Welcome To Kooser!

Dear Students and Families,

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

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

Kellie Joy-Clark, Principal

Intent of Student Handbook

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

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

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.
2022-2023 Specialist Rotation Calendar

**Calendars:**

- **AUGUST 2022**
- **SEPTEMBER 2022**
- **OCTOBER 2022**
- **NOVEMBER 2022**
- **DECEMBER 2022**
- **JANUARY 2023**
- **FEBRUARY 2023**
- **MARCH 2023**
- **APRIL 2023**
- **MAY 2023**

**Key Notes:**

- **# ROTATION DAY**
  - Music, P.E., Art, Media, and Computer
- **First and last days of class for students**
- **All schools not in session**
- **Elementary and middle schools early dismissal (PLC day)**
- **Elementary school students NOT in attendance (plan days)**
- **Quarter Start Dates**
- **Quarter End Dates**

**Kooser Elementary School 2022-23 Student Handbook Calendar**
Arrival

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

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

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

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

Dismissal

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

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

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

Dismissal Times

- Teachers will escort all students out their designated exit door at 2:53 p.m.
- All students must go directly home, to daycare, or to a school sanctioned activity after dismissal.
- Phone calls will be made if a student is kept 10 or more minutes after school for any reason.
- School campus, including the playground, is closed until 5:45 p.m. except for use by YMCA childcare and scheduled after school clubs. Reservations for rooms/playground should be entered in the district Archibus system.
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**August 2022**

1. **First Day of School**: Early Release @ 1:33
2. **Open House**: 6:00-7:00
3. **Kodiak Chronicle**: 4th Grade Field Trip - Cunningham One Room School House
4. **PLC Day, Early Dismissal**: Early Release @ 1:33
5. **No Preschool in Session**
Early Dismissal

Hours of Sessions-Early Dismissal (One Hour Early the First Three Days of School and last day of school)

During the first three days of the school year, school dismisses at 1:33 p.m. The following early dismissal schedule shall be utilized:

Grades K-5 .........................................8:15 a.m. to 1:33 p.m.

Hours of Sessions-Early Dismissal for Professional Learning Communities

During the course of the school year, schools will dismiss early to facilitate teacher professional development. All LPS elementary schools will have early release dates on the last student Tuesday of each month (August - April).

In this case, the following early dismissal schedule shall be utilized:

Grades K-5 .........................................8:15 a.m. to 1:33 p.m.

After School Supervision

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

Dismissal Areas

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

Kooser Traffic / Safety Expectations

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

• When dropping off and picking students up, follow the plan outlined on the map created by the city traffic engineers. See map.
• All before and after school traffic should enter from Alvo Road, NOT Julesburg.
• Please do not use your cell phones as we witness many close calls and mishaps as drivers are distracted on their phones.
• Enter the loading/unloading zone in front of school from the North, and do not leave your car.
• Do not do U-turns on 13th Street, Kooser Drive or in the pick-up/drop-off lanes.
• Do not pass cars waiting on the city street. They are not parked, just waiting to proceed.
• At the end of the day you may not enter from the south.
• After dropping off or picking up students please carefully pull out of the curb lane to exit to allow the curb traffic to keep moving.
• Do not double-park in the drop off lane. If the curb lane is full, please exit and return when there is room at the curb.
• If you must leave your car, please park in the parking lot or a side street and walk to the school. Never expect your students to walk through the lot unattended.
• Students should exit and enter their vehicle only on the passenger side so they do not have to cross through the moving traffic lane.
• Do not load or unload students in the staff parking lots or use the service drive behind the school for drop-off or pick-up.
• A designated lane in the staff parking lot will be used as a bus-loading zone and for day care vans. Students will enter and leave these vehicles at the curb.
• Do not stop in the handicapped stall or park there without a permit.
• Do not load or unload students in the staff parking lots.
• Do not use the service drive behind the school for drop off or pick up.
• Do not drop off or pick students up on 13th Street going north. Only using the curb cut on 13th Street.

Walking

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

Biking

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

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

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

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

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

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

Lunch Times

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

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SUNDAY  MONDAY  TUESDAY  WEDNESDAY  THURSDAY  FRIDAY  SATURDAY

2nd Grade CogAT Screener

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2  Kodiak Chronicle

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4  Kodiak Chronicle

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9  Parent-Teacher Conferences from 3:30-7:00

10  Kodiak Chronicle

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14  Parent-Teacher Conferences from 3:30-7:00

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17  Kodiak Chronicle

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PLC Day, Early Dismissal

29  Early Release @ 1:33

30  No Preschool in Session

No School for Elementary Students

November 2022

Schools are Closed
Use of School Building and Grounds

Visitors
Parents/guardians and community members are welcome to visit anytime after 8:30 a.m to prevent disruptions during arrival procedures. When visitors come to school, we ask that they come check in at the office, and wear the badge/sticker provided. Wearing this identification will assure all staff that approval has been given by the office to visit. Short frequent visits (20-30 minutes) are encouraged to prevent disruptions in the instructional program. If you are planning on visiting your child’s classroom, it should be scheduled ahead of time with the classroom teacher, and approved by an administrator so it is conducive to you and the classroom. An administrator may accompany you to the learning environment. Please do not bring other children as not to cause distractions for students and their learning.

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

https://wapp.lps.org/gold/volunteer/overview.cfm

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

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

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

Student Use of Telephone
Students will be permitted to call home regarding school matters after getting permission from the classroom teacher. Calls by students must be kept to a minimum. Students are asked to make arrangements for participating in after-school activities or going home with a friend before arriving at school. Cell phones and other electronic devices have been found to be disruptive to learning. If a student brings them to school they must remain in the student’s backpack. If the student takes an electronic device out during the school day, it will be kept in the office until a parent/guardian can pick it up.
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K-2 DIBELS 8
3-5 NSCAS GROWTH ELA

PLC Day, Early Dismissal
Early Release @ 1:33
No Preschool in Session

Schools are Closed - Winter Break
Bicycles, Skateboards, Rollerblades, and Scooters

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

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

Before–&–After School Care

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

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

Bullying

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

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

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

- **Imbalance of Power**: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- **Repetition**: Bullying behaviors happen more than once or have the potential to happen more than once.

- **Hurtful aggressive physical and/or verbal behavior**.

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

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

Students are taught about what bullying looks like and sounds like, along with how to advocate for themselves through the District’s Second Step program.
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* Lincoln Public Schools • Lincoln, Nebraska*
**Kooser School Behavior Expectations**

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

Visit the Kooser website: [http://kooser.lps.org](http://kooser.lps.org)

### After School Clubs and Activities

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

### Parent Teacher Organization

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

### Lost and Found

Most lost articles that are found are turned in to the office and placed in the Lost and Found located in the front entryway. Whenever possible, label your student’s articles. Encourage your student to check periodically for lost articles. Articles not claimed by semester break and at the end of the school year are donated to a local children’s charity.
### February 2023

#### Monday
- **5th**: EL Eligible Students K-5 ELPA21

#### Tuesday
- **6th**: Schools are Closed

#### Wednesday
- **7th**: PLC Day, Early Dismissal
  - Early Release @ 1:33
  - No Preschool in Session

#### Thursday
- **8th**: Kodiak Chronicle

#### Friday
- **9th**: Kodiak Chronicle
- **10th**: No School for Elementary Students

#### Saturday
- **11th**: Kodiak Chronicle

#### Sunday
- **12th**: Kodiak Chronicle
- **13th**: Kodiak Chronicle
- **14th**: Kodiak Chronicle
- **15th**: Kodiak Chronicle
- **16th**: Kodiak Chronicle
- **17th**: Kodiak Chronicle
- **18th**: Kodiak Chronicle
- **19th**: Kodiak Chronicle
- **20th**: Kodiak Chronicle
- **21st**: Kodiak Chronicle
- **22nd**: Kodiak Chronicle
- **23rd**: Kodiak Chronicle
- **24th**: Kodiak Chronicle
- **25th**: Kodiak Chronicle
- **26th**: Kodiak Chronicle
- **27th**: Kodiak Chronicle
- **28th**: Kodiak Chronicle

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**Note:**

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.
Field Trips
Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. School buses are primarily used to transport students on field trips. Parents/Guardians are asked to sign a form at the beginning of the school year giving permission for students to participate in field trips throughout the school year. Parents will be notified before each field trip as to the destination, date, and time of the trip. Students are expected to demonstrate appropriate conduct, as a basis for participation on field trips.

Methods of communication

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

Weekly Communication Folders
Typically, school news will be sent home via Friday folders. Please return the folder each Monday including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Kooser School.

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

School Website
Information is regularly updated on our website: http://wp.lps.org/kooser/

Facebook
Please like and follow us on Facebook at: facebook.com/kooserkodiaks

ParentVue
Parents may access communications, attendance information and more for their child through ParentVue. A “button” linking you to ParentVue can be found on our school website.

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

Animals in Schools
For information on Animals in Schools please refer to the Important Information Booklet (page 43) on our website lps.org.
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.

- March 1: Kodiak Chronicle
- March 2: PLC Day, Early Dismissal
- March 3: Early Release @ 1:33
- March 4: No Preschool in session
- March 5: Parent-Teacher Conferences from 3:30-7:00
- March 6: Parent-Teacher Conferences from 3:30-7:00
- March 7: Kodiak Chronicle
- March 8: Parent-Teacher Conferences from 3:30-7:00
- March 9: Kodiak Chronicle
- March 10: Kodiak Chronicle
- March 11: Kodiak Chronicle
- March 12: Schools are Closed
- March 13: Kodiak Chronicle
- March 14: Kodiak Chronicle
- March 15: Kodiak Chronicle
- March 16: Kodiak Chronicle
- March 17: Kodiak Chronicle
- March 18: Kodiak Chronicle
- March 19: Kodiak Chronicle
- March 20: Kodiak Chronicle
- March 21: Kodiak Chronicle
- March 22: Kodiak Chronicle
- March 23: Kodiak Chronicle
- March 24: Kodiak Chronicle
- March 25: Kodiak Chronicle
- March 26: Kodiak Chronicle
- March 27: Kodiak Chronicle
- March 28: Kodiak Chronicle
- March 29: Kodiak Chronicle
- March 30: Kodiak Chronicle
- March 31: Kodiak Chronicle

Parent-Teacher Conferences from 3:30-7:00
Early Release @ 1:33
No Preschool in session
Report cards posted to ParentVue
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**April 2023**

- **2** School is Closed
- **3** School is Closed
- **4** PLC Day, Early Dismissal
- **5** Early Release @ 1:33
- **6** School is Closed
- **7** School is Closed
- **8** School is Closed
- **9** School is Closed
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- **11** School is Closed
- **12** School is Closed
- **13** Kodiak Chronicle
- **14** Kodiak Chronicle
- **15** Kodiak Chronicle
- **16** School is Closed
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- **21** School is Closed
- **22** School is Closed
- **23** School is Closed
- **24** PLC Day, Early Dismissal
- **25** Early Release @ 1:33
- **26** No School for Elementary Students
- **27** School is Closed
- **28** School is Closed
- **29** School is Closed
- **30** School is Closed

**Kodiak Chronicle**
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.

May 2023

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

Kodiak Chronicle

Last Day of School
Early Release @ 1:33
Report cards posted to ParentVue
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July 2023

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