

2020-2021

# Humann Elementary School

## Student Handbook



6720 Rockwood Lane, Lincoln, NE 68516

Phone: 402-436-1145

<http://humann.lps.org>

Principal: Sharon Eickhoff

# 2020-2021 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Revised 3/20

2020 JULY							2021 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
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	29	30
							31						

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

SEPTEMBER							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						5	6
6	7	8	9	10	11	12	7	8	9	10	11	12	13
13	14	15	16	17	18	19	14	15	16	17	18	19	20
20	21	22	23	24	25	26	21	22	23	24	25	26	27
27	28	29	30				28	29	30	31			

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

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

DECEMBER							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	29	30	31			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

**Humann Elementary School**  
**6720 Rockwood Lane • Lincoln, Nebraska 68516**  
**(402) 436-1145**

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.

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**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**

Kendra Beller  
Special Education Teacher  
Maddie Horak  
Special Education Teacher  
Brittany Masek  
Special Education Teacher  
Rachel McNaught  
Special Education Teacher  
Tabitha Schuster  
Speech Lang. Pathologist  
Katie Troupe  
Special Education Teacher

**Kindergarten**

Allie Andersen  
Kathy Dean  
Stacy Olsen  
Gaby Stokes

**First Grade**

Erica Regan  
Cindy Sell  
Cathy Sieckmeyer  
Kim Sudbeck  
Kathy Gaines  
Reading Recovery and  
Intervention

**Second Grade**

Glenda Beckman  
Teresa Drake  
Jill Gable  
Stacey Haney  
Ann Peterson

**Third Grade**

Tyler DeBuhr  
Kathryn Hiestand  
Orlando Roth

**Fourth Grade**

Nikki Armstrong  
Mary Moseman  
Kim Nannen  
Shelli Ziemke

**Fifth Grade**

Ally Kehler  
Jeff Marsh  
Ginni Memming

**Specialists**

Chris Baum  
PE  
Ila Jean Traudt  
Computer  
Julie Wilson  
Music (Chorus 4th & 5th  
Grade)  
Kenzie Wright  
Media  
Tabi Zimmerman  
Art  
Megan Manning-Kechely  
Instrumental (5th Grade)  
Alex Rogers  
Strings (4th & 5th Grade)

**Early Childhood**

Stephanie Dang  
Jennifer Haney  
Sophie Simonsen  
Kelsey Wood

**ITINERANT STAFF**

Nicole Biles  
Gifted Facilitator  
Natalie Hilton  
School Psychologist  
Schyler Lindekugel-Sullivan  
School Social Worker  
Gina Miller  
School Nurse

**CUSTODIAL STAFF**

Mark Harris  
Supervisor  
André Bond  
Assistant Supervisor  
Jared Brass  
Ryan Peters  
Monica Reed

**KITCHEN STAFF**

Jazzi Vogelpohl  
Manager  
Marilyn Brodigan  
Melinda Long  
Heather Yates

**PARAEDUCATORS/  
TECHNICIANS**

Liza Baker  
Michael Degenhardt  
Elizabeth Hamik  
Tammie Havlat  
Suz Heller  
Nicole Hillis  
Lucinda Hinrichs  
Jill Hurtz  
Kiley Macke  
Tara Martinez  
Andy Moser  
Jolene Pflanz  
Lizzie Rider  
Sarah Roker  
Kristy Triplett  
Teresa Wagner

# 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/>

### ***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, report cards, 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. Our 2020-2021 PTO meetings will be held on August 25, October 13, January 12, March 16, and May 11. Contact [humannpto@gmail.com](mailto:humannpto@gmail.com) to get involved.

*Please join our Humann PTO Facebook Page at  
<https://www.facebook.com/groups/humannpto/>*



# THE SCHOOL DAY

## Arrival Procedures

The Humann Elementary School campus is closed until 8:50 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 as they arrive in the morning. At 8:50 a.m., a supervisor will allow students to enter the building. Students are considered tardy if they are not in their classroom by the 9:00 a.m. bell. Students arriving after 9:00 a.m. should enter through the front doors. Detailed information can be found on our website.

## Dismissal Procedures

First, second, third and fifth grades will exit through the doors closest to their grade level pods. Kindergarten and fourth grade 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.

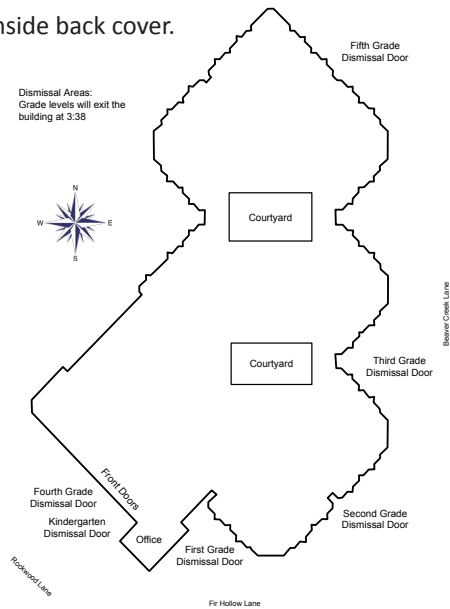
Humann School’s campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

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 by 3:00 p.m.

Please refer to our traffic flow map on the inside back cover.

Grade	Special Times
Kindergarten	10:55 am - 11:45 am
1st Grade	1:50 pm - 2:40 pm
2nd Grade	10:00 am - 10:50 am
3rd Grade	12:55 pm - 1:45 pm
4th Grade	2:45 pm - 3:35 pm
5th Grade	9:05 am - 9:55 am

Grade	Lunch/Recess Times
Kindergarten	12:30 pm - 1:05 pm
1st Grade	12:15 pm - 12:50 pm
2nd Grade	12:00 pm - 12:35 pm
3rd Grade	11:30 am - 12:05 pm
4th Grade	12:45 pm - 1:20 pm
5th Grade	11:45 am - 12:20 pm



# ACADEMIC INFORMATION

## Report Cards & Parent-Teacher Conferences

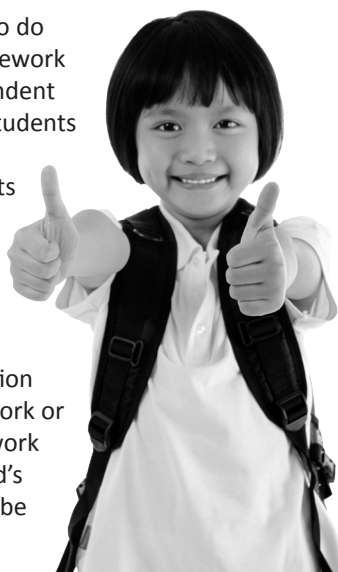
Lincoln Board of Education states (Policy 6570) that “student progress will be reported formally to parents/guardians at least four times each year.” Information about elementary student progress is reported in four areas: Progress through district curriculum, performance in assigned curriculum level, 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 things your child could do while on a trip are journaling about their experience, practicing math facts, and reading. Again, students and teachers will work together as the student returns to identify the assignments and learning that has been missed.

## OTHER HELPFUL INFORMATION

### Humann Calendar

Please refer to our website, [humann.lps.org](http://humann.lps.org) for our school calendar.

### 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 is included on page 12.

## 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 improve instruction and increase student achievement.

The dates are as follows: **2020:** August 25, September 29, October 27, November 24, December 15. **2021:** January 26, February 23, March 30, April 27. Students will be dismissed at 2:18 p.m.

## **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 by 3:00 p.m. 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 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 which must be approved before the field trip. This application can be found 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.

# BIRTHDAYS

At Humann, we recognize student birthdays each morning during the announcements. Please refer to the LPS Important Information Booklet for more detailed information.

# VOLUNTARY SUPPLIES

Parents often ask if there are supplies they need to purchase for their child. Nebraska Statutes guarantee that all schools provide a free, appropriate public education. Lincoln Public Schools provides all necessary basic supplies and equipment for students to use in their classroom. Humann teachers often purchase extra supplies and materials for special projects. Extra supplies that teachers find helpful are listed by grade levels. This is a voluntary donation, not a request or requirement for any child. If you would like to purchase any items, they can be dropped off at school or sent with your child.

\*Cleaning/Disinfecting Wipes by **Clorox®** and **Seventh Generation®** are the only cleaning and/or disinfecting type products that are approved to be donated to schools and stored/used in the typical classroom/office by non-custodial staff.

\*Hand Sanitizer products by **Purell®** and **Germ-X®** are the only products that are approved to be donated to schools and stored/used at district facilities.

Kindergarten	1st Grade	2nd Grade
Kleenex Ziploc bags (sandwich, quart, gallon) Disinfecting wipes* Hand sanitizer* Black fine tip Expo markers Glue sticks Crayola Twistables crayons Stickers Crayola markers Sidewalk chalk	Kleenex Slide zipper baggies, all sizes Disinfecting wipes* Hand sanitizer* Black fine tip Expo markers Glue sticks Sidewalk chalk Crayola markers Over the ear headphones Ticonderoga brand pencils AA and AAA batteries	Kleenex Ziploc bags (gallon, quart, snack) Disinfecting wipes* Hand sanitizer* Black chisel tip Expo markers Bottles of Elmer's glue Blue two pocket folders Crayola markers Colored pencils Ticonderoga pencils Yellow highlighters Red or blue wide lined notebooks

3rd Grade	4th Grade	5th Grade
Kleenex Ziploc bags (gallon, quart, sandwich, snack) Hand sanitizer* Black fine tip Expo markers Black chisel tip Expo marker Crayola markers Ticonderoga pencils Mechanical pencils Glue sticks	Kleenex Ziploc bags (sandwich, quart, gallon) Black fine tip Expo markers Double stick tape Glue sticks Sharpie markers Crayola markers (thick and thin) Colored pencils Highlighters Large index cards Colored Post-it notes	Kleenex Expo dry erase markers Sharpies Markers Pencils Deck of cards UNO cards Sidewalk chalk

Specialists	Office
Kleenex Ziploc bags (quart or gallon) Disinfecting wipes* Hand sanitizer* Pencils Gift wrap tubes (for Art) Small clean plastic containers with lids (yogurt, sour cream, cottage cheese, etc. containers) (for Art)	Kleenex Ziploc bags (sandwich, quart, gallon) Disinfecting wipes* Hand sanitizer* Sidewalk chalk



## **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, fund raisers), 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. Please see the PTO section on page 7.

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

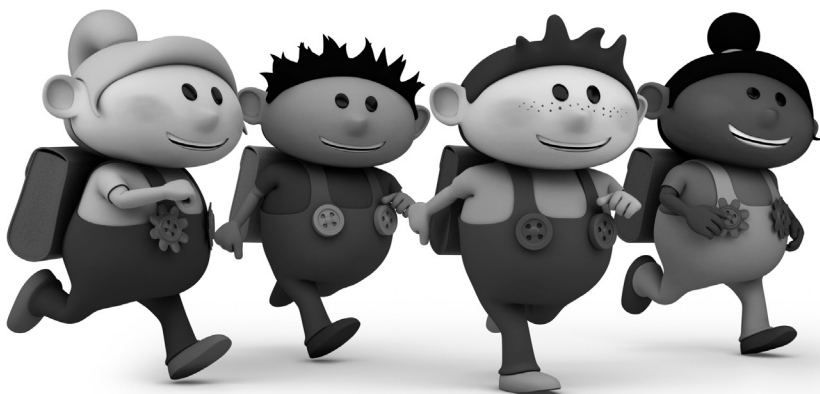
## **RIGHTS AND RESPONSIBILITIES**

### **LPS Rights and Responsibilities**

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.





# 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.



## Humann Common Area Expectations

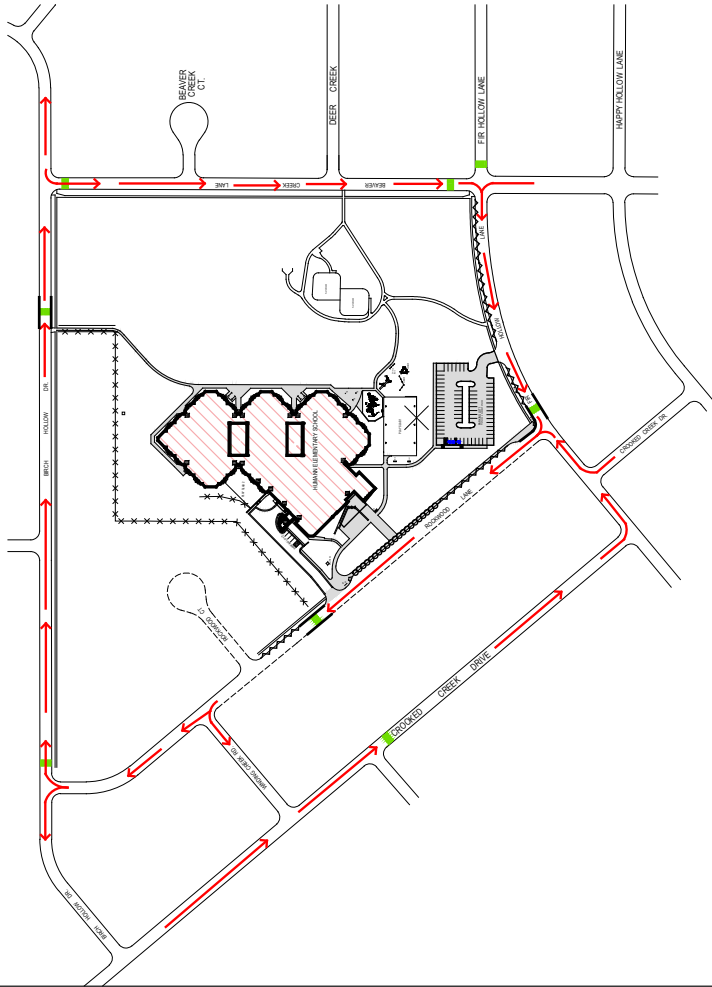
**Mission Statement: Promoting passion for learning, caring for others, and skills for our future.**

Area	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>
	<ul style="list-style-type: none"> <li>Make sure to use the Second Step Listening Rules when an adult is talking and giving a direction:               <ul style="list-style-type: none"> <li>Eyes are watching</li> <li>Ears are listening</li> <li>Body still</li> <li>Voices quiet</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Be assertive by asking for what you need or want in a calm, firm and respectful voice</li> <li>Be empathetic and show compassion to others. Compassion is empathy in action</li> <li>Use the Second Step Calm Down Steps to calm down strong emotions               <ul style="list-style-type: none"> <li>Stop-Use your Signal</li> <li>Name your feeling</li> <li>Calm Down                   <ul style="list-style-type: none"> <li>Breathe</li> <li>Count</li> <li>Use positive self-talk</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Use the Second Step Skills for Learning:               <ul style="list-style-type: none"> <li>Focus attention with eyes, ears, and brain</li> <li>Listen</li> <li>Use Self-Talk to focus attention, remember directions, ignore distractions and stay on task</li> <li>Be assertive</li> </ul> </li> <li>Use the Second Step Problem Solving Steps when a problem arises:               <ul style="list-style-type: none"> <li>S- State the problem</li> <li>T-Think of solutions</li> <li>E-Explore consequences</li> <li>P-Pick the best solution</li> </ul> </li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use furniture appropriately</li> <li>Listen to adult directions during drills and emergencies</li> </ul>	<ul style="list-style-type: none"> <li>Use school supplies appropriately</li> <li>Be respectful and kind with your words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Do quality work</li> <li>Complete assignments on time</li> <li>Listen carefully to directions</li> <li>Give your best effort</li> <li>Sign in and out of your classroom</li> </ul> <p><i>I can be productive and follow directions even if I don't want to</i></p>
Cafeteria	<ul style="list-style-type: none"> <li>Sit on your pockets, feet on the floor, facing forward</li> <li>Walk</li> <li>Eat only your food</li> <li>Four students to a bench</li> </ul>	<ul style="list-style-type: none"> <li>Use level 2 voices with people at your table</li> <li>Raise your hand for assistance</li> <li>Respond to signals for attention</li> <li>Use manners</li> <li>Find your seat quickly</li> <li>Saving seats is not allowed</li> <li>Make sure your tray is ready for composting before you leave the table</li> </ul>	<ul style="list-style-type: none"> <li>Get permission to leave your seat</li> <li>Get all milk, food, and utensils as you go through the line</li> <li>Pick up after yourself</li> <li>Push in your chair when leaving</li> <li>Only bring essential items to the cafeteria</li> </ul>
Playground/Recess	<ul style="list-style-type: none"> <li>Stay in designated areas</li> <li>Be aware of activities and games around you</li> <li>Hands and feet to self</li> </ul> <p><i>I can be ok even if I am mad</i></p>	<ul style="list-style-type: none"> <li>Play fairly and take turns</li> <li>Include others</li> <li>Use kind words and actions</li> <li>Be a good sport</li> <li>Follow all supervisor directions</li> <li>Use appropriate language</li> </ul> <p><i>I can be ok even if others are not</i></p>	<ul style="list-style-type: none"> <li>Get permission to visit the restroom or nurse</li> <li>Dress properly for the weather</li> <li>Line up right away when you hear the whistle</li> <li>Use equipment properly</li> <li>Follow game rules</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Use 1 pump of soap and 2 paper towels</li> <li>Put paper towels in the garbage can</li> <li>Keep water in the sink</li> <li>Keep feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Level 0 voices</li> <li>Knock on stall doors</li> <li>Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet after use</li> <li>Keep restrooms clean</li> <li>Get in and out quickly</li> <li>Get adult permission to leave for the restroom</li> <li>Have a restroom pass</li> <li>Sign in and out of class</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Walk facing forward, single file on the right side</li> <li>Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet off of the walls</li> <li>Level 0 Voices, smiles welcome</li> <li>Keep up with the line</li> </ul>	<ul style="list-style-type: none"> <li>Be a good example for others</li> <li>Go directly to your destination</li> </ul>
Arrival/Dismissal Areas	<ul style="list-style-type: none"> <li>Use sidewalks and stay in line</li> <li>Follow your before and after school plan</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Follow all adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time – school begins at 9:00</li> <li>Leave on time – dismissal is at 3:38pm</li> </ul>
Field Trips/Assemblies	<ul style="list-style-type: none"> <li>Wait for arrival and dismissal signal</li> <li>Keep hands and feet to yourself</li> <li>Follow bus expectations at all times</li> </ul>	<ul style="list-style-type: none"> <li>Use good audience manners</li> <li>Respond to signals for attention</li> <li>Sit on your pockets</li> <li>Be polite to our guests</li> <li>Use a level 0 or a level 1 voice</li> </ul>	<ul style="list-style-type: none"> <li>Be a good example for others</li> <li>Represent Humann in a positive way</li> </ul>

# HUMANN ELEMENTARY SCHOOL TRAFFIC FLOW MAP

## LEGEND

- ONE-WAY FLOW FOR LOADING AND UNLOADING STUDENTS
- LOADING/UNLOADING AREA (NO PARKING 8-4 SCHOOL DAYS, LOADING ZONE) 10 MINUTE MAXIMUM WITH DRIVER IN VEHICLE
- SCHOOL BUS STOP (NO PARKING 8-4 SCHOOL DAYS, BUS ZONE)
- NO STOPPING ANYTIME
- NO STOPPING 8-4 SCHOOL DAYS
- AUTHORIZED CROSSWALK





## **HUMANN ELEMENTARY SCHOOL**

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