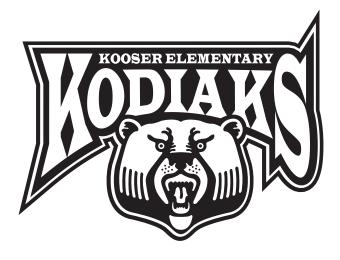
Kooser Elementary

2021-2022 Student & Parent Handbook



7301 N. 13th Street

Lincoln, Nebraska 68521

Telephone: (402) 436-1146

Fax: (402) 458-3246

Website: http://kooser.lps.org

LINCOLN PUBLIC SCHOOLS



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.

Kooser Elementary School 7301 N. 13th Street • Lincoln. NE 68521

(402) 436-1146 • (Fax) 458-3246 Visit our website at http://kooser.lps.org

Like us on Facebook at https://www.facebook.com/kooserkodiaks/

Dear Students and Families,

Welcome to Kooser Elementary School! This handbook has been prepared for all students and families in hope that it will be useful in answering any questions about the policies and practices of our school. Please carefully review the contents of the handbook. If you have questions or concerns not covered in this handbook, please do not hesitate to call the school office.

On behalf of the entire Kooser staff, we look forward to working together to make this a successful year of learning for all.

Kellie Joy Principal

Intent of Student Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Kooser 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 student in following the procedures and rules contained in this handbook.

Please refer to the LPS Important Information Booklet and the Common Practices document for general information that applies to all schools. Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and rule revisions at any time to implement the educational program and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should the situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

KOOSER MISSION

Our Mission...

The mission of Kooser Elementary is to empower all students to achieve academic excellence for success in a changing world.

Our Vision...

Kooser will be a community of excellence fostering our students' journey to a future of limitless possibilities.

- We will provide an environment that facilitates the development of critical thinking, creative problem solving, risk taking, and teamwork.
- Students will understand the power and purpose of learning.
- Students will be inspired to set and achieve their goals with integrity, character, and a commitment to doing their personal best.
- Students will achieve the highest possible awareness of themselves, their talents, and their potential for future growth.
- Students will become positive contributors to their families, their communities, and the global society.

Our Values...

Character: We model and teach the pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Integrity: We trust that everyone will be honest and do the right thing in any situation, especially when no one is watching.

Positivity: We speak positively about each other, our students, and our school. We choose to work with constructive intentions and attitudes. Optimism helps us find solutions and seek opportunities. When challenges develop, we focus on the positive.

Innovation: We use thoughtful, creative thinking to provide opportunities for students by identifying new pathways that address our ever-changing world.

Compassion: We value all people. We strive to understand the feelings of others and respond with kindness while withholding judgment.

Collaboration: We work as a team to establish and achieve our shared goals.

Commitment: We pledge to be dedicated and honor the vision of our school community. We put forth the additional work and effort to exceed expectations.

Our Beliefs...

- All students can learn, and it is our job to make it happen.
- We share in the responsibility for all students at Kooser.
- All families want their student(s) to succeed.
- Powerful learning occurs when families, staff, students, and the community work together.
- Students need a safe, caring environment.
- Students need strong and powerful connections with the adults in the school.
- The focus of learning is on the individual needs of students.
- Students will meet high-level expectations.
- Everyone is valued and diversity enriches us all.
- Students need to see possibilities and opportunities for themselves after high school.
- The time to act is now.

SCHOOL DAY

Arrival

- The Kooser campus will be closed until 8:00 a.m. for the safety of students.
- Students arriving for breakfast should not arrive before 7:50 a.m., as there is no supervision until that time.

Students attending YMCA childcare may arrive at 7:00 am and enter through Door 1. Students in grades K-5 may arrive at school between 8:00 a.m. and 8:15 a.m. Students will be admitted at 8:08 a.m. Students will line up at their designated door and enter through the front entrance and proceed to their homeroom classrooms.

Students eating breakfast will be admitted and enter through the main entrance arriving between 7:50 and 8:10 a.m.

Hours for pre-school students are 8:15 a.m.-11:45 p.m. and 12:00-3:30 p.m. A special calendar will be issued to pre-school families.

Dismissal

For the safety of students, parents/guardians must come to the office when picking up their student(s) before the regular dismissal time. Students will be called on only after parents arrive for them.

Students who leave before the end of the day are required to be signed out by a parent or guardian. The school will only release students to adults designated by the parent on the census information sheet provided at the beginning of the year.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the principal must be informed and provided with a current copy of that order to maintain on file at the school.

Dismissal Times

- Teachers will escort all students out their designated exit door at 2:53 p.m.
- All students must go directly home, to daycare, or to a school sanctioned activity after dismissal.
- Phone calls will be made if a student is kept 10 or more minutes after school for any reason.
- School campus, including the playground, is closed until 5:45 p.m. except for use by YMCA childcare and scheduled after school clubs. Reservations for rooms/playground should be entered in the district Archibus system.

Early Dismissal

Hours of Sessions-Early Dismissal (One Hour Early the First Three Days of School) During the first three days of the school year, school dismisses at 1:33 p.m. The following early dismissal schedule shall be utilized:

Grades K-58:15 a.m. to 1:33 p.m.

Hours of Sessions-Early Dismissal for Professional Learning Communities
During the course of the school year, schools will dismiss early to facilitate
teacher professional development. All LPS elementary schools will have early
release dates on the last student Tuesday of each month (August - April).
In this case, the following early dismissal schedule shall be utilized:

Grades K-58:15 a.m. to 1:33 p.m.

After School Supervision

When students are dismissed from the building during regular or early dismissal, they will exit the building through their classroom's designated door. Families are expected to pick their students up promptly. Teachers will walk their students outside each day. Students remaining not picked up will be sent to the office where a phone call will be made. Students will need to be signed out when being picked up late.

Dismissal Areas

- Students participating in YMCA Childcare will meet staff in the cafeteria.
- Participants in school sponsored activities will meet their supervisor at a designated area.
- Parents should arrange to pick up their student(s) outside at the same location each day.
- Students staying after school must exit with the class and return with their teacher.
- Students will not be allowed to play on the playground while waiting for rides after school.

Kooser School Traffic / Safety Expectations

To ensure the safety of our students please adhere to the following expectations as you drop off and pick up your students. Please discuss these rules with your students so they will understand their importance. It is imperative that we all work together to maintain a safe environment for our students as they arrive and leave school each day.

Driving

- When dropping off and picking students up, follow the plan outlined on the map created by the city traffic engineers. See map.
- All before and after school traffic should enter from Alvo Road, NOT Julesburg.
- Please do not use your cell phones as we witness many close calls and mishaps as drivers are distracted on their phones.
- Enter the loading/unloading zone in front of school from the North, and do not leave your car.
- Do not do U-turns on 13th Street, Kooser Drive or in the pick-up/drop-off lanes.
- Do not pass cars waiting on the city street. They are not parked, just waiting to proceed.
- At the end of the day you may not enter from the south as 13th Street is barricaded.
- After dropping off or picking up students please carefully pull out of the curb lane to exit to allow the curb traffic to keep moving.
- When exiting the drop-off lane turn right on 13th Street. Turning left greatly slows school traffic.
- Do not double-park in the drop off lane. If the curb lane is full, please exit and return when there is room at the curb.
- If you must leave your car, please park in the parking lot or a side street and walk to the school. Never expect your students to walk through the lot unattended.
- Students should exit and enter their vehicle only on the passenger side so they do not have to cross through the moving traffic lane.
- Do not load or unload students in the staff parking lots or use the service drive behind the school for drop-off or pick-up.
- A designated lane in the staff parking lot will be used as a busloading zone and for day care vans. Students will enter and

leave these vehicles at the curb.

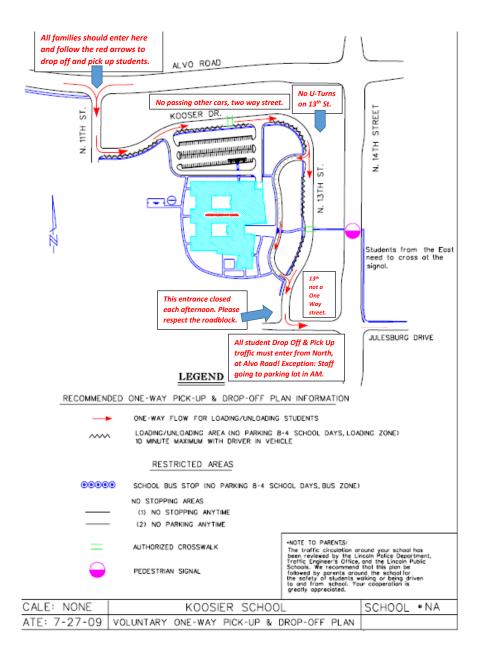
- Do not stop in the handicapped stall or park there without a permit.
- Do not load or unload students in the staff parking lots.
- Do not use the service drive behind the school for drop off or pick up.
- Do not drop off or pick students up on 13th Street going north. Only using the curb cut on 13th Street.
- Follow the signs and do not stop or park in the crosswalk areas. Staying behind the crosswalk allows the driver to see students who are crossing.
- Make arrangements ahead of time as to where students should meet you.

Walking

- Pedestrians should only cross the street at the designated crosswalks as indicated on the school traffic map.
- Please wait for the traffic guards OK before crossing.

Biking

- When on school grounds and crossing in the crosswalks students must get off and walk their bikes.
- Bikes should be parked in the bike racks and locked.
- Students are reminded to always wear a helmet.



Lunch

You may deposit money into an account that is accessed by the student entering their 6 digit PIN number on a keypad in the cafeteria. If your student is returning to our school, they will use the same number as last year. If your student is new to Lincoln Public Schools, a number will be assigned. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

Please ensure that your student has money in their lunch account so as not to have a negative balance.

Parents/Guardians are welcome to join their student(s) for lunch. Please notify the office before 10:00 a.m. if you plan to have school lunch. Due to limited space in the cafeteria, guests will eat in the Den.

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), and no food may be brought in for class rewards, lunch or class parties. Also, parents may not bring in food for more than their student, as this is in violation of the Federal Lunch Program guidelines. If bringing your student's lunch please plan to arrive on time.

Kooser School is dedicated to promoting healthy lifestyles for students. In the school lunchroom we ask that students bringing cold lunch refrain from packing sodas and food items that lack nutritional value. Additionally, our staff integrates concepts of wellness, nutrition and meal-time etiquette into lunch periods.

LUNCH SCHEDULE 2021 – 2022							
GRADE	LUNCH	RECESS					
K	10:55 - 11:25	11:25-11:40					
1	11:30 - 11:50	11:50 - 12:00					
2	11:45 - 12:05	12:05 - 12:15					
4	12:00 - 12:20	12:20 - 12:30					
3	12:10 - 12:30	12:30 - 12:40					
5	12:25 - 12:45	12:45 - 12:55					

Visit https://schools.mealviewer.com/district/lincolnne to access the elementary breakfast and lunch menus.

USE OF SCHOOL BUILDING AND GROUNDS

Visitors

Parents/guardians and community members are welcome to visit school. It is recommended visitors limit their visits to 30 minutes. All visitors are required to sign in at the office before proceeding in the building. Visitors are required to wear a badge that will be returned when checking out of the office. Please do not bring other children as not to cause distractions in the classroom. Please turn your cell phone off when you visit or come to lunch.

Volunteers

Kooser School benefits greatly from the many parent and community members who volunteer. These volunteers serve in the classrooms, media center, field trips, and as crossing guards before and after school. Your time and talents are important to the education of students. If you are interested in volunteer work at school please contact your student's teacher or the school office. To maintain an environment conducive to learning, we ask that volunteers not bring other children during their volunteer time. Volunteers are required to sign in and out every time they volunteer. A volunteer on-line application is required to be completed on-line by all volunteers. https://wapp.lps.org/gold/volunteer/overview.cfm

Parent Meetings

In the event you have a meeting before or after school with Kooser personnel, we ask that you make arrangements for your students and/or other young children. The office staff cannot be responsible for your children. Students cannot be left on the playground, media center, computer lab, classrooms, or gym. If you must bring your children, they need to remain with you for the duration of the meeting. We insist students be supervised at all times.

Smoke-Free Environment

Lincoln Board of Education policy declares all Lincoln Public Schools buildings and grounds smoke-free. We would appreciate your help in meeting the goal of a smoke- and tobacco-free environment for all students. When you attend events, please remember our grounds are smoke- and tobacco-free and abide by our board's policy.

Playground

The school playground is not available for outside use until 5:45 p.m. on school days. Those wishing to use the playground for organized sports practices are asked to reserve on Archibus. See the LPS homepage (lps.org) for more information.

Student Use of Telephone

Students will be permitted to call home regarding school matters after getting permission from the classroom teacher. Calls by students must be kept to a minimum. Students are asked to make arrangements for participating in afterschool activities or going home with a friend before arriving at school. Cell phones and other electronic devices have been found to be disruptive to learning. If a student brings them to school they must remain in the student's backpack. If the student takes an electronic device out during the school day, it will be kept in the office until a parent/guardian can pick it up.

Bicycles, Skateboards, Rollerblades, and Scooters

Students are expected to follow correct safety practices and are asked to walk their bikes while on school grounds. Bikes are to be locked in the bike racks.

Skateboards, roller blades, shoe skates, shoes with retractable wheels, and all types of scooters are not allowed on school property. For the safety of students flip flops are not recommended.

Before-&-After School Care

Before and after school care is available to families at Kooser School through the YMCA Adventure Club program. The YMCA provides before-and after-school care for kindergarten through fifth grade students. Hours are 7:00-8:15 a.m. and 2:53-5:45 p.m. Please call 323-6433 for registration information and fee schedule.

In case of emergency, can we reach you by telephone? Please be sure the school has your phone number.



Kooser School Behavior Expectations

Students are responsible with the support of our staff, to conduct themselves in a manner that will create a safe learning environment at Kooser Elementary School. All appropriate behaviors are included in Kooser's three simple guidelines for success. We will work together to help our students:

KOOSER ELEMENTARY SCHOOL EXPECTATIONS										
MODIANG	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE READY						
All Settings	Keep hands, feet, and objects to self. Use materials appropriately. Walking feet.	Follow directions the first time. Allow others to work and learn. Use kind words and actions. Respect school property. Accept others and their ideas.	Give your best effort. Clean up after yourself. Focus attention appropriately. Follow voice level expectations.	Have materials ready. Whole body listening. Stay in your assigned spot. Keep personal items at home.						
Arrival / Dismissal	Walk to assigned area with safe hands and feet. Use sidewalks and crosswalks. Walk bike on school grounds. Know and follow after school plan.	Level 1 voice outside. Level 0 voice inside. Follow adult directions. Use kind words and actions.	Stay in line with your grade before school. Stay with your class after school. Wear coat and backpack correctly.	Level 0 voice at the morning bell. Greet your teacher as you enter classroom. Communicate with your teacher before leaving.						
Cafeteria	Wash hands before eating. Eat only your food. Stay in your assigned seat. Carry your tray with 2 hands. Walking feet.	Only 5 in the food line. Use Level 0 in food line. Use Level 1 voice at your seat. Be kind to others in the cafeteria. Be respectful of those around you.	Focus on eating. Keep your space clean. Raise your hand for help. Sort lunch tray for compost, recycle, and trash.	Remain in line order. Get what you need before you sit down. Bring coats to cafeteria.						
Restroom	Keep soap and water in the sink. Wash your hands. Hands, feet, and objects to self.	Give people privacy Use Level 0 voice. Keep restroom clean.	Flush the toilet. Use just 1 pump of soap and 1 paper towel. Put paper towels in the trash.	Return to room right away at Level 0.						
Hallway	Walking feet. Keep hands, feet, and objects to self. Keep to the right of the hall. Eyes forward.	Use Level 0 voice. Keep hands off of walls and items displayed. Silent greetings.	Remain in line order. Go only where you have permission to go.	Do your job and come right back.						
Playground	Stay in your recess boundaries. Walking feet using sidewalk Keep your hands and feet to yourself. Walk on Kodiak Island.	Include everyone. Follow game rules. Take turns. Follow adult directions. Use kind words and actions.	Use equipment appropriately. Return equipment at the end of recess.	Line order right away at adult signal. Use Level 0 when lining up and returning to class.						
Walk and Talk	Walking feet. Keep hands, feet, and objects to self. Eyes forward.	Use kind words and actions. Follow adult directions.	Stay on the sidewalk. Walking forward only.	Line order right away at adult signal. Use Level 0 when lining up and returning to class.						

Visit the Kooser Web site http://kooser.lps.org

After School Clubs and Activities

Additional activities available to students (some for only designated grade levels) include: Chorus, Band, Orchestra, K-Kids, and Orff. Other clubs and activities may be organized to address special interests of students and staff.

Parent Teacher Organization

The Kooser School Parent Teacher Organization is a vital part of Kooser's success with students. As an organization, they represent parents/guardians and organize events and projects that serve students and families. Monthly PTO meetings are held on the first Tuesday of the month at 6:30 p.m. All teachers and families are encouraged to participate in PTO. There are no dues and free childcare is provided. Visit the PTO Facebook page at https://www.facebook.com/Kooserpto/

Lost and Found

Most lost articles that are found are turned in to the office and placed in the Lost and Found box located in the cafeteria. Whenever possible, label your student's articles. Encourage your student to check periodically for lost articles. Articles not claimed by semester break and at the end of the school year are donated to a local children's charity.

Field Trips

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. School buses are primarily used to transport students on field trips. Parents/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. 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.

Pets at School

Please do not bring dogs on to school grounds as you pick up students. The school principal must approve any visit by a pet in advance. The principal will ask for verification that the pet is up to date on vaccinations. Dogs, cats or other pets are not permitted to roam our halls.

BULLYING

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Kellie Joy. 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.

METHODS OF COMMUNICATION

School Newsletter: Kodiak Chronicle

The Kodiak Chronicle contains important dates, announcements, school events, and timely information. The principal's newsletter is emailed through School Messenger.

Weekly Communication Folders:

Typically, school news will be sent home via Friday folders. Please return the folder each Monday including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Kooser 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: http://wp.lps.org/kooser/

Facebook:

Please like and follow us on Facebook at Kooser Elementary

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.



NOTES

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2021-2022 Student Calendar



Lincoln Public Schools Lincoln, Nebraska Approved 3/19



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GRADUATION DATES Thursday, May 19, 2022: Yankee Hill Education Center													
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Thursday, May 19, 2022: Yankee Hill Education Center Thursday, May 19, 2022: Independence Academy Thursday, May 26, 2022: Bryan Community Focus Program

Friday, Saturday and Sunday, May 27-29, 2022 Fri: East | Sat: LHS, LSE, LNE | Sun: LSW, LNS

Calendar Options for Families: The Lincoln Public Schools District understands and appreciates that our community has a wide variety of rich and varied religious celebrations and observances. In the event families recognize these holidays, parents should notify schools. Students will be given excused absences and allowed reasonable opportunities to make up any schoolwork missed.

Note: Changes to the calendar may occur as a result of inclement weather or other circumstances. If sufficient school time is lost as a result of calendar changes, and it brings the total number of school hours for the year below the state minimum requirements, the Superintendent will implement a plan for making up this time, which may require additional minutes added to the day, additional days added to the calendar, days previously identified as non-student days re-scheduled as student day, or other appropriate calendar or schedule measures.



5905 O Street • Lincoln, NE 68510

The Lincoln Public School District does not discriminate on the basis of roce, color, national origin, religion, see, marital status, sexual orientation, disability, age pregnancy, childribt or releted medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.