kloefkorn Walk-A-Thon	22
23	24 PLC Day Dismiss 80 minutes early (1:33 p.m.)	25	26	27	28	29
30						

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 10 minutes after student dismissal. Designated school personnel will supervise students outside at student dismissal for 10 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 10 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 8:00 am. Supervision is not provided before that time. Students arriving to school prior to 8:00 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".
5. Students attending rehearsals in the gym.

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".

October 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 Kloefkorn Fun Night 5:30-7:30 p.m.	6
7	8 Parent/Teacher Conferences Book Fair	9	10	11 Parent/Teacher Conferences Book Fair	12 No School for Elementary Students	13
14	15 Schools are Closed	16	17	18 PTO General Meeting 7:00 p.m.	19	20
21	22	23	24 Picture Re-Takes	25	26	27
28	29 PLC Day Dismiss 80 minutes early (1:33 p.m.)	30	31			

Lunch Time

Grade	Recess	Lunch
K	10:45 - 11:00	11:00 - 11:30
1st	11:00 - 11:15	11:15 - 11:45
2nd	11:15 - 11:30	11:30 - 12:00
3rd	12:00 - 12:15	12:15 - 12:45
4th	11:30-11:45	11:45-12:15
5th	11:45 - 12:00	12:00 - 12:30



- The cost for hot lunch is \$2.45 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

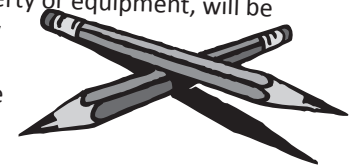
Students will be permitted to call home regarding school matters, upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after-school 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.

Cell Phone & Electronic Devices

Cell phones, smart watches, and other personal electronic devices are considered nuisance items if seen or heard during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent.

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.



November 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 1st Quarter Report Cards go home today	3
4	5	6	7	8	9	10
11	12	13	14	15 PTO General Meeting 7:00 p.m.	16	17
18 Chorus Concert 6:00 p.m.	19	20 Fall Parties	21	22	23	24
25	26 No School for Elementary Students	27 PLC Day Dismiss 80 minutes early (1:33 p.m.)	28	29	30	

Schools are Closed

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.

December 2018



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Winter String Concert 6:00 p.m.	4	5	6 Winter Band Concert 6:00 p.m.	7	8
9	10	11	12	13 PTO General Meeting 7:00 p.m.	14	15
16	17	18 PLC Day Dismiss 80 minutes early (1:33 p.m.)	19	20 End of 2nd Quarter	21 Schools are Closed - Winter Break	22
23	24 Schools are Closed - Winter Break	25	26	27	28	29
30	31	Schools are Closed - Winter Break				
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STUDENT EXPECTATIONS AND 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.

Kloefkorn School uses a school-wide behavior philosophy called BIST (Behavior Intervention Support Team). BIST is used to help students focus on three "Life Goals".

Here are the three Life Goals:

1. I can be productive and follow directions even if I am mad (overwhelmed by my feelings).
2. I can be productive and follow directions even when others around me are not okay.
3. I can be productive and follow directions even when I don't want to.

GENERAL INFORMATION

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.

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.

FOOD ALLERGIES AND INTOLERANCES

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 allergic 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.

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.

TREATS AND INVITATIONS

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

Invitations will not be distributed during the school day. Teachers should be notified ahead of time if a student has invitations to distribute after school. Phone numbers and addresses cannot be distributed by any school personnel.

January 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
		Schools are Closed - Winter Break				
6	7	8	9	10	11	12
13	14	15	16	17	18	19
				Report Cards Sent Home PTO General Meeting 7:00 p.m.		
20	21	22	23	24	25	26
	Schools are Closed					
27	28	29	30	31		
		PLC Day Dismiss 80 minutes early				

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.

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.

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.

COMMUNICATION

District-Wide School Messenger

This district-wide communication system allows schools to quickly send out school or district phone calls, texts or emails to families with important information. Please be sure the school has your updated phone number and email address so you can receive this information. School Messenger is used to notify families of emergency situations or school closings and to send out reminders about upcoming events or PLC days.

Kloefkorn Chronicle

The “Kloefkorn Chronicle” contains announcements, information, school events, etc. This newsletter is sent twice a month via email and is posted on our school website at wp.lps.org/kloefkorn/

Kloefkorn Friday Folders

Typically, school news will be sent home via Friday folders. Please return the folder on the following Monday including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Kloefkorn.

Grade Level Curriculum Newsletters

Grade level teams will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom news, etc.

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* news replaces most information 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

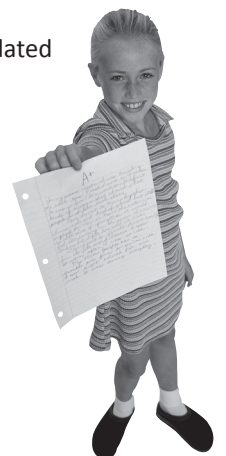
Our school activity calendar and other information is regularly updated on our website: wp.lps.org/kloefkorn

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.

Facebook

Check out school happenings on our Facebook Page! (“Like” us at www.facebook.com/kloefkornschooll)



February 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Spring Parties	15	16
17	18 No School for Elementary Students	19	20	21 PTO General Meeting 7:00 p.m.	22	23
24	25	26 PLC Day Dismiss 80 minutes early (1:33 p.m.) Science Fair 5:00-7:00 p.m.	27	28		

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.** 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.



March 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 Parent/Teacher Conferences Book Fair	6	7 Parent/Teacher Conferences Book Fair	8 End of 3rd Quarter	9
10	11	12	13	14	15	16
Schools are Closed						
17	18	19	20	21 PTO General Meeting 7:00 p.m.	22	23
24	25 PLC Day Dismiss 80 minutes early (1:33 p.m.)	26	27	28	29 Report Cards Sent Home	30
31						

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 7:00 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, Polly Bowhay. 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, rholtz@lps.org and copy the teacher.

April 2019



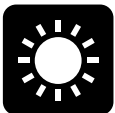
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11 PTO General Meeting 6:30 p.m.	12	13
14	15	16	17	18	19 Schools are Closed	20
21	22 No School for Elementary Students	23	24	25	26	27
28	29 String Concert 6:00 p.m.	30 PLC Day Dismiss 80 minutes early (1:33 p.m.)				

May 2019



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Kindergarten Orientation 6:00 p.m.	3	4
5	6 Chorus Concert 6:00 p.m.	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23 Last Day of School	24	25
26	27	28	29	30	31	

June 2019



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

ENJOY THE SUMMER!

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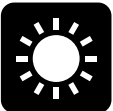
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July 2019



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

2018-2019 Kloefkorn Staff

Office Staff

Polly Bowhay, Principal..... pbowhay@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

Amanda Ehlers, School Nurse..... aehlers@lps.org
Rachel Hadley, Health Technician..... rhadley@lps.org

Preschool Teachers

Patricia Bassett, Preschool AM..... pbassett@lps.org
Christa Smith, Preschool PM csmit10@lps.org
Shari Freeman, ECSE Resource sfreeman@lps.org
Peggy Ozaki, ECSE SLP pozaki@lps.org

Kindergarten Teachers

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Heidi Butler, Kindergarten hbeck@lps.org
Shelby Rush, Kindergarten srush4@lps.org

First Grade Teachers

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Tiffany Geis, 1st Grade..... tgeis@lps.org
Rachel Johnson, 1st Grade rjohnso5@lps.org

2nd Grade Teachers

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Kaitlyn Schulenberg, 2nd Grade kschule@lps.org
Michael Rader, 2nd Grade mrader2@lps.org
Alexis VonEssen, 2nd Grade avonesse@lps.org

3rd Grade Teachers

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Alyssa Hoxworth, 3rd Grade ahoxwort@lps.org
Mikayla Young, 3rd Grade myoung2@lps.org
Paige Meter, 3rd Grade pharriso@lps.org

4th Grade Teachers

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Sara Kerbs, 4th Grade..... skerbs@lps.org
Kyndra Pfingsten, 4th Grade..... kgabrie2@lps.org

5th Grade Teachers

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Specialists

Scott Fischer, Art Teacher sfischer@lps.org
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Melissa Moates, Vocal Music Teacher mmoates@lps.org
Lisa Roberson, Gifted/Instr. Tech lrobers@lps.org
Mark Schmeeckle, Physical Education Teacher mschmee@lps.org
Mary Abebe, Computer Science Teacher mabebe@lps.org

Resource/Gifted

Lauren Brunken, Speech Pathologist Teacher lbrunken@lps.org
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Matt Palmberg, Resource Teacher..... mpalmbe@lps.org
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Michelle Longoria, Reading Recovery Teacher/
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Kristy Kennedy, Academic Interventionist..... kkennde2@lps.org
Kelly Thieman, Psychologist..... kthiema@lps.org
Lisa Roberson, Gifted/Instr. Tech lrobers@lps.org

Band/Strings

Amy Holloman, Instrumental (Strings) Music Teacher ahollom@lps.org
Robert Krueger, Instrumental (Band) Music Teacher rkrueger@lps.org

Nutritional Services

Carol Irons, Food Service Manager..... cirons@lps.org
Cheryl Boeve, Food Service Worker cboeve@lps.org
Britt Ulrich, Food Service Worker bulrich@lps.org

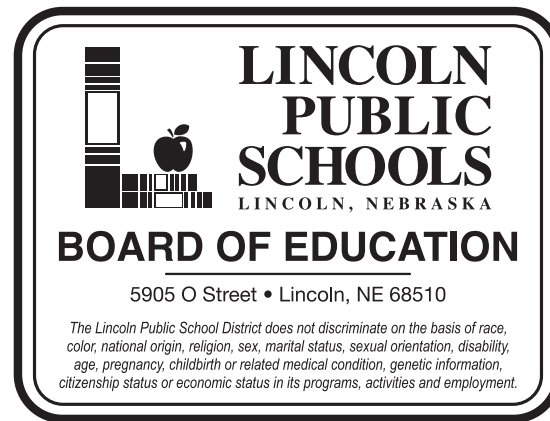
Custodial

Kim Pierce, Custodial Supervisor..... kpierce@lps.org
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Roxanne Hiatt, Custodian rhiatt2@lps.org
Nathan Harper, Custodian nharper@lps.org
Bol Ngok, Custodian bngok@lps.org

Itinerants

Laurie Miller, Occupational Therapist..... lrmiller@lps.org
Jen Goddard, Physical Therapist..... jgoddar@lps.org
Ursula Vernon-Hansen, Social Worker..... uhansen@lps.org





**LINCOLN
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