

2022-2023

# Humann Elementary School

## Student Handbook



6720 Rockwood Lane, Lincoln, NE 68516

Phone: 402-436-1145

<http://humann.lps.org>

Principal: Jamie Cook

# 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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7	8	9	10	11	12	13
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28	29	30	31			

**FEBRUARY** 2023

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19	20	21	22	23	24	25
26	27	28				

**SEPTEMBER** 2022

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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	

**MARCH** 2023

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

**OCTOBER** 2022

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL** 2023

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**NOVEMBER** 2022

S	M	T	W	T	F	S
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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	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			

**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

**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

Rev. 4/8/22

## GRADUATION DATES

Thursday, May 18, 2023: Yankee Hill Program

Thursday, May 18, 2023: Independence Academy

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.

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

Dear Students and Families,

Welcome to Humann! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the procedures and practices of our school. We will try to keep you well informed of any changes as they occur.

Please review the contents of the handbook with your child. The Important Information Booklet provided by Lincoln Public Schools also gives critical parent/student information. Please contact us if you have any questions.

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

Jamie Cook, Principal

Jessica Ankerson, Assistant Principal



## **INTENT OF FAMILY HANDBOOK**

This handbook is for students, parents, and staff to use as a guide to the rules, regulations, and general information about Humann Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained within it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

# Table of Contents

Student Calendar..... IFC  
Welcome Letter ..... 1  
Humann School Staff ..... 3  
School Philosophy and  
Organization ..... 4

## Vision, Mission & Goals

Lincoln Public Schools Vision..... 5  
Lincoln Public Schools Strategic  
Plan..... 5  
Vision and Mission of Humann  
Elementary School..... 5

## Communication

School Newsletter: Humann  
Happenings..... 6  
Weekly Communication ..... 6  
Community News ..... 6  
School Website..... 6  
ParentVue..... 7  
School Messenger ..... 7  
Facebook ..... 7  
Humann PTO ..... 7

## The School Day

Arrival Procedures ..... 8  
Dismissal Procedures..... 8  
Specials, Lunch, and Recess  
Times ..... 8

## Academic Information

Communicating  
Student Progress ..... 9  
Homework..... 9  
Make-up Work..... 10

## Other Helpful Information

Humann Calendar..... 10  
Before and After School Care .. 10  
Instructional Supplies ..... 10  
PLC Early Release Days ..... 10  
Student Use of Telephones..... 11  
Cell Phone/Personal Electronic  
Device Use ..... 11  
Field Trips ..... 11  
Animals on School Property .... 11  
Birthdays ..... 12  
Voluntary Supply List ..... 12  
Lunch Procedures ..... 13  
Visitations to School ..... 13  
Volunteering..... 14

## Rights and Responsibilities

Rights and Responsibilities ..... 14  
Bullying..... 15  
Humann School-Wide  
Expectations ..... 16  
Traffic Flow Map ..... IBC



**OFFICE STAFF**

Jamie Cook  
Principal  
Jessica Ankerson  
Assistant Principal  
Nicole Gonnerman  
SE Coordinator  
Nola Johnson  
Executive Secretary  
Olivia Rejda  
Registrar Secretary  
Jenny Johnson  
Health Technician

**TEACHING STAFF*****Special Education***

Kendra Beller  
Taylor Dankleff  
Onna Ernesti  
Speech Language  
Pathologist  
Amy Kathol  
Josie Koenig  
Brittany Masek  
Shannon McLain  
Speech Language  
Pathologist  
Rachel McNaught

***Kindergarten***

Allie Andersen  
Stacy Olsen  
Kelsey Wood

***First Grade***

Amanda Engler  
Erica Regan  
Cindy Sell  
Gaby Stokes

***Second Grade***

Teresa Drake  
Jill Gable  
Stacey Haney  
Nathan Johnson

***Third Grade***

Tyler DeBuhr  
Kim Nannen  
Ann Peterson

***Fourth Grade***

Laura Heller  
Mary Moseman  
Emily Pickerel  
Julie Zahn

***Fifth Grade***

Kathryn Hiestand  
Jeff Marsh  
Orlando Roth  
Ashton Ullman

***Specialists***

Chris Baum  
PE  
Denice Hein  
Media  
Lisa Kollbaum  
Computer Science  
Julie Wilson  
Music  
Tabi Zimmerman  
Art  
Amy Gammel  
Instrumental (5th Grade)  
Ian Wright  
Strings (4th & 5th Grade)

***Counselor***

Mattie Amen  
School Counselor

***Early Childhood***

Brittany Brown  
Stephanie Dang  
Jennifer Haney  
Diana Horn

**INTERVENTION**

Kathy Dean  
Kathy Gaines  
Shelli Ziemke

**ITINERANT STAFF**

Jenni Hansen  
Gifted Facilitator  
Natalie Hilton  
School Psychologist  
Kadi Holmberg  
School Social Worker  
Gina Miller- School Nurse

**CUSTODIAL STAFF**

Ilene Barrick  
Supervisor  
Andre' Bond  
Assistant Supervisor  
Jared Brass  
Monica Reed  
Mike Wilson

**KITCHEN STAFF**

Danni Hejl  
Manager  
Marilyn Brodigan  
Melinda Long  
Heather Yates

**PARAEDUCATORS/  
TECHNICIANS**

Shay Alhgam  
Nate Augustine  
Michael Degenhardt  
Sue Dobson  
Tammie Havlat  
Jill Hurtz  
MyInn Kavan  
Lauryn Kershaw  
Celeste Leibbrandt  
Sadie Miner Van Tassell  
Sarah Roker  
Victoria Scholle  
Kristy Triplett  
Jessica VerMaas  
Teresa Wagner

# Welcome to the Humann School Community!

## School Philosophy and Organization

Humann Elementary School opened in 1990 and is named after longtime Lincoln, Nebraska educator, Julius Humann. We are currently serving approximately 550 students in grades K through 5. Humann School was renovated during the 2016-17 school year.

Humann Elementary School's talented staff strives to ensure students are challenged in their learning each day. They collaboratively plan targeted instruction to meet the needs of all students. Humann Elementary has strong parent involvement and an active, supportive PTO. The level of parent participation at Humann School makes a difference.

In addition to valuing education, parents of Humann students volunteer in their child's school frequently, attend school activities and conferences, and eagerly participate in planning their child's education. Our vision for Humann School is to Learn, Grow, and Succeed. Our mission is promoting passion for learning, caring for others, and skills for our future.





### ***Lincoln Public Schools Vision***

The overall vision of Lincoln Public Schools is to prepare ALL students to be college, career, and civic-life ready with a goal of 90% on-time graduation.

#### **2017-2022 LPS Strategic Plan**

On Track to Graduation

Positive Behavior

Enrollment in Honors Courses

Diverse Staff

For more information visit: <https://home.lps.org/strategicplan/>

### ***Vision of Humann Elementary School***

We're All Humann: Learn, Grow, Succeed

### ***Mission of Humann Elementary School***

Humann School: Promoting Passion for Learning,  
Caring for Others and Skills for our Future

### ***Humann's School Improvement Goals***

All students will improve achievement in reading fluency/  
comprehension and number sense

All students will receive intentional, engaging, and purposeful instruction using Lincoln Public Schools' guaranteed and viable curriculum

# COMMUNICATION

## School Newsletter: Humann Happenings

The Humann Happenings contains announcements, information, school events, etc. This newsletter will be sent twice a month via School Messenger.

## Weekly Communication

While daily materials may be sent home with your student, other pertinent information will be placed in your child's blue Friday Folder. Please be sure to empty the folder, go through the contents with your child, and return the folder on Monday.

## Community News

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

## School Website

Calendars including school events such as PTO meetings, field trips, parent teacher conferences, musical programs, etc., will be located on our website. In addition to our calendars, other information is regularly updated on our website: <http://wp.lps.org/humann/>





## ParentVue

Parents may access communications, report cards, attendance information and more through ParentVue. A link to ParentVue can be found on our school website. Parents will use ParentVue to update census information each year.

## School Messenger

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

## Facebook

Check out school happenings on our Facebook page! “Like” us at Humann Elementary School.

## Humann Parent-Teacher Organization

The Humann PTO is an active and essential part of Humann Elementary School. The goal of the Humann PTO is to promote open communication and enhance education for every child so they can achieve to their highest potential. We encourage all parents to become involved in the PTO. The PTO organizes a number of events and enrichment opportunities for all students. Our 2022-2023 PTO meetings will be held on August 30, October 4, November 8, February 7, April 4 and May 9. Contact ***humannpto@gmail.com*** to get involved.

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



# THE SCHOOL DAY

## Arrival Procedures

The Humann Elementary School campus is closed until 8:50 a.m., unless students are eating breakfast. Students arriving for breakfast should not arrive before 8:40 a.m., as there is no supervision until that time. Students will line up in designated areas by grade level as they arrive in the morning. At 8:50 a.m., a supervisor will allow students to enter the building. Students are considered tardy if they are not in their classroom by the 9:00 a.m. bell. Students arriving after 9:00 a.m. should enter through the front doors. Detailed information can be found on our website.

## Dismissal Procedures

First through fifth grades will exit through the doors closest to their grade level pods. Kindergarten students will exit through the front doors at 3:38 p.m. Students must go directly home or to a school sanctioned after school activity.

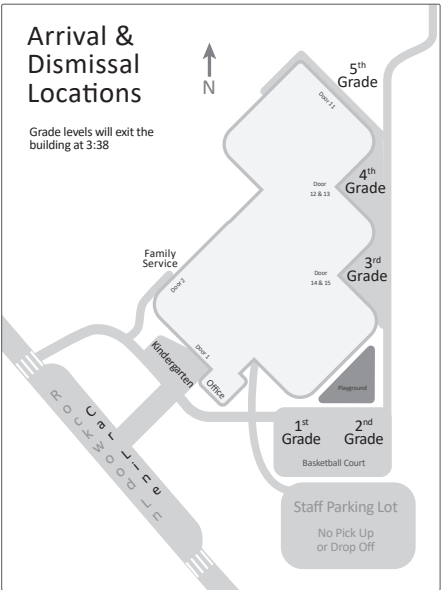
Humann School’s campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

Some of our students may meet siblings or friends to walk home with for safety. It is important for families to help their children make a plan for where to meet siblings, friends, or parents outside at the end of the day. All teachers will supervise students at dismissal to ensure they are connected. Any changes to your child’s after school plan should be communicated with the office by 3:00 p.m.

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

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

Grade	Lunch Times
Kindergarten	10:50 am - 11:20 am
1st Grade	11:25 am - 11:55 am
2nd Grade	11:10 am - 11:40 am
3rd Grade	12:00 pm - 12:30 pm
4th Grade	11:45 am - 12:15 pm
5th Grade	12:20 pm - 12:50 pm



# ACADEMIC INFORMATION

## Report Cards & Parent-Teacher Conferences

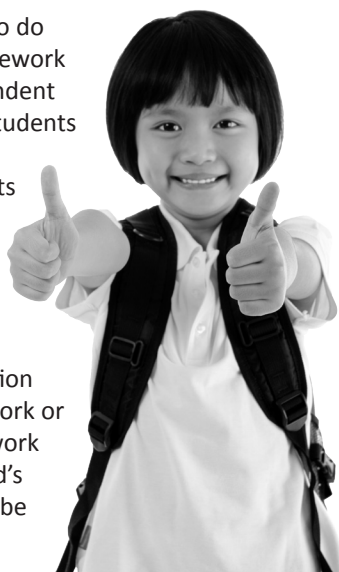
Lincoln Board of Education states (Policy 6570) that “student progress will be reported formally to parents/guardians at least four times each year.” Information about elementary student progress is reported in four areas: Progress through district curriculum, performance in assigned curriculum level, effort, use of effective learning or study skills.

At the end of each quarter, teachers summarize and communicate student progress to parents/guardians through the report card. It is also at this time that teachers analyze assessment information and review reading and math groups to determine whether or not students are placed at the appropriate instructional level. We know that for children to experience continuous growth and success in learning they must be working at an instructional level that will adequately challenge them. Because children learn in different ways and at different rates, it is important that we examine instructional placements on a regular basis and make adjustments based on students’ needs. For these reasons, some children may move from one instructional group to another in order to meet their individual needs. This move could result in a change of teacher for reading or math instruction. Classroom teachers will notify parents/guardians if an instructional move is recommended.

Parent-Teacher conferences are scheduled twice a year, typically during the first and third quarters of the school year. Please consult the calendar for conference dates. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.

## Homework

Homework refers to the tasks that a student is given to do outside of the instructional time. The purpose of homework is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some homework each day to provide this needed practice and reinforcement of learning. Parents can support learning at home by asking questions about what your child is learning and what types of homework he/she has. Parents can help to clarify the directions or expectations of the homework so that the student can complete the work to the best of his/her ability. However, it is not the school’s expectation that parents will help students complete their homework or provide instruction at home. If at any time the homework becomes too difficult, please write a note to your child’s teacher stating the questions or concepts that should be clarified.



## Make-up Work

Unless a student has been absent for more than two days, we do not take requests for assignments to be sent home. Students and teachers will work together as the student returns to identify the assignments and learning that has been missed.

When a student is absent for more than two days, we encourage parents to call the office to request make-up work. Please call before 9:00 a.m., so we can communicate this to your child's teacher.

If a student is going to be absent from school due to traveling, it is difficult for teachers to give the correct assignments in advance. Some things your child could do while on a trip are journaling about their experience, practicing math facts, and reading. Again, students and teachers will work together as the student returns to identify the assignments and learning that has been missed.

## OTHER HELPFUL INFORMATION

### Humann Calendar

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

### Before and After School Care

Before and after school care is available to families at Humann School through the Family Service program. Family Service provides before and after school care for kindergarten through fifth grade students. Hours are 7:00 – 9:00 a.m. and 3:38 – 5:45 p.m. Please call (402) 441-7949 for information on cost and how to register.

### Instructional Supplies

Students are provided with necessary and basic instructional supplies (paper, pencils, crayons, scissors, glue, etc.). A voluntary supply list is included on page 12.

## PLC Early Release Days

We will dismiss at 2:18 p.m. one time per month to allow teachers time to work in Professional Learning Communities (PLCs). During this time, teachers are focused on collaborating to improve instruction and increase student achievement.

The dates are as follows: **2022:** The dates are as follows: August 30, September 27, October 25, November 29, December 13. **2023:** January 31, February 28, March 28, April 25, & May 25. Students will be dismissed at 2:18 p.m.

## Student Use of Telephone

Students are permitted to call their parents from school if needed. We ask that they request permission from their teacher to come to the office to call, so we can assist with any special plans.

When you call school, we do not interrupt the classrooms with phone calls to students or teachers but will leave a message. We appreciate that after school plans are in place before your child arrives at school. Please call the office by 3:00 p.m. if there are changes to your child's after school plan.

## Cell Phone/Personal Electronic Device Use

For information regarding cell phone/personal electronic device use, please refer to the *LPS Important Information 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.

## Field Trips

For information regarding field trips, please refer to the *LPS Important Information Booklet*. This information can be found in the Student Services section, on page 42. 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.

## Animals in Schools

For information regarding animals in schools, please refer to the *LPS Important Information Booklet*. This information can be found in the Student Services section, on page 43. 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.

## BIRTHDAYS

At Humann, we recognize student birthdays each morning during the announcements.

For information regarding birthdays, please refer to the *LPS Important Information Booklet*. This information can be found in the Student Services section, on page 46. 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.

# VOLUNTARY SUPPLIES

Parents often ask if there are supplies they need to purchase for their child. Nebraska Statutes guarantee that all schools provide a free, appropriate public education.

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

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

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

Specialists	Office
Zipper ziploc bags (quart and gallon) Kleenex 9V Batteries AA Batteries Baby Wipes Disinfecting wipes* Hand sanitizer* Pencils	Kleenex Disinfecting wipes* Hand sanitizer*

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

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



## **LUNCH PROCEDURES**

My School Bucks is the name of our online meal payment system. With the SNAP cash register system, a parent/guardian deposits money into an account that is accessed by the child using a card with a barcode. Money in an account can be transferred from one school to another if a student changes schools within Lincoln Public Schools.

The United States Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that “no food may be sold or served that competes with the National School Lunch and/or Breakfast programs one half hour prior to the serving period.” This means that no food may be sold (i.e., pop, snack machines, fund raisers), or class parties. Also, parents may not bring in food for more than their child, as this is in violation of the Federal Lunch Program guidelines.

Students who do not have sufficient funds to pay for breakfast/lunch will bring a note home to remind parents of the need to make a deposit. Families can also sign up for email alerts when there is a low balance.

## **VISITATIONS TO SCHOOL**

Parents and legal guardians are welcome to visit their child’s classroom or come for lunch. If you are visiting your child’s classroom, it is recommended that visits last no more than 20-30 minutes. We ask that other children not attend school as visitors in classrooms. They are welcome at all of our school events and lunch/recess visits.

To ensure the safety of our students and staff, all visitors and volunteers are required to check in the main office as you arrive at school to receive a visitor badge. If someone other than the parent/guardian is coming for lunch (such as a grandparent), please notify the office in advance so we will have your permission.

# VOLUNTEERING

The PTO (Parent Teacher Organization) has organized a number of student service projects to enrich the experiences of students. Please see the PTO section on page 7.

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

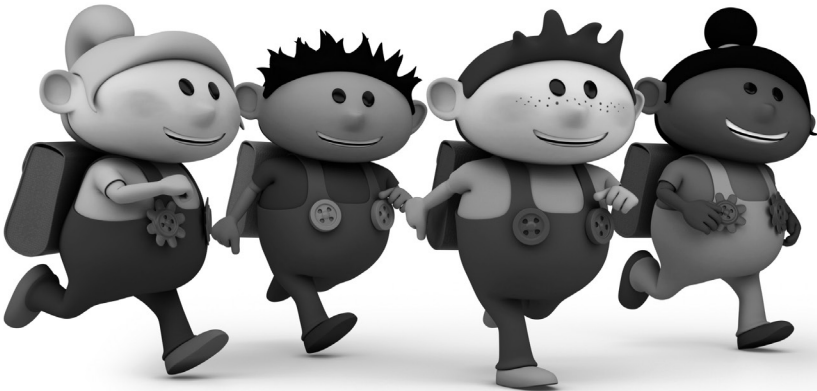
# RIGHTS AND RESPONSIBILITIES

## LPS Rights and Responsibilities

The Lincoln Public Schools has established rights and responsibilities of students. They are printed in the Important Information booklet. Lincoln Public Schools provides physically safe and emotionally secure environments for all students and staff.

Positive behaviors (non-violence, cooperation, teamwork, understanding and acceptance of others) are encouraged in the educational program and are required of all staff. Inappropriate behaviors, including but not limited to bullying, intimidation and harassment, must be avoided by all students and staff.

Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors. Please review the rights and responsibilities with your child.





# BULLYING

If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Jamie Cook. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

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

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

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

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

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

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District's Second Step program.



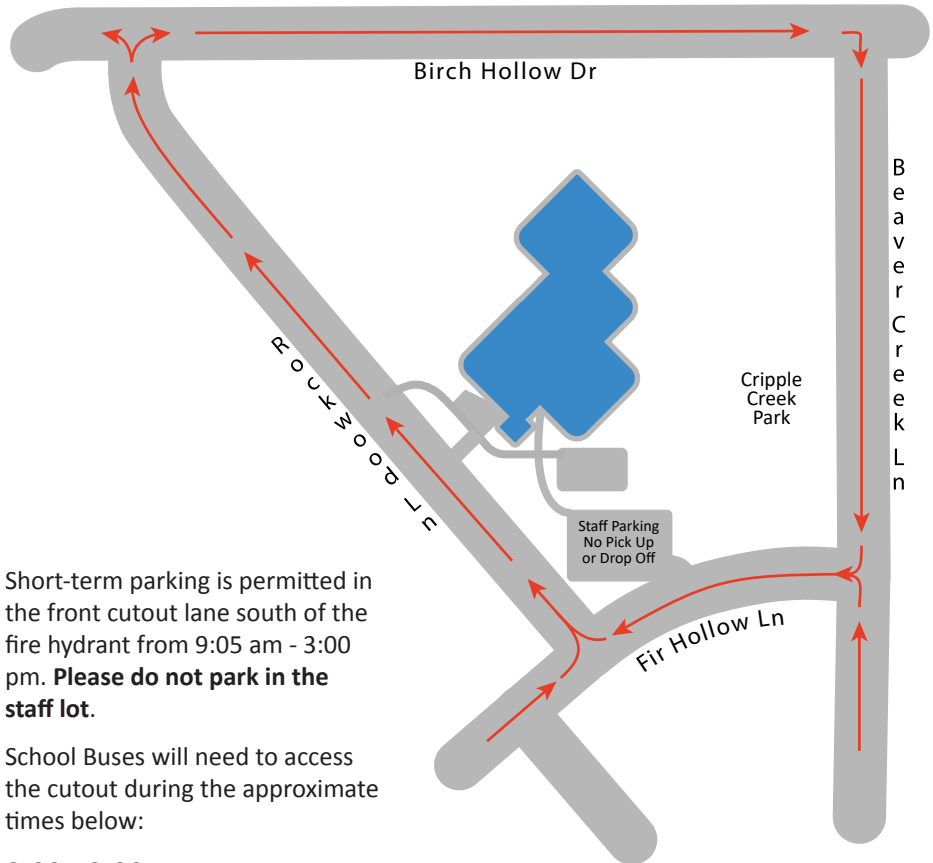
# Humann Common Area Expectations

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

Area	Be Safe	Be Respectful	Be Responsible
	<ul style="list-style-type: none"> <li>Make sure to use the Second Step Listening Rules when an adult is talking and giving a direction:               <ul style="list-style-type: none"> <li>Eyes are watching</li> <li>Ears are listening</li> <li>Body still</li> <li>Voices quiet</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Be assertive by asking for what you need or want in a calm, firm and respectful voice</li> <li>Be empathetic and show compassion to others. Compassion is empathy in action</li> <li>Use the Second Step Process to regulate your emotions               <ul style="list-style-type: none"> <li>Stop-Use your Signal</li> <li>Name your feeling</li> <li>Calm Down</li> </ul> </li> <li>*Breathe</li> <li>*Count</li> <li>*Use positive self-talk</li> </ul>	<ul style="list-style-type: none"> <li>Use the Second Step Skills for Learning:               <ul style="list-style-type: none"> <li>Focus attention with eyes, ears, and brain</li> <li>Listen</li> <li>Use Self-Talk to focus attention, remember directions, ignore distractions and stay on task</li> <li>Be assertive</li> </ul> </li> <li>Use the Second Step Problem Solving Steps when a problem arises:               <ul style="list-style-type: none"> <li>S- State the problem</li> <li>T-Think of solutions</li> <li>E-Explore consequences</li> <li>P-Pick the best solution</li> </ul> </li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Use furniture appropriately</li> <li>Follow adult directions right away</li> </ul>	<ul style="list-style-type: none"> <li>Use school supplies appropriately</li> <li>Be respectful and kind with your words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Do quality work</li> <li>Complete assignments on time</li> <li>Listen carefully to directions</li> <li>Give your best effort</li> <li>Sign in and out of your classroom</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Sit on your pockets, feet on the floor, facing forward</li> <li>Walk</li> <li>Eat only your food</li> <li>4 students on a bench</li> </ul>	<ul style="list-style-type: none"> <li>Use level 2 voices with people at your table</li> <li>Raise your hand for assistance</li> <li>Respond to signals for attention</li> <li>Use manners</li> <li>Find your seat quickly</li> <li>Make sure your tray is ready for composting before you leave the table</li> <li>Welcome any student that sits at your table</li> </ul>	<ul style="list-style-type: none"> <li>Get permission to leave your seat</li> <li>Get all milk, food, and utensils as you go through the line</li> <li>Pick up after yourself</li> <li>Push in your chair when leaving</li> <li>Only bring essential items to the cafeteria</li> </ul>
Playground & Recess	<ul style="list-style-type: none"> <li>Stay in designated areas</li> <li>Be aware of activities and games around you</li> <li>Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Play fairly and take turns</li> <li>Include others</li> <li>Use kind words and actions</li> <li>Be a good sport</li> <li>Be kind and welcoming</li> <li>Follow all supervisor directions</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Get permission to visit the restroom or nurse</li> <li>Dress properly for the weather</li> <li>Line up right away when you hear the whistle</li> <li>Use equipment properly</li> <li>Follow game rules</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Use 1 pump of soap and 2 paper towels</li> <li>Put paper towels in the garbage can</li> <li>Keep water in the sink</li> <li>Keep feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Level 0 voices</li> <li>Knock on stall doors</li> <li>Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilet after use</li> <li>Keep restrooms clean</li> <li>Get in and out quickly</li> <li>Use restroom pass</li> <li>Get adult permission</li> <li>Sign in and out of class</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Walk facing forward, single file on the right side</li> <li>Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet off of the walls</li> <li>Level 0 Voices</li> <li>Smile and wave at others</li> <li>Keep up with the line</li> </ul>	<ul style="list-style-type: none"> <li>Be a good example for others</li> <li>Go directly to your destination</li> </ul>
Arrival & Dismissal Areas	<ul style="list-style-type: none"> <li>Use sidewalks and stay in line</li> <li>Stand on a paw print</li> <li>Follow your before and after school plan</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self</li> <li>Follow all adult directions right away</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Stay in line with your grade level before school</li> <li>Stay with your class after school</li> <li>Wear coat and backpack correctly</li> </ul>
Field Trips & Assemblies	<ul style="list-style-type: none"> <li>Wait for arrival and dismissal signal</li> <li>Keep hands and feet to yourself</li> <li>Follow bus expectations at all times</li> </ul>	<ul style="list-style-type: none"> <li>Use good audience manners</li> <li>Respond to signals for attention</li> <li>Sit on your pockets</li> <li>Be polite to our guests</li> <li>Follow directions for voice level</li> </ul>	<ul style="list-style-type: none"> <li>Be a good example for others</li> <li>Represent Humann in a positive way</li> </ul>

Revised 06/30/22

# Humann Elementary Traffic Flow Map



Short-term parking is permitted in the front cutout lane south of the fire hydrant from 9:05 am - 3:00 pm. **Please do not park in the staff lot.**

School Buses will need to access the cutout during the approximate times below:

**8:00 - 9:00 am**

**11:45 am - 12:00 pm**

**2:00 pm - 3:45 pm**

Please be mindful of these drop off and pick up times and avoid parking in the cutout during these times.



## **HUMANN ELEMENTARY SCHOOL**

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