

# **Zeman Elementary Student Handbook**

**2020-2021**



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

**Office Hours: 7:00 a.m. – 4:00 p.m.  
Website: [zeman.lps.org](http://zeman.lps.org)  
FaceBook: Zeman Elementary School**

# Welcome to the 2020-2021 school year!

The Zeman staff is excited to work with families to help all students learn and grow. The Zeman Student Handbook serves as a guide for school staff, students, and families as we work to create a culture where students can learn at high levels, happily, and safely. If you ever have concerns or questions, please do not hesitate to contact me. It is my privilege to serve the Zeman community!

Dr. Rik Devney  
Principal  
Zeman Elementary  
[rdevney@lps.org](mailto:rdevney@lps.org)  
402-436-1169

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# Zeman Elementary Student Handbook

2020-2021

**“All students will achieve academic, social, and emotional growth in a safe and positive setting.”**

Zeman Mission Statement

The following are practices that will be followed at Zeman Elementary School. This handbook is meant to be a quick-reference guide of common practices and guidelines for Zeman students and families. A complete **LPS Important Information Book** and list of **Elementary Common Practices** is available online at <https://www.lps.org/about/important/index.html>.

**Please note – All scheduled events are tentative and subject to change due to health directives put into place to prevent further spread of COVID-19.**

## Arrival & Dismissal

School Hours:	8:15 a.m. – 2:53 p.m.
Breakfast:	7:45 a.m. – 8:10 a.m.
Welcome Bell:	8:10 a.m.
Start (tardy) Bell:	8:15 a.m.
PLC Day Schedule:	8:15 a.m. - 1:33 p.m.

Children may start arriving on school grounds **after** 8:00 a.m. unless eating breakfast. **Supervision is not provided before 8:00 a.m.**

Students line up outside between 8:00 a.m. and 8:10 a.m., with supervision starting at 8:00 a.m. Each classroom will have an assigned spot outside their grade level doors. After the 8:10 a.m., teachers will meet students at their door and escort them inside the building to start the school day. Below, you will find information about arrival and dismissal doors for all students.

Grade Level	Arrival Door	Dismissal Door
Kindergarten	Door # 5-8	Door #5-8
1 <sup>st</sup> Grade	Door #3 & 4	Door #3 & 4
2 <sup>nd</sup> Grade	Door #1	Door #1
3 <sup>rd</sup> Grade	Door #2	Door #2
4 <sup>th</sup> Grade	Door #13	Door #12
5 <sup>th</sup> Grade	Door #13	Door #11

Once the school day begins at 8:15, the student will need to enter through the main entrance, Door 1. All other doors will be locked.

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

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

## Traffic Flow & Safety Tips

See the Zeman traffic map located on our website for more information.

To ensure the safety of children at Zeman, please adhere to the following safety procedures as you drop off and pick up your children. Please discuss these rules with your children so they understand their importance. Please also share this information with any grandparents or neighbors who may pick your child up throughout the year. **It is imperative that we all work together to maintain a safe environment for our students as they arrive and leave school each day.**

Please approach the school coming from the south. Students in K-5 arriving by car can be dropped off on the curbside in front of the school, also known as the cutout. Please do NOT park your car in the cutout in front of the school between the hours of 7:45 a.m. – 8:15 a.m. and 2:45 p.m. – 3:10 p.m. **The cutout is reserved for cars to pull up and drop students off without adults getting out of the car during arrival and dismissal.**

- If you must leave your car, do not park in the cutout in front of the school.
- If you wish to walk your child up to the building, please park on a side street.
- Do not use your cell phone during arrival and dismissal.
- Obey all traffic laws including:
  - Do not park in front of driveways
  - Park on the right hand side of the street
- Do not park in the bus-loading zone at the far north end of the cutout.
- Do not double or triple-park. Students should exit and enter their vehicle on the passenger side so they do not need to cross traffic.
- Students should exit their vehicle at the curb – **NOT** in the middle of the street.
- Children and adults must use the crosswalk in front of the school.
- The parking lot is reserved for staff parking and daycare vans during arrival and dismissal. **The parking lot cannot be used for student drop off and pick up.**

## Breakfast & Lunch

Breakfast begins at 7:45 a.m. each morning. Any student can come to school and purchase a school breakfast. No reservation or notice is necessary if your child is going to come to school for breakfast.

- Cost for breakfast is \$1.30
- If a child comes to school for breakfast, the child must purchase a school breakfast.
- Supervision for breakfast students starts at 7:45 a.m. Do not have your child arrive at school before 7:45 a.m. We do not have adult supervision available to promote student safety before 7:45 a.m.

### Lunch Schedule

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

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

## Communication

### **ZEMAN GAZETTE: School Newsletter**

The ZEMAN GAZETTE contains announcements, school information, school events, our lunch menu, important dates, and much, much more! The ZEMAN GAZETTE is sent on the 1<sup>st</sup> day of each month via email through our School Messenger service. If your family does not have access to email or the internet, please contact the school office to receive a paper copy of our school newsletter each month.

### **WEDNESDAY FOLDERS: Weekly Communication Folder**

Typically, school news and informational flyers will be sent home via Wednesday Folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Zeman School.

## **COMMUNITY NEWS**

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

## **ZEMAN WEBSITE**

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

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

## **PARENTVUE**

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

**Starting the 2019-2020 school year, Zeman will no longer send home paper copies of student report cards. Parents will access report cards on ParentVue.**

## **TEACHER WEBPAGES – LMS PAGES**

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

## **SCHOOL MESSENGER**

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

## **ZEMAN FACEBOOK**

‘Like’ us on Facebook! Just search for ZEMAN ELEMENTARY SCHOOL! You will find pictures and posts about exciting events happening at Zeman!

# Zeman Student Expectations

## ZEMAN SCHOOL RULES

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

### Classroom Expectations

- Work safely; keep hands and feet to self.
- Listen, follow directions, and accept others.
- Be engaged.
- Be truthful.
- Complete assignments on time and to the best of your ability.

### Cafeteria Expectations

- Walk quietly to your seat and wait for your table to be called.
- Face forward, keep hands and feet to self.
- Use a level 1 or 2 voice.
- Remain seated.
- Eat only your own food. Do not share food with others.
- Raise your hand for help.

### Hallway Expectations

- Walk quietly.
- Keep hands and feet to self.
- Allow others to walk safely.

### Restroom Expectations

- Use fixtures appropriately.
- Allow privacy for others.
- Use a level 0 voice when in the restroom.
- Flush the toilet and wash your hands.
- Return to your assigned area immediately.

### Playground Expectations

- Stay within the playground area.
- Include others.
- Play games in which hands and feet are kept to self. No tag games will be played at recess.
- Use equipment safely.
- Avoid muddy and wet areas.
- Nature should be left alone and on the ground.
- Line up quickly and calmly as soon as the signal is heard.

- On school days, the Zeman School playground is reserved for school students and the after school program from 8:00 a.m. - 5:45 p.m.

## Bullying Information

If you feel that your child is being bullied by peers, please contact your child’s teacher or the building principal, Rik Devney. 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, principal, coordinator, 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 Lincoln Public School’s Second Step program.

## Parent Teacher Organization

The Zeman Parent Teacher Organization is a vital part of Zeman’s success with children. As an organization, they represent parents and guardians, and organize events and projects that serve children and families. Monthly PTO meetings are held on the first Thursday of the month at 7:00 p.m. **(Please check the Zeman website calendar for exceptions.)** All teachers and families are considered members of the Zeman PTO and are encouraged to participate in the fun! Visit the PTO website by visiting the Zeman School Website and clicking the PTO tab!



## Miscellaneous Information

### **Student Phone Use**

Students will be permitted to use the office phone to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum in order to maximize learning time. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning.

### **Cell Phone / Personal Electronic Device Use**

Cell phones, smart watches, Gizmos, and other personal electronic devices are considered nuisance items if seen or heard during the school day. If students bring a personal electronic device to school, it should be kept in their backpack or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent. **Some parents do not want their child photographed. Please help us honor all parent wishes by not taking pictures of other students while at Zeman.**

### **YMCA After School Care**

After school care is available to families at Zeman School through the YMCA Adventure Club. They serve students in grades K-5. Hours are 2:53 p.m. – 5:45 p.m. Please contact the YMCA at 402-434-9252 for registration information and fee schedule.

### **Will your child be absent from school? Contact the Office!**

It is important to us that we keep all students safe. Please enter absences in ParentVue or contact the office if your child is going to be absent from school for any reason. Our office line has voicemail, so calls after school hours can be accepted. **Please enter absences in ParentVue or call our office if your child is going to be absent. (402-436-1169)**

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

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

## **Lost and Found**

The Zeman Lost and Found is located in the cafeteria. Whenever possible, please label your child's belongings. Encourage your child to periodically check for lost items. Items not claimed will be donated to a local charity on the last day of Quarter 2 and one week after the last day of school.

## **Pets on School Grounds**

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

## **Birthdays/Parties/Invitations**

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

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

# **Important Dates**

These are the dates we have as of the publishing of our handbook.

Please check the Zeman website at [zeman.lps.org](http://zeman.lps.org) to find updated information about school events!

Mark your calendars!!

**Please note – All scheduled events are tentative and subject to change due to health directives put into place to prevent further spread of COVID-19.**

## **August**

<b>Event</b>	<b>Date</b>	<b>Time</b>
PTO Meeting (Zoom)	August 6	7:00-8:00
Kindergarten Open House	August 6	A-K 6:00-6:30 L-Z 6:30-7:00
1st Day of School – Early Release	August 12	8:15 – 1:33
2nd Day of School – Early Release	August 13	8:15 – 1:33
3rd Day of School - Early Release	August 14	8:15 - 1:33
Begin Regular School Schedule	August 17	8:15 – 2:53
PLC Early Release Day	August 25	School ends at 1:33

## September

Event	Date	Time
School Picture Day	September 3	Morning
PTO Meeting (Zoom)	September 3	7:00 – 8:00
NO SCHOOL	September 7	
PLC Early Release Day	September 29	School ends at 1:33

## October

Event	Date	Time
PTO Meeting (Zoom)	October 1	7:00 – 8:00
Parent Teacher Conferences	October 8	3:30 – 7:00
Parent Teacher Conferences	October 12	3:30 – 7:00
Picture Retake Day	October 13	Morning
Last Day of Quarter 1	October 14	
NO SCHOOL - Elementary Plan Day	October 15	
NO SCHOOL – Fall Break	October 16	
Quarter 2 Begins	October 19	
PLC Early Release Day	October 27	School ends at 1:33

## November

Event	Date	Time
NO SCHOOL	November 3	
PTO Meeting (Zoom)	November 5	7:00 – 8:00
PLC Early Release Day	November 24	School ends at 1:33
NO SCHOOL	November 25-27	
NO SCHOOL - Elementary Plan Day	November 30	

## December

Event	Date	Time
PLC Early Release Day	December 15	School ends at 1:33
Last Day of Quarter 2	December 22	
NO SCHOOL	December 23 – 31	

## January

Event	Date	Time
NO SCHOOL	January 1 – 4	
Quarter 3 Begins	January 5	
PTO Meeting (Zoom)	January 14	7:00 – 8:00
NO SCHOOL	January 18	
Parent Teacher Conferences	January 25	3:30 – 7:00
PLC Early Release Day	January 26	School ends at 1:33
Parent Teacher Conferences	January 28	3:30 - 7:00

## February

Event	Date	Time
PTO Meeting (Zoom)	February 4	7:00 – 8:00
NO SCHOOL - elementary plan day	February 15	
PLC Early Release Day	February 23	School ends at 1:33

## March

Event	Date	Time
PTO Meeting (Zoom)	March 4	7:00 – 8:00
Last Day of Quarter 3	March 5	
NO SCHOOL – Spring Break	March 8-12	
Quarter 4 Begins	March 15	
PLC Early Release Day	March 30	School ends at 1:33

## April

Event	Date	Time
PTO Meeting (Zoom)	April 1	7:00 – 8:00
NO SCHOOL	April 2	
NO SCHOOL – Elementary Plan Day	April 5	
PLC Early Release Day	April 27	School ends at 1:33

## May

Event	Date	Time
Staff Appreciation Week	May 3-7	
PTO Meeting (Zoom)	May 6	7:00 - 8:00
5 <sup>th</sup> Grade Recognition	May 20	TBD
Last Day of School	May 20	

# Zeman Elementary Staff

## Contact Information 2020-2021

Position	Name	Email
Principal	Dr. Rik Devney	rdevney@lps.org
Coordinator	Melissa Cochran	mcochran@lps.org
Kindergarten	Heather Hansen	hhansen@lps.org
Kindergarten	Jacey Lawrence	jlawrenc@lps.org
Kindergarten	Emma Magsamen	emagsame@lps.org
Kindergarten	Kati Robinson	krobins3@lps.org
1 <sup>st</sup> Grade	Jennifer Acklie	jacklie@lps.org
1 <sup>st</sup> Grade	Brianna Bergholz Farber	bbergho@lps.org
1 <sup>st</sup> Grade	Taylee Decker	tdecker@lps.org
1 <sup>st</sup> Grade	Eileen Schmeichel	eschmei@lps.org
2 <sup>nd</sup> Grade	Gina Nelson	gnelson1@lps.org
2 <sup>nd</sup> Grade	Mallory Carothers	mcarothers@lps.org
2 <sup>nd</sup> Grade	Chelley Peterson	petersec@lps.org
3 <sup>rd</sup> Grade	Taryn Abourezk	taboure@lps.org
3 <sup>rd</sup> Grade	Krissy Lassek	klasse3@lps.org
3 <sup>rd</sup> Grade	Claire Thomas	cthomas@lps.org
4 <sup>th</sup> Grade	Sara Fisher	sbordea@lps.org
4 <sup>th</sup> Grade	Morgan May	mmay@lps.org
4 <sup>th</sup> Grade	Jeremy Williams	jwilli10@lps.org
5 <sup>th</sup> Grade	Sarah Coffey	scoffey@lps.org
5 <sup>th</sup> Grade	Denyse Hunsaker	dhunsak@lps.org
5 <sup>th</sup> Grade	Carla Witt	cwitt@lps.org
Library/Computer	Erica Karas	ekaras@lps.org
Music	Megan Stroup	mobrien@lps.org
Art/Computer	Susan Otte	sotte@lps.org
Physical Education	Sandy Ramaeker	ssundeen@lps.org
Resource	Tasi Bell	tbell2@lps.org
Resource	Heidi Hudson	hhudson@lps.org
Resource	Stephanie Morrissey	smorriss@lps.org
Speech Pathologist	Anita Riehl	ariehl@lps.org
Physical Therapy	Jen Goddard	jgoddard@lps.org
Occupational Therapy	Jill Lavene	jlavene@lps.org
Hearing Resource	Alyse Krejdl	akrejdl@lps.org

Position	Name	Email
ELL	Shelly Jensen	mjensen2@lps.org
ELL	Amy Schmaderer	aschmad@lps.org
ELL	Ann Sidner	asidner@lps.org
Reading Intervention	Brenda Schmidt	bschmidt@lps.org
Band Instructor	Peter Bouffard	pbouffa@lps.org
Strings Instructor	Ian Wright	iwright@lps.org
Counselor – Gifted Facilitator	Taylor Stara	tstara@lps.org
School Psychologist	Breanna Gal	bgal@lps.org
School Psychologist	Alexa Haave	ahaave@lps.org
Social Worker	Morgan Handley	mhandle@lps.org
Nurse	Jeanne Wolken	jwolken@lps.org
Health Technician	Deanna Vallis	dvallis@lps.org
Registrar	Chris Dlouhy	cdlouhy@lps.org
Executive Secretary	Katie Vote	kvote@lps.org
SEM	Marcell Talady	mtalada@lps.org
Para Professional	Linda Christensen	lchrist3@lps.org
Para Professional	Stacy Cornell	scornell@lps.org
Para Professional	Mary Hansen	mhansen2@lps.org
Para Professional	Lisa Meyer	lmeyer@lps.org
Para Professional	Layne Rotherham	lmagel@lps.org
Para Professional	Sheri Wintz	swintz@lps.org
Custodial Supervisor	Larry Jones	ljones3@lps.org
Asst. Custodial Supervisor	Randall Quiring	rquirin@lps.org
Custodian	Tari Cox	tcox@lps.org
Custodian	Jerry Franck	jfranck@lps.org
Food Services Manager	Kim Morock	kmorock@lps.org
Food Services	Anne Hoobler	ahooble@lps.org
Food Services	Shalia Schwebke	sschwebk@lps.org

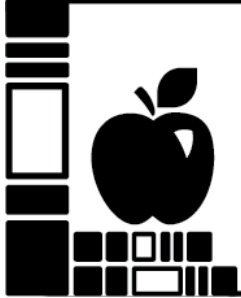
إذا أردتم المساعدة باللغة العربية ، الرجاء الإتصال على الرقم الآتي : 402-436-1958

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

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

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

နမူနာလိပ်စာတိုက်မေးခွန်းများအတွက်၊ ဝမ်းပူတံဆိပ်သုံးစွဲမှုအားပေးပေးရန်အတွက်၊ နေရာထိုင်ခုံအတွက်၊ နေရာထိုင်ခုံအတွက်၊ နေရာထိုင်ခုံအတွက်၊ နေရာထိုင်ခုံအတွက်၊ ၄၀၂-၄၃၆-၁၉၆၉



# LINCOLN BOARD OF EDUCATION

5905 O Street • Lincoln, NE 68510

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