

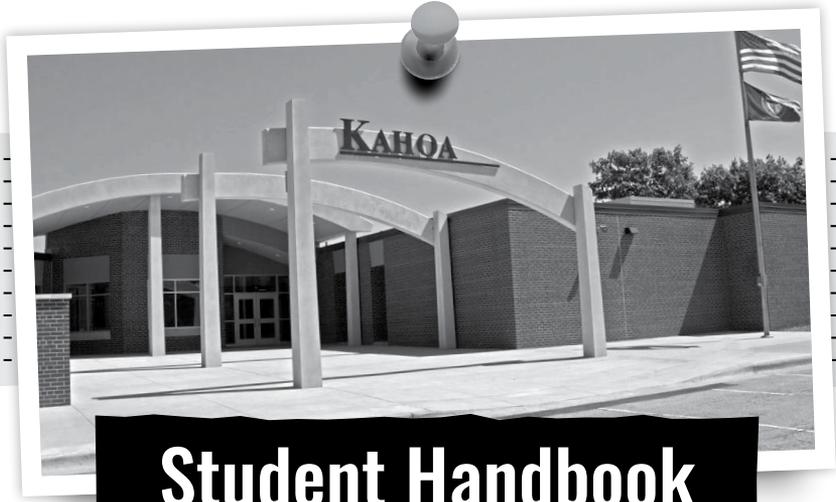
2025



2026

# KAHOA

- Elementary School -



## Student Handbook

7700 Leighton Avenue | Phone: 402-436-1147 | Fax: 402-458-3247 | [kahoa.lps.org](http://kahoa.lps.org)

Mandy Nickolite-Greene, Principal | Jennifer Metzger, Associate Principal

 Kahoa Elementary School



**Lincoln**  
PUBLIC SCHOOLS



## For Bilingual Liaisons:

### **Español:**

Por favor llame a este número de teléfono si necesita servicios de intérpretes: 402-436-1980

### **Russian:**

Если вам требуются услуги переводчика пожалуйста позвоните по телефону: 402-436-1786

### **Vietnamese:**

Xin vui lòng gọi về số này nếu quý vị cần có dịch vụ thông dịch: 402-436-1955

### **Ukrainian:**

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

### **Karen:**

ဝံသးစူကီးလိတဲစိနိုဝ်အဲအံ့ဖဲနမ့ာ်လိဝ်ဘၣ်  
ပူကတိကျီးထံတၢ်အတၢ်ဆိၣ်ထွဲမၤစၢ 402-436-1969

### **Arabic:**

نرجو الإتصال على هذه الأرقام إذا كنتم بحاجة إلى  
خدمات الترجمة للغالب 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 Calendar ..... 2025

## JULY 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 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 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 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						

## SEPTEMBER 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				

## DECEMBER 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			

-  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
				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 2026

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		

## FEBRUARY 2026

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

## MAY 2026

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						

## MARCH 2026

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 2026

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				

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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 school year and working with you in supporting our students.

*Mandy Greene*  
*Kahoa Principal*

*Jenn Metzger*  
*Kahoa Assistant Principal*

## Intent of 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 [LPS.org/go/important](https://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.

### 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.** Please note that **adult supervision is not available before 8:50 a.m.** Students arriving before this time are **not supervised** and are the responsibility of their **parents or daycare providers.**

The tardy bell rings at 9:00 a.m. Any student arriving to class after this time will be marked tardy. Students who participate in specific morning programs may enter the building before 8:50 a.m., but only as arranged with the appropriate staff member. These programs include:

1. Prearranged meetings with a teacher
2. Students accompanied by a parent/guardian for a prearranged meeting
3. YMCA before-school program participants
4. Kahoa music program participants with a scheduled practice time (Note: Students should not arrive more than 5 minutes prior to the designated start time)
5. Students participating in the school breakfast program (available from 8:30–8:50 a.m.)

## DISMISSAL AFTER SCHOOL

The school day ends at **3:38 p.m.** Students must leave school grounds promptly and proceed home or to their designated after-school location. The **school playground is not open for student use after school**, and our supervision ends once students leave the school building.

The school campus, including the playground, is closed to the public until 6:00 p.m., with the exception of:

- YMCA childcare participants
- Official school clubs

If you require access to school facilities (e.g., rooms or playgrounds), **reservations must be entered in the district Archibus system.**

Please complete and return the **Before/After School Plan** Google Form for your student(s), which will be sent electronically by your teacher.

## DROP-OFF AND PICK-UP PROCEDURES

At Kahoa School, we are committed to providing a safe and orderly environment for all students. To ensure the safety of our students during arrival and dismissal, we ask that parents and guardians follow these procedures:

- 6. Arrival (8:30–9:00 a.m.) and Dismissal (3:30–3:45 p.m.):**  
Please do not park and leave your vehicle unattended in the front drop-off/pick-up lane. To keep traffic flowing smoothly, drivers should remain in their vehicles, and students should enter and exit on the passenger side only.
- 7. No Double Parking:** Do not double park in the front drop-off lane or in any sidewalk cutout areas around the school. This creates a serious safety hazard and blocks visibility for students and drivers.
- 8. Right Turn Only:** When exiting the drop-off/pick-up lane in front of the school building, please turn right onto North 76th Street to help ease congestion.
- 9. Leighton Avenue Safety:** When approaching the school from the west on Leighton Avenue, do not cross traffic lanes to enter the cutout area on the southeast side of the building. Additionally, do not let students exit vehicles on Leighton Avenue to cross the street mid-block.
- 10. Reserved Area for Buses and Vans:** The cutout area on Leighton Avenue is reserved exclusively for daycare provider vans and LPS school buses.
- 11. Alternative Drop-Off for Grades 3–5:** Families with students in grades 3 through 5 are encouraged to use the long cutout area on Willard Avenue for drop-off and pick-up. Students may safely walk to and from their designated entrance by using the playground entrance points along Willard Avenue.

## BEFORE AND AFTER SCHOOL PROGRAMS

Students participating in after-school clubs or activities sponsored by the school or PTO must have a **prearranged transportation plan** with their parent or guardian for getting home once the program ends.

To participate in these programs, students should be able to independently walk to the activity location and follow the agreed-upon plan for returning home. Please note that **Kahoa staff will not provide supervision** for students as they transition to these after-school activities, nor will they monitor **who picks up the student or how the student travels home** afterward.

Families are responsible for ensuring that students understand their transportation plan and can follow it independently.

## Breakfast Program

Breakfast is available to all Kahoa students beginning at **8:30 a.m.** Students will line up at Door #1 and be brought inside by staff at that time. Breakfast is served in the **multipurpose room**.

**Please do not drop off your child before 8:25 a.m.**, as there is no supervision before then. All students entering for breakfast must participate in the school breakfast program.

### MEAL PRICING:

- Regular price: **\$1.30**
- Reduced price: **\$0.30**
- **Free** for students who qualify for free meals

Students whose accounts are **negative** will **not be allowed to borrow money** to purchase breakfast. Free and Reduced Meal Applications are available on the **Kahoa** and **LPS websites**.

## Lunch Program

Students have 20 minutes to eat lunch, followed by a 10-minute recess, which is one of two recess periods built into their daily schedule.

### Lunch Options:

- Bring a **sack lunch** from home (milk available for **\$0.60**)
- Purchase a **hot lunch** for **\$2.50**
- Reduced price lunch: **\$0.40**
- Free lunch is available for students who qualify

## LUNCH VISITORS

Parents and guardians are welcome to join their child for lunch. If someone other than a parent/guardian plans to attend, please notify the school office in advance.

### Please Note:

- Outside food may be brought **only for your child**. Due to district policy and federal regulations, food may **not be shared with other students**.
- Visitors are asked to support school procedures by:
- Sitting in the **designated visitor area**
- Not inviting other students to join your table
- Plan to **arrive 10 minutes early** to check in at the office and receive a **visitor badge**.

## MEAL PAYMENTS AND ACCOUNT INFORMATION

Money deposited into your child's meal account can be used for breakfast, lunch, and a la carte items (e.g., an extra milk or leftover entrée items, available to 5th graders).

### Important Notes:

- If you want your child to use their account **only for school meals** (and not for a la carte purchases), please indicate this in your **MySchoolBucks** account settings or write it in the memo line of your check.
- Payments may be made in the **school office** or with the **Cafeteria Manager** in the multipurpose room.
- Online payments can be made through **MySchoolBucks**, which can be accessed via **LPS.org**, **ParentVUE**, or the **Kahoa School website**. A transaction fee applies.
- For questions regarding meal accounts, contact **LPS Nutrition Services at 402-436-1746**.

You may view breakfast and lunch menus on the Kahoa or LPS websites.

## Visiting School

Parents and legal guardians are welcome to visit Kahoa School. To support a safe and productive learning environment, we ask that you follow these **guidelines for school visits**:

## CLASSROOM VISITS

- We recommend limiting classroom visits to **30 minutes** to minimize disruptions. This amount of time provides a helpful snapshot of the classroom without interrupting learning.
- **Please call the school office ahead of time** to arrange your visit. This helps us coordinate with teachers and ensure your visit runs smoothly.
- **Classroom visits are limited to adults only.** We kindly ask that you **do not bring other children**, including siblings, during instructional time or on field trips. Children are, however, welcome at **school-wide events** and **lunchroom visits**.

## CHECK-IN AND SAFETY PROCEDURES

- For everyone's safety, **all visitors and volunteers must check in at the school office** upon arrival.
- All school doors remain locked during the day, except for the **front right door at the main entrance**.
- Visitors will be issued an **ID badge**, which must be worn visibly **at all times** during your visit.
- Before leaving, **please return to the office to check out** and return your ID badge.

Thank you for following these procedures to help us maintain a **safe and welcoming environment** for all students and staff.

## VOLUNTEERING

- If you plan to volunteer at Kahoa, you must complete the appropriate registration through **Lincoln Public Schools**:
- **Level I or Level II** status is required for general school volunteering.
- **Level III** status is required for **field trip volunteers**.
- Information on how to register as a volunteer can be found in the **LPS Important Information Booklet** or on the **LPS website**.

# 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

At Kahoa, we enjoy recognizing and celebrating students' birthdays in meaningful ways that support a focused and inclusive learning environment. Please take note of the following guidelines:

## **BIRTHDAY CELEBRATIONS**

- Classrooms may acknowledge birthdays in a variety of non-disruptive ways.
- **Birthday treats—edible or non-edible—are not allowed.**
- Please do **not send** gifts, party favors, balloons, or flowers. These items **will not be delivered to classrooms** and may be

held in the office until the end of the day.

## **PARTY INVITATIONS**

- **Invitations may not be distributed during the school day.**
- To avoid hurt feelings and disruptions, invitations should be handed out **after school and outside the building.**
- School staff **cannot share student addresses or phone numbers.**
- If you would like access to contact information, the **PTO maintains a digital student directory.** You may request a copy by contacting the PTO directly.

Thank you for helping us maintain a respectful and inclusive learning environment for all students.

## **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.

### **If using the ParentVUE app (phones & tablets):**

Select the appropriate student and click the blue "Report Absence" button to enter the date(s) and reason for the absence(s).

### **If using ParentVUE via the web:**

Toggle to the appropriate student in the upper left hand corner. Next, click on the Attendance button and then the blue "Report Absence" button to enter the date(s) and reason for the absence(s).

## **School Improvement Goal**

Students will experience success and see improvements in their phonics and word analysis (K-1) and reading fluency (2-5) skills by having at least 85% of our students meet grade level expectations by earning 3s and 4s on their report card and at least 90% of our students in the special education and intervention subgroups make progress toward grade level expectations.

# 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

Staying informed and connected is an important part of our partnership with families. Below are the key ways Kahoa communicates with parents and guardians:

### 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."

## PARENTVUE

Parents may also access communications, grades, attendance, report cards, 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

Stay connected with us online.

You can find us on Twitter @KahoaCourgars, or on Facebook at Kahoa Elementary School

[www.facebook.com/p/Kahoa-Elementary-School-100072382810765](http://www.facebook.com/p/Kahoa-Elementary-School-100072382810765)

The Kahoa PTO also has a Facebook page titled Kahoa Families which can be found at

[www.facebook.com/groups/427418700707050](http://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 drawing 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 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 support teachers. 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.

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

# Playground Guidelines

**To ensure the safety and well-being of all students, the following guidelines apply to playground use at Kahoa Elementary:**

## **1. Closed Campus Policy**

In accordance with LPS policy, all elementary school campuses – including playgrounds – are closed to the

public until 6:00 p.m. on school days.

**2. Before School**

There is no playground supervision before school begins, and therefore students are not permitted to use playground equipment or engage in playground activities before the school day starts.

**3. After School**

Students are expected to go directly home at dismissal. The school does not provide playground supervision after school, so students should not remain on school grounds to play.

**4. Recess Supervision**

All recesses during the school day, including lunch recess, are supervised by school staff. Students are expected to follow adult directions and demonstrate responsible behavior during these times.

**5. Playground Expectations**

Playground procedures are reviewed with students at the beginning of the school year and reinforced periodically. These procedures are in place to ensure student safety and a positive play environment.

**6. Behavior and Privileges**

Students who do not follow established playground rules may lose playground privileges. Our goal is to maintain a safe and inclusive play space for everyone.

**7. Older Student Access**

Middle and high school students are asked not to use the playground equipment or area during Kahoā's school hours, in order to maintain a safe environment for our elementary students.

# 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.

# Pets on School Grounds

We understand that our four-legged friends are an important part of families. However, for the safety of all, we remind you that pets and personal companions are not allowed on school grounds when students are present. Even though your pet might act appropriately around children, there may be other pets that are not ok when around other animals. Page 45 of the Important Information Booklet states:

"For the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present except in accordance with this regulation [3972.1]. Having your pet in the car with you when you pick up your child is acceptable."

If you are walking, please keep your animal on a leash in accordance with city ordinances and stand across the street and off of school property. Thank you for your assistance!

# 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.

**Come join us as we all work together for a positive educational experience.**

## **Mental & 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	Registrar	juher2@LPS.org
Kristine Wendelin	Teacher - Kindergarten	kkayton@LPS.org
Becca Martindale	Teacher - Kindergarten	martind@LPS.org
Kyra Beuning	Teacher - Kindergarten	kbeuning@LPS.org
Taylor Hestermann	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	opester@LPS.org
Jeni Fisher	Teacher - Grade 3	jfisher@LPS.org
Stacey Meier	Teacher - Grade 3	smeier@lps.org
Taylor Robb	Teacher - Grade 4	trobb@LPS.org
Jen Fosler	Teacher - Grade 4	jfosler@LPS.org
Erin Stelzer	Teacher - Grade 4	estelzer@LPS.org
Briana Stewart	Teacher - Grade 4	bstewar@LPS.org
Josh Stephens	Teacher - Grade 5	jstephen@LPS.org
Chantel Ehrenfried	Teacher - Grade 5	cehrenf@LPS.org
Taylor Kohl	Teacher - Grade 5	tkhol@LPS.org
Traci Pettitt	Teacher - Grade 5	tpettitt@LPS.org
Andrea Bray	SE Teacher	abray@LPS.org
Khara Malcom	SE Teacher	kmalcom2@LPS.org
Daschle Musselman	SE Teacher	dmusselm@LPS.org
Lisa Dailey	Behavior Technician	ldailey@LPS.org
Lauryl McClintick	Speech Pathologist	lmcllin2@LPS.org
Stephanie Erickson	School Psychologist	serickso@LPS.org
Heidi Barlett-Allen	Occupational Therapist	hbartlet@LPS.org

Molly Morton	Physical Therapist	mmorton@LPS.org
Allyse Krejdl	Teacher of the Deaf	akrejdl@LPS.org
Jill McCarville	Academic Support Teacher	jmccarv@LPS.org
Pam Reber	Academic Support Teacher	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/Choir Instructor	spackar2@LPS.org
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
Tracey Lame	Cafeteria Manager	tlame@LPS.org
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Jenny Hamilton	Nutrition Service Staff	jryder@LPS.org
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Lindsey Martin	Paraeducator	lmartin7@LPS.org
Ashley Meyers	Paraeducator	ameyers@LPS.org
Linda Walter	Paraeducator	lwalter@LPS.org

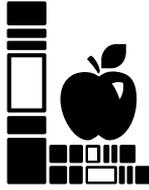
## GENERAL SAFETY TIP

Most of the time middle school students do a great job of following safety procedures for crossing a street. HOWEVER, they are easily distracted and can often cross without looking or thinking. Please be extra cautious any time you are near the school.



### **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.*



# Lincoln Public Schools

5905 O Street, Lincoln, NE 68510

## Responsibilities of Students

In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others.

To review the Responsibilities of Students, please go to [lps.org/responsibilities](https://lps.org/responsibilities).



**LINCOLN BOARD OF EDUCATION** 5905 O Street • Lincoln, NE 68510



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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.*