

2023-2024

# Kahoa Elementary School Student Handbook



**Kahoa**  
*Cougars*

7700 Leighton Avenue, Lincoln, NE

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

Principal: Mandy Nickolite-Greene

Assistant Principal: Jenn Metzger

*Fostering Academic Excellence and Wellness for  
All Students in a Safe and Caring Environment*

## PLEASE NOTE:

All procedures, guidelines and dates outlined in this document 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.

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# Welcome to Kahoa School!

Dear Kahoa Students and Families,

Welcome. We are pleased to have you be a part of the Kahoa School Community. This handbook is intended to be a resource for our students and families. **It is important that you read the information below regarding the intent of this handbook and additional informational booklets that outline practices and procedures consistent across all Lincoln Public Schools.**

On behalf of the Kahoa Staff, we look forward to the 2023-24 school year and working with you in supporting our students.

Mandy Greene  
Kahoa Principal

Jenn Metzger  
Kahoa Assistant Principal

## Intent Of Student Handbook

This handbook is intended to be used by students, parents and staff as an additional guide to the rules, regulations and general information about Kahoa and Lincoln Public Schools along with the [LPS Important Information Booklet](#) and [LPS Elementary Common Practices](#). **Parents are encouraged to use all three booklets as resources and to assist their children in following the rules contained inside all three booklets.**

Although the information found in this handbook is detailed and specific on many 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 appropriate educational programming and assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a 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. **This handbook does not cover all rules, regulations and questions you may have so families are asked to become familiar with both the LPS Important Information Booklet and the Elementary Common Practices Booklet that are found at <http://lps.org/go/important>.**





## **Kahoa Mission Statement**

Kahoa's mission is to foster academic excellence and wellness for all students in a safe and caring environment.



**Kahoa**  
*Cougars*



## School Day Information

Office staff are available to serve you Monday through Friday from 7:30 a.m. to 4:15 p.m.

The instructional school day for all Lincoln Elementary Public Schools is just over 6 hours. The school day at Kahoa is 9:00 a.m. to 3:38 p.m. with an approximate 30 minute lunch period for all children.

## Kahoa Arrival/Dismissal Procedures

### Arrival at School

Student arrival time at Kahoa School is between 8:50 a.m. and 9:00 a.m. It is important to understand **that adult supervision will not be available until 8:50 a.m.** The tardy bell rings at 9:00 a.m. and any students arriving to class after this time will be counted tardy. **Any student arriving to school before 8:50 will not be supervised and are the responsibility of their parents or daycare provider.**

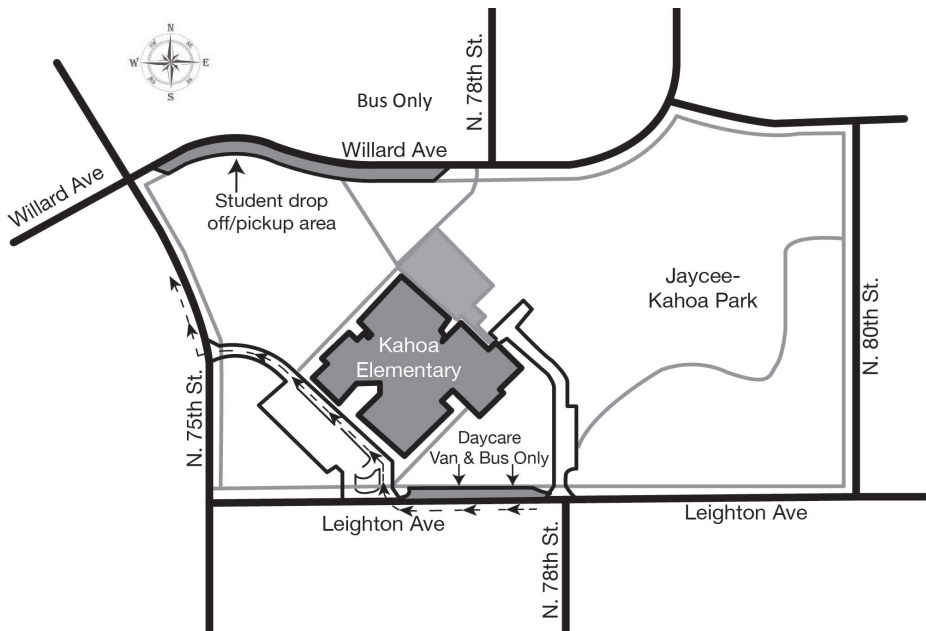
Students will be dismissed at 3:38 p.m. unless there are other circumstances (early release days) upon dismissal, students must leave the school grounds and proceed home or to a previously designated location. **The school playground is not available for students after school.** Our supervisory responsibility ends when students leave the school for the school day. **The school campus (including the playground) is closed until 6:00 p.m. except for use by YMCA childcare and school clubs.** Reservations for room/playground should be entered in the district Archibus System.

Students who participate in the programs noted below may enter the building prior to 8:50 as arranged with the specific staff members or supervisors:

- 1) Students having a prearranged meeting with a teacher
- 2) Students that are accompanied by a parent/guardian and are here for a specific pre-arranged meeting.
- 3) Students who are registered for the YMCA before school program
- 4) Students who participate in a Kahoa music program and have a practice time designated by their teacher. (Students are not to arrive more than 5 minutes prior to designated start time.)
- 5) Students participating in the Kahoa breakfast program (8:30-8:50).

### Dismissal after School

Our school day ends at 3:38. Please be sure to complete and return the Before/After School Plan Google form for your student(s) that will be sent to you electronically by Mrs. Greene. **School 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.**



## Drop-Off and Pick-Up Procedures

At Kahoa School we believe that all students should have a safe learning environment. This includes following a few safety procedures during arrival and dismissal:

- 1) During the arrival (8:30-9:00 a.m.) and dismissal (3:00-3:45 p.m.) times of the school day we ask that parents/guardians not park and leave their cars unattended in the drop off/pick up lane in front of the school building. It is important to keep the traffic flow moving by **adults staying with their vehicles** and students only entering/exiting on the passenger side.
- 2) Please do not double park when dropping off or picking up students in the front drop off lane or any sidewalk cutout areas around the school.
- 3) Please exit the drop off /pick up lane in front of the building by taking a right onto North 76th Street.
- 4) When approaching the school on Leighton Ave. from the west, please do not cross lanes to pull into the cut out area on the southeast side of the building OR allow your student to exit your vehicle on Leighton Ave. and cross in the middle of the street.
- 5) The cut out area on the southeast side of the building is reserved for daycare provider vans and LPS school buses **ONLY**.
- 6) Third through fifth grade families are encouraged to use the long cut out area on Willard Ave to drop off and pick up their students. Students can make their way to and from their designated door by crossing the playground entrance points on Willard Ave.

## Before and After School Programs

Students attending after school clubs or activities provided by the school or the PTO should have arranged procedures with parents and/or guardians for their transportation home at the dismissal of those programs. (In order for a child to participate in an after school program, parents/guardians should be certain that they are able to independently walk to the activity site and follow the predetermined plan for going home.) Kahoa staff will not monitor how the student(s) transition to the site or who is picking students up after these activities or programs or how they are traveling home.

## Attendance at Special, After-School and/or Evening Events

**Students attending after-school and/or evening activities at Kahoa School must be accompanied by a parent and/or guardian.** Students must be in attendance during the school day in order to attend special events during the school day, after school and/or evening activities.

### Hours of Sessions-Regular Schedule

Grades K-5 ..... 9:00 a.m. – 3:38 p.m.

### Hours of Sessions-Early Dismissal (*First Week of School*)

All LPS Schools will follow the PLC-Early Release Schedule on the **first three days of school**.

Grades K-5 ..... M, T, W: 9:00 a.m. – 2:18 p.m.  
Early dismissal dates for first week of school are: **Aug. 14 thru 16 ONLY.**

### Hours of Sessions-Early Dismissal for Teacher Staff Development (PLC)

All LPS elementary schools will have early release dates on the last student Tuesday of each month (with the exception of December and May). Kahoa School will dismiss at 2:18 p.m. (Aug. 29, Sept. 26, Oct. 31, Nov. 28, Jan. 30, Feb. 27, Mar. 29, Apr. 23)  
Please mark your calendars.

On these dates, the following early dismissal schedule shall be utilized:

**Grades K-5** ..... 9:00 a.m. – 2:18 p.m.  
**Before School Supervision** ..... 8:50 – 9:00 a.m.

*\*The daily lunch schedule **WILL NOT** change on PLC Days.*

## Breakfast Program

Breakfast will be served at 8:30 a.m. The cost of the meal is \$1.30 (regular price) or \$.30 (reduced). Students on free lunch will be able to receive a free breakfast. **Please read carefully the following rules and procedures for the breakfast program:**

- The breakfast program is available to all Kahoa students.
- If their POS account is overdrawn, students **will not** be allowed to borrow money to purchase school breakfasts. Free and Reduced Lunch/Breakfast applications are available on the Kahoa and LPS websites.

- **IMPORTANT:** Money deposited will be put into the student’s meal account. The student will be able to buy lunch and breakfast meals plus la carte items like an extra carton of milk. If the parent only wants the student to be able to eat school meals, that would need to be indicated on the My School Bucks account or written in the memo section of the check. If you have questions, please call the Nutrition Services Department at (402) 436-1746.
- You may access menus at the LPS website or Kahoa school website.
- The breakfast program starts at 8:30 a.m. Students will line up at Door #1 and will be brought in by staff at 8:30 a.m. **Students will eat in the multipurpose room. Please do not drop off your child prior to 8:25 a.m.** All students being supervised in the breakfast program must take a school breakfast.

**2023-24 Lunch Schedule:** (Classrooms in each grade enter the lunchroom at 2-minute intervals. Times listed below indicate the time the first classroom arrives and includes a 10-minute recess).

Kindergarten.....	10:45 - 11:19 a.m.
Second Grade .....	11:04 - 11:38 a.m.
First Grade .....	11:18 - 11:52 a.m.
Fourth Grade .....	11:34 - 12:10 p.m.
Third Grade.....	11:48 - 12:24 p.m.
Fifth Grade.....	12:00 - 12:34 p.m.



## Lunch Program

Students have 20 minutes in the lunchroom followed by a 10-minute recess. This recess time is the shorter of two recess opportunities for students within the school day.

Students may bring a sack lunch from home (milk may be purchased for 60 cents) or purchase a hot lunch for \$2.50. The Free/Reduced Lunch application can be found on the Kahoa School and LPS website. Children may purchase a reduced hot lunch for 40¢.

Money can be deposited into your student’s lunch account in the school office or with our Cafeteria Manager in the MPR. Meals can also be purchased on-line. To access the website for purchasing student meals, follow the link at [lps.org](http://lps.org) or ParentVUE to MySchool Bucks. A transaction fee will be charged. The website can also be accessed through the Kahoa School webpage.

Parents and others are invited to have lunch with their children. If someone other than a parent and/or guardian is coming to lunch, the parent and/or guardian must notify the office prior to the visit. A parent may also bring in fast food for their child’s lunch. **However, district policy and federal law prohibits parents from bringing in lunch for their child’s friends.**



When having lunch with your child, we ask that you support your student in following the Kahoa lunchroom procedures, including sitting at the designated area for visitors, and not inviting students beyond your child to join you. Please plan to arrive at the office 10 minutes before your child's designated lunch time to check-in and get a visitors badge.

All grade levels have an additional recess time built into their schedules each day.

## Visiting School

Parents and legal guardians may visit the school. We recommend no more than a 30-minute visit to the classroom. We have found this amount of time provides a good snapshot of the class and does not disrupt the learning of your child or others. Please call the office ahead of time so we can best help you when you arrive. To protect the learning environment for your child and all children, we ask that other children not attend school as visitors to the classroom, this would include field trips. They are welcome at school events and for a lunchroom visit. To ensure the safety of your child and our staff, all visitors and volunteers are required to check in at the office for any visit to school. All doors to our school will remain locked at all times except the front right door to the main entrance.

Each visitor will receive an ID badge that must be worn at all times during the visit. You will also need to return to the office to check out and return your ID badge upon the completion of your visit. Thank you for being patient and following these procedures. We want your visit to be welcoming, but also want to ensure we are being safe with all visitors. Please also refer to the LPS Important Information Booklet about how to register as a volunteer. If you are visiting school to volunteer you must register to become a Level I or Level II volunteer. All field trip volunteers must register for and be granted a Level III volunteer status.

## Student Phone Use

Students will be permitted to use the office phone to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum in order to maximize learning time. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning. Please see the [Elementary School Common Practices](#) for LPS practices regarding cell phones.

## Lost and Found

Most articles that are lost are placed in the lost and found. Whenever possible, label articles so we can return them to their owner. Encourage your child to check periodically for lost articles. Articles not claimed are donated to a worthy cause at the end of each quarter.

# Valuables

Lincoln Public Schools does not provide insurance for personal items. Please do not bring large amounts of money or other valuable items to school. Lincoln Public Schools is not responsible for lost or stolen articles.

Lincoln Public Schools assumes no liability for damage or theft of student property. For this reason, it is wise to leave valuables at home.

Popular items such as fidgets should not be brought to school unless a plan has been established with your student’s teacher.

# Treats and Invitations

Classrooms recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or nonedible). Please do not send gifts, party favors, balloons, or flowers. These items will not be delivered to classrooms.

Invitations will not be distributed during the school day. Invitations can be distributed after school outside of the building. Phone numbers and addresses cannot be distributed by any school personnel. The PTO does have a digital student directory you can have emailed to you by contacting the PTO directly.

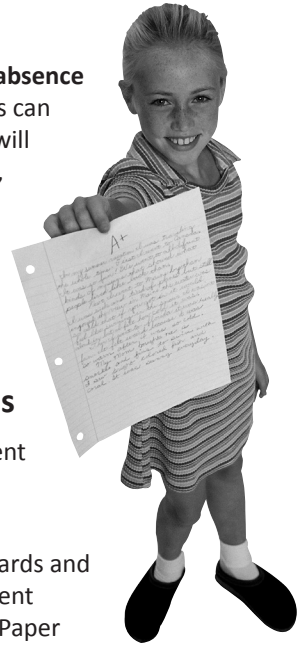


## School Improvement Goal

Students will experience success and see improvements in their reading fluency skills by having at least 83% of our students meet grade level expectations by earning 3s and 4s on their report card and at least 90% of our students in Special Education will make progress toward grade level expectations.

# Reporting Absences

If your child is unable to attend school, **please report the absence in ParentVUE or call the office at 402-436-1147.** Messages can be left anytime. If the school has not been notified, a call will be made to your home or work. If you can not be reached, emergency contacts will be called. Please do not email or text your student’s teacher with this information.



# Communicating Student Progress

## Report Cards and 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.”

Academic achievement based on district curriculum standards and work/study habits will be reported quarterly through student report cards. Report cards will be available on ParentVue. Paper copies will be available for those who do not have access to ParentVue. The exact dates will be communicated through newsletters and on the Kahoa website under the calendar tab.

Parent-Teacher conferences are scheduled twice a year, once in the Fall and once in the Spring. Please consult the Kahoa School Calendar on the LPS website for Parent-Teacher conference dates. Parents with immediate questions about their child’s academic progress are encouraged to contact the teacher at any time.

# Methods of Communication

## Contacting Your Child’s Teacher

Parents/Guardians are encouraged to email their child’s classroom teacher when questions arise. The best time to reach a teacher by phone is before the student day begins. During instructional time, phone messages will be taken for teachers. For more involved concerns such as student evaluation, curriculum concerns, and school policy, a parent-teacher conference rather than a conversation by telephone is encouraged.



### **School Newsletter: Paw Prints**

Paw Prints is a newsletter that contains announcements, information, school events, etc. This newsletter is sent out during the school year through email. **Please have a current email on file with our office staff at Kahoa.** Also, be sure to check the filters on your email address, as some providers will automatically block emails sent by our School Messenger system.

### **Weekly Communication Folders**

Information not sent home electronically, as well as information provided through flyers from the community and PTO, will be sent home via Friday folders. Please return the folder the following Monday including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Kahoa 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/kahoa/>. Make sure to visit the "Calendar" tab for school events. The calendar is updated on a regular basis and as events are scheduled.

### **ParentVue**

Parents may also access communications, grades, attendance, report cards, class assignment information, teacher websites and much more 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. If you would like to receive school and district messages **via text message, please make sure to indicate so when completing the online Personal Verification Process.** Text messaging school staff's personal device is highly discouraged. If you see that you have missed a phone call from the school number, please check your voicemail, as our School Messenger system will leave the message when a voicemail option is available.

### **Social Media**

Follow/Like us on our social media platforms.

You can find us on Twitter @KahoaCougars, or on Facebook at Kahoa Elementary School <https://www.facebook.com/p/Kahoa-Elementary-School-100072382810765/>. The Kahoa PTO also has a Facebook page titled Kahoa Families which can be found at <https://www.facebook.com/groups/427418700707050>.



## Multi-Tiered Systems of Support for Behavior

Multi-Tiered Systems of Support for Behavior (MTSS-B) is a system of school wide, classroom management and individual supports that provide simple but effective strategies to support student social-emotional outcomes. This approach offers support for all students in the school, some students that have additional behavioral needs, and few students who need the most intensive support. This framework provides intervention strategies based on over 30 years of research in school discipline from the education, public health, and psychology fields. The research supports a variety of components within the MTSS-B framework.

- **Consistent and well defined school-wide expectations.** At Kahoa we focus on the following school-wide expectations: Be Safe, Be Respectful, Be Responsible & Be Ready. We teach common, school wide expectations for learning and behavior. This will ensure your child and our staff have consistent expectations across our school and that all the adult learners can recognize and support positive behaviors. It also helps teach students appropriate expectations that will support our school community to be most conducive to learning. Please see our building expectation matrix below.
- **School-Wide acknowledgement program.** We expect our positive and supportive learning climate to be one of many more celebrations and successes rather than misbehavior. We believe in a positive school climate and will work hard to reinforce and recognize students who display good learning skills and interactions with others.

Students are acknowledged for meeting our school-wide expectations throughout the building by earning stars and credits for positive behavior. They are then recognized by their teacher when they reach a certain number of stars and credits. Student's names are shared during morning announcements and they also get to come to the office to be recognized with a card that will be displayed in the hallway. Each time they are recognized for reaching a new level they will add a sticker to their card.


Kahoa also recognizes students monthly who have leveled up in our acknowledgement program. The monthly incentive includes student names in a raffle to earn opportunities to sit by a friend during lunch at a fancy table, the principal’s chair for a day, playing bingo or making a craft with the school counselor to name a few.

- **Continuum of consequences.** If a student is disrupting the learning environment an adult may ask the child to move away from the learning. Depending on the level of disruption this may be to another space within the classroom, a neighboring classroom or a call for additional support from the office. Our goal is to always return the student back to the learning environment when they are no longer experiencing an overwhelming feeling.
- **Family Involvement.** We always want to involve parents in their child’s education. There are many ways you can get involved. Options include volunteering in the building, becoming a member of the PTO, participating in parent teacher conferences, having lunch with your child and participating in family events at school. We also will partner with parents if a child is having a difficult time consistently meeting the school-wide expectations.
- **Systematic approach to teaching expectations.** We spend time teaching and reviewing school-wide expectations at the beginning of the school year. We also have a schedule where we review and reinforce expectations throughout the school year. Every morning during morning announcements we also review our expectations and have a mini lesson that pairs with one of them.
- **Efficient data collection process.** We have a system that tracks each student that moves through our acknowledgment program so that we can ensure all students are being recognized for their positive behavior. This process also collects data on the number of movements individual students experience in and outside of the classroom for disrupting the learning environment. This information helps us determine additional supports a student may need to be successful in the classroom.

## Multi-Tiered Systems of Support for Academics

Multi-Tiered Systems of Support for Academics (MTSS-A) is a system of school wide, classroom and individual supports that provide simple but effective strategies to support student academic outcomes.

At the beginning of the school year we screen all students who did not meet grade level expectations the previous school year in the area of reading. Students who are in need of additional support will be provided small group instruction in addition to the instruction they receive in the classroom by one of our academic interventionists. Parents will be notified if additional support is needed. Progress will be monitored weekly and shared with parents at the end of the intervention which lasts 8-10 weeks. At the end of the intervention if students have made adequate progress they will discontinue the intervention. Students will also be added to the intervention if needs arise during the school year.

	<p align="center"><b><u>BE SAFE</u></b> <i>We help everyone feel physically and emotionally secure.</i></p>	<p align="center"><b><u>BE RESPECTFUL</u></b> <i>We value and are considerate of others.</i></p>	<p align="center"><b><u>BE RESPONSIBLE</u></b> <i>We are accountable for all of our actions.</i></p>	<p align="center"><b><u>BE READY</u></b> <i>We are prepared to learn.</i></p>
<b>ARRIVAL/ DISMISSAL</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use crosswalks and stay on sidewalks.</li> <li><input type="checkbox"/> Walk your bike.</li> <li><input type="checkbox"/> Follow your before and after school plan.</li> <li><input type="checkbox"/> Keep hands and feet to self.</li> <li><input type="checkbox"/> Walk at all times.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow adult directions.</li> <li><input type="checkbox"/> Use sidewalks.</li> <li><input type="checkbox"/> Use kind words and actions.</li> <li><input type="checkbox"/> Level 0 voice when entering and exiting building.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrive on time.</li> <li><input type="checkbox"/> Check in &amp; out with the adult in charge.</li> <li><input type="checkbox"/> Stay in line with your class.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep backpack, jacket and other materials with you.</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wash hands before eating.</li> <li><input type="checkbox"/> Eat your food only.</li> <li><input type="checkbox"/> Stay in your seat.</li> <li><input type="checkbox"/> Carry your tray carefully with both hands.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use good table manners.</li> <li><input type="checkbox"/> Use level 0 voice in food serving area &amp; when light goes off.</li> <li><input type="checkbox"/> Use level 2 voice at tables.</li> <li><input type="checkbox"/> Wait your turn in line.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean up after yourself and report spills.</li> <li><input type="checkbox"/> Get what you need before you sit down.</li> <li><input type="checkbox"/> Raise your hand when you need something.</li> <li><input type="checkbox"/> Wait to be dismissed.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Remain in line.</li> <li><input type="checkbox"/> Wait to be dismissed by your teacher.</li> <li><input type="checkbox"/> Bring coats and outerwear to cafeteria.</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Walk at all times.</li> <li><input type="checkbox"/> Keep hands and feet to self.</li> <li><input type="checkbox"/> Buckle up K-2.</li> <li><input type="checkbox"/> Keep to the right.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Voice at Level 0.</li> <li><input type="checkbox"/> Walk with quiet feet.</li> <li><input type="checkbox"/> Hands &amp; feet off walls.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Go straight to your destination and back.</li> <li><input type="checkbox"/> Be attentive.</li> <li><input type="checkbox"/> Stay in line order &amp; with class.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Eyes and feet forward.</li> </ul>
<b>PLAYGROUND</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use equipment appropriately.</li> <li><input type="checkbox"/> Stay in your recess boundaries.</li> <li><input type="checkbox"/> Keep hands and feet to self.</li> <li><input type="checkbox"/> No chasing games.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Include everyone.</li> <li><input type="checkbox"/> Take turns.</li> <li><input type="checkbox"/> Follow adult directions.</li> <li><input type="checkbox"/> Use appropriate language.</li> <li><input type="checkbox"/> Voice level 0 when entering building.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow game rules.</li> <li><input type="checkbox"/> Take care of the equipment.</li> <li><input type="checkbox"/> Return equipment at the end of recess.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Wear appropriate clothing for the season.</li> <li><input type="checkbox"/> Line up immediately at teacher signal.</li> <li><input type="checkbox"/> Level 0 when entering cafeteria.</li> </ul>
<b>RESTROOM</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep soap and water in the sink.</li> <li><input type="checkbox"/> Wash your hands.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Give people privacy.</li> <li><input type="checkbox"/> Use level 1 voice.</li> <li><input type="checkbox"/> Keep restroom clean.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Flush the toilet.</li> <li><input type="checkbox"/> Put paper towels in the trash.</li> <li><input type="checkbox"/> Limit paper towel usage.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Return promptly to your room.</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep hands and feet to yourself.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Voice level 0</li> <li><input type="checkbox"/> Be a focused listener</li> <li><input type="checkbox"/> Sit flat on "pockets".</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use an appropriate response.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow signals for attention.</li> </ul>
<b>FIELD TRIPS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep hands, feet and objects to yourself</li> <li><input type="checkbox"/> Stay seated on your pockets when in a bus/vehicle.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow adult directions</li> <li><input type="checkbox"/> Follow teacher voice level directions.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Represent Kahoa school in a positive way.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be aware of your surrounding and ready for adult directions.</li> </ul>

## Bullying

If you feel that your child is being bullied by peers, please contact your child’s teacher or the building principal, Mandy Greene. 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.

## Guidelines for Playground

**All LPS elementary school campuses are closed until 6:00 p.m. including the playground area.**

1. There is no playground supervision in the mornings before school. Children are, therefore, instructed not to utilize the playground equipment or initiate playground activities before school.
2. Children are to go directly to their home after school dismisses. The school does not provide playground supervision before or after school.
3. All playground procedures are reviewed with the children at the beginning of each year, and periodically throughout the school year.
4. Playground procedures are designed for the safety and welfare of the children. Children who do not follow the procedures may lose their playground privileges.
5. **We ask all middle and high school students to not use the playground area or equipment while our school is in session.**
6. All recesses throughout the day, including lunch periods, are supervised by school staff. It is every child's responsibility to give complete cooperation to adults supervising on the playground and observe the playground procedures.

## Staying in from Recess

Students will go outside for recess each day, weather permitting. If your child has medical reasons for not participating in outside recess, a note must be sent to school that day. If an extended period is needed, a note from your doctor may be required. Students staying in from recess will remain in an area of the building to read or work quietly.

## Kahoa Parent-Teacher Organization

The Kahoa PTO is an active and integral part of the total Kahoa school experience. The purpose of the PTO is to promote the welfare of the children and strengthen the relationship between the home and school, so that parents and teachers may cooperate in the education of children and youth.



We invite all parents to become involved in the PTO through a variety of ways—committee members, volunteers, attending PTO meeting and events, etc. Whatever time and talents you have to share, the PTO welcomes your help and support. All parents are encouraged to attend and participate in PTO meetings. Parent perspectives and opinions are important so that decisions made reflect the majority of the parents’ wishes. Meetings are held at Kahoa.

The PTO board is excited about school activities for the coming year. If at any time you have questions or concerns about the PTO, please feel free to talk to any of the board members. Come join us as we all work together for a positive educational experience. The Kahoa PTO has a private Facebook page titled, “Kahoa Families” that they invite all Kahoa families to join.



## Mental and Behavioral Health Point of Contact

Your student’s mental health is important to their academic success. If you have concerns about your student’s mental or behavioral health, you can contact the social worker at your student’s school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports.



# Kahoa Staff, Position & E-Mail Address

Mandy Nickolite-Greene	Principal	anickol@lps.org
Jenn Metzger	Assistant Principal	jmetzge@lps.org
Erin Stephen	Executive Secretary	estephe@lps.org
Jenn Uher	Secretary II	juher2@lps.org
Kristine Wendelin	Teacher - Kindergarten	kkayton@lps.org
Abigail Spaulding	Teacher - Kindergarten	aspauldi@lps.org
Christine Carroll	Teacher - Kindergarten	ccarroll@lps.org
Taylor Hesterman	Teacher - Grade 1	tglass@lps.org
Erin Campbell	Teacher - Grade 1	ecampbe2@lps.org
Shira Kaplan-Buller	Teacher - Grade 1	skaplan@lps.org
Tiffany Foote	Teacher - Grade 2	tfoote@lps.org
Erin Honnens	Teacher -Grade 2	ehonnen@lps.org
Candy Neemann	Teacher -Grade 2	cross@lps.org
Olivia Pester	Teacher - Grade 3	obadami@lps.org
Jeni Fisher	Teacher - Grade 3	jfisher@lps.org
Briana Stewart	Teacher - Grade 3	bstewar@lps.org
Taylor Robb	Teacher - Grade 3	trobbs@lps.org
Kyra Beuning	Teacher - Grade 4	kbeuning@lps.org
Jen Fosler	Teacher - Grade 4	jfosler@lps.org
Constance Southworth	Teacher - Grade 4	TBA
Erin Stelzer	Teacher - Grade 4	estelzer@lps.org
Josh Stephens	Teacher - Grade 5	jstephen@lps.org
Chantel Ehrenfried	Teacher - Grade 5	cehrenf@lps.org
Traci Pettit	Teacher - Grade 5	tpetitt@lps.org
Alex Andazola	SE Teacher	aandazol@lps.org
Madi Hansen	SE Teacher	mdeiro@lps.org
Michelle Hakenkamp	SE Teacher	mhakenka@lps.org
Kayleigh Monzon	Behavior Technician	kmonzon@lps.org
Lauryl McClintick	Speech Pathologist	lmcllin2@lps.org
Megan Johnson	School Psychologist	mjohns13@lps.org
Heidi Barlett-Allen	Occupational Therapist	hbartlet@lps.org
Molly Morton	Physical Therapist	mmorton@lps.org
Alyse Krejdl	Teacher of the Deaf	akrejdl@lps.org
Stacey Meier	Interventionist	smeier@lps.org
Jill McCarville	Interventionist	jmccarv@lps.org
Pam Reber	Interventionist	preber@lps.org
Michelle Kiesel	Gifted Facilitator	mkiesel@lps.org
Michelle Hansen-Daberkow	Teacher - Art	mdaberk@lps.org

Eric Vacek .....	Teacher - Physical Ed .....	evacek@lps.org
Jerri Gradert .....	Teacher - Vocal Music.....	jgrader@lps.org
Liz Wysong-Hoffart .....	Librarian/Computer .....	ewyhoff@lps.org
Gretchen Batt .....	School Nurse/Health Tech.....	gbatt@lps.org
Lori Bellar .....	Counselor .....	lbellar@lps.org
Tiffany Kavanaugh .....	School Social Worker.....	tkavana@lps.org
Zach Brown.....	Instrumental - Band .....	zbrown@lps.org
Sam Packard .....	Instrumental - Strings/ .....	spackar2@lps.org
	Choir Instructor	
Tina Powell .....	Building Superintendent .....	tpowell@lps.org
Amber Wolfe .....	Assistant Building Supt.....	awolfe@lps.org
Jon Brenemann.....	Custodian .....	jbrennem@lps.org
Dave Cook.....	Custodian .....	dcook2@lps.org
Alison Gillam-Douglas .....	Cafeteria Manager .....	agillam@lps.org
Donna Bartch.....	Nutrition Service Staff.....	dbartch@lps.org
Jenny Hamilton.....	Nutrition Service Staff.....	jryder@lps.org
Dalia Urias Vega.....	Nutrition Service Staff.....	durias@lps.org
Michelle Nelson.....	Paraeducator.....	mnelson5@lps.org
Lindsey Martin.....	Paraeducator.....	lmartin7@lps.org
Linda Walter .....	Paraeducator.....	lwalter@lps.org







Kahoa  
*Cougars*

## 2023-2024 Specialist Rotation Schedule

# KAHOA ELEMENTARY SCHOOL

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

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

FEBRUARY		2024				
S	M	T	W	T	F	S
				1 <sup>1</sup>	2 <sup>2</sup>	3
4	5 <sup>3</sup>	6 <sup>4</sup>	7 <sup>5</sup>	8 <sup>6</sup>	9 <sup>7</sup>	10
11	12 <sup>8</sup>	13 <sup>9</sup>	14 <sup>10</sup>	15 <sup>11</sup>	16 <sup>12</sup>	17
18	19 <sup>13</sup>	20 <sup>14</sup>	21 <sup>15</sup>	22 <sup>16</sup>	23 <sup>17</sup>	24
25	26 <sup>18</sup>	27 <sup>19</sup>	28 <sup>20</sup>	29 <sup>21</sup>		

MAY		2024				
S	M	T	W	T	F	S
				1 <sup>1</sup>	2 <sup>2</sup>	3 <sup>3</sup>
4	5 <sup>4</sup>	6 <sup>5</sup>	7 <sup>6</sup>	8 <sup>7</sup>	9 <sup>8</sup>	10 <sup>9</sup>
11	12 <sup>10</sup>	13 <sup>11</sup>	14 <sup>12</sup>	15 <sup>13</sup>	16 <sup>14</sup>	17 <sup>15</sup>
18	19 <sup>16</sup>	20 <sup>17</sup>	21 <sup>18</sup>	22 <sup>19</sup>	23 <sup>20</sup>	24
25	26	27	28	29	30	31

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

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

MARCH		2024				
S	M	T	W	T	F	S
					1 <sup>1</sup>	2
3	4 <sup>2</sup>	5 <sup>3</sup>	6 <sup>4</sup>	7 <sup>5</sup>	8 <sup>6</sup>	9
10	11	12	13	14	15	16
17	18 <sup>7</sup>	19 <sup>8</sup>	20 <sup>9</sup>	21 <sup>10</sup>	22 <sup>11</sup>	23
24	25 <sup>12</sup>	26 <sup>13</sup>	27 <sup>14</sup>	28 <sup>15</sup>	29	30
31						



### KEY

**#** Library, Art, Music, PE  
Rotation Days

**#** Computer, Art, Music, PE  
Rotation Days

**●** First and last days of class for students

**■** Schools not in session

**■** Elementary students NOT in attendance

**□** PLC days - dismissal at 2:18 p.m.

JANUARY		2024				
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8 <sup>1</sup>	9 <sup>2</sup>	10 <sup>3</sup>	11 <sup>4</sup>	12 <sup>5</sup>
13	14	15	16 <sup>6</sup>	17 <sup>7</sup>	18 <sup>8</sup>	19 <sup>9</sup>
20	21	22 <sup>10</sup>	23 <sup>11</sup>	24 <sup>12</sup>	25 <sup>13</sup>	26 <sup>14</sup>
27	28	29 <sup>15</sup>	30 <sup>16</sup>	31 <sup>17</sup>		

APRIL		2024				
S	M	T	W	T	F	S
		1 <sup>1</sup>	2 <sup>2</sup>	3 <sup>3</sup>	4 <sup>4</sup>	5 <sup>5</sup>
6	7	8 <sup>6</sup>	9 <sup>7</sup>	10 <sup>8</sup>	11 <sup>9</sup>	12 <sup>10</sup>
13	14	15 <sup>11</sup>	16 <sup>12</sup>	17 <sup>13</sup>	18 <sup>14</sup>	19 <sup>15</sup>
20	21	22 <sup>16</sup>	23 <sup>17</sup>	24 <sup>18</sup>	25 <sup>19</sup>	26 <sup>20</sup>
27	28	29 <sup>21</sup>	30 <sup>22</sup>			

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

# 2023-2024 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



Approved 2/23/21

JULY 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					

JANUARY 2024						
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 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 2024						
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		

SEPTEMBER 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

MARCH 2024						
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						

OCTOBER 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				

APRIL 2024						
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				

NOVEMBER 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 2024						
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 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						

JUNE 2024						
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. 6/5/23

## GRADUATION DATES

**Friday, May 17, 2024:** Yankee Hill & Independence Academy

**Thursday, May 23, 2024:** Bryan Community Focus Program

**Friday, Saturday and Sunday, May 24-26, 2024**

**Fri:** LSW

**Sat:** LNS/East/LHS/LNW | **Sun:** LSE/LNE

**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.

# 2024-2025 Student Calendar



Lincoln Public Schools  
Lincoln, Nebraska



DRAFT 2/23/22

**JULY** 2024

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** 2025

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** 2024

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** 2025

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	

**SEPTEMBER** 2024

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					

**MARCH** 2025

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					

**OCTOBER** 2024

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		

**APRIL** 2025

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** 2024

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** 2025

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** 2024

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** 2025

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. 2/23/22

## GRADUATION DATES

**Tuesday, May 20, 2025** - Yankee Hill, Independence Academy

**Thursday, May 22, 2025** - Bryan Community

**Friday, Saturday and Sunday, May 23-25, 2025**

Fri: Schools TBA | Sat: Schools TBA | Sun: Schools TBA

**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.





# Lincoln

## PUBLIC SCHOOLS

### BOARD OF EDUCATION

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.*