

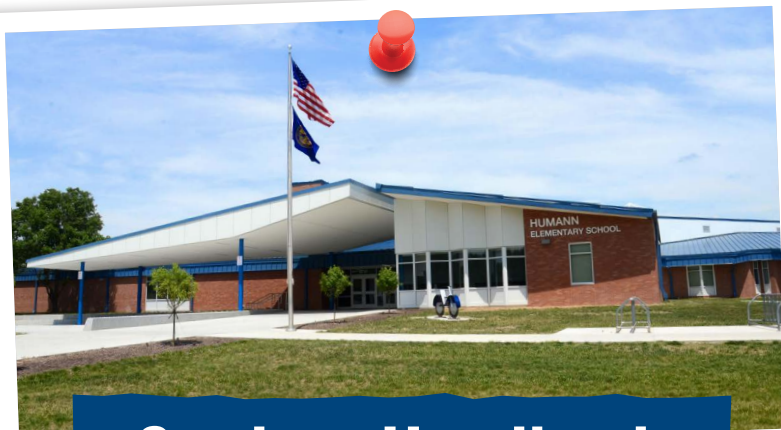
2025



2026

HUMANN

- Elementary -



Student Handbook

6720 Rockwood Lane | Lincoln, NE 68516 | 402-436-1145 | Humann.LPS.org
Laura Heller, Principal | Jessica Ankerson, Assistant Principal | Carli Roberts, Coordinator



Lincoln
PUBLIC SCHOOLS



For Bilingual Liaisons:

Español:

Por favor llame a este número de teléfono si necesita servicios de intérpretes: 402-436-1938

Russian:

Если вам требуются услуги переводчика пожалуйста позвоните по телефону: 402-436-1942

Vietnamese:

Xin vui lòng gọi về số này nếu quý vị cần có dịch vụ thông dịch: 402-436-1939

Ukrainian:

Будь ласка, зателефонуйте за цим номером, якщо вам потрібні послуги перекладу: 402-436-1786

Karen:

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Arabic:

نرجو الإتصال على هذه الأرقام إذا كنتم بحاجة إلى
خدمات الترجمة للغات العربية 402-436-1715

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Please 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.

LPS Student Calendar2025

JULY 2025

| S | M | T | W | T | F | S |
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OCTOBER 2025

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AUGUST 2025

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NOVEMBER 2025





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


SEPTEMBER 2025

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DECEMBER 2025

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

-  First Day for K, 6, & 9th Grades
-  First Day for 1-5, 7-8, & 10-12th Grades
-  Last Day for Students
-  All Schools Not in Session

-  Schools Not in Session (*Professional Learning/Planning Day*)
-  Quarter Start Dates
-  Quarter End Dates

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.

LPS Student Calendar •-----2026

JANUARY 2026

| S | M | T | W | T | F | S |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
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APRIL 2026

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FEBRUARY 2026

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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

MAY 2026





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| 31 | | | | | | |




MARCH 2026

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

JUNE 2026

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

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Letter for the 2025-26 School Year

Dear Students and Families,

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

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

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

Laura Heller, Principal

Jessica Ankerson, Assistant Principal

Carli Roberts, Coordinator



Intent of Family Handbook

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

Staff Listing

OFFICE STAFF

Laura Heller, Principal
Jessica Ankersen, Assistant
Principal

Carli Roberts, Coordinator
Marci Powers, Executive Secretary
Olivia Rejda, Registrar Secretary

TEACHING STAFF

Special Education

Payton Johnson, Speech
Language Pathologist
Brittany Masek
Rachel McNaught
Kenzi Steele, Occupational
Therapist
Beth Ludwig, Physical Therapist
Kayla Oman
Hannah Schizas

Kindergarten

Allie Andersen
Kelsey Kreiling
Stacy Olsen

First Grade

Erica Regan
Cindy Sell
Gaby Stokes

Second Grade

Amanda Engler
Jill Gable
Ann Peterson

Third Grade

Tyler DeBuhr
Kathryn Hiestand
Orlando Roth

Fourth Grade

Kathy Dean
Abby Epp
Mary Riley

Fifth Grade

Rob Dodes
Amy Emanuel
Kim Nannen
Hunter Noren

Specialists

Chris Baum, PE
Denice Hein, Media
Lisa Kollbaum,
Computer Science/Music
Tabi Zimmerman, Art
Megan Manning-Kechley,
Instrumental (5th Grade)
Cari-Lynn Wenstrand, Strings
(4th & 5th Grade)

Counselor

Mattie Amen

Early Childhood

Brittany Brown (AM)
Stephanie Dang (SLP)
Jennifer Haney (ECSE)
Megan Harrington (PM)

INTERVENTION

Kathy Gaines
Shelli Ziemke

ITINERANT STAFF

Jenni Hansen, Gifted Facilitator
Amy Carnie, School Psychologist
Kadi Holmberg, School Social Worker
Laura Karges, School Nurse
Darcie Bowers, Health Technician

CUSTODIAL STAFF

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

KITCHEN STAFF

Heather Yates, Manager
Teresa Evans
Rebecca Goni
Melinda Long

PARAPROFESSIONALS & TECHNICIANS

Tammie Havlat
Whitney Hill
Laura Jeutong
Jinhee Kang
Nicole Kelle
Jozlyn Kramer
Sarah Roker
Kristy Triplett
Jessica VerMaas
Teresa Wagner

Welcome to the **Humann School Community!**

School Philosophy and Organization

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

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

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

Lincoln Public Schools Vision

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

2024-2029 LPS Strategic Plan

- Student Wellbeing and Outcomes
- Staff Wellbeing and Outcomes
- Family and Community Engagement
- District Systems and Operations

For more information visit: home.LPS.org/strategicplan

Humann Elementary School Vision

We're All Humann: Learn, Grow, Succeed

Mission of Humann Elementary School

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

Humann's School Improvement Goals

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

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

Humann Elementary

Multicultural Vision Statement

Humann is committed to establishing and maintaining a high quality educational environment in which all scholars have access and opportunity to achieve academically, emotionally, and socially. Humann scholars and staff will understand and respect racial and ethnic groups and cultural groups allowing scholars to thrive in discovering and exploring their passions to make meaningful connections.

All Humann School policies, programs, and activities will promote and support the goals of multicultural education and cultural proficiency.

Multicultural education is the identification, selection and infusion of specific knowledge, skills, and attitudes for developing the purpose of the following:

1. Affirm the culture, history and contributions that shall include all families.
2. Challenge and create an awareness in students in order to eliminate racism, prejudice, bigotry, discrimination and stereotyping based on race, ethnicity and culture.
3. Value multiple cultural perspectives.
4. Provide all members of the Humann community with the opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education, Humann School will create opportunities to maximize achievement academically and socially in an educational environment in which all students and staff understand and respect the racial, ethnic and cultural diversity and interdependence of members of our society.

Communication

School Newsletter: Humann Happenings

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

Weekly Communication

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

Community News

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

School Website

Calendars including school events such as PTO meetings, field trips, family-school conferences, musical programs, etc., will be located on our website. In addition to our calendars, other information is regularly updated on our website: Humann.LPS.org

ParentVue

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

School Messenger

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

Facebook

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

Humann Parent-Teacher Organization

The Humann PTO is an active and essential part of Humann Elementary School. The goal of the Humann PTO is to promote open communication and enhance education for every child so they can achieve to their highest potential. We encourage all parents to become involved in the PTO. The PTO organizes a number of events and enrichment opportunities for all students.

Contact **humannpto@gmail.com** to get involved.

Please join our Humann PTO Facebook Page at facebook.com/groups/humannpto

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. Go to home.LPS.org/socialworkers/mental-behavioral-health-points-of-contact or scan the QR code.



The School Day

Arrival Procedures

The Humann Elementary School campus is closed until 8:50 a.m., unless students are eating breakfast. Students arriving for breakfast should not arrive before 8:35 a.m., as there is no supervision until that time. Students will line up at the front of the school by grade level as they arrive in the morning. When the first bell rings, a supervisor will allow students to enter the building. Students are considered tardy if they are not in their classroom by the 9:00 a.m. bell. Students arriving after 9:00 a.m. should enter through the front doors. Detailed information can be found on our website.

Dismissal Procedures

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

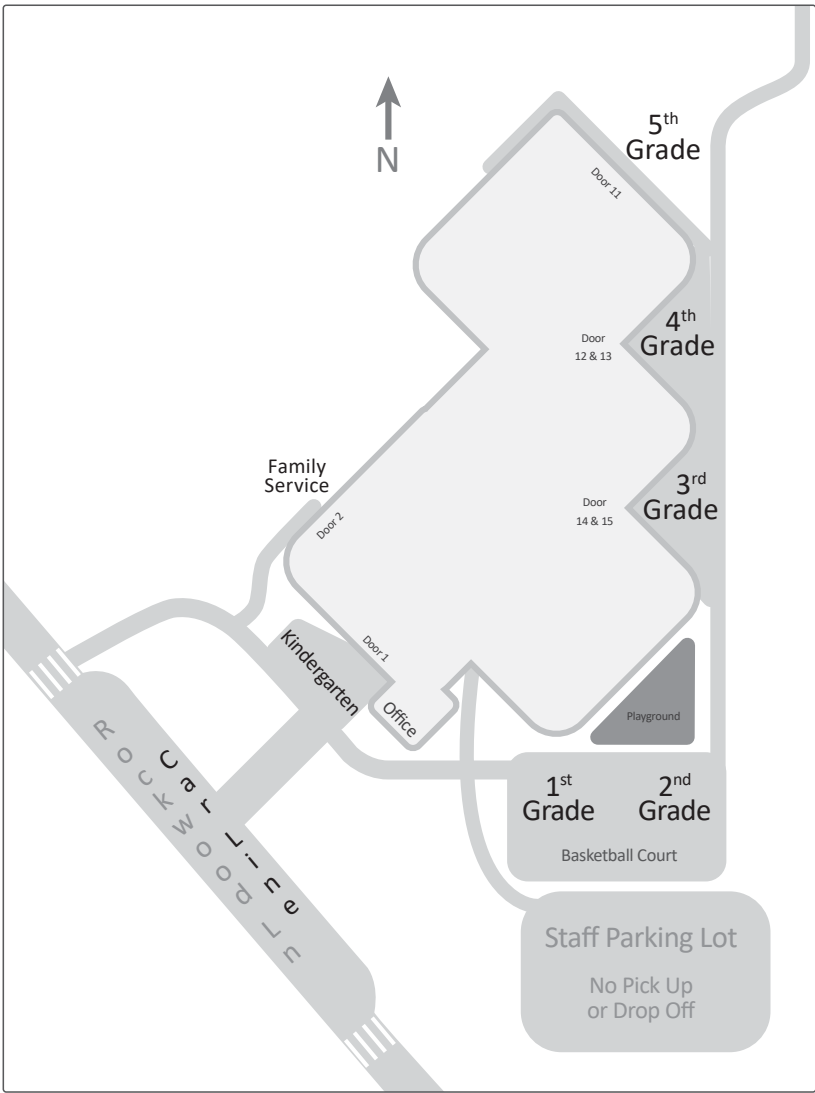
Humann School's campus (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playground should be entered in the district Archibus system.

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

Please refer to our traffic flow map on the page 28.

Dismissal Locations Map

Grade levels will exit the building at 3:38



Lunch and Special Times

| GRADE | LUNCH TIMES | GRADE | SPECIAL TIMES |
|--------------|------------------|--------------|------------------|
| Kindergarten | 11:20-11:50 a.m. | Kindergarten | 1:30-2:20 p.m. |
| 1st Grade | 11:50-12:20 p.m. | 1st Grade | 2:25-3:15 p.m. |
| 2nd Grade | 11:35-12:05 p.m. | 2nd Grade | 12:35-1:25 p.m. |
| 3rd Grade | 12:05-12:35 p.m. | 3rd Grade | 11:15-12:05 p.m. |
| 4th Grade | 12:20-12:50 p.m. | 4th Grade | 10:20-11:10 a.m. |
| 5th Grade | 12:35-1:05 p.m. | 5th Grade | 9:25-10:15 a.m. |

Playground and Recess

Guidelines for the Playground

All LPS elementary school campuses are closed until 6:00 p.m. Students who have an adult to supervise them may use the playground after school from 3:45-4:00. From 4:00-6:00 the playground area will be closed.

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. Students who have an adult to supervise them may use the playground after school from 3:45-4:00. From 4:00-6:00 the playground area will be closed.
3. Children are to go directly to their home after school dismisses. The school does not provide playground supervision before or after school.
4. All playground procedures are reviewed with the children at the beginning of each year, and periodically throughout the school year.
5. Playground procedures are designed for the safety and welfare of the children. Children who do not follow the procedures may lose their playground privileges.

6. We ask all middle and high school students to not use the playground area or equipment while our school is in session.
7. 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.

Academic Information

Report Cards & Family-School Conferences

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

At the end of each quarter, teachers summarize and communicate student progress to parents/guardians through the report card. It is also at this time that teachers analyze assessment information and review reading and math groups to determine whether or not students are placed at the appropriate instructional level. We know that for children to experience continuous growth and success in learning they must be working at an instructional level that will adequately challenge them. Because children learn

in different ways and at different rates, it is important that we examine instructional placements on a regular basis and make adjustments based on students' needs. For these reasons, some children may move from one instructional group to another in order to meet their individual needs. This move could result in a change of teacher for reading or math instruction. Classroom teachers will notify parents/guardians if an instructional move is recommended.

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

Homework

Homework refers to the tasks that a student is given to do outside of the instructional time. The purpose of homework is to provide students with an opportunity for independent practice of skills that they have learned. Elementary students will have some homework each day to provide this needed practice and reinforcement of learning. Families can support learning at home

by asking questions about what your child is learning and what types of homework he/she has. Families can help to clarify the directions or expectations of the homework so that the student can complete the work to the best of his/her ability. However, it is not the school's expectation that families will help students



complete their homework or provide instruction at home. If at any time the homework becomes too difficult, please write a note to your child's teacher stating the questions or concepts that should be clarified.

Make-up Work

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

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

Other Helpful Information

Humann Calendar

Please refer to our website, Humann.LPS.org for our school calendar.

Before and After School Care

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

Instructional Supplies

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

Student Use of Telephone

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

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

Nuisance Items

The possession of articles that disrupt the learning environment shall be considered nuisance items. They include such items as: extra money, toys, balls, toy weapons, comics, candy, gum, skateboards, roller blades, radios, cassette/CD players, iPods, cell phones, trading cards, etc. Students should NOT bring these items to school. Articles taken from students shall be returned directly to the parent/guardian at their request or to the student at the end of the school year, if the student requests them. Knives or any other items that might be considered a weapon are strictly prohibited and should NEVER be brought to school. Students who violate this rule could face suspension and/or expulsion from school, in accordance with state law.

Voluntary Supplies

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

Kindergarten

- Kleenex
- Ziploc bags (sandwich, quart, gallon)
- Disinfecting wipes*
- Hand sanitizer*
- Black fine tip Expo markers
- Glue sticks
- Crayola Twistables crayons
- Stickers
- Crayola markers
- Sidewalk chalk

1st Grade

- Kleenex
- Slide zipper baggies, all sizes
- Disinfecting wipes*
- Hand sanitizer*

- Black fine tip Expo markers
- Glue sticks
- Sidewalk chalk
- Crayola markers
- Over the ear headphones
- Ticonderoga brand pencils
- AA and AAA batteries

2nd Grade

- Kleenex
- Ziploc bags (gallon, quart, snack)
- Disinfecting wipes*
- Hand sanitizer*
- Black chisel tip Expo markers
- Bottles of Elmer's glue
- Blue two-pocket folders
- Crayola markers

- Colored pencils
- Ticonderoga pencils
- Yellow highlighters
- Red or blue wide lined notebooks

3rd Grade

- Kleenex
- Ziploc bags, all sizes
- Hand sanitizer*
- Black fine tip Expo markers
- Black chisel tip Expo marker
- Crayola markers
- Ticonderoga pencils
- Mechanical pencils
- Glue sticks

4th Grade

- Kleenex
- Ziploc bags (sandwich, quart, gallon)
- Black fine tip Expo markers
- Double stick tape
- Glue sticks
- Sharpie markers
- Crayola markers (thick and thin)

- Colored pencils
- Highlighters
- Large index cards
- Colored Post-it notes

5th Grade

- Kleenex
- Expo dry erase markers
- Sharpies
- Markers
- Pencils
- Deck of cards
- UNO cards
- Sidewalk chalk

Specialists

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

Office

- Kleenex
- Disinfecting wipes*
- Hand sanitizer*

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

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

Birthdays

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

For information regarding birthdays, please refer to the LPS Important Information Booklet. This information can be found in the Student Services section, on page 62. The LPS Important Information Booklet can be found on the front page of the LPS website ([LPS.org](https://lps.org)) under Essentials. Printed copies of the booklet can be obtained by contacting our school office.

Lunch Procedures

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

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

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

Visitations to School

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

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

Volunteering

The PTO (Parent Teacher Organization) has organized a number of student service projects to enrich the experiences of students. Please see the PTO section on page 10.

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

LPS Rights and Responsibilities

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

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

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

Humann School Behavior Expectations

Multi-Tiered Systems of Support for Behavior: MTSS-B

Multi-Tiered systems of support for behavior includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

At Humann, we want all students to be successful. In order to ensure students find success, Lincoln Public Schools has developed a framework of best practices for supporting student behavior throughout the school day.

This framework includes evidence-based practices that we know lead to more positive outcomes for students. Some of the most powerful practices faculty and staff use include:

- Developing and teaching all students our school and classroom expectations
- Acknowledging positive behavior when we see it
- Consistently practicing strategies that prevent problem behavior before it happens
- Using data to make decisions
- Identifying missing skills and teaching replacement skills



Check-in/Check-out (CICO)

or Husky Pride Pack is a support for scholars with the primary goal of building a supportive and positive relationship between scholar and adult. Husky Pride Pack allows scholars to receive more frequent positive adult feedback throughout their day.

Scholars at Humann are responsible with the support of our staff to conduct themselves in a manner to create a safe, orderly learning environment by following three simple guidelines:

- Be Safe
- Be Respectful
- Be Responsible

Students also focus on the following life goals for behavioral success:

- I can be productive and follow directions even if I don't want to.
- I can take good care of myself, even if I am mad.
- I can be OK, even when others are not OK.

Social/Emotional strategies from the Be Good People SEL curriculum are retaught, practices and reinforced daily.

Bullying

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

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

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

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

- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.
- Hurtful aggressive physical and/or verbal behavior.

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

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

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



Humann Common Area Expectations

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

Be Safe

- Make sure to use the Second Step Listening Rules when an adult is talking and giving a direction:
 - Eyes are watching
 - Ears are listening
 - Body still
 - Voices quiet

Be Respectful

- Be assertive by asking for what you need or want in a calm, firm and respectful voice
- Be empathetic and show compassion to others. Compassion is empathy in action
- Use the Second Step Process to regulate your emotions
 - Stop-Use your Signal
 - Name your feeling
 - Calm Down

- Breathe
- Count
- Use positive self-talk

Be Responsible

- Use the Second Step Skills for Learning:
 - Focus attention with eyes, ears, and brain
 - Listen
 - Use Self-Talk to focus attention, remember directions, ignore distractions and stay on task
 - Be assertive
- Use the Second Step Problem Solving Steps when a problem arises:
 - **S**- State the problem
 - **T**- Think of solutions
 - **E**- Explore consequences
 - **P**- Pick the best solution

| AREA | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE |
|--------------------------------|--|--|--|
| Classroom | <ul style="list-style-type: none"> • Keep hands, feet and objects to self • Use furniture appropriately • Follow adult directions right away | <ul style="list-style-type: none"> • Use school supplies appropriately • Be respectful and kind with your words and actions | <ul style="list-style-type: none"> • Do quality work • Complete assignments on time • Listen carefully to directions • Give your best effort • Sign in and out of your classroom |
| Cafeteria | <ul style="list-style-type: none"> • Sit on your pockets, feet on the floor, facing forward • Walk • Eat only your food • 4 students on a bench | <ul style="list-style-type: none"> • Use level 2 voices with people at your table • Raise your hand for assistance • Respond to signals for attention • Use manners • Find your seat quickly • Make sure your tray is ready for composting before you leave the table • Welcome any student that sits at your table | <ul style="list-style-type: none"> • Get permission to leave your seat • Get all milk, food, and utensils as you go through the line • Pick up after yourself • Push in your chair when leaving • Only bring essential items to the cafeteria |
| Playground & Recess | <ul style="list-style-type: none"> • Stay in designated areas • Be aware of activities and games around you • Hands and feet to self | <ul style="list-style-type: none"> • Play fairly and take turns • Include others • Use kind words and actions • Be a good sport • Be kind and welcoming • Follow all supervisor directions • Use appropriate language | <ul style="list-style-type: none"> • Get permission to visit the restroom or nurse • Dress properly for the weather • Line up right away when you hear the whistle • Use equipment properly • Follow game rules |
| Restrooms | <ul style="list-style-type: none"> • Use 1 pump of soap and 2 paper towels • Put paper towels in the garbage can • Keep water in the sink • Keep feet on the floor | <ul style="list-style-type: none"> • Give others privacy • Level 0 voices • Knock on stall doors • Respect school property | <ul style="list-style-type: none"> • Flush toilet after use • Keep restrooms clean • Get in and out quickly • Use restroom pass • Get adult permission • Sign in and out of class |

| AREA | BE SAFE | BE RESPECTFUL | BE RESPONSIBLE |
|--------------------------------------|--|---|---|
| Hallways | <ul style="list-style-type: none"> • Walk facing forward, single file on the right side • Keep hands, feet and objects to self | <ul style="list-style-type: none"> • Keep hands and feet off of the walls • Level 0 Voices • Smile and wave at others • Keep up with the line | <ul style="list-style-type: none"> • Be a good example for others • Go directly to your destination |
| Arrival & Dismissal Areas | <ul style="list-style-type: none"> • Use sidewalks and stay in line • Stand on a paw print • Follow your before and after school plan | <ul style="list-style-type: none"> • Keep hands, feet and objects to self • Follow all adult directions right away | <ul style="list-style-type: none"> • Arrive on time • Stay in line with your grade level before school • Stay with your class after school • Wear coat and backpack correctly |
| Field Trips | <ul style="list-style-type: none"> • Wait for arrival and dismissal signal • Keep hands and feet to yourself • Follow bus expectations at all times • Stay with your group | <ul style="list-style-type: none"> • Respond to signals for attention • Be polite to our hosts and bus driver • Follow directions for voice level | <ul style="list-style-type: none"> • Be a good example for others • Represent Humann in a positive way • Be grateful |
| Assemblies | <ul style="list-style-type: none"> • Sit on pockets when seated • Stand in one spot when standing • Keep hands and feet to self • Remain in your spot • Wait for dismissal signal | <ul style="list-style-type: none"> • Follow adult directions • Follow directions for voice level • Eyes on speaker | <ul style="list-style-type: none"> • Pop clap is one clap • Celebrate your peers • Actively listen • Represent Humann in a positive way |
| Office | <ul style="list-style-type: none"> • Walk • Safe Body | <ul style="list-style-type: none"> • Enter with a Voice Level 0 • Wait for an adult to greet you • Use a Voice Level 1 or 2 | <ul style="list-style-type: none"> • Follow adult instructions • Use your manners |

Revised 06/30/22

Humann Traffic Flow Guidance



Arrival Procedures

- When dropping off students, please pull up to the front of the cutout as far as you can.
- To help the carline run smoothly, please have your student exit the car promptly. Students are able to open the car door and get out as soon as the vehicle stops. School staff will be in the carline to help those students who might need assistance.

Dismissal Procedures

- We utilize two lanes of traffic on Rockwood Lane when picking up students. The lane in the cutout is the curbside lane and the second lane is referred to as the outside lane.
- For the purpose of safety, follow the no parking signs on Rockwood Lane.
- We ask families to follow a one-way clockwise pattern

around the school and Cripple Creek Park to help the flow of traffic.

- Students will load their vehicle on the passenger side only and only when the car is in the curbside lane.
- If you are in the outside lane, please continue to pull up to the front of the school and you will be directed to pull in to the curbside lane to have students enter the car.
- If you are picking your child up on Fir Hollow Lane, we ask that you not turn onto Rockwood Lane. This will increase safety and traffic flow.
- Please be reminded that all students must be picked up by 3:45 p.m. each day unless there is an emergency. In the event of an emergency or unavoidable delay, it is the responsibility of the parent or guardian to promptly communicate with our school office.

Humann Parking Guidance

DURING SCHOOL HOURS



Humann Staff and LPS Parking ONLY



NO Parking - Bus and LPS Maintenance Vehicle Parking



Visitors, Teammates, and temporary parking from 9:05 a.m. - 3:15 p.m.



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5/25

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.