

# **RUTH HILL ELEMENTARY**



**Amy Carnie, Principal**  
**Emily Wiebeck, Assistant Principal**

## **Parent/Student Handbook 2022-2023**

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



# 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						

**JANUARY** 2023

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29	30	31				

**AUGUST** 2022

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**FEBRUARY** 2023

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**SEPTEMBER** 2022

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**MARCH** 2023

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**OCTOBER** 2022

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**APRIL** 2023

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**NOVEMBER** 2022

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**MAY** 2023

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**DECEMBER** 2022

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**JUNE** 2023

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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

Rev. 4/8/22

## 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.



## Ruth Hill Elementary – Soaring to New Heights

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

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

Emily Wiebeck, Asst. Principal  
[ewiebeck@lps.org](mailto:ewiebeck@lps.org)

Dear Hill School Families,

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

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

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

Along with the entire Hill staff, welcome back to the 2022-2023 school year! I look forward to partnering with you throughout the school year.

Sincerely,

Amy Carnie  
Principal

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

# Ruth Hill Elementary

## GENERAL INFORMATION

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

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

### School Mission Statement

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

### SCHOOL HOURS

School dismisses at 1:33 p.m. on August 15th, 16th and 17th ONLY.

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

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

2022	2023
August 30, 2022	January 31, 2023
September 27, 2022	February 28, 2023
October 25, 2022	March 28, 2023
November 29, 2022	April 25, 2023
December 13, 2022	May 25, 2023

Plan Days-Elementary students NOT in attendance on October 14, 2022; November 28, 2022; February 17, 2023 and April 27 , 2023.

### METHODS OF COMMUNICATION

**School Newsletter:** Hill Hawk Talk Newsletter

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

### WEEKLY COMMUNICATION FOLDERS:

Typically, school news will be sent home via Thursday folders. Please return the folder the next day including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Hill School.

### COMMUNITY NEWS

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

## SCHOOL WEBSITE

General information is available on our website: [www.lps.org/hill/](http://www.lps.org/hill/). You will find our school contact information, a link to ParentVue, school lunch menus and upcoming events on our website.

## 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. **You can now enter student attendance right on the app!**

## SCHOOL MESSENGER

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

## FACEBOOK

Check out school happenings on our Facebook Page! “Like” us at Hill Elementary School.  
<https://www.facebook.com/hillelem>



## AFTER SCHOOL CLUBS AND ACTIVITIES

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

## BEFORE AND AFTER SCHOOL CARE

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

## WALKING TO SCHOOL

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

## GETTING TO AND FROM SCHOOL SAFELY

### FOR STUDENTS:

- **NO** student(s) (except Family Service) should arrive before 7:45 a.m. Arrival time for students eating breakfast at school is 7:45 a.m. Report immediately to the MPR for breakfast when you arrive.
- Students arriving between 7:45-8:00 a.m. (not encouraged) will enter through door #14 and will wait in grade level lines until 8:00 a.m., when they will be escorted to their grade level. This should be a **FEW** students whose morning routine requires this.
- Students arriving between 8:00-8:15 a.m. should enter through their grade level door:
  - Kindergarten, 1st Grade & 2nd Grade: Door #1
  - 3rd Grade: Door #4
  - 4th Grade: Door #5
  - 5th Grade: Door #6
- All students should enter through Door #1 if arriving at or after 8:15 a.m.
- Do not speak to strangers.
- Walk with a buddy or in a small group if at all possible.

- Use crosswalks and avoid crossing between cars and buses.
- Walk to school using sidewalks and keep off property belonging to others.
- Immediately report any concerns experienced on the way to school to a teacher or office staff.
- Report to home or daycare immediately after school.

#### **AS PARENTS:**

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

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

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

- *There will be **NO STOPPING** on either side of the center median. Parking is available in the marked spaces on the left side of the median. Vehicles are not allowed to park parallel to the median on either side.*
- *The right most curb lane will only be used for immediate loading and unloading. Vehicles should **PULL UP AS FAR AS POSSIBLE**, load or unload their child(ren), **stay in car** and immediately pull back into the drive lane. This curb lane should **NOT** be used to park and wait for children. Parents who need to go into the school or walk their child to their designated waiting area must park in the designated parking area. **NO CAR SHOULD BE LEFT UNATTENDED IN THE CURB LANE, NOR SHOULD IT BE USED FOR EXTENDED WAITS.***
- *Parents who drop off their children from the main street or parking area, or whose children walk to school, must have their children use the west crosswalk at all times to cross the drive. Parents and adults are asked to model this practice also.*
- *Exit from the drive should be to the **RIGHT ONLY**. There should be no left turns on to Tipperary Trail at dismissal time. This is recommendation by LPS and the City of Lincoln. Left turns in traffic cause significant delays.*
- *The parking lot is a **STAFF ONLY** parking lot (with the exception of handicapped parking) and **SHOULD NOT BE USED AS A DROP OFF OR PICK UP AREA EITHER BEFORE OR AFTER SCHOOL**. Students need to be dropped off in the front and will walk around the building to their waiting area.*
- *Be sure your child(ren) know to watch for your vehicle at pick up time.*

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

We continue to need active participation and cooperation of all Hill parents. As always, we will continue to re-evaluate these procedures. With a student population of nearly 500 students, everyone's cooperation is needed to make our school safe for all children and families.

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

## SCHOOL BREAKFAST PROGRAM

Hill School offers a before school breakfast program. Breakfast is served from 7:45 a.m. to 8:00 a.m. each morning. Students riding the bus will be served breakfast upon arrival at school. After 8:15 a.m., students may eat their breakfast outside of their classroom area. All students are welcome to eat at school.

## SCHOOL LUNCH PROGRAM

The lunch period at Hill School is 30 minutes in length. Kindergarteners will have 30 minutes in the lunchroom to eat. Approximately 20 minutes of this time is for children (Grades 1st thru 5th) to eat with a 10 minute after lunch academic time in their grade level classrooms.

**Student meals return to regular pricing** (see chart below). Students have the choice of selecting a cold breakfast (ex: cereal and mini breakfast bar) or hot breakfast (ex: breakfast pizza) plus receive 100% fruit juice, low fat milk and optional 1/2 cup serving of fruit. A school lunch consist of a choice of two or more hot entrees, chef salad or meatless entree plus a salad, vegetable, fruit and milk. Purchase of carton of cow's milk is 50 cents. A lunch menu will be sent home on a monthly basis with the two entrees that are available each day. Sometimes lunch menus change unexpectedly; more accurate information can be found online at <http://lps.org>.

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

Free and/or reduced lunch application forms are available on the LPS web site. You can access this application by visiting [LPS.org](http://LPS.org) and entering "Free and Reduced" in the search box. Eligibility for this program is determined by Federal guidelines. **FAMILIES OF STUDENTS WHO MAY BE ELIGIBLE FOR FREE OR REDUCED PRICE MEAL BENEFITS MUST SUBMIT A NEW APPLICATION EACH NEW SCHOOL YEAR (JULY 1ST OR AFTER) TO DETERMINE ELIGIBILITY.** Applications must be submitted online. No paper copies can be accepted. **Students are allowed to "borrow" if they do not have sufficient funds to pay for lunch, but it is recommended that a child not borrow more than one day and that they repay the loan the next day.**

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

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

## LUNCH SCHEDULE & PRICING

Grade	Lunch	Breakfast Pricing	Lunch Pricing
Kindergarten	10:45 – 11:15	Full Price \$1.30	Full Price \$2.50
Grade 1	12:00 – 12:20	Reduced \$.30	Reduced \$.40
Grade 2	11:15 – 11:35	Adult/Non-Student \$2.50	Adult/Non-Student \$4.00
Grade 3	12:20 – 12:40	Second Breakfast \$2.50	Second Lunch \$4.00
Grade 4	11:40 – 12:00		
Grade 5	12:40 – 1:00		



## RECESS AT SCHOOL

Recess is very important to us. Each grade level has at least 20 minutes of outside activity time each day. we love to be outside and will go out even when it's cold. On days with extreme temperatures we will opt for inside recess.

## SPECIALS ROTATION FOR 2022-2023

Families who have been at Hill will notice a change to our Specials Rotation starting in the 2022-2023 school year.

Kindergarten through third grade will have four specials in a rotation. These specials classes will be art or computer, music, physical education and media. Teachers will communicate the specific rotation (what class they have on each day) for their class with students and families. As a school these days will be indicated by letters: **A day, B day, C day** or **D day**.

Fourth and fifth grade will have five specials classes in a rotation. these specials will be art or computer, music, physical education, counseling and media. Teachers will communicate the specific rotation (what classes they have on each day) with students and families. these days will be indicated by numbers: **Day 1, Day 2, Day 3, Day 4** or **Day 5**.

This will mean that as a school we will have "days" that might look like this: A1, C3, D4, etc... If your child is in K-3rd grade you would just focus on the letter. If your child is in 4th or 5th grade, you would just focus on the number. These "days" will be indicated on the school lunch calendar that is sent home each month.

## Hill SCHOOL PTA

The Hill PTA meets regularly throughout the school year to plan events and activities for children and families throughout the school year. Look for information about joining the Hill School PTA in the summer mailing, the PTA website (<https://ruthhill.ptboard.com>) or by contacting the school office at (402) 436-1142. Please go to the PTO board site and sign up! There is **SO** much information shared on this site, including class directory information.

## GUIDELINES FOR THE DISMISSAL OF STUDENTS WITH HEALTH CONCERNS

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



## READMISSION

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

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

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

## PHONE/ELECTRONICS USE AT SCHOOL

Students will be permitted to call home regarding school matters on school phones upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after school activities or going home with a friend before leaving home in the morning. During the day, office staff will be glad to take a message for a child or teacher. Telephone calls interrupt instruction and will not be transferred to classrooms while instruction is taking place.

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

## CELL PHONE AND ELECTRONIC DEVICES

For information regarding Cell Phone and Electronic Devices, please refer to the *LPS Important Informaion Booklet*. This information can be found in the Student Services Common Practices section, on page 47. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

## VISITORS AND VOLUNTEERS

For information regarding Visitors and Volunteers, please refer to the *LPS Important Informaion Booklet*. This information can be found in the Student Services section, on page 44. The *LPS Important Information Booklet* can be found on the front page of the LPS website (lps.org) under Essentials. Printed copies of the booklet can be obtained by contacting our school office..

## **BULLYING**

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Amy Carnie (acarnie@lps.org) or Dana Erickson (derickso@lps.org). All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must include:

- **Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.
- **Hurtful aggressive physical and/or verbal behavior.**

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, the administrator, school counselor, school psychologist, school social worker or any other adult in the building that they have built a positive relationship with.

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District's Second Step program. Please feel free to contact your child's teacher, Ms. Erickson, Mrs. Wiebeck or Mrs. Carnie if you feel your child needs support with school.



# HILL ELEMENTARY STAFF\*

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

**Amy Carnie (acarnie)**  
Principal

**Emily Wiebeck (ewiebeck)**  
Assistant Principal

## MAIN OFFICE

Peggy Clagett, Exec Secretary...pclaget  
Kelly Winkler, Secretary..... kwinkle

## SECURED ENTRANCE MONITOR

Tiffany Leach..... tleach

## HEALTH OFFICE

Elizabeth Scott.....escott2  
Kerstin Buckley..... kbuckley

## STUDENT SERVICES

Jennifer Andersen,  
Gifted Facilitator .....janderse  
Lana Anderson, Interventionist .....lana  
Rachel Beeney, SLP..... rbeeney  
Dana Erickson, Counselor..... derickson  
Rachel Houston,  
Social Worker..... rhouston  
Katelyn Loogman,  
Psychologist..... kloogman  
Jessica Schmale,  
Intervention Spec..... jschmal2  
Kayleigh Walter,  
Interventionist..... kwalter4

## SPECIAL EDUCATION

Cali Brown..... cbrown8  
Christine Jamison..... ajamiso2  
Delainey Novotny..... dstewart  
Sydney Smith..... ssmit16

## SPECIALISTS

Steve Engel, Strings..... sengel3  
Megan Manning-Kechely,  
Instrumental..... mmannin2  
Kim Nield, ELL..... kneild  
Richel Nguyen,  
Art/Computer..... rnguyen2  
Scott Rice, P.E..... rrice  
Amanada Rickert,  
Vocal Music..... arickert  
Samantha Schwasinger,  
Media/4th Grade..... smccray  
Michelle Stoneman, ELL..... mstonema

## OT/PT

Heidi Longe..... hlonge1  
Laurie Miller..... lmillier

## CUSTODIANS

Jerry McNeese..... jmcneese  
Terry Sailors..... tsailor  
Craig Schmidt..... cschmid8  
Ken Sucha,  
Building Superintendent..... ksucha

## KITCHEN

Laurie Glock..... lglock  
Fikreta Salja..... fsalja  
Zildza Salkanovic..... zsalkano  
Sabaheta Topalovic..... stopalov

## KINDERGARTEN

Ariah Behrens..... abehrens  
Cynthia Mick..... cmick  
Jamie Shacklett..... jshackl  
Jamie Vondracek..... jvondrac

## GRADE 1

Amanda Branum..... abranum  
Sue Hamilton..... lhamilt  
Hannah Henrickson..... hhenrick  
Pam Mullins..... pmullin

## GRADE 2

Morgan Arens..... marduser  
Tara Lundy..... tlundy  
Cyndie Wiesen..... lwiesen

## GRADE 3

Sierra Bard..... sbard  
Erin Eisbach..... eeisbach  
Wendy Leach..... wleach

## GRADE 4

Cassidy Sostad..... csostad  
Jenna Tederma..... jtederma

## GRADE 5

Sarah Huenink..... shuenin  
Taylor Rocke..... trocke  
Colleen Schreiner..... cschrei

## PARAEDUCATORS

Tracy Benson..... tbenson  
Julie Buck..... j buck  
Andrea Halpern..... ahalper  
Tamika Mason..... TBA  
Julie Medina..... jmedina  
Justine Metzger..... jmetzge3  
Niki Schnabel..... nschnabel  
Tracy Schulz..... tschulz2  
Jennifer Wilson..... jwilso10

## EARLY CHILDHOOD PROGRAM

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

## FAMILY EDUCATORS

Amy Edgar..... aedgar  
Kate Singaas..... ksingsa2

## EARLY CHILDHOOD

**PARAEDUCATORS**  
Kamila Berry..... kberry  
Marlene Dufek..... mdufek2  
Peggy Musick..... pmusick

## SLP

Cindy Lefler..... clefler

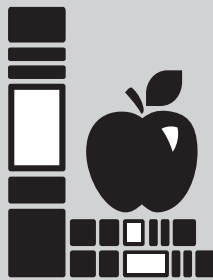
## RESOURCE TEACHER

TBA

*\*Staff list is not all-inclusive.*

## LINCOLN BOARD OF EDUCATION

Barbara Baier  
Lanny Boswell  
Kathy Danek  
Connie Duncan  
Don Mayhew  
Annie Mumgaard  
Bob Rauner  
Paul R. Gausman  
Superintendent



7/22

Mailing Address: 5905 O Street • Lincoln, NE 68510

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