

ZEMAN ELEMENTARY SCHOOL

4900 S. 52ND STREET | LINCOLN, NEBRASKA 68516 OFFICE HOURS: 7:30 A.M. - 4:00 P.M.

Calendar & Family Handbook

2024-2025

402-436-1169



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ZEMAN ELEMENTARY SCHOOL

4900 S. 52ND STREET | LINCOLN, NEBRASKA 68516 402-436-1169 | ZEMAN.LPS.ORG

Welcome to the 2024-2025 school year!

Go ZEBRAS!

The Zeman staff is excited to work with families to help all scholars learn and grow.

At Zeman, we believe communication is a vital component that bridges home-to-school learning, growth, continuous connections, and experiences for scholars' future. We will work to provide you with information through a variety of communication tools. The Zeman Student Handbook is one tool we use to serve as a guide for school staff, scholars, and families as we work to create a culture where scholars can learn at high levels, happily and safely.

If you ever have concerns or questions, please do not hesitate to contact me. It is my honor and privilege to serve the Zeman community!

Mrs. Rudi Wolfe, Principal Zeman Elementary rwolfe3@LPS.org 402-436-1169

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School Mission

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

At Zeman, our vision is to eradicate disproportionality.

We Have Integrity:

- We seek accountability.
- We own our values in the classroom, in meetings, and in the parking lot.
- · We amplify the truth with ourselves and with each other.

We Are Inclusive:

- We seek diversity of thought and experiences through our students, staff, and community.
- · We own the disproportionality that exists.
- We amplify student voices from all cultures.

We Have High Expectations:

- · We seek to make it hard for students to fail
- We own the discomfort of productive struggle.
- · We amplify our commitment to closing the achievement gap.

We Are Collaborative:

- We seek to learn new things, accept criticism, reflect, and be uncomfortable.
- We own collective responsibility for student outcomes.

OVERVIEW

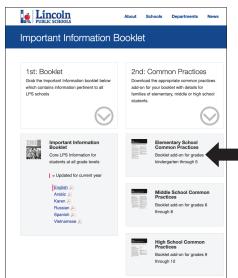
The following are practices that will be followed at Zeman Elementary School. This handbook is meant to be a quick-reference guide of common practices and guidelines for Zeman students and families. A complete LPS Important Information Book and list of Elementary Common Practices is available online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

PLEASE NOTE:

All procedures, guidelines and dates outlined in this document are subject to change, based on recommendations and directives issued by the Nebraska Department of Education, the Lincoln Lancaster County Health Department (LLCHD), or other governing body.

A complete LPS Important Information Book and list of Elementary Common Practices is available online at www.LPS.org/about/important/index.html.





AUGUST











4	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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ARRIVAL & DISMISSAL

School Hours:	8:15 a.m. – 2:53 p.m.
Breakfast:	7:45 a.m. – 8:10 a.m.
Welcome Bell:	8:10 a.m.
Start (tardy) Bell:	8:15 a.m.

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

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

GRADE LEVEL ARRIVAL AND DISMISSAL DOORS

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

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

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

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



2024	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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TRAFFIC FLOW & SAFETY TIPS

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

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

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

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

PARENT TEACHER ORGANIZATION

The Zeman Parent Teacher Organization is a vital part of Zeman's success with children. As an organization, they represent parents and guardians, and organize events and projects that serve children and families. Monthly PTO meetings are held on the third Thursday of the month at 6:30 p.m. (Please check the Zeman website calendar for exceptions.) All teachers and families are considered members of the Zeman PTO and are encouraged to participate in the fun! Visit the PTO website by visiting the Zeman School Website and clicking the PTO tab!



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BREAKFAST & LUNCH

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

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

Lunch Schedule

Kindergarten 11:00 a.m. – 11:20 a.m 5th Grade 11:30 a.m – 11:50 a.m 1st Grade 11:45 a.m. – 12:05 p.m. 4th Grade 12:00 p.m. – 12:20 p.m. 3rd Grade 12:15 p.m. – 12:35 p.m. 2nd Grade 12:30 p.m. – 12:50 p.m.

Breakfast & Lunch Area Meal Prices:

Elementary School Lunch

Full price \$2.50 Reduced \$0.40 Adult/non-student \$4.80 Second lunch \$4.80 À la carte \$0.60

Breakfast

Elementary full price \$1.30 Reduced \$0.30 Adult/non-student \$2.80 Second breakfast \$2.80 À la carte \$0.60

COMMUNICATION

ZEMAN GAZETTE: School Newsletter

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

WEDNESDAY FOLDERS:

Weekly Communication Folder

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

COMMUNITY NEWS

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

ZEMAN WEBSITE

Information is regularly updated on our website: Zeman.LPS.org

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

PARENTVUE

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

SCHOOL MESSENGER

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

ZEMAN FACEBOOK

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

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SATURDAY

SCHOOLS ARE CLOSED



BULLYING INFORMATION

If you feel that peers are bullying your child, please get in touch with your child's teacher or the building principal, Mrs. Wolfe (rwolfe3@LPS.org). All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

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

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

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

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

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

MENTAL & BEHAVIORAL HEALTH POINT OF CONTACT



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



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2024-2025

ZEMAN ELEMENTARY SCHOOL COMMON AREA EXPECTATIONS

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

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MISCELLANEOUS INFORMATION

Student Phone Use

Students will be permitted to use the office phone to call home regarding school matters upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum in order to maximize learning time. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning.

Cell Phone / Personal Electronic Device Use

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

YMCA After School Care

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

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

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

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

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

Lost and Found

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

Pets on School Grounds

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

Birthdays/Parties/Invitations

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

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

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FEBRUARY











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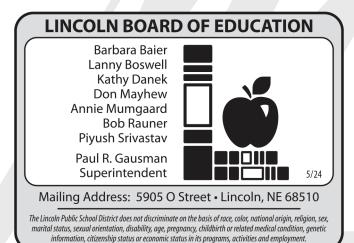
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2024-2025 ZEMAN ELEMENTARY SCHOOL STAFF

	. Rudi Wolfe rwolfe3@LPS.org . Melissa Cochrane mcochran@LPS.org
Kindergarten	. Heather Hansen
1st Grade	. Brianna Bergholz Farber. bbergho@LPS.org . Kati Robinson krobins3@LPS.org . Eileen Schmeichel. eschmei@LPS.org
2nd Grade	. Tara Lundy
3rd Grade	. Courtney Edelmaier
4th Grade	. Jennifer Acklie jacklie@LPS.org . Taylee Nelson tdecker@LPS.org . Marisa Springman mspring3@LPS.org
5th Grade	. Sara Fisher
Library/Computer	. Susan Otte sotte@LPS.org . Sherri Day sday@LPS.org . Jenna Bookens jbrooke@LPS.org . Vanessa D. Meloche vdmeloch@LPS.org
Resource	. Tasi Belltbell2@LPS.org . Breanna Casperbincontr@LPS.org . Stephanie Morrisseysmorriss@LPS.org

Constant	D. J. D. Hatauff	al a lla ol DC a ma
•	. Becky Boellstorff	_
* **	. Jen Goddard	
Occupational Therapy	. Jill Lavene	jlavene@LPS.org
Interventionist	. Krissy Lassek	klasse3@LPS.org
Band Instructor	. Amy Gammel	. agammel2@LPS.org
	. lan Wright	-
,	, and the second	3
	. Taylor Schmohr	-
, ,	. Danielle Fleer	-
School Social Worker	. Kathryn Hull	khull@LPS.org
Nurse	. Ashley Wunibald	awunibal@l PS.org
	. Bouchra Algahimi	
	. Cheryl Harriman	
3	. Kathy Claypool	-
LXECULIVE SECIETARY	. Natily Claypool	Kciaypuu@Lr 5.uig
Para Professional	. Linda Christensen	Ichrist3@LPS.org
Para Professional	. Sherrie Chretien	schretie@LPS.org
Para Professional	. Chandra Gross	cgross@LPS.org
	. Rachel Hile	
	. Layne Magel	_
	. Mikey McLaughlin	
	. Lisa Meyer	
	. Jacci Sarkar	
	. Heather White	
	. Sheri Wintz	
		_
Custodian Supervisor	. Kris Warren	Kwanchawii 3.019
Custodian.Asst.Supvr	. Matthew Sebek	msebek@LPS.org
Custodian	· Julette Tucker Enriquez	. jtuckere@LPS.or
Food Service Manager	Vim Marack	kmorock@l DC ora
Faral Camilian	. KIIII MOTOCK	·· killolock@Lr 3.Ol g
Food Service	· Vanessa Engel	vengel@LPS.org



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