

Zeman Elementary Student Handbook

2018-2019



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

**Office Hours: 7:00 a.m. – 4:00 p.m.
Website: zeman.lps.org
FaceBook: Zeman Elementary School**

Welcome to the 2018-2019 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. It is my privilege to serve the Zeman community!

Kristi Schirmer
Principal
Zeman Elementary
kschirm@lps.org
402-436-1169

Table of Contents

Section	Page Number
Arrival & Dismissal	3
Traffic Flow & Safety Tips	4
Breakfast & Lunch	5
Communication	6
Zeman Student Expectations	7
Bullying Information	8
Parent Teacher Organization (PTO)	9
Miscellaneous Information	9
Important Dates	11
Zeman Elementary Staff Contact Information	15

Zeman Elementary Student Handbook

2018-2019

“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 Book and list of Elementary Common Practices is available online at <https://www.lps.org/about/important/index.html>.

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 a.m.**

Students will line up outside between 8:00 a.m. and 8:10 a.m., with supervision starting at 8:00 a.m.. Each classroom will have an assigned spot outside their grade level doors. After the 8:10 a.m. Welcome Bell, teachers will meet students at their door and escort them inside the building to start the school day. 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 st Grade	Door #3	Door #3
2 nd Grade	Door #1	Door #1
3 rd Grade	Door #2	Door #2
4 th Grade	Door #13	Door #12
5 th 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 secured entrance monitor (SEM) before proceeding into the school.

Students are dismissed from school at 2:53 p.m. from their dismissal doors. All students must go directly home or to a school sanctioned after school activity. If a child is not picked up by 3:00 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 3:00 p.m. **The Zeman School Campus (including the playground) is closed until 5:45 p.m. except for use by the YMCA Adventure Club and by school clubs.**

Some children wish to ride their bicycle to school. We encourage parents to ensure children are capable of following all safety rules independently before being allowed to ride their bicycle to school. All bikes must be parked at our bike rack on the south end of the building. Use of a bike lock is recommended. Zeman School is not responsible for lost or stolen bikes.

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 procedures as you drop off and pick up your children. Please discuss these rules with your children so they will understand their importance. Please also share this information with any grandparents or neighbors who may pick your child up throughout the year. **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 7:45 a.m. – 8:15 a.m. and 2:45 p.m. – 3:10 p.m. **The cutout is reserved for cars to pull up and drop students off without adults getting out of the car during arrival and dismissal.**

- If you must leave your car, 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 far 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.
- Children and adults must use the crosswalk in front of the school.
- 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 students to purchase their school breakfast and lunch. If you wish to have more information about the finger scanning system, please contact the Zeman Principal or check the LPS Nutrition Services website.

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. Do not have your child arrive at school before 7:45 a.m. We do not have adult supervision available to promote student safety before 7:45 a.m.

Lunch Schedule

Kindergarten	11:00 – 11:20
1 st Grade	11:30 – 11:50
2 nd Grade	11:15 – 11:35
3 rd Grade	12:15 – 12:35
4 th Grade	12:00 – 12:20
5 th Grade	12:30 – 12:50

Lunch Cost: \$2.45
Extra Milk Cost: \$0.50
 \$1.00 (if not cow's milk)

Parents/guardians are welcome to join their child for lunch. Please notify the office before 10:00 a.m. if you plan to order an adult school lunch. Price for the adult school lunch has not been set and will be shared at the beginning of the school year. 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 1st day of each month via email through our School Messenger service. If your family does not have access to email or the internet, please contact the school office to receive a paper copy.

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: zeman.lps.org

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

PARENTVUE

Parents may access communication, attendance, grade information and more for their child through ParentVue. A 'button' linking you to ParentVue can be found on our school website. You will need to activate your account. Please contact Mrs. Dlouhy in the office if you need help to gain access to Synergy for your child.

TEACHER WEBPAGES – LMS PAGES

Each teacher at Zeman creates a webpage for their homeroom. This webpage contains classroom specific information for your child. The page can include information about classroom schedules, when child will go to the different specials classes, homework assignments and when they are due, spelling lists, and much more! **You will need to have access to your child's Synergy account in order to gain access to the Teacher Webpage.** Please contact Mrs. Dlouhy in the office to gain access to Synergy for your child.

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 and to the best of your ability.

Cafeteria Expectations

- Walk quietly to seat and wait for table to be called.
- Face forward, keep 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. No tag games will be played at recess.
- 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.
- On school days, the Zeman School playground is reserved for school students and the after school program from 8:00 a.m. - 5:45 p.m.

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. This can be found at <https://home.lps.org/cs/2010/04/12/cyberbullying/>

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.

Parent Teacher Organization

The Zeman 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. (**Please check the Zeman website calendar for exceptions.**) 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.

Cell Phone / Personal Electronic Device Use

Cell phones, smart watches, Gizmos 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 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. **When at school, parents should only take pictures of their own child. Some parents do not want their child photographed. Please help us honor all parent wishes by not taking pictures of other students while at Zeman.**

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 p.m. – 5:45 p.m. Please contact the YMCA at 402-434-9252 for registration information and fee schedule.

Will your child be absent from school? 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)**

Does your child need to leave for an appointment? Contact the Office!

If you will be picking your child up early from school for an appointment, please feel free to contact the office to let us know. When you arrive to pick up your child, we will call the classroom and have your child come to the office to meet you. We will not have your child come to the office until you arrive. Having them wait for your arrival maximizes their learning time!

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 will be donated to a local charity on the last day of Quarter 2 and one week after the last day of school.

Pets on School Grounds

For the safety of students and families, we ask that parents **not** bring pets onto school grounds. This request includes during arrival and dismissal times. Signs are posted on the school grounds, reminding community members that pets are not allowed on Zeman School property.

Birthdays/Parties/Invitations

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

Party 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.

At Zeman, we set aside two dates each year to have a class party. These parties are sponsored by our Zeman PTO. Any food that is associated with classroom parties/celebrations will be provided by the Zeman PTO.

Students or families should not bring food for their class for any occasion.

Important Dates

These are the dates we have as of the publishing of our handbook.
Please check the Zeman website at zeman.lps.org to find updated information about school events!
Mark your calendars!! Please note – **Dates are subject to change.**

August

Event	Date	Time
PTO Meeting	August 2	7:00 – 8:00
Open House	August 9	6:00 – 7:00
1st Day of School – Early Release	August 13	8:15 – 1:33
2nd Day of School – Early Release	August 14	8:15 – 1:33
3rd Day of School - Early Release	August 15	8:15 - 1:33
Begin Regular School Schedule	August 16	8:15 – 2:53
5 th Grade Salt Dogs Field Trip	August 22	
PLC Early Release Day	August 28	School ends at 1:33
Heritage School (4th grade - Bordeaux)	August 29	
Heritage School (4th grade - May)	August 30	
Heritage School (4th grade - Williams)	August 31	
PTO Kindergarten Family Meet 'n Greet	August 31	5:00 - 6:00

September

Event	Date	Time
NO SCHOOL	September 3	
School Picture Day	September 5	Morning
PTO Meeting	September 6	7:00 – 8:00
Zeman Carnival	September 14	5:30 – 8:00
PLC Early Release Day	September 25	School ends at 1:33
Pioneers Park Field Trip - 4th grade	September 26	

October

Event	Date	Time
PTO Meeting	October 4	7:00 – 8:00
PTO Fundraiser Begins	October 5	
Pumpkin Run	October 6	Morning
Parent Teacher Conferences	October 8	3:30 – 7:00
3rd Grade Music Program	October 9	6:30
Picture Retake Day	October 10	Morning
Sheldon Art Gallery Field Trip - 5th Grade	October 11	Morning
Fall Party	October 11	1:15 – 1 st Grade 2:15 – K, 2 nd – 5 th Grades
Parent Teacher Conferences	October 11	3:30 – 7:00
Last Day of Quarter 1	October 11	
NO SCHOOL – elementary plan day	October 12	
NO SCHOOL - Fall Break	October 15 – 16	
PTO Show Your Stripes Run	October 20	TBD
Children’s Museum Field Trip - Kindergarten	October 22	
PTO Fundraiser Packets Due	October 22	
PLC Early Release Day	October 30	School ends at 1:33
Report Cards Go Home	October 31	

November

Event	Date	Time
Pioneers Park Field Trip - 1st grade	November 1	Morning
Pioneers Park Field Trip - 2nd grade	November 1	Afternoon
PTO Meeting	November 1	7:00 – 8:00
4 th Grade Music Program	November 13	6:30
PTO Fundraiser Pick Up	November 19	3:00 – 6:00
Quilt Museum Field Trip - 4th grade	November 19	
NO SCHOOL	November 21 – 23	
NO SCHOOL – elementary plan day	November 26	
PLC Early Release Day	November 27	School ends at 1:33

December

Event	Date	Time
Band Concert	December 4	6:30
Orchestra Concert	December 6	6:30
PTO Movie Night	December 7	6:30
Zeman Sharps Chorus Concert	December 11	6:30
PLC Early Release Day	December 18	School ends at 1:33
Last Day of Quarter 2	December 20	
NO SCHOOL	December 21 – 31	

January

Event	Date	Time
NO SCHOOL	January 1 – 6	
PTO Meeting	January 10	7:00 – 8:00
Report Cards Go Home	January 16	
NO SCHOOL	January 21	
Parent Teacher Conferences	January 28	3:30 – 7:00
Morrill Hall Field Trip (Abourzk-3/Knoell-5)	January 29	Morning
PLC Early Release Day	January 29	School ends at 1:33
Morrill Hall Field Trip (Hunsaker/Witty) 5th	January 30	Morning
Morrill Hall Field Trip (Lassek/Thomas) 3rd	January 30	Afternoon
Parent Teacher Conferences	January 31	3:30 - 7:00

February

Event	Date	Time
Young People's Concert - 4th grade	February 5	Morning
PTO Meeting	February 7	7:00 – 8:00
PTO Spring Party	February 14	1:15 – 1 st Grade 2:15 – K, 2 nd – 5 th Grades
NO SCHOOL - elementary plan day	February 18	
PLC Early Release Day	February 26	School ends at 1:33

March

Event	Date	Time
2 nd Grade Music Program	March 5	6:30
PTO Meeting	March 7	7:00 – 8:00
Last Day of Quarter 3	March 8	
NO SCHOOL – Spring Break	March 11 – 15	
PLC Early Release Day	March 26	School ends at 1:33
Report Cards Go Home	March 27	
PTO Movie Night	March 29	6:30

April

Event	Date	Time
PTO Meeting	April 4	7:00 – 8:00
1 st Grade Music Program	April 9	6:30
Band Concert	April 16	6:30
NO SCHOOL	April 19	
NO SCHOOL – elementary plan day	April 22	
Zeman Sharps Chorus Concert	April 23	6:30
Orchestra Concert	April 25	6:30
PLC Early Release Day	April 30	School ends at 1:33

May

Event	Date	Time
PTO Meeting	May 2	7:00 - 8:00
Mayor's Run	May 4	Morning
5 th Grade Musical	May 7	6:30
Kindergarten Music Program	May 14	6:30
Fun in the Sun	May 17	During the day
Zeman Marathon	May 21	Morning
Zeman Marathon Rain Date	May 22	Morning (if needed)
5 th Grade Recognition	May 23	1:45
Last Day of School	May 23	
Report Cards Go Home	May 23	

Zeman Elementary Staff

Contact Information 2018-2019

Position	Name	Email
Principal	Kristi Schirmer	kschirm@lps.org
Coordinator	Melissa Cochrane	mcochran@lps.org
Kindergarten	Heather Hansen	hhansen@lps.org
Kindergarten	Emma Magsamen	emagsame@lps.org
Kindergarten	Kati Robinson	krobins3@lps.org
1 st Grade	Jennifer Acklie	jswartz@lps.org
1 st Grade	Brianna Bergholz Farber	bbergho@lps.org
1 st Grade	Eileen Schmeichel	eschmei@lps.org
2 nd Grade	Jacey Lawrence	jlawrenc@lps.org
2 nd Grade	Gina Nelson	gnelson1@lps.org
2 nd Grade	Chelley Peterson	petersc@lps.org
2 nd Grade	Jacquelyn Vanderloo	jmcderm2@lps.org
3 rd Grade	Taryn Abourezk	taboure@lps.org
3 rd Grade	Krissy Lassek	klasse3@lps.org
3 rd Grade	Claire Thomas	cthomas@lps.org
4 th Grade	Sara Bordeaux	sbordea@lps.org
4 th Grade	Morgan May	mmay@lps.org
4 th Grade	Jeremy Williams	jwilli10@lps.org
5 th Grade	Denyse Hunsaker	dhunsak@lps.org
5 th Grade	Trisha Knoell	tknoell@lps.org
5 th Grade	Carla Witty	cwitty@lps.org
Library/Computer	Erica Karas	ekaras@lps.org
Music	Megan O'Brien	mobrien@lps.org
Art/Computer	Susan Otte	sotte@lps.org
Physical Education	Sandy Ramaeker	ssundeen@lps.org
Resource	Tasi Bell	tbell2@lps.org
Resource	Stephanie Morrissey	smorriss@lps.org
Resource	Jessica Mead	jmead@lps.org
Speech Pathologist	Anita Riehl	ariehl@lps.org
Physical Therapy	Jen Goddard	jgoddar@lps.org
Occupational Therapy	Jill Lavene	jlavene@lps.org
Hearing Resource	Alyse Krejdl	akrejdl@lps.org

Position	Name	Email
ELL	Shelly Jensen	mjensen2@lps.org
ELL	Amy Schmaderer	aschmad@lps.org
ELL	Ann Sidner	asidner@lps.org
Reading Recovery	Brenda Schmidt	bschmidt@lps.org
Interventions	Kelly Frankenberg	kfranke@lps.org
Band Instructor	Peter Bouffard	pbouffa@lps.org
Strings Instructor	Ian Wright	iwright@lps.org
Technology Coach	Kelly Frankenberg	kfranke@lps.org
Counselor – Gifted Facilitator	Judi Wittwer	jwtitt@lps.org
School Psychologist	Kristin Foreman	kforema@lps.org
School Psychologist	Breanna Gal	bgal@lps.org
Social Worker	Morgan Handley	mhandle@lps.org
Nurse	Whitney Holbert	wholbert@lps.org
Health Technician	Deanna Vallis	dvallis@lps.org
Registrar	Chris Dlouhy	cdlouhy@lps.org
Executive Secretary	Katie Vote	kvote@lps.org
SEM	Marcell Talady	mtalad@lps.org
Para Professional	Linda Christensen	lchrist3@lps.org
Para Professional	Mary Hansen	mhansen2@lps.org
Para Professional	Layne Rotherham	lmagel@lps.org
Para Professional	Jodi Spreier	jspreier@lps.org
Para Professional	Jeanne Stelmach	jstelmac@lps.org
Para Professional	Patricia Tenney	ptenney@lps.org
Para Professional	Sheri Wintz	swintz@lps.org
Custodial Supervisor	Dave Kage	dkage@lps.org
Asst. Custodial Supervisor	Larry Jones	ljones3@lps.org
Custodian	Jim Belk	jbelk@lps.org
Custodian	Jerry Franck	jfranck@lps.org
Food Services Manager	Kim Morock	kmorock@lps.org
Food Services	Anne Hoobler	ahooble@lps.org
Food Services	Norma Pappas	npappas2@lps.org

إذا أردتم المساعدة باللغة العربية ، الرجاء الإتصال على الرقم الآتي : 402-436-1958

Si necesita ayuda en español, no dude en llamar a uno de nuestros Asesores Académicos Bilingües. 402-436-1938

Nếu Quý vị cần trợ giúp bằng tiếng việt, xin gọi Điện Thoại cho nhân-viên Liên-Đới Song Ngữ: 402-436-1939

Если Вам требуется помощь на русском языке позвоните ответственному по связям со школой 402-436-1942

နမူလီၣ်ဘၣ်တၢ်မၤစၢၤလၢကညီၣ်ကိၣ်, ဝံသးစူၤတဘၣ်မၤယံၣ်သးလၢနကတိးပပုၤလၢဆဟ့ၣ်ကူၣ်ဟ့ၣ်ဖးတၢ်လၢတၢ်ကူၣ်ဘၣ်ကူၣ်သ့ၣ်ဒီးသ့ၣ်ကိၣ်ခဲၣ်ကိၣ်ဖဲ ၄၀၂-၄၃၆-၁၉၆၉

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