2019 2020
Student Handbook and Calendar
Dear Students and Families,

Welcome to Humann! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the procedures and practices of our school. We will try to keep you well informed of any changes as they occur.

Please review the contents of the handbook with your child. The Important Information Booklet provided by Lincoln Public Schools also gives critical parent/student information. Please contact us if you have any questions.

On behalf of the entire staff, we look forward to partnering with you to make this a productive and successful year of learning and growing.

Sharon Eickhoff  Principal
Jessica Ankerson  Assistant Principal

INTENT OF FAMILY HANDBOOK

This handbook is for students, parents, and staff to use as a guide to the rules, regulations, and general information about Humann 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 their child in following the rules contained in this handbook.
Humann Elementary School 2019-20 Staff

OFFICE STAFF
Sharon Eickhoff – Principal
Jessica Ankerson – Assistant Principal
Nola Johnson – Executive Secretary
Anitra Lechtenberger – Registrar Secretary
Jennifer Johnson – Health Technician

TEACHING STAFF
Special Education
Rachel McNaught – Special Education Teacher
Maddie Horak – Special Education Teacher
Katie Troupe – Special Education Teacher
Tabitha Schuster – Speech Language Pathologist
Brittany Wachal – Special Education Teacher
Kendra Alberts – Special Education Teacher

Kindergarten
Kathy Dean
Jill Gable
Stacy Olsen
Gaby Stokes

First Grade
Allie Andersen
Cindy Sell
Emily Sidders
Cathy Sieckmeyer
Kim Sudbeck
Kathy Gaines – Reading Recovery and Intervention

Second Grade
Glenda Beckman
Teresa Drake
Ann Peterson
Mary Moseman

Third Grade
Tyler DeBuhr
Kathryn Hiestand
Orlando Roth
Shelli Ziemke

Fourth Grade
Stacey Haney
Jeff Marsh
Kim Nannen

Fifth Grade
Nikki Armstrong
Ally Kehler
Ginni Memming

Specialists
Chris Baum – PE
Kathy Stewart – Art
Ila Jean Traudt – Computer
Julie Wilson – Music (Chorus 4th & 5th Grade)
Kenzie Wright – Media
Maggie Delaney - Strings (4th & 5th Grade)
John Scofield - Instrumental (5th Grade)
Julie Wilson – Chorus (4th & 5th Grade)

Early Childhood
Sophie Simonsen
Jennifer Haney
Kelsey Wood

ITINERANT STAFF
Kelly Frankenbarg – Professional Learning Coach
Schyler Lindekugel-Sullivan – School Social Worker
Natalie Hilton – School Psychologist
Anne Brandt – Gifted Facilitator
Gina Miller – School Nurse

CUSTODIAL STAFF
Mark Harris – Supervisor
André Bond – Assistant Supervisor
Bob Lamer
Monica Reed

KITCHEN STAFF
Jennifer Hancock – Manager
Marilyn Brodigan
Melinda Long

PARAEDUCATORS/TECHNICIANS
Kiley Macke
Lynda Macke - Secure Entrance Monitor
Andy Moser
Tammie Havlat
Tara Martinez
Aimee Hollon
Jill Hurtz
Allison Keller
Nicole Hillis
Jenise Mizell
Max Chatalain
Kristy Triplett
Teresa Wagner
Chelsea Knorr
Michael Degenhardt
Tanner Stallings
Jolene Pflanz
Welcome to the Humann School Community!

School Philosophy and Organization

Humann Elementary School opened in 1990 and is named after longtime Lincoln, Nebraska educator, Julius Humann. We are currently serving approximately 500 students in grades K through 5. Humann School was renovated during the 2016-17 school year. Humann Elementary School's talented staff strives to ensure students are challenged in their learning each day. They collaboratively plan targeted instruction to meet the needs of all students. Humann Elementary has strong parent involvement and an active, supportive PTO. The level of parent participation at Humann School makes a difference. In addition to valuing education, parents of Humann students volunteer in their child’s school frequently, attend school activities and conferences, and eagerly participate in planning their child’s education. Our vision for Humann School is to Learn, Grow, and Succeed. Our mission is promoting passion for learning, caring for others, and skills for our future.
**Lincoln Public Schools Vision**
The overall vision of Lincoln Public Schools is to prepare ALL students to be college, career, and civic-life ready with a goal of 90% on-time graduation.

**2017-2022 LPS Strategic Plan**
Future ready global citizens
Support academic success for all students
Support for educators
Family and community partnerships
Growth ready facilities

For more information visit
https://home.lps.org/strategicplan/

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**Vision of Humann Elementary School**
We’re All Humann: Learn, Grow, Succeed

**Mission of Humann Elementary School**
Humann School: Promoting Passion for Learning, Caring for Others, and Skills for our Future

**Humann’s School Improvement Goals**
All students will improve achievement in reading fluency/comprehension and number sense

All students will receive intentional, engaging, and purposeful instruction using Lincoln Public Schools’ guaranteed and viable curriculum
COMMUNICATION

School Newsletter: Humann Happenings
The Humann Happenings contains announcements, information, school events, etc. This newsletter will be sent twice a month via School Messenger.

Weekly Communication
General information will be sent with the oldest child in the family attending Humann School on Fridays.

Community News
“Community News” is a newspaper distributed by Lincoln Public Schools, free to all elementary students the first week of every month from September through May. “Community News” replaces most informational flyers and can be used as a guide to community activities for students. The monthly school lunch menu is included in each issue of “Community News.”

School Website
Calendars including school events such as PTO meetings, field trips, parent teacher conferences, musical programs, etc., will be located on our website. In addition to our calendars, other information is regularly updated on our website: http://wp.lps.org/humann/

ParentVue
Parents may access communications, attendance information and more for their child through ParentVUE. A link to ParentVue can be found on our school website. Parents will use ParentVUE to update census information each year.
School Messenger
This district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address.

Facebook
Check out school happenings on our Facebook Page! (“Like” us at Humann Elementary School)

Humann Parent-Teacher Organization
The Humann PTO is an active and essential part of Humann Elementary School. The goal of the Humann PTO is to promote open communication and enhance education for every child so they can achieve to their highest potential. We encourage all parents to become involved in the PTO. The PTO organizes a number of events and enrichment opportunities for all students. A complete description of volunteering opportunities was included in the PTO welcome letter which was sent home in our summer mailing. Our 2019-2020 PTO meetings will be held on August 20, October 15, January 14, March 17, and May 9.

Please like our Humann PTO Facebook Page at https://www.facebook.com/HumannElementarySchool/
THE SCHOOL DAY

Arrival Procedures
The Humann Elementary School campus is closed until 8:45 a.m., unless students are eating breakfast. Students arriving for breakfast should not arrive before 8:30 a.m., as there is no supervision until that time. Students will line up in designated areas by grade level on the porch as they arrive in the morning. At 8:45 a.m., a supervisor will allow students to enter the building to sit either in the gym or lobby until they are dismissed at 8:55 a.m. to go to their classrooms. Students are considered tardy if they are not in their classroom by the 9:00 a.m. bell.

Dismissal Procedures
First through fifth grades will exit through the doors closest to their grade level pods. Kindergarten students will exit through the front doors at 3:38 p.m. Students must go directly home or to a school sanctioned after school activity.

Some of our students may meet siblings or friends to walk home with for safety. It is important for families to help their children make a plan for where to meet siblings, friends, or parents outside at the end of the day. All teachers will supervise students at dismissal to ensure they are connected. Any changes to your child’s after school plan should be communicated with the office.

Humann School’s Campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

Please refer to our traffic flow map on page 27.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Special Times</th>
<th>Grade</th>
<th>Lunch/Recess Times</th>
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</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>10:55 am - 11:45 am</td>
<td>Kindergarten</td>
<td>12:30 pm - 1:05 pm</td>
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<tr>
<td>1st Grade</td>
<td>1:50 pm - 2:40 pm</td>
<td>1st Grade</td>
<td>12:45 pm - 1:20 pm</td>
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<tr>
<td>2nd Grade</td>
<td>12:55 pm - 1:45 pm</td>
<td>2nd Grade</td>
<td>11:30 am - 12:05 pm</td>
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<tr>
<td>3rd Grade</td>
<td>10:00 am - 10:50 am</td>
<td>3rd Grade</td>
<td>12:00 pm - 12:35 pm</td>
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<tr>
<td>4th Grade</td>
<td>2:45 pm - 3:35 pm</td>
<td>4th Grade</td>
<td>12:15 pm - 12:50 pm</td>
</tr>
<tr>
<td>5th Grade</td>
<td>9:05 am - 9:55 am</td>
<td>5th Grade</td>
<td>11:45 am - 12:20 pm</td>
</tr>
</tbody>
</table>
August 2019

11  First Day of School
     2:18 Dismissal

12  2:18 Dismissal

13  2:18 Dismissal

14  First Day of Early Childhood Preschool

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20  PTO Meeting, 7:00 PM

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25  Fifth Grade Salt Dogs Field Trip

26  PLC Day Dismiss 80 minutes early

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Open House, 5:00-6:30
**LUNCH PROCEDURES**

My School Bucks is the name of our online meal payment system. With the SNAP cash register system, a parent/guardian deposits money into an account that is accessed by the child using a card with a barcode. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

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 and/or Breakfast programs one half hour prior to the serving period.” This means that no food may be sold (i.e., pop, snack machines, fundraisers), or class parties. Also, parents may not bring in food for more than their child, as this is in violation of the Federal Lunch Program guidelines.

Students who do not have sufficient funds to pay for breakfast/lunch will bring a note home to remind parents of the need to make a deposit. Families can also sign up for email alerts when there is a low balance.

**VISITATIONS TO SCHOOL**

Parents and legal guardians are welcome to visit their child’s classroom or come for lunch. If you are visiting your child’s classroom, it is recommended that visits last no more than 20-30 minutes. We ask that other children not attend school as visitors in classrooms. They are welcome at all of our school events and lunch/recess visits.

To ensure the safety of our students and staff, all visitors and volunteers are required to check in the main office as you arrive at school to receive a visitor badge. If someone other than the parent/guardian is coming for lunch (such as a grandparent), please notify the office in advance so we will have your permission.

**VOLUNTEERING**

The PTO (Parent Teacher Organization) has organized a number of student service projects to enrich the experiences of students. A more complete description of these responsibilities is included in the PTO welcome letter. Please like our Humann PTO Facebook page at:

https://www.facebook.com/groups/HumannPTO

You can refer to the Lincoln Public Schools Important Information Booklet to learn how to apply to volunteer at Humann.

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**PLC Early Release Days**

We will dismiss at 2:18 p.m. one time per month to allow teachers time to work in Professional Learning Communities (PLCs).

During this time, teachers are focused on collaborating to their improve instruction and increase student achievement.

The dates are as follows:
August 27
September 24
October 29
November 26
December 17
January 28
February 25
March 31
April 28
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<td>Schools are Closed</td>
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<td>Punt, Pass &amp; Kick Contest, 6:00-7:30</td>
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<td>Picture Day</td>
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<td>PLC Day Dismiss 80 minutes early</td>
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**ACADEMIC INFORMATION**

**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: Progress through district curriculum, performance in assigned curriculum level, effort, use of effective learning or study skills.

At the end of each quarter, teachers summarize and communicate student progress to parents/guardians through the report card. It is also at this time that teachers analyze assessment information and review reading and math groups to determine whether or not students are placed at the appropriate instructional level. We know that for children to experience continuous growth and success in learning they must be working at an instructional level that will adequately challenge them. Because children learn in different ways and at different rates, it is important that we examine instructional placements on a regular basis and make adjustments based on students’ needs. For these reasons, some children may move from one instructional group to another in order to meet their individual needs. This move could result in a change of teacher for reading or math instruction. Classroom teachers will notify parents/guardians if an instructional move is recommended.

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. Please consult the calendar for conference dates. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.

**Homework**

Homework refers to the tasks that a student is given to do outside of the instructional time. The purpose of homework is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some homework each day to provide this needed practice and reinforcement of learning. Parents can support learning at home by asking questions about what your child is learning and what types of homework he/she has. Parents can help to clarify the directions or expectations of the homework so that the student can complete the work to the best of his/her ability. However, it is not the school’s expectation that parents will help students complete their homework or provide instruction at home. If at any time the homework becomes too difficult, please write a note to your child’s teacher stating the questions or concepts that should be clarified.

**Make-up Work**

Unless a student has been absent for more than two days, we do not take requests for assignments to be sent home. Students and teachers will work together as the student returns to identify the assignments and learning that has been missed.

When a student is absent for more than two days, we encourage parents to call the office to request make-up work. Please call before 9:00 a.m., so we can communicate this to your child’s teacher.

If a student is going to be absent from school due to traveling, it is difficult for teachers to give the correct assignments in advance. Some ideas of things your child could do while on a trip are journaling about their experience, practicing math facts, and read. Again, students and teachers will work together as the student returns to identify the assignments and learning that has been missed.
OTHER HELPFUL INFORMATION

Before and After School Care
Before and after school care is available to families at Humann School through the Family Service program. Family Service provides before and after school care for kindergarten through fifth grade students. Hours are 7:00 – 9:00 a.m. and 3:38 – 5:45 p.m. Please call (402) 441-7949 for information on cost and how to register.

Instructional Supplies
Students are provided with necessary and basic instructional supplies (paper, pencils, crayons, scissors, glue, etc.). A voluntary supply list was included in your summer packet.

Student Use of Telephone
Students are permitted to call their parents from school if needed. We ask that they request permission from their teacher to come to the office to call, so we can assist with any special plans.

When you call school, we do not interrupt the classrooms with phone calls to students or teachers but will leave a message. We appreciate that after school plans are in place before your child arrives at school. Please call the office if there are changes to your child’s after school plan.

Cell Phone/Personal Electronic Device Use
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. When at school, parents should take only 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 Humann.

Field Trips
Field trips provide students with opportunities to enrich their learning of the curriculum in the community. School buses are used to transport students on field trips. Parents/Guardians may give permission for students to participate in field trips throughout the school year during the online enrollment process. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students are expected to demonstrate appropriate conduct, as a basis for participation on field trips. In most cases, the places students visit are not able to accommodate parent visitors and a cost is often required. Therefore we would ask parents not to plan to attend field trips unless invited by the teachers. If parent volunteers are needed, they must complete a Level 3 volunteer application including a background check at lps.org keyword volunteer.

Animals on School Property
For the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation. Having your pet in the car with you when you pick up your child is acceptable. Animals brought to school as Pet Therapy animals will follow the Pet Therapy Guidelines and service animals are permitted in accordance with Policy 3972. Thank you for your assistance with this.
November 2019

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4 Free Throw Contest, 6:30-8:00

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11 PLC Day Dismiss 80 minutes early

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Schools are Closed

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA
The Lincoln Public Schools has established rights and responsibilities of students. They are printed in the Important Information booklet. Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff.

Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by all students and staff.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Please review the rights and responsibilities with your child.
No School for Elementary Students

Winter Band, Orchestra and Chorus Concert, 6:00

PLC Day Dismiss 80 minutes early

November

Dec 1

December 2019

Schools are Closed - Winter Break

Schools are Closed - Winter Break
# Humann Common Area Expectations

**Mission Statement:** Promoting passion for learning, caring for others, and skills for our future.

<table>
<thead>
<tr>
<th>Area</th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
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<tbody>
<tr>
<td></td>
<td>● Make sure to use the Second Step Listening Rules when an adult is talking and giving a direction:</td>
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<td></td>
<td>● Eyes are watching</td>
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<td>● Ears are listening</td>
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<td></td>
<td>● Body still</td>
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<td>● Voices quiet</td>
<td>● Be assertive by asking for what you need or want in a calm, firm and respectful voice</td>
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<td>● Be empathetic and show compassion to others. Compassion is empathy in action</td>
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<td>● Use the Second Step Calm Down Steps to calm down strong emotions</td>
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<td>● Stop-Use your Signal</td>
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<td>● Name your feeling</td>
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<td>● Calm Down</td>
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<td>*Breathe</td>
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<td></td>
<td>*Count</td>
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<td>*Use positive self-talk</td>
<td>● Use the Second Step Skills for Learning:</td>
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<td></td>
<td>● Focus attention with eyes, ears, and brain</td>
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<td></td>
<td>● Listen</td>
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<td>● Use Self-Talk to focus attention, remember directions, ignore distractions and stay on task</td>
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<td></td>
<td>● Be assertive</td>
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<td>● Use the Second Step Problem Solving Steps when a problem arises:</td>
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<td></td>
<td>S- State the problem</td>
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<td>T-Think of solutions</td>
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<td>E-Explore consequences</td>
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<td>P-Pick the best solution</td>
<td>● Do quality work</td>
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<td>● Complete assignments on time</td>
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<td>● Listen carefully to directions</td>
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<td>● Give your best effort</td>
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</table>
|      |   ● Sign in and out of your classroom  | I can be productive and follow directions even if I don't want to.

**Classroom**

- Keep hands, feet and objects to self
- Use furniture appropriately
- Listen to adult directions during drills and emergencies
- Use school supplies appropriately
- Be respectful and kind with your words and actions
- Use level 2 voices with people at your table
- Raise your hand for assistance
- Respond to signals for attention
- Use manners
- Find your seat quickly
- Saving seats is not allowed
- Make sure your tray is ready for composting before you leave the table
- Get permission to leave your seat
- Get all milk, food, and utensils as you go through the line
- Pick up after yourself
- Get permission to visit the restroom or nurse
- Get permission to visit the restroom or nurse
- Dress properly for the weather
- Line up right away when you hear the whistle
- Use equipment properly
- Follow game rules
- Flush toilet after use
- Keep restrooms clean
- Get in and out quickly
- Get adult permission to leave for the restroom
- Have a restroom pass
- Sign in and out of class

**Cafeteria**

- Sit on your pockets, feet on the floor, facing forward
- Walk
- Eat only your food
- Four students to a bench
- Play fairly and take turns
- Include others
- Use kind words and actions
- Be a good sport
- Follow all supervisor directions
- Use appropriate language
- I can be ok even if others are not

**Playground/Recess**

- Stay in designated areas
- Be aware of activities and games around you
- Hands and feet to self
- I can be ok even if I am mad
- Use 1 pump of soap and 2 paper towels
- Put paper towels in the garbage can
- Keep water in the sink
- Keep feet on the floor
- Give others privacy
- Level 0 voices
- Knock on stall doors
- Respect school property
- Bathrooms
- Flush toilet after use
- Keep restrooms clean
- Get in and out quickly
- Get adult permission to leave for the restroom
- Have a restroom pass
- Sign in and out of class
- Arrive on time – school begins at 9:00
- Leave on time – dismissal is at 3:38pm
- Be a good example for others
- Go directly to your destination

**Restrooms**

- Keep hands and feet off of the walls
- Level 0 Voices, smiles welcome
- Keep up with the line
- Field Trips/Assemblies
- Use sidewalks and stay in line
- Follow your before and after school plan
- Keep hands, feet and objects to self
- Follow all adult directions
- Use good audience manners
- Respond to signals for attention
- Sit on your pockets
- Be polite to our guests
- Use a level 0 or a level 1 voice
- Be a good example for others
- Represent Humann in a positive way
- Arrival/Dismissal Areas
- Use sidewalks and stay in line
- Follow your before and after school plan
- Keep hands, feet and objects to self
- Follow all adult directions
- Be a good example for others
- Represent Humann in a positive way
- Hallways
- Walk facing forward, single file on the right side
- Keep hands, feet and objects to self
- Keep hands and feet off of the walls
- Level 0 Voices, smiles welcome
- Keep up with the line
- Keep hands, feet and objects to self
- Follow all adult directions
- Be a good example for others
- Go directly to your destination

**Hallways**

- Walk facing forward, single file on the right side
- Keep hands, feet and objects to self
- Keep water in the sink
- Keep feet on the floor
- Arrive on time – school begins at 9:00
- Leave on time – dismissal is at 3:38pm
- Be a good example for others
- Represent Humann in a positive way

**Arrival/Dismissal Areas**

- Use sidewalks and stay in line
- Follow your before and after school plan
- Keep hands, feet and objects to self
- Follow all adult directions
- Use good audience manners
- Respond to signals for attention
- Sit on your pockets
- Be polite to our guests
- Use a level 0 or a level 1 voice
- Be a good example for others
- Represent Humann in a positive way

**Field Trips/Assemblies**

- Wait for arrival and dismissal signal
- Keep hands and feet to yourself
- Follow bus expectations at all times
- Use 1 pump of soap and 2 paper towels
- Put paper towels in the garbage can
- Keep water in the sink
- Keep feet on the floor
- Keep hands and feet off of the walls
- Level 0 Voices, smiles welcome
- Keep up with the line
- Use sidewalks and stay in line
- Follow your before and after school plan
- Keep hands, feet and objects to self
- Follow all adult directions
- Use good audience manners
- Respond to signals for attention
- Sit on your pockets
- Be polite to our guests
- Use a level 0 or a level 1 voice
- Be a good example for others
- Represent Humann in a positive way

**Activity Area**

- Keep hands, feet and objects to self
- Use furniture appropriately
- Listen to adult directions during drills and emergencies
- Use school supplies appropriately
- Be respectful and kind with your words and actions
- Use level 2 voices with people at your table
- Raise your hand for assistance
- Respond to signals for attention
- Use manners
- Find your seat quickly
- Saving seats is not allowed
- Make sure your tray is ready for composting before you leave the table
- Get permission to leave your seat
- Get all milk, food, and utensils as you go through the line
- Pick up after yourself
- Get permission to visit the restroom or nurse
- Get permission to visit the restroom or nurse
- Dress properly for the weather
- Line up right away when you hear the whistle
- Use equipment properly
- Follow game rules
- Flush toilet after use
- Keep restrooms clean
- Get in and out quickly
- Get adult permission to leave for the restroom
- Have a restroom pass
- Sign in and out of class
- Arrive on time – school begins at 9:00
- Leave on time – dismissal is at 3:38pm
- Be a good example for others
- Go directly to your destination

**Activity Area**

- Keep hands, feet and objects to self
- Use furniture appropriately
- Listen to adult directions during drills and emergencies
- Use school supplies appropriately
- Be respectful and kind with your words and actions
- Use level 2 voices with people at your table
- Raise your hand for assistance
- Respond to signals for attention
- Use manners
- Find your seat quickly
- Saving seats is not allowed
- Make sure your tray is ready for composting before you leave the table
- Get permission to leave your seat
- Get all milk, food, and utensils as you go through the line
- Pick up after yourself
- Push in your chair when leaving
- Only bring essential items to the cafeteria
- I can be productive and follow directions even if I don’t want to.
January 2020

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

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26 27 28 29 30 31

Schools are Closed - Winter Break

PTO Meeting, 7:00

PLC Day Dismiss 80 minutes early
February 2020

1. No School for Elementary Students
2. Parent Teacher Conferences, 4:00-7:30
3. PLC Day Dismiss 80 minutes early
4. Parent Teacher Conferences, 4:00-7:30
BULLYING

If you feel that your child is being bullied by peers, please contact your child’s teacher or the building principal, Sharon Eickhoff. 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.
March 2020

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SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

Schools are Closed

PTO Meeting, 7:00

PLC Day Dismiss 80 minutes early
### April 2020

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PTO Meeting, 7:00
Field Day
Last Day of School
Mayor’s Run, 8:00
ENJOY THE SUMMER!
SUMMER ROCKS!