

KOOSER ELEMENTARY SCHOOL

7301 N. 13TH STREET | LINCOLN, NEBRASKA 68521

402-436-1146 | FAX 402-458-3246 | KOOSER.LPS.ORG |  KOOSERKODIAKS

Student Handbook & Calendar

2024-2025

AUDREY BRYDL-ANDREWS
ASSISTANT PRINCIPAL

KELLIE JOY-CLARK
PRINCIPAL

JENNIFER OESTMANN
SPECIAL ED. COORDINATOR



Lincoln
PUBLIC SCHOOLS

Lincoln Public Schools STUDENT CALENDAR | 2024-2025

Approved 2/27/24

JULY 2024							JANUARY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	5	6	7	8	9	10	11
7	8	9	10	11	12	13	12	13	14	15	16	17	18
14	15	16	17	18	19	20	19	20	21	22	23	24	25
21	22	23	24	25	26	27	26	27	28	29	30	31	
28	29	30	31										

AUGUST 2024							FEBRUARY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3				2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	
25	26	27	28	29	30	31							

SEPTEMBER 2024							MARCH 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	2	3	4	5	6	7	8
8	9	10	11	12	13	14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	16	17	18	19	20	21	22
22	23	24	25	26	27	28	23	24	25	26	27	28	29
29	30						30	31					

OCTOBER 2024							APRIL 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5		6	7	8	9	10	11	12
6	7	8	9	10	11	12	13	14	15	16	17	18	19
13	14	15	16	17	18	19	20	21	22	23	24	25	26
20	21	22	23	24	25	26	27	28	29	30			
27	28	29	30	31									

NOVEMBER 2024							MAY 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	11	12	13	14	15	16	17
17	18	19	20	21	22	23	18	19	20	21	22	23	24
24	25	26	27	28	29	30	25	26	27	28	29	30	31

DECEMBER 2024							JUNE 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30					

- First and Last Days of Class for Students Rev. 6/24
- All Schools Not in Session
- Schools Not in Session (Professional Learning/Planning Day)
- ▷ Quarter Start Dates ◁ Quarter End Dates

GRADUATION DATES

- Tuesday, May 20, 2025** - Yankee Hill
- Wednesday, May 21, 2025** - Independence Academy
- Thursday, May 22, 2025** - Bryan Community Focus Program
- At Pinnacle Bank Arena May 23-25, 2025**
- Fri: LNE | Sat: LSW, LNW, LNS, EHS | Sun: LHS, LSE

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.

WELCOME TO KOOSER!

Dear Students and Families,

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

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

Kellie Joy-Clark, Principal

PLEASE NOTE:

All procedures, guidelines and dates outlined in these documents are subject to change, based on recommendations and health directives put into place by the Lincoln Lancaster County Health Department (LLCHD) and the Nebraska Department of Education. Please keep in mind that, as with our Standard Response Protocols, every Lincoln Public Schools building or program which provides services may not always be in the same risk category.

INTENT OF STUDENT HANDBOOK

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

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

KOOSER ELEMENTARY SCHOOL SPECIALIST ROTATION CALENDAR | 2024-2025

AUGUST 2024

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

SEPTEMBER 2024

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

OCTOBER 2024

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

NOVEMBER 2024

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

DECEMBER 2024

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

JANUARY 2025

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

FEBRUARY 2025

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

MARCH 2025

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

APRIL 2025

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

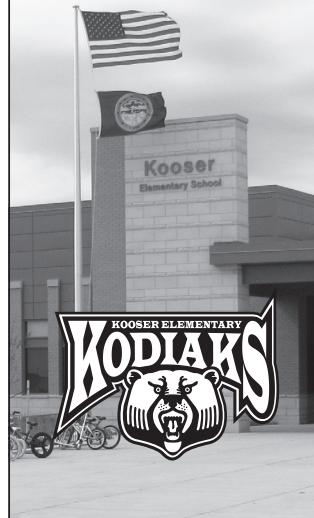
MAY 2025

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

KEY

- Ⓜ ROTATION DAY
Music, P.E., Art, Media,
and Computer
- First and Last Days of Class
for Students
- Schools not in session
- Building Prof. Learning/
Planning Day - Schools Not
in Session
- Quarter Start Dates
- Quarter End Dates

Go Kodiaks!



Lincoln Public Schools

COMMUNICATING STUDENT PROGRESS

Report Cards & 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.” Information about elementary student progress is reported in four areas:

1. Progress through district curriculum objectives.
2. Performance in assigned curriculum level.
3. Effort.
4. 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.

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



ARRIVAL

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

Students attending YMCA childcare may arrive at 7:00 am and enter through Door 1. Students in grades K-5 may arrive at school between 8:00 a.m. and 8:15 a.m. Students will be admitted at 8:08 a.m.

Students will line up at their designated door and enter through the front entrance and proceed to their homeroom classrooms.

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

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

DISMISSAL

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

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

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

DISMISSAL TIMES

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

2024

AUGUST



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DIBELS 8 Assessment for First and Second Grades: August 26-Sept. 11 MAP Growth Assessment for 3rd, 4th, 5th: August 26-Sept. 13				1	2	3
4	5	6	7	8 Open House 6:00-7:00 pm	9	10
11	12 First Day of School	13	14	15 First Day of Preschool	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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.

AFTER SCHOOL SUPERVISION

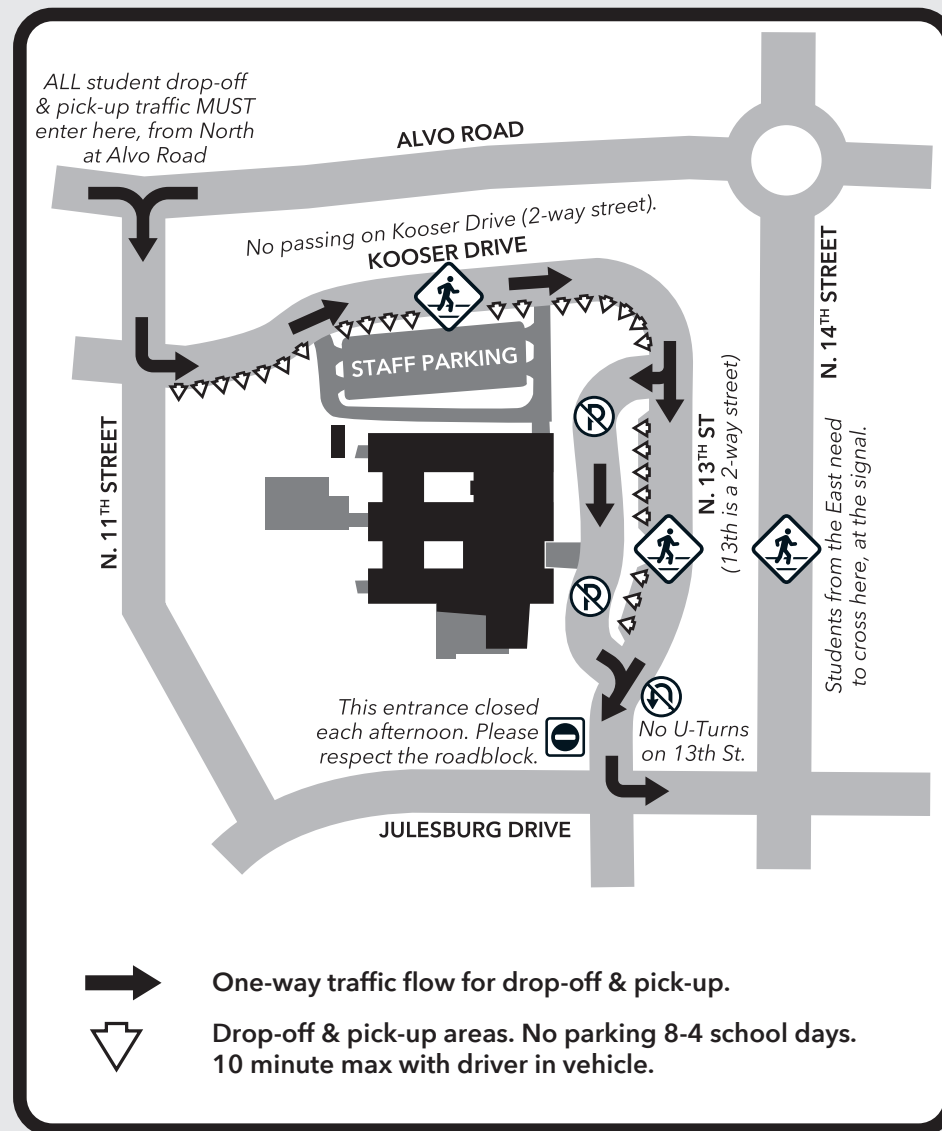
When students are dismissed from the building they will exit the building through their classroom's designated door. Families are expected to pick their students up promptly. Teachers will walk their students outside each day. Students remaining not picked up will be sent to the office where a phone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

DISMISSAL AREAS

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

KOOSER TRAFFIC / SAFETY EXPECTATIONS

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



2024

SEPTEMBER



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 PTO Meeting 6:30-7:30	4	5	6	7
	SCHOOLS ARE CLOSED					
8	9	10 Kooser Kodiak Bank 8:20-8:50 Picture Day	11	12	13	14
15	16	17 Kooser Kodiak Bank 8:20-8:50	18	19	20 Cunningham School Field Trip-4th Grade Mrs. DeLange's Class	21
22	23 Cunningham School Field Trip-4th Grade Miss Garcia's Class	24 Kooser Kodiak Bank 8:20-8:50 Cunningham School Field Trip-4th Grade Miss Mata's Class PTO Dine Out Event	25 Cunningham School Field Trip-4th Grade Mrs. Palmer's Class	26 Cunningham School Field Trip-4th Grade Mr. Roth's Class	27 Cunningham School Field Trip-4th Grade Mrs. Wiebe's Class	28
29	30	DIBELS 8 Assessment for First and Second Grades: August 26-Sept. 11 DIBELS 8 Assessment for Kindergarten: Sept. 3-26				

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.

DRIVING

- When dropping off and picking students up, follow the plan outlined on the map created by the city traffic engineers. See map.
- All before and after school traffic should enter from Alvo Road, NOT Julesburg.
- Please do not use your cell phones as we witness many close calls and mishaps as drivers are distracted on their phones.
- Enter the loading/unloading zone in front of school from the North, and do not leave your car.
- Do not do U-turns on 13th Street, Kooser Drive or in the pick-up/drop-off lanes.
- Do not pass cars waiting on the city street. They are not parked, just waiting to proceed.
- At the end of the day you may not enter from the south.
- After dropping off or picking up students please carefully pull out of the curb lane to exit to allow the curb traffic to keep moving.
- Do not double-park in the drop off lane. If the curb lane is full, please exit and return when there is room at the curb.
- If you must leave your car, please park in the parking lot or a side street and walk to the school. Never expect your students to walk through the lot unattended.
- Students should exit and enter their vehicle only on the passenger side so they do not have to cross through the moving traffic lane.
- Do not load or unload students in the staff parking lots or use the service drive behind the school for drop-off or pick-up.

- A designated lane in the staff parking lot will be used as a bus-loading zone and for day care vans. Students will enter and leave these vehicles at the curb.
- Do not stop in the handicapped stall or park there without a permit.
- Do not load or unload students in the staff parking lots.
- Do not use the service drive behind the school for drop off or pick up.
- Do not drop off or pick students up on 13th Street going north. Only using the curb cut on 13th Street.
- Follow the signs and do not stop or park in the crosswalk areas. Staying behind the crosswalk allows the driver to see students who are crossing.
- Make arrangements ahead of time as to where students should meet you.

WALKING

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

BIKING

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



DROPOFF

2024

OCTOBER



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Kooser Kodiak Bank 8:20-8:50 PTO Meeting 6:30-7:30pm	2	3 Parent-Teacher Conferences 3:40-7:40 pm	4	5
6	7	8 Kooser Kodiak Bank 8:20-8:50 Parent-Teacher Conferences 3:40-7:40 pm	9	10	11 SCHOOLS ARE CLOSED	12
13	14 SCHOOLS ARE CLOSED	15	16	17	18	19
20	21	22 Kooser Kodiak Bank 8:20-8:50	23	24	25 Report Cards Posted in Parent Vue	26
27	28	29 Kooser Kodiak Bank 8:20-8:50 PTO Dine Out Event	30	31		

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.



LUNCH

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

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

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

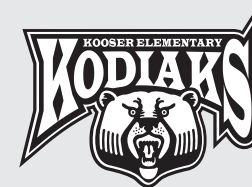
The United States' Department of Agriculture and the Nebraska Department of Education Competitive Foods Policy states that "no food may be sold or served that competes with the national School Lunch and/or Breakfast programs one half hour prior to the serving period." This means that no food may be sold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

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

Lunch Times

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

Grade	Lunch	Walk & Talk
K	10:55-11:25	
1st	11:30-11:50	11:50-12:00
2nd	11:45-12:05	12:05-12:15
3rd	12:00-12:20	12:20-12:30
4th	12:10-12:30	12:30-12:40
5th	12:25-12:45	12:45-12:55



2024

NOVEMBER



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5 SCHOOLS ARE CLOSED	6	7	8	9
10	11	12 Kooser Kodiak Bank 8:20-8:50 am PTO Meeting 6:30-7:30 pm	13	14	15	16
17	18	19 Kooser Kodiak Bank 8:20-8:50 am	20	21	22	23
24	25	26 Kooser Kodiak Bank 8:20-8:50 am PTO Dine Out Event	27 SCHOOLS ARE CLOSED	28 SCHOOLS ARE CLOSED	29 SCHOOLS ARE CLOSED	30

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.

USE OF SCHOOL BUILDING AND GROUNDS

VISITORS

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

VOLUNTEERS

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

wapp.LPS.org/gold/volunteer/overview.cfm

PARENT MEETINGS

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

SMOKE-FREE ENVIRONMENT

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

PLAYGROUND

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

2024

DECEMBER



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Kooser Kodiak Bank 8:20-8:50 am PTO Meeting 6:30-7:30 pm	4	5	6	7
8	9	10 Kooser Kodiak Bank 8:20-8:50 am	11	12	13	14
15	16	17 Kooser Kodiak Bank 8:20-8:50 am PTO Dine Out Event	18	19	20	21
22	23	24	25	26	27	28
SCHOOLS ARE CLOSED - WINTER BREAK						
29	30	31	DIBELS 8 Assessment for First and Second Grades: December 2-13 MAP Growth Assessment for 3rd, 4th, 5th-Reading: December 2-12			
SCHOOLS ARE CLOSED - WINTER BREAK						

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.

STUDENT USE OF TELEPHONE

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

BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

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

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

BEFORE-&-AFTER SCHOOL CARE

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

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

BULLYING

If you feel that peers are bullying your child, please contact your child’s teacher or the building principal, Kellie Joy-Clark. 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.



2025


JANUARY



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DIBELS 8 Assessment for Kindergarten: Jan. 16-28 MAP Growth Assessment for 3rd, 4th, 5th-Math: January 8-24 ELPA21 for EL students K-5: Jan. 27-Feb. 28			1	2	3	4
SCHOOLS ARE CLOSED – WINTER BREAK						
5	6	7 Kooser Kodiak Bank 8:20-8:50 am PTO Meeting 6:30-7:30pm	8	9	10	11
12	13	14 Kooser Kodiak Bank 8:20-8:50 am	15	16	17 Report Cards Posted on Parent Vue	18
19	20 SCHOOLS ARE CLOSED	21 Kooser Kodiak Bank 8:20-8:50 am	22	23	24	25
26	27	28 Kooser Kodiak Bank 8:20-8:50 am PTO Dine Out Event	29	30	31	

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.

KOOSER ELEMENTARY SCHOOL EXPECTATIONS

 BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE READY
All Settings	<ul style="list-style-type: none"> Follow directions the first time. Allow others to work and learn. Use kind words and actions. Respect school property. Accept others and their ideas. 	<ul style="list-style-type: none"> Give your best effort. Clean up after yourself. Focus attention appropriately. Follow voice level expectations. 	<ul style="list-style-type: none"> Have materials ready. Whole body listening. Stay in your assigned spot. Keep personal items at home.
Arrival / Dismissal	<ul style="list-style-type: none"> Walk to assigned area with safe hands and feet. Use sidewalks and crosswalks. Walk bike on school grounds. Know and follow after school plan. 	<ul style="list-style-type: none"> Level 1 voice outside. Level 0 voice inside. Follow adult directions. Use kind words and actions. 	<ul style="list-style-type: none"> Stay in line with your grade before school. Stay with your class after school. Wear coat and backpack correctly.
Cafeteria	<ul style="list-style-type: none"> Wash hands before eating. Eat only your food. Stay in your assigned seat. Carry your tray with 2 hands. Walking feet. 	<ul style="list-style-type: none"> Only 5 in the food line. Use Level 0 in food line. Use Level 1 voice at your seat. Be kind to others in the cafeteria. Be respectful of those around you. 	<ul style="list-style-type: none"> Focus on eating. Keep your space clean. Raise your hand for help. Sort lunch tray for compost, recycle, and trash.
Restroom	<ul style="list-style-type: none"> Keep soap and water in the sink. Wash your hands. Hands, feet, and objects to self. 	<ul style="list-style-type: none"> Give people privacy. Use Level 0 voice. Keep restroom clean. 	<ul style="list-style-type: none"> Flush the toilet. Use just 1 pump of soap and 1 paper towel. Put paper towels in the trash.
Hallway	<ul style="list-style-type: none"> Walking feet. Keep hands, feet, and objects to self. Keep to the right of the hall. Eyes forward. 	<ul style="list-style-type: none"> Use Level 0 voice. Keep hands off of walls and items displayed. Silent greetings. 	<ul style="list-style-type: none"> Remain in line order. Go only where you have permission to go.
Playground	<ul style="list-style-type: none"> Stay in your recess boundaries. Walking feet using sidewalk Keep your hands and feet to yourself. Walk on Kodiak Island. 	<ul style="list-style-type: none"> Include everyone. Follow game rules. Take turns. Follow adult directions. Use kind words and actions. 	<ul style="list-style-type: none"> Use equipment appropriately. Return equipment at the end of recess.

KOOSER SCHOOL BEHAVIOR EXPECTATIONS

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



Visit the Kooser website: kooser.LPS.org

AFTER SCHOOL CLUBS AND ACTIVITIES

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

PARENT TEACHER ORGANIZATION

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

LOST AND FOUND

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

2025

FEBRUARY



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
ELPA21 for EL students K-5: Jan. 27-Feb. 28						1
2	3	4 Kooser Kodiak Bank 8:20-8:50 am PTO Meeting 6:30-7:30 pm	5	6	7	8
9	10	11 Kooser Kodiak Bank 8:20-8:50 am	12	13	14	15
16	17	18	19	20	21	22
SCHOOLS ARE CLOSED						
23	24	25 Kooser Kodiak Bank 8:20-8:50 am PTO Dine Out Event	26	27 Parent-Teacher Conferences 3:40-7:40 pm	28	

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.

FIELD TRIPS

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

ANIMALS IN SCHOOLS

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

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.



METHODS OF COMMUNICATION

Distributing Information at School

Any information that will be sent home with students in the Friday Folder must first be approved by the district office by emailing the content to mburbach@LPS.org. Copies will then need to be provided to the school by Monday to go out in that week’s Friday Folder.

School Newsletter— Kodiak Chronicle

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

Weekly Communication Folders

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

Community News

“Community News” is a newspaper distributed by Lincoln Public Schools, free to all elementary students

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

School Website

Information is regularly updated on our website: wp.LPS.org/kooser



Facebook

Please like and follow us on Facebook at: [facebook.com/kooserkodiaks](https://www.facebook.com/kooserkodiaks)



ParentVue

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

School Messenger

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

2025

MARCH

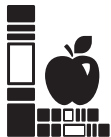


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
NSCAS Growth/Alternate, Science for grades 3-5: March 24-April 25						1
2	3	4 Kooser Kodiak Bank 8:20-8:50 am Parent-Teacher Conferences 3:40-7:40 pm	5	6	7	8
9	10	11	12	13	14	15
SCHOOLS ARE CLOSED						
16	17	18 Kooser Kodiak Bank 8:20-8:50 am	19	20	21	22
23	24	25 Kooser Kodiak Bank 8:20-8:50 am	26	27	28 Report Cards posted on Parent Vue	29
30	31	PTO Dine Out Event				

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.

2025

APRIL



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Kooser Kodiak Bank 8:20-8:50 am PTO Meeting 6:30-7:30 pm	2	3	4	5
6	7	8 Kooser Kodiak Bank 8:20-8:50 am	9	10	11	12
13	14	15 Kooser Kodiak Bank 8:20-8:50 am	16	17	18 SCHOOLS ARE CLOSED	19
20	21 SCHOOLS ARE CLOSED	22 Kooser Kodiak Bank 8:20-8:50 am	23	24	25	26
27	28	29 Kooser Kodiak Bank 8:20-8:50 am PTO Dine Out Event	30	NSCAS Growth/Alternate, Science for grades 3-5: March 24-April 25 DIBELS 8 Assessment for K, 1, 2: April 21-May 9		

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.

2025

MAY



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
DIBELS 8 Assessment for K, 1, 2: April 21-May 9				1	2	3
4	5	6 Kooser Kodiak Bank 8:20-8:50 am PTO Meeting 6:30-7:30 pm	7	8	9 PTO Carnival and Bookfair 5:30-7:30 pm	10
11	12	13 Kooser Kodiak Bank 8:20-8:50 am	14	15	16	17
18	19	20	21	22 Last Day of School Report Cards posted on Parent Vue	23	24
25	26	27	28	29	30	31

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.

2025

JUNE



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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					

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.

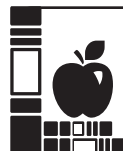
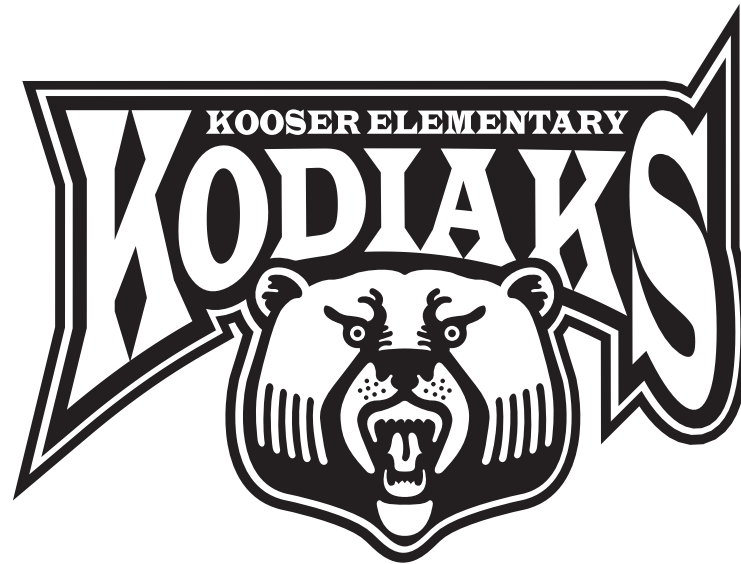
2025

JULY



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		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		

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.



LINCOLN 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.