

# **2022-2023**

## **School Calendar Student & Parent Handbook**

### **Adams Elementary School**

**7401 Jacobs Creek Drive (68512) • Phone 402-436-1121**

**Web Page: <http://adams.lps.org> • Fax: 402-458-3221**

**Jeff Rust, Principal**

#### **THE ADAMS COMMUNITY**

**Teaching with Passion • Learning with Confidence • Achieving Excellence**



**Teaching with Passion • Learning with Confidence • Achieving Excellence**

## 2022-2023 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 4/20

| JULY 2022 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    | 1  | 2  |    |
| 3         | 4  | 5  | 6  | 7  | 8  | 9  |
| 10        | 11 | 12 | 13 | 14 | 15 | 16 |
| 17        | 18 | 19 | 20 | 21 | 22 | 23 |
| 24        | 25 | 26 | 27 | 28 | 29 | 30 |
| 31        |    |    |    |    |    |    |

| AUGUST 2022 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    | 1  | 2  | 3  | 4  | 5  |
| 7           | 8  | 9  | 10 | 11 | 12 | 13 |
| 14          | 15 | 16 | 17 | 18 | 19 | 20 |
| 21          | 22 | 23 | 24 | 25 | 26 | 27 |
| 28          | 29 | 30 | 31 |    |    |    |

| SEPTEMBER 2022 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    | 1  | 2  | 3  |
| 4              | 5  | 6  | 7  | 8  | 9  | 10 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 18             | 19 | 20 | 21 | 22 | 23 | 24 |
| 25             | 26 | 27 | 28 | 29 | 30 |    |

| OCTOBER 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| NOVEMBER 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 |    |    |    |

| DECEMBER 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 | 31 |

| JANUARY 2023 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8            | 9  | 10 | 11 | 12 | 13 | 14 |
| 15           | 16 | 17 | 18 | 19 | 20 | 21 |
| 22           | 23 | 24 | 25 | 26 | 27 | 28 |
| 29           | 30 | 31 |    |    |    |    |

| FEBRUARY 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 |    |    |    |    |

| MARCH 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 | 31 |    |

| APRIL 2023 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    |    | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
| 9          | 10 | 11 | 12 | 13 | 14 | 15 |
| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         |    |    |    |    |    |    |

| MAY 2023 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 | 30 | 31 |    |    |    |

| JUNE 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |

- First and last days of class for students
- All schools not in session
- All schools will dismiss early, check school building schedule
- Elementary school students NOT in attendance (plan days)
- Quarter start dates □ Quarter end dates

### GRADUATION DATES

Thursday, May 18, 2023: Yankee Hill Program  
Thursday, May 18, 2023: Independence Adacemy  
Thursday, May 25, 2023: Bryan Community Focus Program  
Friday, Saturday and Sunday, May 26-28, 2023  
Fri: LNS | Sat: East/LHS/LSE | Sun: LNE/LSW

**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.

## Dear Student and Families,

Welcome to Adams Elementary School! 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 policies and practices of our school. Please carefully review the contents with your child. The “Important Information” booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates for school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 436-1121.





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

Jeff Rust, Principal







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| August 2022   | SUNDAY | MONDAY   | TUESDAY   | WEDNESDAY                     | THURSDAY  | FRIDAY | SATURDAY |
|---|--------|--|---|-------------------------------|---|--------|----------|
|   |        | 1  | 2   | 3                             | 4   | 5      | 6        |
|   | 7      | 8  | 9   | 10                            | 11  | 12     | 13       |
|   | 14     | 15<br>First Day of School<br>Early Dismissal 1:33 pm | 16<br>Early Dismissal 1:33 pm                             | 17<br>Early Dismissal 1:33 pm | 18  | 19     | 20       |
|   | 21     | 22   | 23  | 24<br>Adams Advantage         | 25  | 26     | 27       |
|   | 28     | 29   | 30<br>PLC Day,<br>Early Dismissal<br>Dismissal at 1:33 pm | 31                            | DIBELS 8 grade K August 29 - September 23<br>DIBELS 8 grade 1 - 2 August 29 - September 13<br>NSCAS Growth ELA grade 3-5 August 29 - September 13<br>NSCAS Growth Math grade 3-5 August 29 - September 16 |        |          |
|  |        |  |   |                               |   |        |          |
|  |        |  |   |                               |   |        |          |
|  |        |  |   |                               |   |        |          |
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**Common Expectations for Adam's Elementary Students and Staff**  
**At Adams, we are Safe, Respectful and Responsible**  
**The bottom line is... It is never okay to hurtful, it is never okay to be disruptive.**

|                     | Be Safe  | Be Respectful  | Be Responsible  | Adult Expectations   |
|---------------------|--|--|---|--|
| <b>Arrival</b>      | <ul style="list-style-type: none"> <li>-Walk bike on school property</li> <li>-Line up under grade level sign</li> <li>-Single file line outside</li> <li>-Hands and feet to self</li> </ul>                   | <ul style="list-style-type: none"> <li>-Use sidewalks only</li> <li>-Follow adult directions</li> <li>-Use appropriate language</li> <li>-Use shoulder voice</li> </ul>  | <ul style="list-style-type: none"> <li>-Use crosswalks</li> <li>-Go directly to room when bell rings</li> <li>-Put cell phone away for the day</li> </ul>   | <ul style="list-style-type: none"> <li>-Bell at 8:10 signals teacher to pick up students and escort to class</li> </ul>  |
| <b>Hallways</b>     | <ul style="list-style-type: none"> <li>-Walk</li> <li>-Hands and feet to self</li> <li>-Follow adult directions for flow</li> <li>-Single file line</li> <li>-Eyes and feet forward</li> </ul>                 | <ul style="list-style-type: none"> <li>-Hands by your side or buckled.</li> <li>-Follow adult directions</li> <li>-Silent voices, unless directed by a teacher</li> </ul>  | <ul style="list-style-type: none"> <li>-Stay in line order</li> <li>-Go directly to your destination</li> <li>-Be a good example to others</li> </ul>   | <ul style="list-style-type: none"> <li>-Supervise students</li> <li>-Use line order</li> <li>-Model expectations</li> <li>-Use stopping points in the hallway</li> </ul>   |
| <b>Bathrooms</b>    | <ul style="list-style-type: none"> <li>-Wash hands with soap</li> <li>-Keep hands and feet to self</li> </ul>  | <ul style="list-style-type: none"> <li>-Silent voices</li> <li>-Respect privacy</li> <li>-One person per stall</li> </ul>  | <ul style="list-style-type: none"> <li>-Flush toilet</li> <li>-Get in and get out quickly</li> <li>-Throw paper towels in trash</li> <li>-Report any problems to an adult</li> <li>-Use 1 pump of soap and 1-2 paper towels.</li> <li>-Rinse hands quickly</li> </ul> | <ul style="list-style-type: none"> <li>-Adult stays with group</li> <li>-Monitor hand washing area</li> <li>-Keep noise level low</li> <li>-Enter restroom if needed</li> <li>-Stay on schedule for bathroom breaks (5 minutes or less)</li> </ul> |
| <b>Lunch-room</b>   | <ul style="list-style-type: none"> <li>-Sit on your pockets</li> <li>-Keep all food on trays and to self</li> <li>-Walk</li> <li>-Keep hands, feet and objects to self</li> <li>-Stay in line order</li> </ul> | <ul style="list-style-type: none"> <li>-Use table voices</li> <li>-Have courteous conversations</li> <li>-Use manners</li> <li>-Respond to signals for attention</li> </ul>  | <ul style="list-style-type: none"> <li>-Clean up area after eating</li> <li>-Stay in your seat until dismissed</li> <li>-Get permission to leave your seat</li> <li>-Get adult help with accidents or spills</li> </ul>   | <ul style="list-style-type: none"> <li>-Supervise line</li> <li>-Escort students to line/check in with supervisor</li> <li>-Look for quiet tables during focus time</li> <li>-Dismiss by tables</li> </ul>   |
| <b>Recess</b>       | <ul style="list-style-type: none"> <li>-Walk in line order</li> <li>-Stay in designated areas</li> <li>-Hands and feet to self</li> </ul>  | <ul style="list-style-type: none"> <li>-Follow game rules</li> <li>-Include everyone</li> <li>-Kind words</li> <li>-Take Turns</li> <li>-Use appropriate language</li> <li>-Show good sportsmanship</li> </ul>                             | <ul style="list-style-type: none"> <li>-Take care of the equipment</li> <li>-Use equipment correctly</li> <li>-Ask permission to leave area</li> <li>-Quickly and quietly go to your line when the whistle is blown</li> <li>-When lining up use sidewalks</li> </ul> | <ul style="list-style-type: none"> <li>-Supervise designated areas</li> <li>-Spread out</li> <li>-Be on time</li> <li>-Have a radio</li> <li>-Check equipment</li> <li>-Take kid count</li> <li>-Enforce playground rules</li> </ul>               |
| <b>Assembly</b>     | <ul style="list-style-type: none"> <li>-Wait for arrival and dismissal</li> <li>-Keep hands and feet to yourself</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>-Silent voices when entering the hallway</li> </ul> | <ul style="list-style-type: none"> <li>-Be a good example to others by listening and having good manners.</li> </ul>  | <ul style="list-style-type: none"> <li>-Supervise designated area</li> <li>-Be on time</li> </ul>  |
| <b>Dismissal</b>    | <ul style="list-style-type: none"> <li>-Walk bike on school property</li> <li>-Walk single file</li> <li>-Line order</li> <li>-Hands and feet to self</li> </ul>   | <ul style="list-style-type: none"> <li>-Use sidewalks only</li> <li>-Follow adult directions</li> <li>-Use appropriate language</li> </ul>   | <ul style="list-style-type: none"> <li>-Use crosswalks</li> <li>-Leave school grounds when bell rings</li> </ul>  | <ul style="list-style-type: none"> <li>-Ensure all students leave school grounds or are escorted to the office at 2:58</li> <li>-Supervise multiple points along sidewalk near bus and daycare pick-up</li> </ul>                                  |
| <b>Bus</b>          | <ul style="list-style-type: none"> <li>-Stay seated for the duration of the ride</li> <li>-Hands and feet to self</li> <li>-Use shoulder voice</li> </ul>  | <ul style="list-style-type: none"> <li>-Have courteous conversations</li> <li>-Follow adult directions</li> <li>-Use appropriate language</li> </ul>   | <ul style="list-style-type: none"> <li>-Clear any trash, keep the bus clean</li> <li>-Report unsafe behaviors adult</li> <li>-Take all your belongings with you</li> </ul>  | <ul style="list-style-type: none"> <li>-Set clear expectations</li> <li>-Maintain student accountability</li> <li>-Communicate with parents/admin/teachers</li> </ul>  |
| <b>Technology</b>   | <ul style="list-style-type: none"> <li>-Keep password private</li> <li>-Keep personal information private</li> <li>-Visit approved and appropriate apps, websites &amp; databases</li> </ul>                   | <ul style="list-style-type: none"> <li>-Use appropriate language</li> <li>-Respect online learning environment</li> <li>-Ask before taking or using photos</li> </ul>  | <ul style="list-style-type: none"> <li>-Report inappropriate digital behavior to an adult</li> <li>-Give credit for images or words in your work that came from someone else</li> </ul>   | <ul style="list-style-type: none"> <li>-Monitor use with Hapara</li> <li>-Teach/review citation rules</li> <li>-Familiarize appropriate LPS apps, websites &amp; databases</li> </ul>  |
| <b>Chrome-books</b> | <ul style="list-style-type: none"> <li>-Keep device flat on desk</li> <li>-Carry with screen closed and use both hands</li> <li>-Keep liquid away from device</li> </ul>                                       | <ul style="list-style-type: none"> <li>-Hands on your own device</li> <li>-Keep volume at expected volume</li> </ul>   | <ul style="list-style-type: none"> <li>-Only use the device for learning</li> <li>-Follow directions and stay on task</li> <li>-Report any problems or broken parts to a teacher</li> <li>-Keep default setting unless instructed by teacher</li> </ul>               | <ul style="list-style-type: none"> <li>-Teach expectations at the beginning, review throughout year</li> <li>-Refer to RUA</li> </ul>  |
| <b>Safe to Say</b>  | <ul style="list-style-type: none"> <li>-Report a safety concern or tip.</li> </ul>   | <ul style="list-style-type: none"> <li>-Recognize what is a reportable concern.</li> </ul>   | <ul style="list-style-type: none"> <li>-Refuse to stand by silently</li> </ul>  | <ul style="list-style-type: none"> <li>-Teach when to say</li> <li>-Teach ways to say</li> </ul>   |

| September 2022  | SUNDAY | MONDAY   | TUESDAY | WEDNESDAY             | THURSDAY | FRIDAY            | SATURDAY |
|---|--------|--|---------|-----------------------|----------|-------------------|----------|
|   |        |  |         |                       | 1        | 2                 | 3        |
|   | 4      | 5  | 6       | 7<br>Adams Advantage  | 8        | 9                 | 10       |
|   | 11     | 12<br>Schools are Closed   | 13      | 14                    | 15       | 16<br>Picture Day | 17       |
|   | 18     | 19   | 20      | 21<br>Adams Advantage | 22       | 23                | 24       |
|   | 25     | 26<br>PLC Day,<br>Early Dismissal<br>Dismissal at 1:33 pm<br>PTO Walk-A-Thon | 27      | 28                    | 29       | 30                |          |
|  |        |  |         |                       |          |                   |          |
|  |        |  |         |                       |          |                   |          |
|  |        |  |         |                       |          |                   |          |
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# ARRIVAL

For safety purposes, the Adams playground will be closed before school. Upon arrival at school, all students should move directly to the area designated for their class to line up. The Adams campus is closed until 8:05 a.m. Classroom teachers will supervise students at 8:05 a.m.

## Arrival Times

- Earliest arrival is 8:05 a.m. unless riding the bus, participating in breakfast, band, chorus, or before-school childcare.
- Students arrive on campus at 8:05 a.m. and line up in designated areas.
- Classes begin at 8:15 a.m.
- The Adams Elementary campus is closed until 7:45 a.m.
- Students arriving for breakfast should not arrive before 7:45 a.m., as there is no supervision at that time

## Arrival Areas

Upon arrival line up in lines at the front of the school. At 8:10 students are escorted to arrival areas

**After 8:15 a.m., all students use the front entrance and report to the office.**

**Breakfast** is served 7:45 – 8:00 a.m.

## Arrival Line Up Spots

**8:05-8:10** students arrive and line up in class cohorts-- we will have cones and signs the first few days to indicate where to line up.

**8:10** Students will walk to their lines outside their classrooms

**NOTE: If you drop off after 8:10** have your student enter through the main door (Door #1) and walk to their classroom

## Where do I line up?

Kindergarten - line up near front Kindergarten doors  
1st grade - line up out front under awning  
2nd grade - line up out front under awning  
3rd grade - line up out back near Doors 6 and 7  
4th grade - line up out back near basketball courts  
5th grade - line up out back near playground equipment

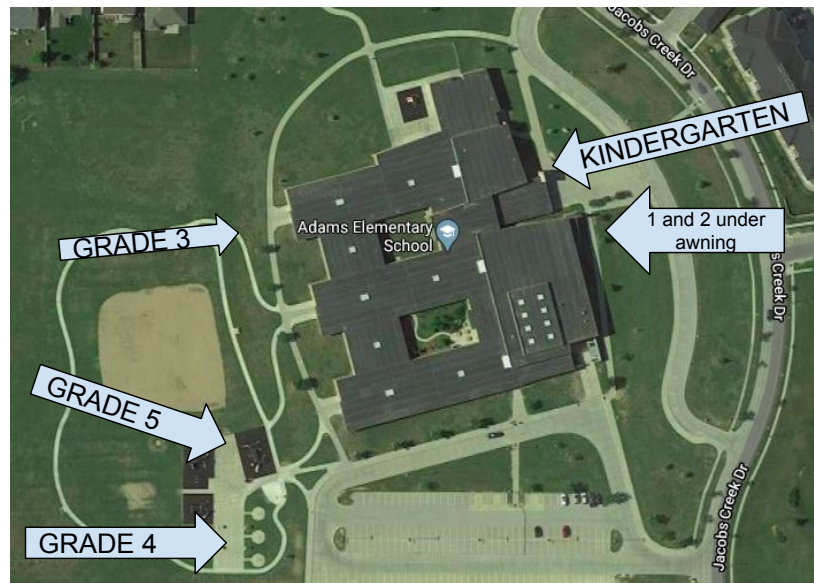
clubs. Reservations for rooms/playground should be entered in the district Archibus system.

## Dismissal Areas

- Students enrolled in after school activities will be escorted to their designated areas.
- Brothers and sisters meet OUTSIDE the building.
- Parents arrange to pick up their children at the same place each day.
- Parents/guardians are to follow the traffic flow route found on page 6.

## Late Pick Up Procedures

- Staff will supervise students at dismissal until 2:58. When outside supervision concludes, student not picked up are brought inside to the office to ensure safety. Parents are contacted and asked to come in to the school and sign students out. If parents/guardians and all emergency contacts cannot be reached, the police may be contacted to help with unification.



# DISMISSAL

For safety purposes, students will not be allowed to play on the playground while waiting for rides after school.

## Dismissal Procedures

- All students are dismissed out separate doors and brought to the front of the building by staff at 2:53 p.m.
- All students must go directly home or to a school sanctioned after school activity.
- School Campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and

# DROP OFF AND PICK UP

- Follow flow of traffic when dropping off and picking up your children.
- Drop off and pick up your child(ren) on the passenger side only of the car to ensure children do not cross the street.
- Arrange to drop off and pick up your child(ren) in the same place each day.
- Use crosswalks. Teach your child to stay safe by using the designated crosswalk lines.
- Please keep dogs on a leash and off school property.





ALL PROCEDURES, GUIDELINES AND DATES OUTLINED IN THESE DOCUMENTS ARE SUBJECT TO CHANGE, BASED ON RECOMMENDATIONS AND DIRECTIVES ISSUED BY THE NEBRASKA DEPARTMENT OF EDUCATION, THE LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT (LLCHD), OR OTHER GOVERNING BODY.

| SUNDAY | MONDAY             | TUESDAY  | WEDNESDAY                          | THURSDAY  | FRIDAY   | SATURDAY |
|--------|--------------------|--|------------------------------------|---|--|----------|
|        |                    |  |                                    |   |  | 1        |
| 2      | 3                  | 4  | 5<br>Adams Advantage               | 6   | 7  | 8        |
| 9      | 10                 | 11   | 12                                 | 13  | 14<br>Q1 Ends<br><br>No School for Elementary Students | 15       |
| 16     | 17                 | 18   | 19<br>Q2 Starts<br>Adams Advantage | 20  | 21   | 22       |
|        | Schools are Closed |  | 4                                  | 5   | 1  |          |
| 23     | 24                 | 25<br>PLC Day,<br>Early Dismissal<br>Dismissal at 1:33 pm<br><br>Parent/Teacher<br>Conferences<br>3:45-7:15 pm | 26                                 | 27<br>Parent/Teacher<br>Conferences<br>3:45-7:15 pm | 28<br>Picture Retakes                                  | 29       |
| 30     | 31                 | 0  | 3                                  | 4   | 5  |          |







| <div>November 2022</div> <div><div></div><div></div><div></div><div></div></div> |   | SUNDAY   | MONDAY  | TUESDAY  | WEDNESDAY             | THURSDAY | FRIDAY  | SATURDAY |
|---|---|--|---------|--|-----------------------|----------|---------|----------|
|   |   |  |         | 1<br>4th gd - Quilt Museum                       | 2<br>Adams Advantage  | 3        | 4       | 5        |
|   |   | 6  | 7<br>1  | 8<br>2   | 9<br>3                | 10<br>4  | 11<br>5 | 12       |
|   |   | 13   | 14<br>1 | 15<br>2  | 16<br>Adams Advantage | 17<br>4  | 18<br>5 | 19       |
|   |   | 20   | 21<br>1 | 22<br>2  | 23                    | 24       | 25      | 26       |
|   |   | Schools are Closed                                     |         |  |                       |          |         |          |
| 27  | 28<br>No School for Elementary Students | 29<br>PLC Day, Early Dismissal<br>Dismissal at 1:33 pm | 30<br>3 | CogAT Screener grade 2 November 1 to November 11 |                       |          |         |          |
| LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA  |   |  |         |  |                       |          |         |          |

Adams school is dedicated to promoting healthy lifestyles for children. 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.



#### **7:45 Breakfast**

Full price \$1.30

Reduced \$0.30

Adult/non-student \$2.50

Second breakfast \$2.50

#### **Lunch scheduled by class**

Full price \$2.50

Reduced \$0.40

Adult/non-student \$4.00

Second lunch \$4.00

Milk only \$ .50

*Prices subject to change.*

#### **2022-2023 LUNCH SCHEDULE:**

| Grade Level  | Lunch Time  |
|--------------|-------------|
| Kindergarten | 10:45-11:15 |
| 4th Grade    | 11:10-11:40 |
| 1st Grade    | 11:35-12:05 |
| 2nd Grade    | 12:00-12:30 |
| 3rd Grade    | 12:25-12:55 |
| 5th Grade    | 12:50-1:20  |

## **LUNCHROOM PROCEDURES**

Our cafeteria cash register system is computerized. With this cash register system a parent/guardian deposits money into an account that is accessed by a student ID card which is scanned when purchases are made in the cafeteria. Money in an account can be transferred from one school or another if a student changes schools within Lincoln Public Schools.





If a child received free/reduced lunch and breakfast last year, the application is valid for the first 30 days of the new school year. A new application must be completed each school year. The fastest and most convenient way to complete an application for your family is to complete the Free/Reduced Meal Application online. Paper applications will be accepted at the school; but they are processed at the Nutrition Services Department. Completing the application online eliminates delay.

Parents/guardians are welcome to join their child(ren) for lunch. Parents, please notify the office before 9:00 a.m. if you plan to have a school lunch. Please be aware that parents may take their own child out for lunch, but may not take other students with them. Your assistance in getting your child back within the allotted thirty minutes to avoid being tardy is appreciated.

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.**

Classrooms will enter the cafeteria and go through the hot lunch line or sit down at assigned spots with cold lunch. Students will be seated with their classroom in the cafeteria. After eating, students will be dismissed, clean up their areas, and return to class.

Any food that is associated with classroom parties/celebrations will be provided by the school or PTO with the approval of Principal Rust. Parents may not send food to share in the classrooms.

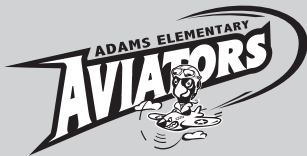
| December 2022   | SUNDAY  | MONDAY | TUESDAY   | WEDNESDAY             | THURSDAY      | FRIDAY                                   | SATURDAY |
|---|---|--------|---|-----------------------|---------------|--|----------|
|   | DIBELS 8 grade K,1 and 2 December 1 to December 15<br>NSCAS Growth ELA grades 3-5 December 1 to December 15 |        |   |                       | 1             | 2  | 3        |
|   | 4   | 5      | 6   | 7<br>Adams Advantage  | 8             | 9  | 10       |
|   | 11  | 12     | 13<br>PLC Day,<br>Early Dismissal<br>Dismissal at 1:33 pm | 14                    | 15            | 16                                       | 17       |
|   | 18  | 19     | 20  | 21<br>Adams Advantage | 22<br>Q2 Ends | 23<br>Schools are Closed<br>Winter Break | 24       |
|   | 25  | 26     | 27  | 28                    | 29            | 30                                       | 31       |
|  | Schools are Closed - Winter Break   |        |   |                       |               |  |          |
|  | LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA  |        |   |                       |               |  |          |
|  |   |        |   |                       |               |  |          |

# ADAMS ELEMENTARY PTO

ALL ADAMS FAMILIES ARE AUTOMATICALLY PTO MEMBERS!

## MISSION

The objective of the Paul Adams Elementary PTO shall be to enrich and enhance the **EDUCATION** of the students; to strengthen **COMMUNICATION** between parents and staff; to promote **SCHOOL SPIRIT**; and to host **ACTIVITIES** of Paul Adams Elementary School.



2022-2023

## BOARD MEMBERS

|                             |                                     |
|-----------------------------|-------------------------------------|
| <i>President</i>            | Jennifer Mostek                     |
| <i>Co-Vice Presidents</i>   | Jennifer Kulwicki<br>Jaime Sorensen |
| <i>Treasurer</i>            | Katie Ripa                          |
| <i>Treasurer Elect</i>      | Traci Rathje                        |
| <i>Secretary</i>            | Jessie Rader                        |
| <i>Members at Large</i>     | Ryan Duerk<br>Amy Kloefkorn         |
| <i>Principal</i>            | Mr. Jeff Rust                       |
| <i>Assistant Principals</i> | Mrs. Crosley-Witt<br>Dr. Kent Steen |

## What We Do

### EDUCATION

- Support Media Center electronic databases
- Fund PLC assembly performances & author visits
- Provide enrichment grants for each grade level, typically used for an extra field trip, and principal's fund
- Support 5th grade T-shirt, musicals, zoo and Salt Dogs trips, chorus trip and recognition ceremony

### SCHOOL SPIRIT

- Staff/Student picture day
- Publish the yearbook
- Sell school spirit gear
- Provide conference meals & PLC snacks for the Adams staff
- Support teacher appreciation week

### COMMUNICATION

- Provide and stuff Wednesday communication folders
- Provide 4th & 5th grade planners
- Coordinate the student directory

### ACTIVITIES

- Kindergarten playground play dates
- Fun Night
- Fall and Spring book fairs
- Fall and Spring classroom parties
- Movie night
- Bingo night
- Bike rodeo
- Heritage night
- Field Day
- Collect donations for the community



## Get Involved!

- Get to know school staff
- Learn more about your child's education
- Meet other parents
- Give back

### ATTEND MEETINGS

Typically held the 1st Tuesday of the month, 7-8 PM (check the Adams calendar for dates).

### HELP FUND RAISE

It all adds up & the money benefits your kids!

### VOLUNTEER

Our greatest challenge is finding people to donate their time! If you see a call for help, say "yes!"

### STAY CONNECTED





Find reminders, pictures, & videos on Facebook:

**Paul Adams Elementary PTO**

Receive text reminders by texting  
**@adamspto** to **(402)261-2441**

Find information & forms on the PTO's website:

**<https://pauladamsppto.ptoffice.com>**

| <div>January 2023</div> <div><div></div><div></div><div></div><div></div></div> | SUNDAY             | MONDAY  | TUESDAY  | WEDNESDAY  | THURSDAY                                  | FRIDAY                                    | SATURDAY |
|--|--------------------|---|--|--|---|---|----------|
|  | 1                  | 2   | 3  | 4  | 5   | 6   | 7        |
|  |                    | Schools are Closed - Winter Break                   |  | Q3 Starts  |   |   |          |
|  | 8                  | 9   | 10   | 11   | 12  | 13  | 14       |
|  |                    | 4th gd - Cunningham One Room School House           | 4th gd - Cunningham One Room School House            | 4th gd - Cunningham One Room School House<br>Adams Advantage | 4th gd - Cunningham One Room School House | 4th gd - Cunningham One Room School House |          |
|  | 15                 | 16  | 17   | 18   | 19  | 20  | 21       |
|  | Schools are Closed |   |  |  |   |   |          |
| 22   | 23                 | 24  | 25   | 26   | 27  | 28  |          |
|  |                    |   | Adams Advantage                                      |  |   |   |          |
| 29   | 30                 | 31  | NSCAS Growth Math grades 3-5 January 4 to January 20 |  |   |   |          |
|  |                    | PLC Day,<br>Early Dismissal<br>Dismissal at 1:33 pm |  |  |   |   |          |
|  | 1                  | 0   |  |  |   |   |          |
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## **COMMUNICATING STUDENT PROGRESS: 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:

1. Progress through district curriculum objectives.
2. Performance in assigned curriculum level.
3. Effort.
4. 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.

## **Communication**

### **District-Wide School Messenger**

This district-wide communication system allows schools to quickly send out school or district phone calls, texts or emails to families with important information. Please be sure the school has your updated phone number and email address so you can receive this information. School Messenger is used to notify families of emergency situations or school closings and to send out reminders about upcoming events or PLC Days.

### **Adams Advantage**

The “Adams Advantage” contains announcements, information, specialist reports, school events, etc. Classroom teachers will send home regular communication to inform parents of current curriculum studies, upcoming events, classroom news, etc.

### **Adams Wednesday Folders**

Typically, school news will be sent home via Wednesday folders. Please return the folder on Thursday. You are to return notes to your child's teacher via the folder. General information will be sent with the oldest child in the household attending Adams.

### **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: [adams.lps.org](http://adams.lps.org)

### **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.

### **Facebook**

Check out school happenings on our Facebook Page! “Like” us at [www.facebook.com/adamsaviators](https://www.facebook.com/adamsaviators)

**ALL PROCEDURES, GUIDELINES AND DATES OUTLINED IN THESE DOCUMENTS ARE SUBJECT TO CHANGE, BASED ON RECOMMENDATIONS AND DIRECTIVES ISSUED BY THE NEBRASKA DEPARTMENT OF EDUCATION, THE LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT (LLCHD), OR OTHER GOVERNING BODY.**

| SUNDAY | MONDAY                   | TUESDAY   | WEDNESDAY  | THURSDAY | FRIDAY                                  | SATURDAY |
|--------|--------------------------|---|--|----------|---|----------|
|        |                          |   | 1  | 2        | 3                                       | 4        |
| 5      | 6                        | 7   | 8<br>Adams Advantage   | 9        | 10                                      | 11       |
| 12     | 13                       | 14  | 15   | 16       | 17<br>No School for Elementary Students | 18       |
| 19     | 20<br>Schools are Closed | 21  | 22<br>Adams Advantage  | 23       | 24                                      | 25       |
| 26     | 27                       | 28<br>PLC Day,<br>Early Dismissal<br><br>Dismissal at 1:33 pm | 29<br>ELPA21 ELL Eligible Students grades K-5<br>February 6 to March 3 |          |   |          |



# BULLYING

If you feel that peers are bullying your child, please contact your child's teacher or the building principal, Mr. Rust. 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.



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| March 2023  | SUNDAY | MONDAY  | TUESDAY  | WEDNESDAY            | THURSDAY                                       | FRIDAY        | SATURDAY |
|---|--------|---|--|----------------------|--|---------------|----------|
|   |        |   |  | 1                    | 2  | 3             | 4        |
|   |        |   |  | 4                    | 5  | 1             |          |
|   | 5      | 6   | 7<br>Parent/Teacher<br>Conferences 3:45 - 7:15 | 8<br>Adams Advantage | 9<br>Parent/Teacher<br>Conferences 3:45 - 7:15 | 10<br>Q3 Ends | 11       |
|   |        | 2   | 3  | 4                    | 5  | 1             |          |
|   | 12     | 13  | 14   | 15                   | 16   | 17            | 18       |
|   |        | Schools are Closed  |  |                      |  |               |          |
|   | 19     | 20<br>Q4 Starts   | 21   | 22                   | 23   | 24            | 25       |
|  |        | 2   | 3  | 4                    | 5  | 1             |          |
|  | 26     | 27<br>PLC Day,<br>Early Dismissal<br>Dismissal at 1:33 pm | 28<br>Adams Advantage                          | 29                   | 30   | 31            |          |
|  |        | 2   | 0  | 3                    | 4  | 5             |          |
| LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA  |        |   |  |                      |  |               |          |

## BEFORE-&-AFTER SCHOOL CARE

Before and after school care is available to families at Adams School through the Family Service "School's Out" program. "School's Out" 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 **(402) 441-7949** for registration information and fee schedule.

## 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, 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 arriving at school.

## BIRTHDAYS

Classrooms recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or non-edible). 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 address cannot be distributed by school personnel.

## NUISANCE ITEMS

The possession of articles that disrupt the learning environment shall be considered nuisance items. They include such items as: extra money, toys, balls, toy weapons, comics, candy, gum, skateboards, roller blades, radios, cassette/CD players, iPods, cell phones, trading cards, etc. Students should NOT bring these items to school. Articles taken from students shall be returned directly to the parent/guardian at their request or to the student at the end of the school year, if the student requests them. Knives or any other items that might be considered a weapon are strictly prohibited and should NEVER be brought to school. Students who violate this rule could face suspension and/or expulsion from school, in accordance with state law.



## AFTER SCHOOL CLUBS AND ACTIVITIES

Throughout the school year, a variety of interest clubs and activities are sponsored by the Adams PTO. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: chorus, band, and orchestra. Other clubs and activities may be organized to address special interests of students and staff.

| April 2023                                 | SUNDAY  | MONDAY  | TUESDAY         | WEDNESDAY | THURSDAY                             | FRIDAY             | SATURDAY |
|--|---|---|-----------------|-----------|--------------------------------------|--------------------|----------|
|  | NSCAS Growth ELA/Math and NSCAS Alternate grades 3-5 April 3 to May 5 |   |                 |           |                                      |                    | 1        |
|  | NSCAS Science grade 5 April 3 to May 5                                |   |                 |           |                                      |                    |          |
|  | DIBELS 8 grade K,1 and 2 April 24 to May 12                           |   |                 |           |                                      |                    |          |
|  | 2   | 3   | 4               | 5         | 6                                    | 7                  | 8        |
|  |   | 1   | 2               | 3         | 4                                    | Schools are Closed |          |
|  | 9   | 10  | 11              | 12        | 13                                   | 14                 | 15       |
|  |   | Schools are Closed                                  | 5               | 1         | 2                                    | 3                  |          |
|  | 16  | 17  | 18              | 19        | 20                                   | 21                 | 22       |
|  |   | 4   | 5               | 1         | 2                                    | 3                  |          |
|  | 23  | 24  | 25              | 26        | 27                                   | 28                 | 29       |
|  |   | PLC Day,<br>Early Dismissal<br>Dismissal at 1:33 pm | Adams Advantage |           |                                      |                    |          |
|  | 30  | 4   | 0               | 5         | No School for<br>Elementary Students | Schools are Closed |          |
| LINCOLN PUBLIC SCHOOLS • LINCOLN, NEBRASKA |   |   |                 |           |                                      |                    |          |

# The Adams Community

*Teaching with Passion | Learning with Confidence | Achieving Excellence*

## ROOM ASSIGNMENTS

### EARLY CHILDHOOD

Danielle Rezac a.m. . . . . 115  
Whitney Wiley p.m. . . . . 115  
Janene Harris . . . . . 115

### KINDERGARTEN

Karrington Oakley . . . . . 101  
Danielle Cathey . . . . . 102  
Beth Jagadich . . . . . 103  
Sophia Redel . . . . . 104  
Nina Fischer . . . . . 113

### FIRST GRADE

Kristy Voigt . . . . . 112  
Megan Ziemann . . . . . 114  
Stacie Coatman . . . . . 116  
Cassie Krueger . . . . . 117  
Stacy Steffensmeier . . . . . 122

### SECOND GRADE

Jenna Sunderman . . . . . 132  
Michelle Eckman . . . . . 133  
Marisa Braun . . . . . 134  
Amber Novotny . . . . . 136  
Connie Hammond-Scheer . 137

### THIRD GRADE

Courtney Sedlacek . . . . . 141  
Courteney Zwiebel . . . . . 142  
Abbey Bryant . . . . . 143  
Morgan Trump . . . . . 144  
Susan Regelean . . . . . 145  
Shelly Mitchell . . . . . 146

### FOURTH GRADE

Rebecca Olmsted . . . . . 153  
Erin Hodge . . . . . 154  
Claire Elwell . . . . . 155  
Julie Kirchhoff . . . . . 156  
Bradyn Holdsworth . . . . . 158

### FIFTH GRADE

Kim Flodman . . . . . 163  
Sydney Lewicki . . . . . 164  
Brielle O'Donnell . . . . . 165  
Heather Eigsti . . . . . 166  
Mat May . . . . . 167  
Becky Boyle . . . . . 168

### STRINGS

Cari-Lynn Wenstrand . . . . 177

### BAND

Megan Manning-Kechely . 177

### VOCAL MUSIC

Lindi Eschliman . . . . . 175

### MEDIA

Darcy Grabenstein . . . . . 131

### ART

Brenda Barnett . . . . . 150

### P.E.

Jason Glines . . . . . 170

### COMPUTER

Mary Abebe . . . . . 152

### RESOURCE

Jessica Stolte . . . . . 159/160  
Sara Steinauer . . . . . 119/120  
Jennifer Williamson . . 119/120

### SPEECH

Morgan Rovang . . . . . 130A

### OT/PT

Holli Longe . . . . . 130  
Susan Van Brocklin . . . . . 130

### INTERVENTION

Tracy Ostrander . . . . . 121  
Penny Ford . . . . . 140

### ELL

Noelle Aden . . . . . 110  
Tracey Rittscher . . . . . 110

### SOCIAL WORKER

Morgan Handley . . . . . 157

### PSYCHOLOGIST

Kelly Thieman . . . . . 131C

### GIFTED

Jennifer Will . . . . . 157

## INTENT OF STUDENT HANDBOOK

This handbook is intended to be used by students, families, and staff as a guide to the rules, and general information about Adams Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents/Guardians are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.





Although information found in this handbook contains detailed and specific information on a variety of topics, the handbook is not intended 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.



ALL PROCEDURES, GUIDELINES AND DATES OUTLINED IN THESE DOCUMENTS ARE SUBJECT TO CHANGE, BASED ON RECOMMENDATIONS AND DIRECTIVES ISSUED BY THE NEBRASKA DEPARTMENT OF EDUCATION, THE LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT (LLCHD), OR OTHER GOVERNING BODY.

|  | SUNDAY | MONDAY                       | TUESDAY               | WEDNESDAY                | THURSDAY  | FRIDAY | SATURDAY |
|--|--------|------------------------------|-----------------------|--------------------------|---|--------|----------|
|  |        | 1<br>5th gd - Sheldon Museum | 2                     | 3                        | 4   | 5      | 6        |
|  | 7      | 8                            | 9<br>Adams Advantage  | 10                       | 11  | 12     | 13       |
|  | 14     | 15                           | 16                    | 17                       | 18  | 19     | 20       |
|  | 21     | 22                           | 23<br>Adams Advantage | 24<br>Last Day of School | 25<br>Dismissal at 1:33 pm<br>5th gd Recognition<br>9:00 am | 26     | 27       |
|  | 28     | 29                           | 30                    | 31                       |   |        |          |

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| June 2023   | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|--------|--------|---------|-----------|----------|--------|----------|
|   |        |        |         |           | 1        | 2      | 3        |
|   | 4      | 5      | 6       | 7         | 8        | 9      | 10       |
|   | 11     | 12     | 13      | 14        | 15       | 16     | 17       |
|   | 18     | 19     | 20      | 21        | 22       | 23     | 24       |
|   | 25     | 26     | 27      | 28        | 29       | 30     |          |
|  |        |        |         |           |          |        |          |
|  |        |        |         |           |          |        |          |
|  |        |        |         |           |          |        |          |
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# July 2023



| SUNDAY        | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---------------|--------|---------|-----------|----------|--------|----------|
| SUMMER ROCKS! |        |         |           |          |        | 1        |
| 2             | 3      | 4       | 5         | 6        | 7      | 8        |
| 9             | 10     | 11      | 12        | 13       | 14     | 15       |
| 16            | 17     | 18      | 19        | 20       | 21     | 22       |
| 23            | 24     | 25      | 26        | 27       | 28     | 29       |
| 30            | 31     |         |           |          |        |          |

L I N C O L N P U B L I C S C H O O L S • L I N C O L N , N E B R A S K A

## 2022-2023 ADAMS ELEMENTARY SCHOOL STAFF

### PRINCIPAL

Jeff Rust ..... jrust@lps.org

### ASSISTANT PRINCIPAL

Tina Crosley-Witt ..... tcrosley@lps.org

Kent Steen ..... ksteen@lps.org

### OFFICE

Raquel Jensen..... rjensen@lps.org

Connie Deschaine ..... cdescha@lps.org

Brett Woodhead ..... bwoodhea@lps.org

### NURSE

Kay Duncan..... kduncan@lps.org

### HEALTH TECH

Penny Holley..... pholley@lps.org

### KINDERGARTEN

Danielle Cathey ..... dcathey@lps.org

Nina Fischer ..... nfische2@lps.org

Beth Jagadich..... bjagadi@lps.org

Karrington Oakley..... koakley@lps.org

Sophia Redel..... sredel@lps.org

### FIRST GRADE

Stacie Coatman..... scoatman@lps.org

Cassie Krueger ..... ckrueger@lps.org

Stacy Steffensmeier ..... schapek@lps.org

Kristy Voigt..... kvoigt@lps.org

Megan Ziemann..... mziemann@lps.org

### SECOND GRADE

Michelle Eckman ..... meckman@lps.org

Marisa Braun ..... mbraun3@lps.org

Connie Hammond-Scheer ... chammond@lps.org

Amber Novotny ..... anovotn@lps.org

Jenna Sunderman..... jsunder4@lps.org

### THIRD GRADE

Abbey Bryant..... abryant@lps.org

Shelly Mitchell ..... smitch@lps.org

Susan Regelean..... sregelea@lps.org

Morgan Trump..... mtrump@lps.org

Courtney Sedlacek..... csedlace@lps.org

Courteney Zwiebel ..... czwiebel@lps.org

### FOURTH GRADE

Brady Holdsworth..... bholdsw@lps.org

Claire Elwell ..... cfrankli@lps.org

Julie Kirchhoff ..... jkirchh@lps.org

Erin Hodge ..... ehodge@lps.org

Rebecca Olmsted..... olmstedr@lps.org

### FIFTH GRADE

Becky Boyle ..... bboyle@lps.org

Heather Eigsti ..... heigsti@lps.org

Kim Flodman ..... kflodman@lps.org

Sydney Lewicki ..... smischni@lps.org

Mat May ..... mmay2@lps.org

Brielle O'Donnell ..... bodonnel@lps.org

### ART

Brenda Barnett ..... bbarnett@lps.org

### VOCAL MUSIC

Lindi Eschliman ..... leschlim@lps.org

### COMPUTER SCIENCE

Mary Abebe..... mabebe@lps.org

### LIBRARY MEDIA

Darcy Grabenstein ..... dgraben@lps.org

Physical Education

Jake Glines ..... glinesj@lps.org

### INTERVENTION

Penny Ford..... pford@lps.org

Tracy Ostrander ..... tostrand@lps.org

### BAND

Megan Manning-Kechely..... mmannin2@lps.org

### STRINGS

Cari-Lynn Wenstrand ..... cwenstra@lps.org

### RESOURCE/SPECIAL ED

Sara Steinauer ..... steinau@lps.org

Jeasca Stolte ..... jstolte2@lps.org

Jennifer Williamson ..... jwilliam@lps.org

### ELL

Noelle Aden ..... naden2@lps.org

Tracey Rittscher ..... trittsc@lps.org

### SPEECH

Megan Rovang..... mrovang@lps.org

### EARLY CHILDHOOD

Danielle Rezac ..... drezac@lps.org

Whitney Wiley ..... wkreife@lps.org

### EC RESOURCES

Janene Harris..... jharri11@lps.org

### PSYCHOLOGIST

Kelly Thieman ..... kthiema@lps.org

### SCHOOL SOCIAL WORKER

Morgan Handley ..... mhandle@lps.org

### PARAEDUCATORS

Iman Alkafas ..... ialkanfa@lps.org

Lisa Brauch ..... lbrauch@lps.org

Jill Brindley ..... jbrindl@lps.org

Christina Campbell ..... ccampbe3@lps.org

Connie Lake ..... clake@lps.org

Annette Oehm ..... aoehm@lps.org

Arlette Reckling ..... arecklin@lps.org

### NUTRITION SERVICES

Peiling He..... phe@lps.org

FAMILY SERVICES ..... 402-441-7949

## Adams Elementary School

7401 Jacobs Creek Drive | Lincoln, NE 68512

Phone 402-436-1121 | Fax: 402-458-3221

Office Hours: 7:30 a.m.-4:00 p.m.

Principal: Jeff Rust

Assistant Principals: Tina Crosley-Witt & Dr. Kent Steen

Website: [adams.lps.org](http://adams.lps.org)



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