

# **RUTH HILL ELEMENTARY**



**Amy Carnie, Principal**  
**Amanda Hemenway, Assistant Principal**

## **Parent/Student Handbook 2020-2021**

**5230 Tipperary Trail**  
**Lincoln, NE 68512**  
**(402) 436-1142**



# 2020-2021 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Revised 3/20

**2020**  
**JULY**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
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**2021**  
**JANUARY**

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31						

**AUGUST**

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**FEBRUARY**

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**SEPTEMBER**

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**MARCH**

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**OCTOBER**

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**APRIL**

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**DECEMBER**

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27	28	29	30	31		

**JUNE**

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20	21	22	23	24	25	26
27	28	29	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)  
*\*Plan Days and PLC Days are subject to change*
- ◁ Quarter start dates
- ▷ Quarter end dates

**Thursday, May 20, 2021**  
Bryan Community Focus Program (at East)

**Sunday, May 23, 2021**  
PBA: LHS/LSW/LNS | Devaney: LNE/LSE/East



## Ruth Hill Elementary – Soaring to New Heights

5230 Tipperary Trail  
Lincoln, Nebraska 68512  
402-436-1142  
402-458-3242 (Fax)  
Office Hours: 7:30 a.m. – 4:00 p.m.

Amy Carnie, Principal  
[acarnie@lps.org](mailto:acarnie@lps.org)

Amanda Hemenway, Asst. Principal  
[ahemen@lps.org](mailto:ahemen@lps.org)

Dear Hill School Families,

The contents of this handbook serve to inform you of many of the policies and procedures in place for our school community. The school staff, children, and families believe that following consistent policies and practices enables our school to function efficiently and make our school an ideal setting for learning!

Providing an ideal education for all students and promoting success for all students in a community that encourages life-long learning is our mission. Our mission is evidenced in the high rate of student achievement, numerous projects and enhancements to our school program and high level of collaboration between school staff and families. At Hill School, we strive to offer the best education every day!

Thank you for reading the handbook and reviewing the contents with your child. The handbook also features important information related to health issues, student pick-up and drop off guidelines, emergency/weather closing information, attendance policies, and school breakfast and lunch information.

Along with the entire Hill staff, welcome back to the 2020-2021 school year! I look forward to partnering with you throughout the school year.

Sincerely,

Amy Carnie  
Principal

**PLEASE NOTE:** All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.

# Ruth Hill Elementary

## GENERAL INFORMATION

The following information will be helpful to you while your child is at Ruth Hill Elementary School. Included are a variety of policies and procedures we use to operate a safe and effective school. Our goal is to educate your child and provide for his/her safety and well-being. Please read through this handbook and go over the contents with your child. It is important that your child understands that we will work together and that the teachers and parents support one another.

This Student-Parent Handbook states current practices and procedures for Ruth Hill Elementary School. These procedures are subject to change as dictated by state law, district policy or changing needs at Ruth Hill Elementary School.

### School Mission Statement

Our mission at Ruth Hill School is evident. . .”to promote success for all students in a community that encourages life-long learning.”

### SCHOOL HOURS

School dismisses at 1:33 p.m. on August 12th, 13th and 14th ONLY.

Grades Kindergarten through Fifth (daily)..... 8:15 a.m. – 2:53 p.m.

School will dismiss at 1:33 p.m. on the following dates so that teachers can attend Lincoln Public School Professional Learning Community meeting (PLC):

August 25, 2020

September 29, 2020

October 27, 2020

November 24, 2020

December 15, 2020

January 26, 2021

February 23, 2021

March 30, 2021

April 27, 2021

\*Parents volunteering are not to bring siblings with them while volunteering or supervising on field trips.

### METHODS OF COMMUNICATION

**School Newsletter:** Hill Hawk Talk Newsletter

The Hill Hawk Talk contains announcements, information, school events, etc. This newsletter is sent monthly through School Messenger and/or in Thursday folders as requested.

### WEEKLY COMMUNICATION FOLDERS:

Typically, school news will be sent home via Thursday 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 Hill School.

## **COMMUNITY NEWS**

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

## **SCHOOL WEBSITE**

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

## **PARENTVUE**

Parents may access communications, attendance information and more for their child through ParentVue. A “button” linking you to ParentVue can be found on our school website.

## **SCHOOL MESSENGER**

This district-wide communication system sends school and district emails, texts, and phone calls to families with important information. Please be sure the school has your updated phone number and email address.

## **FACEBOOK**

Check out school happenings on our Facebook Page! “Like” us at Hill Elementary School.

## **AFTER SCHOOL CLUBS AND ACTIVITIES**

Throughout the school year, there are a variety of interest clubs and activities that are sponsored by PTA, staff and community groups. Club and registration information will be sent home with students.

## **BEFORE AND AFTER SCHOOL CARE**

Family Services “School’s Out” program offers before and after school child care at Hill School for children in Kindergarten through fifth grade. Please contact Family Services at 402-441-7949 for registration information.

## **WALKING TO SCHOOL**

Students walking to school should walk on the sidewalk. Please stay off personal property and out of the puddles, mud and snow. Students should be extra careful crossing the streets. Students are to cross the busy streets only where there are crosswalks. Thank you for reviewing safe pedestrian practices with your child.

## **GETTING TO AND FROM SCHOOL SAFELY**

### **FOR STUDENTS:**

- **NO** student(s) (except Family Service) should arrive before 7:45 a.m. Arrival time for students eating breakfast at school is 7:45 a.m. Report immediately to the MPR for breakfast when you arrive.
- Students arriving between 7:45-8:00 a.m. should enter through door #14 and will wait in grade level lines until 8:00 a.m., when they will be escorted to their grade level. Again, this should be a few students whose morning routine requires this.
- Students arriving between 8:00-8:15 a.m. should enter through their grade level door:
  - Kindergarten, 1st Grade & 2nd Grade: Door #1
  - 3rd Grade: Door #4
  - 4th Grade: Door #5
  - 5th Grade: Door #6

- All students should enter through Door #1 if arriving at or after 8:15 a.m.
- Do not speak to strangers.
- Walk with a buddy or in a small group if at all possible.
- Use crosswalks and avoid crossing between cars and buses.
- Walk to school using sidewalks and keep off property belonging to others.
- Immediately report any concerns experienced on the way to school to a teacher or office staff.
- Report to home or daycare immediately after school.

#### **AS PARENTS:**

- Help establish safe routes to and from school with plans for an alternate route.
- Notify the school office and your child's teacher if there is a change in the established "to and from school" plan.
- Occasionally review steps for safe walking and stranger danger with your child.
- Periodically check the Nebraska sex offender registry at [statepatrol.nebraska.gov](http://statepatrol.nebraska.gov).
- Monitor your child's route to and from school. . .ask, observe and expect safety both to and from school!

### **STUDENT DROP OFF AND PICK UP PROCEDURES**

**The following procedures will be enforced in the front drive of Hill School:**

- *There will be **NO STOPPING** on either side of the center median. Parking is available in the marked spaces on the left side of the median. Vehicles are not allowed to park parallel to the median on either side. Cones will be placed along the median during drop off and pick up times as a reminder of our no parking areas.*
- *The right most curb lane will only be used for immediate loading and unloading. Vehicles should pull up as far as possible, load or unload their child(ren) and immediately pull back into the drive lane. This curb lane should **not** be used to park and wait for children. Parents who need to go into the school or walk their child to their designated waiting area must park in the designated parking area. **No car should be left unattended in the curb lane, nor should it be used for extended waits.***
- *There will be **no stopping or parking** in the drive lane. Children are **NOT** to be dropped off from the drive lane.*
- *Parents who drop off their children from the main street or parking area, or whose children walk to school, must have their children use the west crosswalk at all times to cross the drive. Parents and adults are asked to model this practice also.*
- *Exit from the drive should be to the **right only**. There should be no left turns on to Tipperary Trail at dismissal time. This is recommendation by LPS and the City of Lincoln.*
- *The parking lot is a **STAFF ONLY** parking lot (with the exception of handicapped parking) and **should not be used as a drop off or pick up area either before or after school**. Students need to be dropped off in the front and will walk around the building to their waiting area.*

Although these rules, on occasion, can result in longer lines and a few more minutes needed to pick your children up from school, the tradeoff for convenience will be a much safer environment during the hectic after-school period. On extremely cold days, we will bring the children into the multipurpose room at the end of the day and have them watch for their rides through the big windows.

We continue to need active participation and cooperation of all Hill parents. As always, we will continue to re-evaluate these procedures. With a student population of nearly 600 students, everyone's cooperation is needed to make our school safe for all children and families.

***Thank you in advance for you cooperation on this important matter. We realize that this will be a little more inconvenient for some parents, but, in the end, the drive will be a much safer place for our children.***

## SCHOOL BREAKFAST PROGRAM

Hill School offers a before school breakfast program. Breakfast is served from 7:45 a.m. to 8:00 a.m. each morning. Cost of breakfast is \$1.30 for students and \$2.25 for adults. Breakfast can be purchased with your child's SNAP account or cash. Students riding the bus will be served breakfast upon arrival at school. After 8:15 a.m., students may eat their breakfast outside of their classroom area. All students are welcome to eat at school.

## SCHOOL LUNCH PROGRAM

The lunch period at Hill School is 30 minutes in length. A new change this year will be that Kindergarteners will have 30 minutes in the lunchroom to eat. For 1st-5th grade there are no changes. Approximately 20 minutes of this time is for children (Grades 1st thru 5th) to eat with a 10 minute recess. Those eating at school may purchase a lunch and milk or bring lunch and drink from home. The cost of school lunch is \$2.45 for students and \$3.75 for adults. Reduced lunches are \$.40. Applications for Free and Reduced Meals can be obtained in the school office. Individual milk can be purchased for .50 cents. A lunch menu will be sent home on a monthly basis with the two entrees that are available each day.

At Hill, our cash register system is run by a computer that keeps track of your student's meal account balance. Each student is given a meal card with a number specific to your student's meal account. This card is only used by your student when they purchase meals at breakfast and/or lunch.

Parents/Guardians can put money on their student(s) meal account in the following ways:

1. Send cash or check to the Hill Office in a sealed envelope with the student's name and amount enclosed. If you have multiple students at Hill, one check per family can be accepted. Please designate on your envelope the name of each student and the dollar amount you are applying to each student's meal account. Please note, credit card payment are not accepted at Hill. When your student's meal account is running low on funds, a reminder will be sent home.
2. For online payments, please create your account at MySchoolBucks.com. Once your account is created, you are able to view your student's meal purchases and see your account balance. You will receive an email when your student's meal account balance is below \$10.

Free and/or reduced lunch application forms are available on the LPS web site. You can access this application by visiting LPS.org and entering "Free and Reduced" in the search box. Eligibility for this program is determined by Federal guidelines. Applications must be submitted online. No paper copies can be accepted. **Students are allowed to "borrow" if they do not have sufficient funds to pay for lunch, but it is recommended that a child not borrow more than one day and that they repay the loan the next day.**

Parents and guardians are encouraged to have lunch in the school cafeteria with their children occasionally. Please call the office (436-1142) by 8:30 a.m. if you are planning on having a school lunch at school. To promote healthy habits and to follow health codes, we do not share food. If you are bringing food for lunch from home or a fast food restaurant we ask that you only bring food for you and your child(ren) and not to share with others.

Finally, the school cafeteria is a dining room away from home. Good eating habits and courteous behavior and conversations during the lunch period contribute to an enjoyable school environment. Parents, staff and students will work together in this regard.

## 2020-2021 Lunch/Recess Schedule

Grade	Lunch	Recess
Kindergarten	10:45 – 11:15	11:20 – 11:40
Grade One	12:00 – 12:20	12:20 – 12:30
Grade Two	11:20 – 11:40	11:40 – 11:50
Grade Three	11:40 – 12:00	12:00 – 12:10
Grade Four	12:20 – 12:40	12:40 – 12:50
Grade Five	12:40 – 1:00	1:00 – 1:10

### Hill SCHOOL PTA

The Hill PTA meets monthly throughout the school year to plan events and activities for children and families throughout the school year. Look for information about joining the Hill School PTA in the summer mailing, the PTA website ([www.rthill.ptboard.com](http://www.rthill.ptboard.com)) or by contacting the school office at 402-436-1142. The PTA provides two school parties during the year. Like the Hill facebook page and visit us at: <https://ruthill.ptboard.com> so you don't miss out on all of the fun events the PTA sponsors.

### GUIDELINES FOR THE DISMISSAL OF STUDENTS WITH HEALTH CONCERNS

1. The student with a temperature of 100 degrees or more.
2. The student with an undiagnosed rash/skin lesion. (Exception: If the student is taken to a physician, he/she may be readmitted with the doctor's written permission, stating the rash is not contagious.)
3. Other conditions which may warrant a student being sent home include:
  - a. Head lice
  - b. Inflamed red eyes and/or drainage
  - c. Vomiting and/or diarrhea
  - d. Frequent persistent cough
  - e. Earache and/or drainage from the ear
  - f. Illness or injuries which may require evaluation by a licensed medical provider
  - g. Sores that appear infected or are draining

**NOTE: School nurses do assessments but do not diagnose. Document dismissal on student electronic record, including health concern, parent contact and time of dismissal.**

### Readmission

Parents or guardians should report injury or illness to the school health office. Students having absences of three days or more due to illness, injury or hospitalization should be readmitted through the health office. A statement from the licensed medical provider may be requested by the school nurse prior to the student returning. Students may be denied readmission if clearance is not received. Consultation between the school nurse, building administration, health services administrator and/or student services would be considered.

Students returning after a contagious disease may be admitted when free of symptoms (recommended temperature normal for 24 hours) at the discretion of the nurse. The communicable disease chart may be referred to as a guide. Additional resources include the Public Health Department and the Supervisor of Health Services. There may be exceptions to these guidelines when there is a wide-spread outbreak of an illness or disease.

For complete infection control guidelines, refer to the Infection Control Handbook.



## **STUDENT EXPECTATIONS**

### **Arrival Procedures**

- The Hill Elementary campus is closed until 8:00 a.m.
- Students arriving for breakfast should not arrive before 7:45 a.m., as there is no supervision until that time.

### **Dismissal Procedures**

- All students are dismissed from the building at 2:53 p.m.
- All students must go directly home or to a school sanctioned after school activity.
- Teachers will escort students out their designated exit door.
- School campus (including 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.

### **Restroom Procedures**

- Use Level I voices in bathrooms.
- Flush the toilet and wash hands.
- Dispose of paper towels properly.
- Respect property and each other's privacy.
- Return to class promptly.

### **Playground Procedures – Keep our playground a happy and safe place!**

- Include others in play.
- Treat all friends with respect.
- Keep hands and feet to yourself.
- Use “I” messages to help with problem solving.
- Follow directions of any adult supervisors.
- Play on and care for equipment properly.
- Report any problems that you need help handling to a supervising adult who will help you.
- Stay away from the fence.
- Follow team assignments communicated by adult supervisors.

### **Assembly Procedures**

- Stay in line as you enter the MPR.
- Sit in the place your teacher assigns for your class. Enter and exit in line order.
- Sit flat with legs crossed.
- Use a Level II voice until presentation begins.
- Show that you are attentive and a respectful member of the audience – eyes on speaker or performer, voices off, hands in lap.
- Show appreciation of performance in a respectful manner.

### **Hallway Procedures**

- Walk single file and facing forward.
- Stay on the right side of the hallway always.
- Voices off – TAPS (Total and Perfect Silence) to be respectful of learning in our classrooms.
- Keep hand to yourself and eyes on the front of the line.

## **PHONE/ELECTRONICS USE AT SCHOOL**

Students will be permitted to call home regarding school matters on school phones 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. During the day, office staff will be glad to take a message for a child or teacher. Telephone calls interrupt instruction and will not be transferred to classrooms while instruction is taking place.

**Elementary principals and other personnel have determined that cell phones, smart watches, Gizmos, iPods, Fitbits, and other electronic devices are not necessary for elementary students to have with them during the school day. This is an expectation in all of LPS Elementary Schools.** In many cases these devices become a nuisance item and distract from instruction. These devices should be left at home or kept in a backpack during the school day. The Gizmo or other device can be worn before and after school.

## **BULLYING**

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Amy Carnie (acarnie@lps.org) or Beau Gothier (bgothie@lps.org). 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. Please feel free to contact your child's teacher, Mr. Gothier Mrs. Hemenway or Mrs. Carnie if you feel your child needs support with school.

# HILL ELEMENTARY STAFF\*

(Add "lps.org" after name of staff for email address)

**Amy Carnie (acarnie)**  
Principal

**Amanda Hemenway (ahemen)**  
Assistant Principal

## MAIN OFFICE

Peggy Clagett, Exec Secretary (pclagett)  
Kelly Winkler, Secretary (kwinkle)

## SECURED ENTRANCE MONITOR

Tiffany Leach (tleach)

## HEALTH OFFICE

Molly Landauer (mlandauer)  
Elizabeth Scott (escott2)

## STUDENT SERVICES

Lana Anderson-Interventionist (lana)  
Drew Beyer-Behavior Intervention Tech  
(dbeyer)  
Beau Gothier- Counselor (bgothie)  
Tabitha Hill-Speech (thill3)  
Kara Mueller-Social Worker (kmuelle)  
Tami Redfield-Psychologist (tredfiel)

## SPECIAL EDUCATION

Anna Fett (askidmor)  
Anne Griffith (agriffit)  
Christine Jamison (ajamiso2)  
Hien Trinh (hnguyen5)

## SPECIALISTS

Lana Anderson-Reading Recovery (lana)  
Megan Manning-Kechely-Instrumental  
(mmannin2)  
Richel Nguyen-Art (rjordan2)  
Scott Rice-P.E. (rrice)  
Amanada Rickert-Vocal Music (arickert)  
Michelle Stoneman-ELL (mstonema)  
Ian Wright-Strings (iwright)  
Julie Vorhies-ELL (jvorhies)  
Christa Yeackley-Librarian (cyeackl)

## OT/PT

Heidi Longe (hlonge1)  
Laurie Miller (lmiller)

## CUSTODIANS

Mindi Bishop (mbishop)  
Jerry McNeese (jmcneese)  
Terry Sailors (tsailor)  
Ken Sucha-Building  
Superintendent (ksucha)

## KITCHEN

Laurie Glock (lglock)

## KINDERGARTEN

Kelly Gibbons (kgibbons)  
Kelsey Hillman (khillman)  
Cynthia Mick (cmick)  
Jamie Shacklett (jshackl)

## GRADE 1

Ariah Behrens (ajamison)  
Amanda Branum (abranum)  
Sue Hamilton (lhamilt)  
Pam Mullins (pmullin)

## GRADE 2

Morgan Arduser (marduser)  
Tara Lundy (tlundy)  
Cyndie Wiesen (lwiesen)

## GRADE 3

Anne Fargen (afargen)  
Jill Hughes (jellerbr)  
Daisy Shada (dshada)  
Kayleigh Walter (kwalter4)

## GRADE 4

Abby Anttila (aanttila)  
Sarah Huenink (shuenin)  
Cassidy Sostad (csostad)  
Taylor Sugden (ssugden)

## GRADE 5

Wendy Leach (wleach)  
Heidi McNerny (hmciner)  
Taylor Rocke (trocke)  
Colleen Schreiner (cschrei)

## PARAEDUCATORS

Tracy Benson (tbenson)  
Julie Buck (jbuck)  
Joe Huston (jhuston)  
Justine Metzger (jmetzge3)  
Rachel Peters (rpeters5)  
Jerilyn Robinson (jrobinso)  
Kelly Schroer (kschroe3)  
Ashley Wagner (awagner2)  
Melissa Willits (mwillits)

## EARLY CHILDHOOD PROGRAM

Class Times 8:00-11:30 AM  
& 12:00-3:30 PM

## FAMILY EDUCATORS

Amy Edgar (aedgar)  
Kate Singsaas (ksingsa2)

## EARLY CHILDHOOD PARAEDUCATORS

Kamila Berry (kberry)  
Peggy Musick (pmusick)  
Melissa Peck (mpeck)

## SLP

Cindy Lefler (clefler)

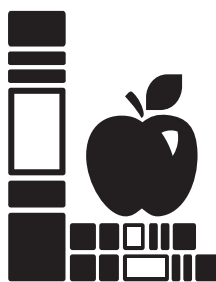
## RESOURCE TEACHER

Jill Martin (jmart)

\*Staff list is not all-inclusive.

## LINCOLN BOARD OF EDUCATION

Barbara Baier  
Lanny Boswell  
Kathy Danek  
Connie Duncan  
Don Mayhew  
Annie Mumgaard  
Bob Rauner  
Stephen C. Joel  
Superintendent



5/19

Mailing Address: 5905 O Street • Lincoln, NE 68510

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