#### 2023-2024

# Zeman Elementary School Calendar and Family Handbook



Phone: 402-436-1169

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

4900 S. 52nd Street | Lincoln, NE 68516 Visit us at: zeman.lps.org | Facebook: Zeman Elementary School

### Notes





### **Zeman Elementary School**

Lincoln Public Schools • 4900 S. 52nd Street • Lincoln, Nebraska 68516 • (402) 436-1169

### Welcome to the 2023-2024 school year!

The Zeman staff is excited to work with families to help all students learn and grow. The Zeman Student Handbook serves as a guide for school staff, students, and families as we work to create a culture where students can learn at high levels, happily, and safely. If you ever have concerns or questions, please do not hesitate to contact me. It is my privilege to serve the Zeman community!

Dr. Rik Devney, Principal Zeman Elementary rdevney@lps.org 402-436-1169



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# **School Mission**

Our mission at Zeman, in partnership with our community, is to help students develop the knowledge and skills needed to be successful in our diverse society.

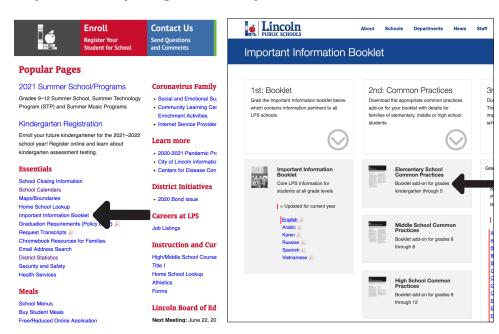
#### **Overview**

The following are practices that will be followed at Zeman Elementary School. This handbook is meant to be a quick-reference guide of common practices and guidelines for Zeman students and families. A complete LPS Important Information Book and list of Elementary Common Practices is available online at <a href="https://www.lps.org/about/important/index.html">https://www.lps.org/about/important/index.html</a>.

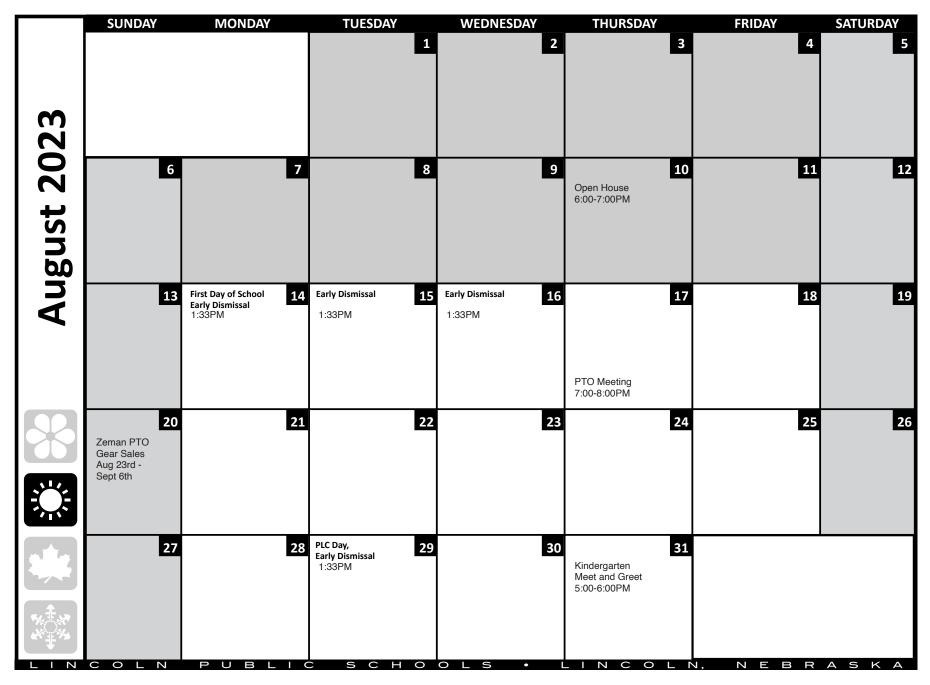
#### **PLEASE NOTE:**

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.

A complete LPS Important Information Book and list of Elementary Common Practices is available online at <a href="https://www.lps.org/about/important/index.html">https://www.lps.org/about/important/index.html</a>.



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#### **Arrival & Dismissal**



School Hours: 8:15 a.m. – 2:53 p.m. Breakfast: 7:45 a.m. – 8:10 a.m.

Welcome Bell: 8:10 a.m. Start (tardy) Bell: 8:15 a.m.

PLC Day Schedule: 8:15 a.m. - 1:33 p.m.

Children may start arriving on school grounds after 8:00 a.m. unless eating breakfast. Supervision is not provided before 8:00 a.m.

Students line up outside between 8:00 a.m. and 8:10 a.m., with supervision starting at 8:00 a.m. Each classroom will have an assigned spot outside their grade level doors. After 8:10 a.m., teachers will meet students at their door and escort them inside the building to start the school day. Below, you will find information about arrival and dismissal doors for all students.

#### **Grade Level Arrival and Dismissal Doors**

Kindergarten Door # 4
1st Grade Door # 3
2nd Grade Door # 1
3rd Grade Door # 2
4th Grade Door # 12
5th Grade Door # 11

Once the school day begins at 8:15, the students will need to enter through the main entrance, Door 1. All other doors will be locked.

Students are dismissed from school at 2:53 p.m. from their assigned doors. All students must go directly home or to a school sanctioned after school activity. If a child is not picked up by 3:00 p.m. the child will be escorted back into the building. The Zeman School Campus (including the playground) is closed until 5:45 p.m. except for use by the YMCA Adventure Club and by school clubs.

Some children wish to ride their bicycle to school. We encourage parents to ensure children are capable of following all safety rules independently before being allowed to ride their bicycle to school. All bikes must be parked at our bike rack on the south end of the building. Use of a bike lock is recommended. Zeman School is not responsible for lost or stolen bikes.



	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY 1	SATURDAY 2
<b> </b> &							
02							
7	3	4	5	6	7	8	9
er_	Zeman PTO Gear Sales	Labor Day			4th Grade Field Trip Prairie Immersion-		
	Until Sept 6th				Pioneer Park		
ter		Schools are Closed				-	
September 2023	10	11	12	4th Grade Field Trip Cunningham One-Room	4th Grade Field Trip Cunningham One-Room	4th Grade Field Trip Cunningham One-Room	16
<b>S</b>				School House: Mrs. Nelson	School House: Mrs. Acklie	School House: Mrs. Springman	
						Block Party 5:30-8:00PM	
	17	18	19	20	21	22 School Picture Day	23
					PTO Meeting 7:00-8:00PM		
	24	25	PLC Day, Early Dismissal 1:33PM	27	28	29	30
			1.00F IVI				
***							
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### **Traffic Flow & Safety Tips**

#### See the Zeman traffic map located on our website for more information.

To ensure the safety of children at Zeman, please adhere to the following safety procedures as you drop off and pick up your children. Please discuss these rules with your children. Please also share this information with any grandparents or neighbors who may pick your child up throughout the year. It is imperative that we all work together to maintain a safe environment for our students as they arrive and leave school each day.

Please approach the school coming from the south. Students in K-5 arriving by car can be dropped off on the curbside in front of the school, also known as the cutout. Please do NOT park your car in the cutout in front of the school between the hours of 7:45 a.m. -8:15 a.m. and 2:45 p.m. -3:10 p.m. The cutout is reserved for cars to pull up and drop students off without adults getting out of the car during arrival and dismissal.

- If you must leave your car, do not park in the cutout in front of the school.
- If you wish to walk your child up to the building, please park on a side street.
- Do not use your cell phone during arrival and dismissal.
- Obey all traffic laws including:
  - Do not park in front of driveways
  - Park on the right hand side of the street
- Do not park in the bus-loading zone at the far north end of the cutout.
- Do not double or triple-park. Students should exit and enter their vehicle on the passenger side so they do not need to cross traffic.
- Students should exit their vehicle at the curb **NOT** in the middle of the street.
- Children and adults must use the crosswalk in front of the school.
- The parking lot is reserved for staff parking and daycare vans during arrival and dismissal. **The parking lot cannot be used for student drop off and pick up.**

# Parent Teacher Organization

The Zeman Parent Teacher Organization is a vital part of Zeman's success with children. As an organization, they represent parents and guardians, and organize events and projects that serve children and families. Monthly PTO meetings are held on the third Thursday of the month at 7:00 p.m. (Please check the Zeman website calendar for exceptions.) All teachers and families are considered members of the Zeman PTO and are encouraged to participate in the fun! Visit the PTO website by visiting the Zeman School Website and clicking the PTO tab!



	SUNDAY 1	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6	SATURDAY 7
					Parent/Teacher Conferences 3:30-7:00PM		
(M)					3:30-7:00PM		
02							
r 2	Pumpkin Run at the Railyard	9	Parent/Teacher Conferences 3:30-7:00PM	11	PTO Sponsored Fall Party	End of 1st Quarter	14
October 2023					PTO Sponsored Urban Air Night 4:00-8:00PM at Urban Air	No School for Elementary Students	
Oct	15	16	17	18	19	20	21
					PTO Meeting		
		Schools a			7:00 - 8:00PM		
	22	4th Grade Field Trip to Young People's Concert	24	25	26 3rd Grade & 5th Grade Field Trip to Morrill Hall	27 3rd Grade & 5th Grade Field Trip to Morrill Hall	28
-0:-							
	29	30	PLC Day, Early Dismissal				
		Red Ribbon/Spirit Week	1:33PM  Red Ribbon/Spirit Week				
***							
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#### **Breakfast & Lunch**

Breakfast begins at 7:45 a.m. each morning. No reservation or notice is necessary if your child is going to come to school for breakfast.

 Supervision for breakfast students starts at 7:45 a.m. Do not have your child arrive at school before 7:45 a.m. We do not have adult supervision available to ensure student safety before 7:45 a.m.

#### **Lunch Schedule**

Kindergarten	11:00 - 11:20
5th Grade	11:30 - 11:50
1st Grade	11:45 - 12:05
4th Grade	12:00 - 12:20
3rd Grade	12:15 - 12:35
2nd Grade	12:30 - 12:50

#### **Breakfast & Lunch area meal prices:**

#### **Elementary School Lunch**

Full price \$2.50 Reduced \$0.40 Adult/non-student \$4.60 Second lunch \$4.60 À la carte \$0.60

#### **Breakfast**

Elementary full price \$1.30 Reduced \$0.30 Adult/non-student \$2.75 Second breakfast \$2.75 À la carte \$0.60

#### **Communication**

#### **ZEMAN GAZETTE: School Newsletter**

The ZEMAN GAZETTE contains announcements, school information, school events, our lunch menu, important dates, and much, much more! The ZEMAN GAZETTE is sent on the 1st day of each month via email through our School Messenger service. If your family does not have access to email or the internet, please contact the school office to receive a paper copy of our school newsletter each month.

### WEDNESDAY FOLDERS: Weekly Communication Folder

Typically, school news and informational flyers will be sent home via Wednesday Folders. Please return the folder the next day including any notes to your child's teacher. General information will be sent with the oldest child in the family attending Zeman School.

#### **COMMUNITY NEWS**

"Community News" is a newspaper distributed by Lincoln Public Schools. It is 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."

#### **ZEMAN WEBSITE**

Information is regularly updated on our website: *zeman.lps.org* 

- School Calendar
- Lunch Menu with SPECIALIST SCHEDULE
- Lunch Times
- Staff Websites
- School and Staff Contact Information
- PTO Information
- Music Program Information
- Latest News
- Much, much more!

#### **PARENTVUE**

Parents may access communication, attendance, grade information and more for their child through ParentVue. A 'button' linking you to ParentVue can be found on our school website. You will need to activate your account. Please contact Mrs. Dlouhy in the office if you need help to gain access to Synergy for your child.

#### **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.

#### **ZEMAN FACEBOOK**

'Like' us on Facebook! Just search for ZEMAN ELEMENTARY SCHOOL! You will find pictures and posts about exciting events happening at Zeman!

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Red Ribbon/Spirit Week	Red Ribbon/Spirit Week	Red Ribbon/Spirit Week	4
m				, 100 1 1152011 Opini 110011	, 100 1 112011		
202					2nd Grade Musical Program-6:30PM "The Spooky Pumpkin Patch"		
er	5	6	7	8	9 School Picture Re-Takes	10	11
November 2023						PTO Sponsored Ice Skating 5:00-7:30PM at Breslow	
00	12	13	14	15	16	17	18
					DTO Marking		
					PTO Meeting 7:00-8:00PM		
	19	20	21	22	23	24	25
2,17		PTO Sponsored Urban Air Night					
711		4:00-8:00PM at Urban Air			Schools are Closed		
集	26	27	PLC Day, Early Dismissal 1:33PM	29	30		
*±							
***		No School for Elementary Students PUBLIC	s с н о				ASKA

### **Bullying Information**

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

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must include:

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

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

As an added prevention piece, please discuss with your child adults in the building who they can talk to if they feel that they are being bullied or are in an unsafe situation. These people may include, but are not limited to, their teacher, principal, coordinator, 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 Lincoln Public School's Second Step program.

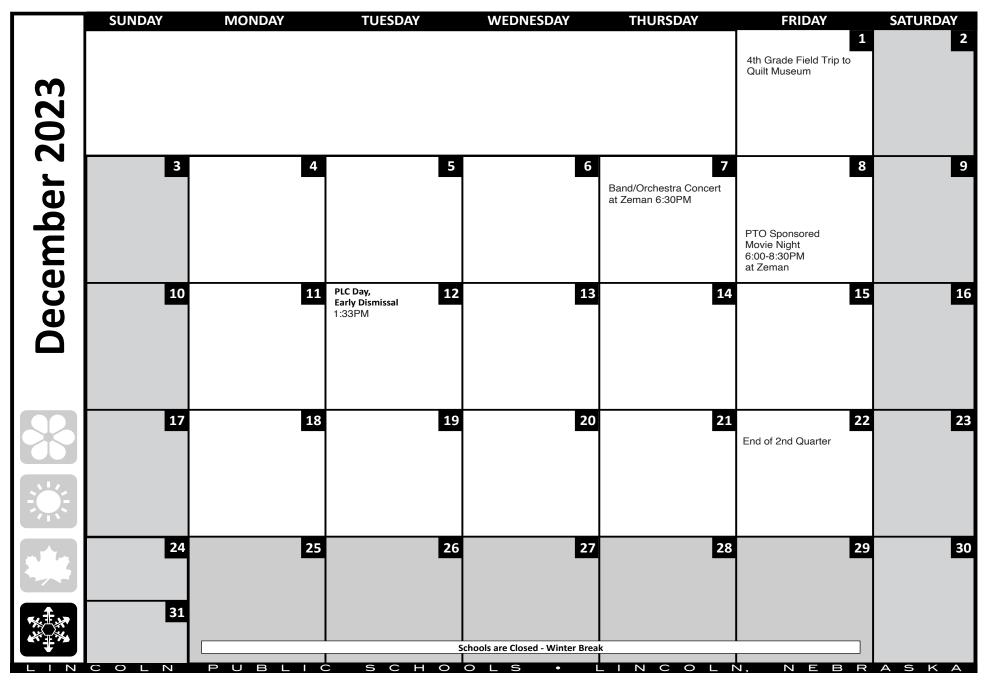




# **Mental and Behavioral Health Point of Contact**

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.



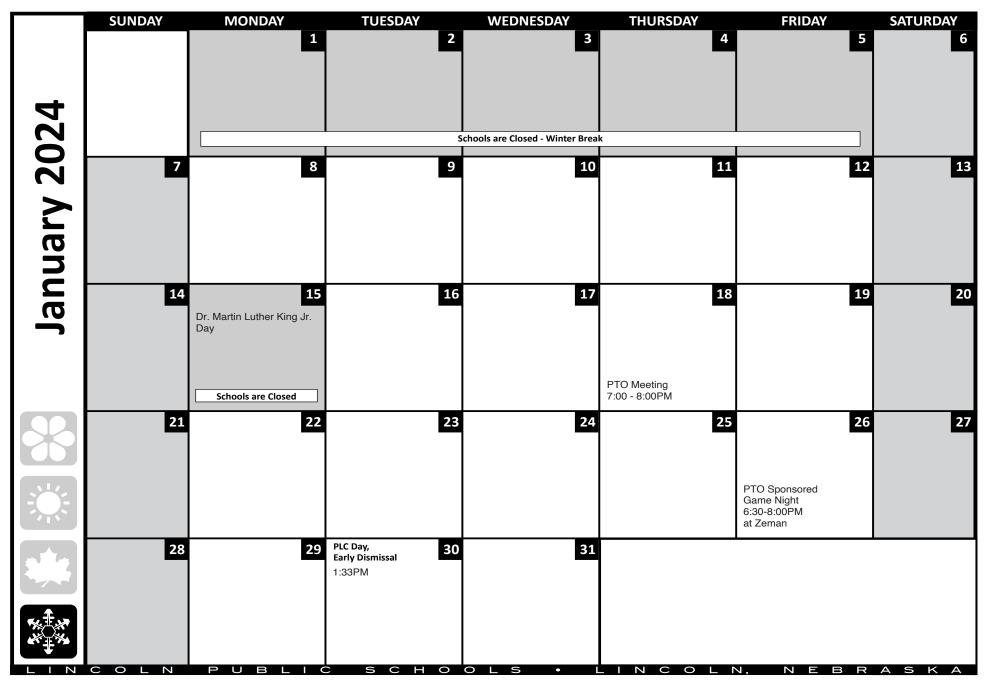
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# ZEMAN ELEMENTARY SCHOOL Common Area Expectations



WALLEL CONTROL	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
Classroom	<ul> <li>Keep hands, feet, and objects to self</li> <li>Walk from place to place appropriately</li> <li>Sit properly in chairs</li> <li>Stay in assigned area</li> </ul>	<ul> <li>Listen for voice level given by adult</li> <li>Follow classroom expectations</li> <li>Speak/respond when it's your turn</li> <li>Be polite to one another</li> <li>Respect personal property and equipment</li> </ul>	<ul> <li>Ask questions when needed</li> <li>Keep learning materials organized</li> <li>Complete all assigned work during allotted time</li> <li>Leave classroom with adult permission and come back in a timely manner</li> <li>Give your best effort</li> <li>Be an active participant</li> </ul>
Lunchroom	<ul> <li>Keep hands, feet, and objects to self</li> <li>Let adult know when there is a spill</li> <li>Both hands on the tray when walking</li> <li>Keep all food to yourself</li> <li>Remain seated</li> <li>Square up to the table</li> <li>Walk to trash station</li> </ul>	<ul> <li>Use voice level '1' or '2'</li> <li>Wait patiently in line</li> <li>Say "please" and "thank you"</li> <li>Chew with mouth closed and use napkin</li> <li>Swallow food before talking or moving to the trash station</li> </ul>	<ul> <li>Clean up all trash before leaving table</li> <li>Sort your tray-recycle and compost</li> <li>Put your silverware in your hand before leaving the table</li> <li>Push in your chair</li> <li>Stack trays like a puzzle</li> </ul>
Playground & Recess	<ul> <li>Stay within designated boundaries</li> <li>Keep hands, feet, and objects to self</li> </ul>	<ul> <li>Include everyone in games and activities</li> <li>Use kind words and actions</li> <li>Follow adult directions</li> <li>Play by the rules</li> <li>Have good sportsmanship</li> </ul>	<ul> <li>One lap around the track before playing</li> <li>Put away equipment after recess</li> <li>Line up in line order at your assigned location when signaled</li> </ul>
Hallways	<ul> <li>Walk in line facing forward</li> <li>Use line order</li> <li>Use right side of the hallway</li> <li>Keep hands, feet, and objects to self</li> </ul>	Use voice level '0' Follow adult directions	Walk directly to your next location
Restrooms	<ul> <li>Keep water in sink</li> <li>Keep hands, feet, and objects to self</li> <li>Keep floors and sink areas dry and clean</li> </ul>	<ul> <li>Use voice level '0'</li> <li>Give others privacy</li> <li>Wait patiently</li> </ul>	<ul> <li>Leave all classroom materials in the room</li> <li>Flush the toilet after use</li> <li>Use 1 pump of soap</li> <li>Use 1-2 paper towels</li> <li>Throw away paper towels in the trash can</li> <li>Return to class or line quickly</li> </ul>
Arrival & Dismissal	<ul> <li>Keep hands, feet, and objects to self</li> <li>Only use crosswalks to cross street</li> <li>Remain on sidewalk</li> <li>Walk at all times facing forward</li> <li>Walk bicycles on school property</li> <li>Be aware of vehicles at all times</li> </ul>	<ul> <li>Walk on the right side</li> <li>Follow adult directions</li> </ul>	<ul> <li>Be aware of others around you</li> <li>Arrive and leave on time</li> <li>Go directly to designated area</li> </ul>
Office & Health Office	<ul> <li>Keep hands, feet, and objects to self</li> <li>Walk</li> <li>Sit on chairs appropriately</li> </ul>	<ul> <li>Use appropriate voice level</li> <li>Wait patiently, until an adult addresses you</li> <li>Use polite manners, say please &amp; thank you, greet others</li> <li>Follow adult directions</li> </ul>	<ul><li>State your purpose (know why you are there)</li><li>Wait quietly for your turn</li></ul>



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#### **Miscellaneous Information**

#### **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.

## Cell Phone / Personal Electronic Device Use

Cell phones, smart watches, and other personal electronic devices are considered nuisance items if heard or used during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, or location designated by school staff during the school day. The school is not responsible for damaged, lost, or stolen devices. Please note that it is unlawful, and therefore prohibited on school grounds, to take a picture or record audio or video of another person without their consent.

#### **YMCA After School Care**

After school care is available to families at Zeman School through the YMCA Adventure Club. They serve students in grades K-5. Hours are 2:53 p.m. – 5:45 p.m. Please contact the YMCA at 402-434-9252 for registration information and fee schedule.

### Will your child be absent from school? Contact the Office!

It is important to us that we keep all students safe. Please enter absences in ParentVue or contact the office if your child is going to be absent from school for any reason. Our office line has voicemail, so calls after school hours can be accepted. Please enter absences in ParentVue or call our office if your child is going to be absent. (402-436-1169)

### Does your child need to leave for an appointment? Contact the Office!

If you will be picking your child up early from school for an appointment, please contact the office to let us know. When you arrive to pick up your child, we will call the classroom and have your child come to the office to meet you. We will not have your child come to the office until you arrive.

#### **Lost and Found**

The Zeman Lost and Found is located in the cafeteria. Whenever possible, please label your child's belongings. Encourage your child to periodically check for lost items. Items not claimed will be donated to a local charity on the last day of Quarter 2 and one week after the last day of school.

#### **Pets on School Grounds**

For the safety of students and families, we ask that parents not bring pets onto school grounds. This request includes arrival and dismissal times. Signs are posted on the school grounds, reminding community members that pets are not allowed on Zeman School property.

#### **Birthdays/Parties/Invitations**

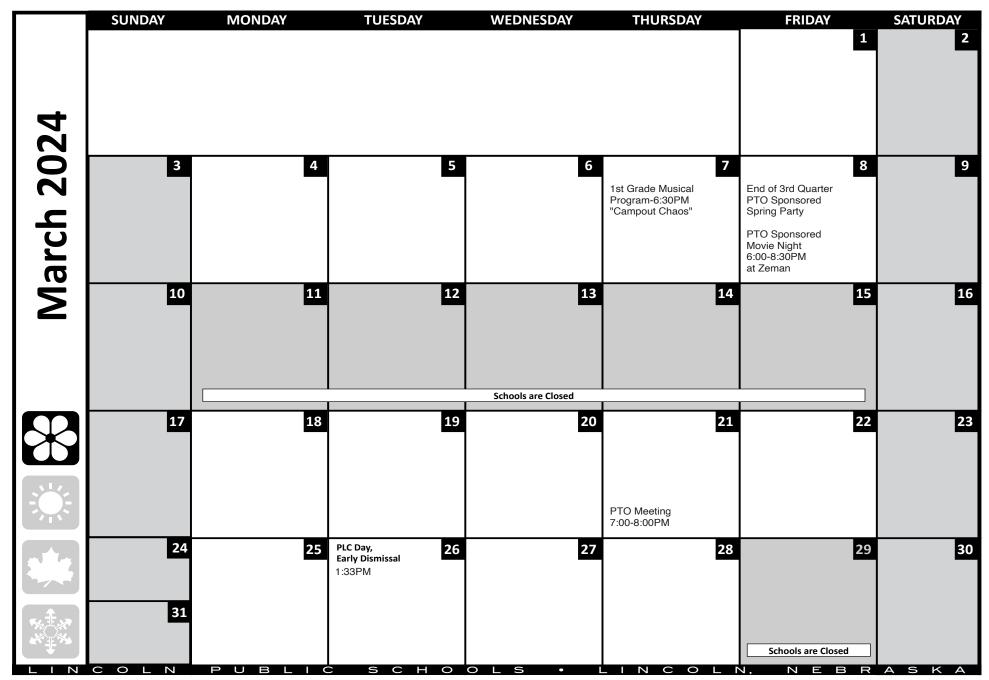
Teachers recognize birthdays in a variety of ways. Students are not allowed to bring birthday treats (edible or non-edible). Please do not send gifts, party favors, balloons, or flowers. These items will not be delivered to classrooms.

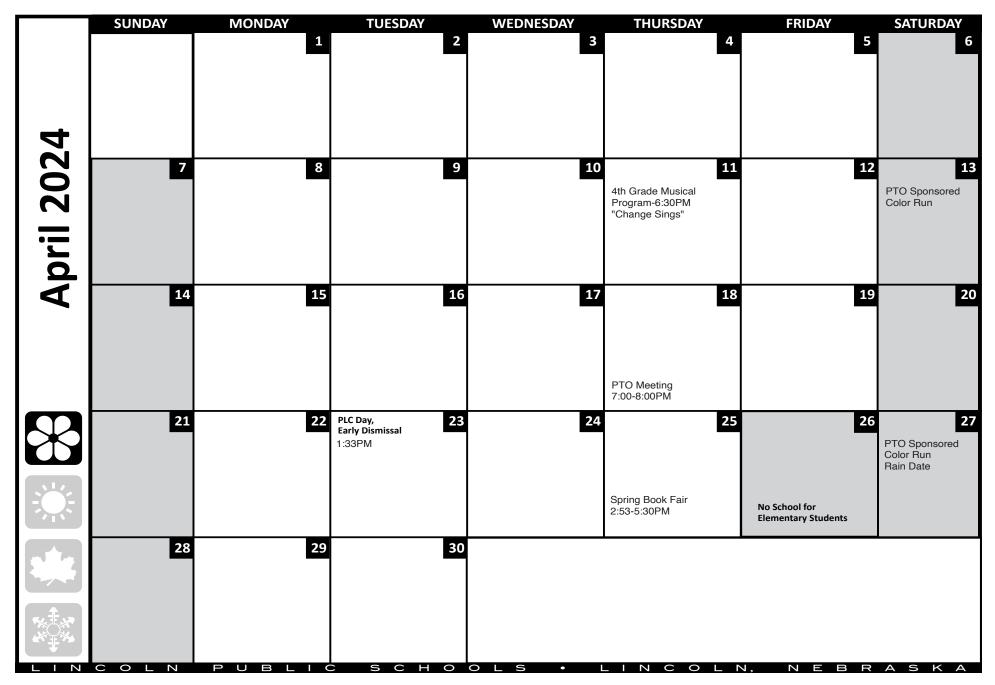
Party invitations will not be distributed during the school day. Teachers should be notified ahead of time if a student has invitations to distribute after school. Phone numbers and addresses cannot be distributed by any school personnel.



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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
024					3rd Grade Musical Program-6:30PM "On with the Show"	2	3
February 2024	Zeman PTO Gear Flash Sale Feb 5th-9th	5	Book Fair and Parent/Teacher Conferences 3:30-7:00PM	7	Book Fair and Parent/Teacher Conferences 3:30-7:00PM	9	10
Febi	11	12	13	14	PTO Meeting 7:00-8:00PM	No School for Elementary Students	17
	<b>18</b>	President's Day	20	21	22	23	24
		Schools are Closed				Art Show and Pancake Feed 5:00-7:00PM	
	25	26	PLC Day, Early Dismissal 1:33PM	28	29		
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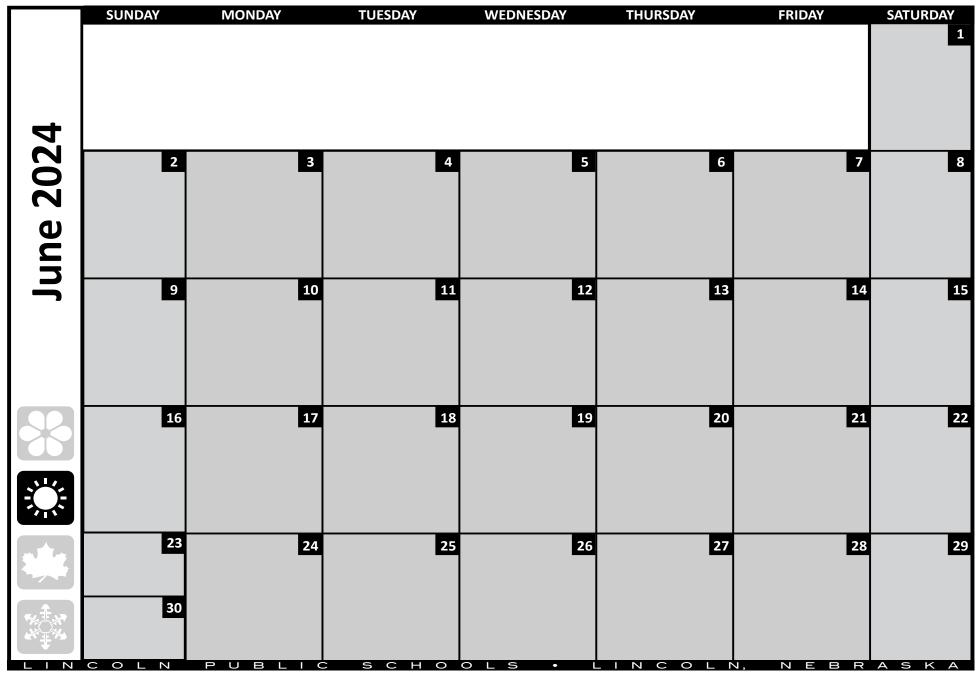




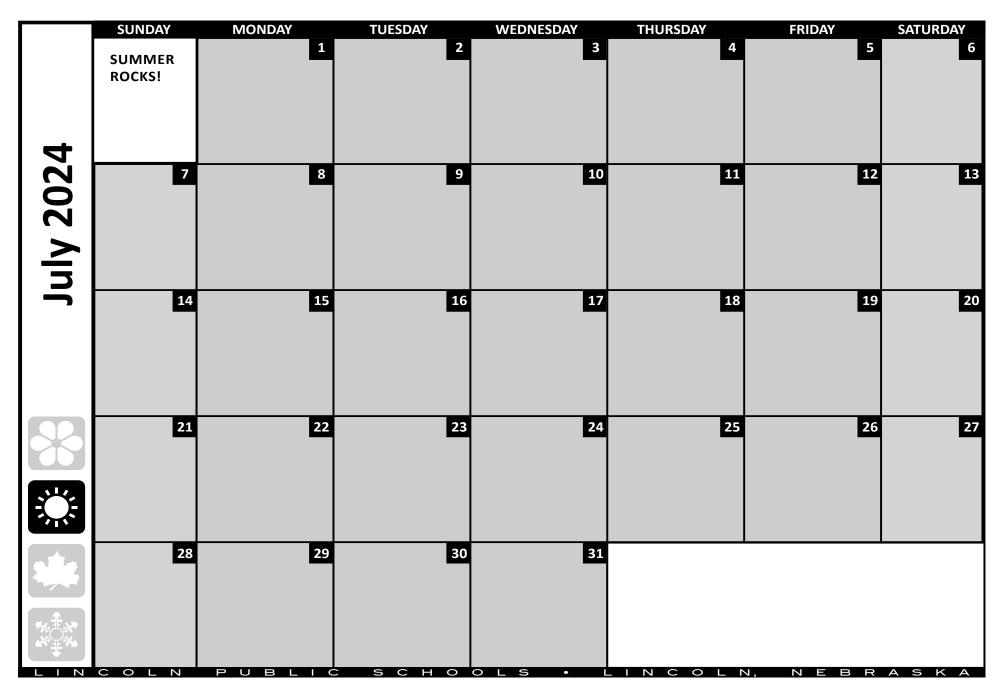
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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	Band/Orchestra Concert Rehearsal at Pound Middle School	3	4
					6:30PM		
24	5	6	7	8	9	1	0 11
20		Teacher Appreciation Week			5th Grade Musical Program-6:30PM "101 Dalmatians"		
May 2024		Band/Orchestra Concert at Pound Middle School 6:30PM					
	12	13	14	1st Grade & 2nd Grade Field Trip to Pioneers Park	16	Kindergarten Musical Program-6:30PM "Everything Grows"	18
					PTO Meeting 7:00-8:00PM		
	19	<b>20</b> Fun in the Sun Field Day	21	Zeman Marathon	Early Dismissal	2	25
				(Morning)	1:33PM 5th Grade Graduation at 1:00PM		
	26	27	28	29	30	3	1

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# 2023-2024 Zeman Elementary School Staff

Principal	Speech
Kindergarten	InterventionistBrady Bredehoftbbredeho@lps.org InterventionistHeidi Hudsonhhudson@lps.org InterventionistKrissy Lassekklasse3@lps.org
1st Grade	Band Instructor
2nd Grade	Counselor
3rd GradeCourtney Edelmaiercedelmai@lps.org3rd GradeClaire Thomas	Nurse
4th Grade.Jennifer Acklie.jacklie@lps.org4th Grade.Taylee Nelson.tdecker@lps.org4th Grade.Marisa Springman.mspring3@lps.org	Para Professional
5th Grade	Para ProfessionalLayne MagelImagel@lps.org Para ProfessionalLisa MeyerImeyer@lps.org Para ProfessionalAnn Petersonapeters5@lps.org Para ProfessionalCassie Plackecplacke@lps.org
Art/Computer	Para Professional Jacci Sarkar jsarkar@lps.org Para Professional
PE	Custodian Supervisor Kris Warren kwarren4@lps.org Custodian Asst. Supvr
Resource	Food Service Manager      Kim Morock      kmorock@lps.org         Food Service



### **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.