

COMMUNITY-LOVING-OPPORTUNITIES-FAMILY-ACHIEVEMENT-GOALS-LEARNING-INVITING

SUPPORTIVE - SAFETY - HARD WORKING - DEDICATED - PASSION

2026



2027

ZEMAN ELEMENTARY



Student Handbook & Calendar

4900 S. 52nd Street | 402-436-1169 | Zeman.LPS.org | Office Hours: 7:30 a.m. – 4:00 p.m.

Rudi Wolfe, Principal | Melissa Cochrane, Coordinator |  Zeman Elementary School |  @zemanelementary



Lincoln
PUBLIC SCHOOLS

COMMUNICATION - WELCOMING - CARING - REFLECTION - GROWTH

CONSISTENT-FRIENDLY-CHALLENGING-GENUINE-INCLUSIVE-COLLABORATION-TRADITION

Welcome to the 2026-2027 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. Please carefully review the content. Note that dates for school events are subject to change.

If you ever have concerns or questions, please do not hesitate to call the school office at 403-436-1169. It is our honor and privilege to partner and work with the Zeman scholars, families, and community.



Mrs. Rudi Wolfe, Principal
Zeman Elementary
rwolfe3@LPS.org

In case of emergency, please ensure we can reach you by making sure the office has your most updated name and phone number, as well as an emergency contact if you cannot be reached.

School Mission

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

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.

Table of Contents

Welcome to the 2026-2027 school year!.....	Inside Front Cover
School Mission.....	Inside Front Cover
LPS Student Calendar	2
Overview	3
Intent of Handbook.....	3
Common Area Expectations.....	4
August 2026	5
Traffic Flow & Safety Tips	6
September 2026	7
Arrival at Zeman.....	8
October 2026	9
Dismissal at Zeman	10
November 2026.....	11
Arrival & Dismissal.....	12
Grade Level Dismissal Doors.....	12
December 2026	13
Breakfast & Lunch.....	14
Lunch Information	14
January 2027.....	15

Attendance.....	16
Medical/Dental Appointments on School Time	16
February 2027	17
Health Information	18
Make-up Work.....	18
March 2027.....	19
Communication.....	20
April 2027.....	21
Bullying Information	22
Mental and Behavioral Health Point of Contact	22
May 2027.....	23
Parent Teacher Organization	24
Zeman Volunteers	24
June 2027	25
Visiting the Building	26
Safety, Fire and Tornado Drills	26
Field Trips	26
Birthdays/Parties/Invitations.....	26
Positive Reinforcers.....	26
July 2027.....	27
Miscellaneous Information	28
2026-2027 Zeman Elementary School Staff.....	29



For Bilingual Liaisons:

Arabic: 402-436-1715

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

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

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

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

Karen: ဝံသးစူကီးလိတဲစိနိုဂ်အဲအံ့ဖဲနမ့လိာ်ဘဉ်ပုကတိကျီးထံတဲအတဲအိာ်ထွဲမၤစၤ 402-436-1769



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



2026-27

Graduation Dates

Tuesday, May 18, 2027

Yankee Hill

Wednesday, May 19, 2027

Independence Academy

Thursday, May 20, 2027

Bryan Community Focus Program

At Pinnacle Bank Arena May 21-23, 2027

Fri: LHS Sat: LNS, LNW, LSE, LNE Sun: LSW, LSB, EHS

☉ 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.

JULY 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	

AUGUST 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					

SEPTEMBER 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			

OCTOBER 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

NOVEMBER 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					

DECEMBER 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		

JANUARY 2027

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						

FEBRUARY 2027

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						

MARCH 2027

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 2027

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	

MAY 2027

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 2027

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			

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.

Parent Teacher Conferences:

Oct. 6th & Oct. 8th from 3:45-6:45 p.m.

Mar. 2nd & Mar. 4th from 3:45-6:45 p.m.

Office Phone: 402-436-1169

Use ParentVue to sign up for a time slot with your scholars' teacher.



Intent of Handbook

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

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 make 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 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.

Common Area Expectations



	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
CLASSROOM	- Keep hands, feet, and objects to self - Walk from place to place appropriately - Sit properly in chairs - Stay in assigned area	- 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	- 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
LUNCHROOM	- 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	- 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	- 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
PLAYGROUND & RECESS	- Stay within designated boundaries - Keep hands, feet, and objects to self	- Include everyone in games and activities - Use kind words and actions - Follow adult directions - Play by the rules - Have good sportsmanship	- One lap around the track before playing - Put away equipment after recess - Line up in line order at your assigned location when signaled
HALLWAYS	- Walk in line facing forward - Use line order - Use right side of the hallway - Keep hands, feet, and objects to self	- Use voice level '0' - Follow adult directions	Walk directly to your next location
RESTROOMS	- Keep water in sink - Keep hands, feet, and objects to self - Keep floors and sink areas dry and clean	- Use voice level '0' - Give others privacy - Wait patiently	- 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
ARRIVAL & DISMISSAL	- 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	- Walk on the right side - Follow adult directions	- Be aware of others around you - Arrive and leave on time - Go directly to designated area
OFFICE & HEALTH OFFICE	- Keep hands, feet, and objects to self - Walk - Sit on chairs appropriately	- Use appropriate voice level - Wait patiently, until an adult addresses you - Use polite manners, say please & thank you, greet others - Follow adult directions	- State your purpose (know why you are there) - Wait quietly for your turn

August 2026

Lincoln Public Schools

» Important Dates

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"Education is a shared commitment between dedication teachers, motivated students, and enthusiastic parents." - Bob Beauprez						1
2	3	4	5	6	7	8
9	10 Safe Walk & Open House with Kona Ice 6:00 p.m. - 7:00 p.m.	11	12 First Day for K, 6, and 9th Grades Start: 8:15 a.m. Dismissal: 2:53 p.m.	13 First Day for 1-5, 7-8 and 10-12th Grades Start: 8:15 a.m. Dismissal: 2:53 p.m.	14	15
16	17	18	19 National Aviation Day	20 PTO Meeting in Media Center 6:30 p.m.	21	22
23	24	25	26	27	28	29
30	31 Zeman Gear Sale Starts - See PTO Site					

Monday, August 10th
 Safe Walk & Open House with Kona Ice
 6:00 p.m. - 7:00 p.m.

Wednesday, August 12th
 First Day for K, 6, and 9th Grades
 Start: 8:15 a.m.
 Dismissal: 2:53 p.m.

Thursday, August 13th
 First Day for 1-5, 7-8, and 10-12th Grades
 Start: 8:15 a.m.
 Dismissal: 2:53 p.m.

Thursday, August 20th
 PTO Meeting in Media Center
 6:30 p.m.

Monday, August 31st
 Zeman Gear Sale Starts
 See PTO Site

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.

Traffic Flow & Safety Tips

See the Zeman traffic map located on page 8 and 10 and 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. 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. – 3:00 p.m. **The cutout is reserved for the school bus and daycare vans during arrival and dismissal.** During the day (8:15 a.m. – 2:30 p.m.) you can park in the cut-outs to pick up and/or if you are coming for lunch.

- **During the school hours of 8:15 a.m. – 2:45 p.m., please do not drive through the staff parking lot due to school, recess, and PE activities.**
- 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.**
- For Safety Purposes: Please do not have your child/children cross on the opposite side of the street to come to door #1. Please have them use the crosswalk.



September 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Picture Day	5
6 National Suicide Prevention Week	7 Labor Day SCHOOLS CLOSED	8 Professional Learning for Teachers SCHOOLS CLOSED	9	10	11 National Day of Service	12
13 National Grandparent Day	14 National Arts in Education Week	15	16	17 PTO Meeting in Media Center 6:30 p.m. Constitution Day	18 PTO Sponsored Block Party 5:30 p.m. - 8:00 p.m. Gear Sale Ends	19
20	21 PTO Sponsored Catalog Fundraiser Starts	22 First Day of Fall	23	24	25	26
27	28	29	30	"Tell me and I forget. Teach me and I remember. Involve me and I learn." - Benjamin Franklin		

» Important Dates

Friday, September 4th
Picture Day

Mon, Sept. 7th - Tues, Sept. 8th
Schools Closed

Monday, September 7th
Labor Day

Tuesday, September 8th
Professional Learning for Teachers

Thursday, September 17th
PTO Meeting in Media Center 6:30 p.m.

Friday, September 18th
PTO Sponsored Block Party 5:30 p.m. - 8:00 p.m.
Gear Sale Ends

Monday, September 21st
PTO Sponsored Catalog Fundraiser Starts

Tuesday, September 22nd
First Day of Fall

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.

Arrival at Zeman

LPS Bus and Daycare Vans arrival and dismissal will drop-off and pick-up at the cut-outs right in front of Zeman. If you prefer to park and walk your child up to school, please park further down on South 52nd Street or Bellhaven Dr. This allows us to keep the Zeman Cut-outs open for transportation and daycare vans.

7:45-8:10 a.m. Breakfast Traffic Flow:

- We do not have supervision until 8:00 a.m. for student scholars not receiving breakfast. Student scholars need to stay in their vehicle or off school property until 8:00 a.m. if they are not eating breakfast. If your child will be waiting in the car until 8:00, please do not pull up to door #1, but pull around to door #18 to ensure cars bringing student scholars for breakfast can drop them off safely.
- If your child wants breakfast, please have them **arrive at 7:45 or later** and enter through door #1. Supervision is provided only for student scholars eating breakfast in the cafeteria.
- Any student arriving before 8:00 a.m. will be required to purchase breakfast. No outside food or drink is allowed in the Cafeteria.

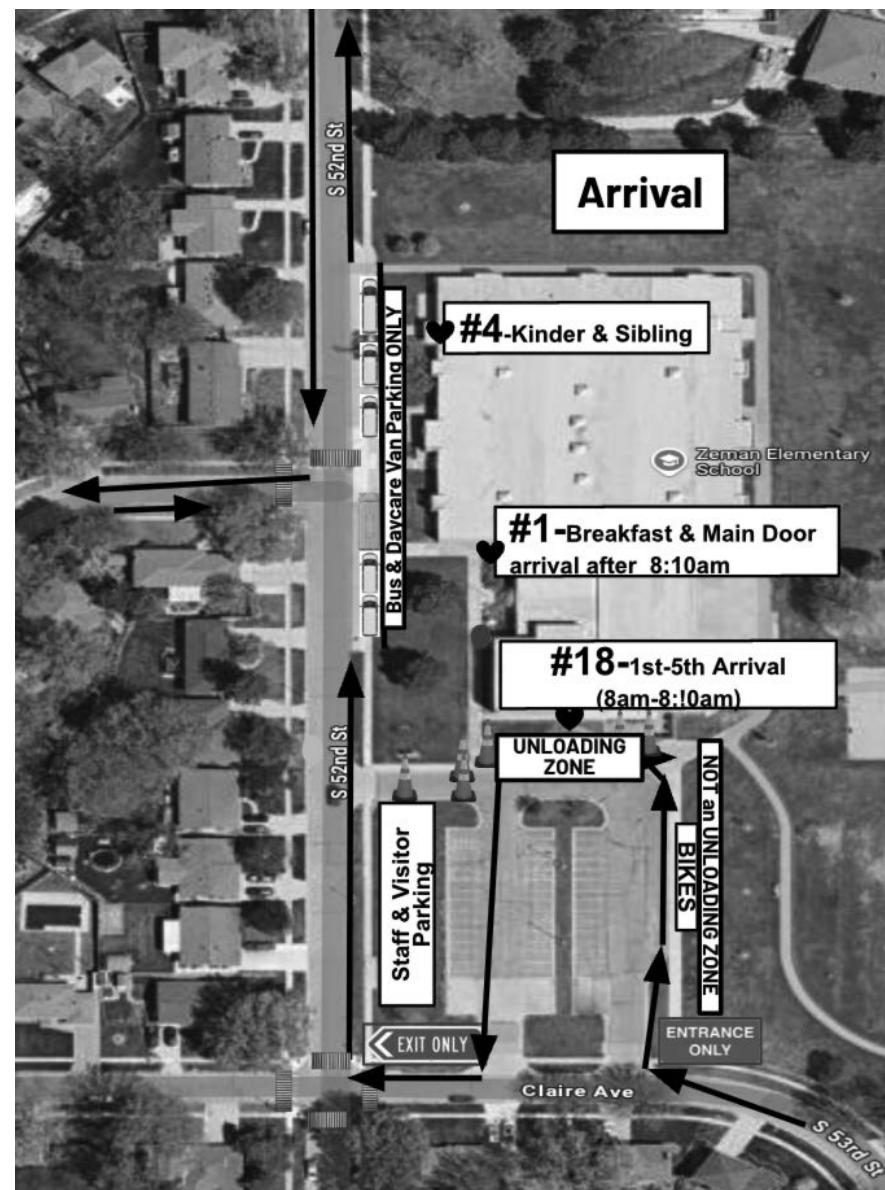
8:00-8:15 a.m. Traffic Flow:

- When pulling into Zeman from Claire Avenue, there will only be one lane. Please do not get out of your vehicle, but continue to pull all the way forward to the unloading zone, paying attention to the traffic signs. Then, you may drop your child off.
- Student scholars must exit the passenger side onto the curb for safety purposes.
- Please do not stop before or at the bike racks to drop off your child.
- Please do not stop/park or let children out of the car in a crosswalk area, in the middle of the street/ parking lot, or near the bike rack.
- **Right turn only out of the staff parking lot onto Claire Avenue.**

8:00-8:10 a.m. Arrival Doors:

****We will no longer have outside lines. Indoor arrival daily.*

- **Kindergarten** will enter through door # 4 and sit supervised by their classroom until 8:08 a.m. in the hallway.
 - **Older siblings will be dropped off and picked up with their Kinder sibling. Then they will appropriately, safely, and quickly head to door #18 to the gym.*



- **1st-5th-grade** student scholars will get out of their cars and enter through door 18. **After 8:10 a.m., there will be no supervisors at door #18 and the door will be locked.** Kindergarten-5th-grade student scholars will enter through door #1 to head to class.

October 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"The more that you read, the more things you will know. The more that you learn, the more places you'll go." - Dr. Seuss				1	2 Custodian Appreciation Day PTO Sponsored Catalog Fundraiser Ends	3
4 Fire Prevention Week	5 Book Fair 3:00 p.m. - 5:00 p.m. World Teachers Day	6 Book Fair 3:00 p.m. - 7:00 p.m. Parent / Teacher Conferences 3:45 p.m. - 6:45 p.m.	7 Book Fair 3:00 p.m. - 5:00 p.m.	8 Book Fair 3:00 p.m. - 7:00 p.m. Parent / Teacher Conferences 3:45 p.m. - 6:45 p.m.	9	10 World Mental Health Day
11 National School Lunch Week	12 Nebraska Indigenous Peoples Day	13	14 End of 1st Quarter	15 Fall Break SCHOOLS CLOSED	16 Fall Break SCHOOLS CLOSED	17
18 National Health Education Week PTO Sponsored Virtual Pumpkin Carving Contest Starts	19 Professional Learning for Teachers SCHOOLS CLOSED	20 Start of 2nd Quarter	21 Picture Re-Takes	22 PTO Meeting in Media Center 6:30 p.m.	23	24
25	26 Red Ribbon & Spirit Week	27	28	29 Q1 Report Cards Posted in ParentVue	30	31 PTO Sponsored Virtual Pumpkin Carving Contest Ends

» Important Dates

Friday, October 2nd
PTO Sponsored
Catalog Fundraiser Ends

Mon, Oct. 5th & Wed, Oct. 7th
Book Fair - 3:00 p.m. - 5:00 p.m.

Tues, Oct. 6th & Thurs, Oct. 8th
Book Fair - 3:00 p.m. - 7:00 p.m.
Parent / Teacher Conferences
3:45 p.m. - 6:45 p.m.

Wednesday, October 14th
End of 1st Quarter

Sunday, October 18th
PTO Sponsored Virtual
Pumpkin Carving Contest Starts

Monday, October 19th
Professional Learning
for Teachers

Tuesday, October 20th
Start of 2nd Quarter

Wednesday, October 21st
Picture Re-Takes

Thursday, October 22nd
PTO Meeting in Media Center
6:30 p.m.

Mon, Oct. 26th - Fri, Oct. 30th
Red Ribbon & Spirit Week

Thursday, October 29th
Q1 Report Cards
Posted in ParentVue

Saturday, October 31st
PTO Sponsored Virtual
Pumpkin Carving Contest Ends

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.

Dismissal at Zeman

Please note: YMCA is an external organization that provides after-school care in our building.

If you would like your child to participate, please contact the YMCA directly, as Zeman does not oversee their program. Hours of operation after school are: 2:53 pm-5:45 pm.

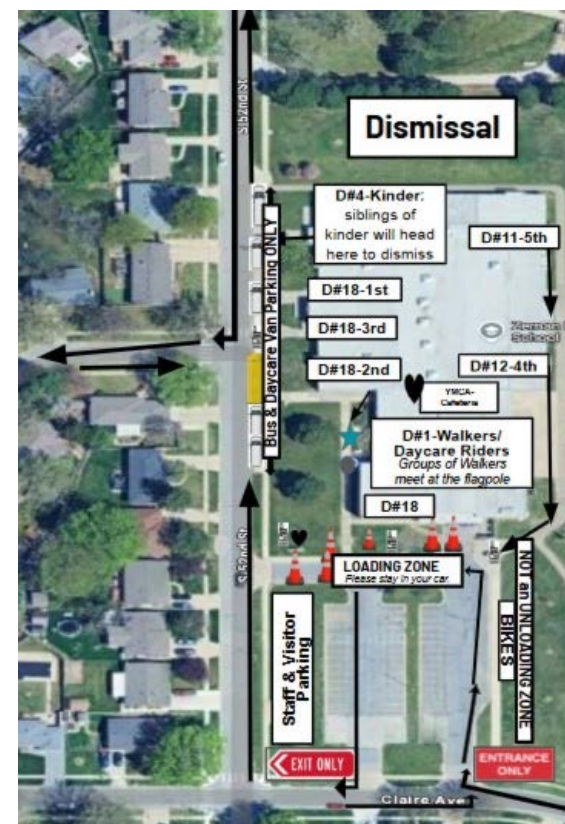
2:53 p.m. Dismissal for the Day:

- Kindergarten student scholars will exit the building with their classroom teacher from door #4.
 - *Older siblings will be picked up with their Kinder sibling.*
 - If your kindergartener is walking, they will be released once their adult is identified.
- Walkers in 1st/2nd/3rd/4th/5th** will walk out of **Door #1** with a **grade level teacher** and start walking home, and/or meet a sibling at the flag pole.
- 1st-3rd grade** will walk out of door #18 and will head south towards the stairs near the parking lot and wait for their name to be called.
- 4th grade** will come out of door #12 on the East side of the building and walk south towards the parking lot and wait for their name to be called.
- 5th grade** will come out of door #11 on the East side of the building and walk south towards the parking lot and wait for their name to be called.
- If your child is walking, they will identify the adult or scholar they are walking with (**flag pole meet up**) and be dismissed by the teacher.

- If you would like to walk and pick up your child from the teacher, you can park on the side street of South 52nd or Bellhaven Dr., but not in the cutouts, as this is for the bus and daycare vans.
- If you want to avoid driving through the Zeman parking lot, it may be beneficial to identify a location and park so your child can walk to your vehicle. Please park further down on South 52nd Street or Bellhaven Drive to avoid causing traffic concerns for cars using the parking lot traffic plan. **Please DO NOT park in neighborhood driveways.**

2:53 p.m. Traffic Flow:

- Kindergarten student scholars will exit the building with their classroom teacher from door #4.
 - *Older siblings will be picked up with their Kinder sibling.*
 - The adult can park further down on South 52nd Street or Bellhaven Dr. and walk to get their child.
- Grades 1st-5th:** When pulling into Zeman from Claire Ave, there will only be one lane.
- While in the pick-up lane:
 - Please do not stop/park or let children into the car near the bike rack, in a crosswalk area, or the middle of the street/ parking lot.
 - Please do not get out of your vehicle, but continue to pull all the way forward to the **LOADING ZONE**. There will be no need to "jump" cars or weave in and out.
 - We will have staff with radios calling your child's last name as identified by the name sign in your car (*provided at Open House or upon enrollment throughout the year*).
 - When you get to the designated pick-up zone (**LOADING**



ZONE), staff or scholars who are capable will open doors, and scholars will load on the passenger side/curbside.

- Right turn only** out of the parking lot onto Claire Avenue.

November 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Daylight Savings Time Ends	2 School Psychologist Week	3 4th Grade Field Trip: Cunningham Schoolhouse	4 4th Grade Field Trip: Cunningham Schoolhouse	5 4th Grade Field Trip: Cunningham Schoolhouse	6 Announce Pumpkin Winners	7
8	9	10	11 Veterans Day	12 PTO Sponsored Catalog Fundraiser Product Pick-Up 3:00 p.m. - 6:00 p.m.	13 World Kindness Day	14
15	16	17	18	19 PTO Meeting in Media Center 6:30 p.m.	20	21 Substitute Teacher Day
22 National Family Week	23	24	25	26 Office Closed Thanksgiving	27 Office Closed	28
			SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	
29	30 Professional Learning for Teachers SCHOOLS CLOSED	"Cultivate the habit of being grateful for every good thing that comes to you, and to give thanks continuously." - Ralph Waldo Emerson				

» Important Dates

Sunday, November 1st
Daylight Savings Time Ends

Tues, Nov. 3rd - Thurs, Nov. 5th
4th Grade Field Trip:
Cunningham Schoolhouse

Friday, November 6th
Announce Pumpkin Winners

Thursday, November 12th
PTO Sponsored Catalog Fundraiser Product Pick-Up 3:00 p.m. - 6:00 p.m.

Thursday, November 19th
PTO Meeting in Media Center 6:30 p.m.

Thurs, Nov. 25th - Mon, Nov. 30th
Schools Closed

Thursday, November 26th
Office Closed - Thanksgiving

Friday, November 27th
Office Closed

Monday, November 30th
Professional Learning for Teachers

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.



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.

Dismissal Bell: 2:53 p.m.

Children may start arriving on school grounds at 7:45 a.m. if eating breakfast. If not eating breakfast, children may arrive after 8:00 a.m.

Starting at 8:00 a.m., student scholars not eating breakfast can enter the school through Door #4 (Kindergarten) or Door #18 (1st-5th grades) and go directly to their assigned grade level sit spots.

At 8:08 a.m. we will start a staggered release with teachers escorting their class to start the school day.

After 8:10 a.m. and until 2:53 p.m., students will need to enter through the main entrance, Door 1. All other doors will be locked.

On pages 8 and 10 and on our website you will find more information about our traffic plan, as well as the arrival and dismissal plan.

Grade Level Dismissal Doors

Dismissal for each grade level should be the following:

Kindergarten: Door #4

Dismissal – Oldest sibling go to the youngest sibling.

1st Grade: Door #18

2nd Grade: Door #18

3rd Grade: Door #18

4th Grade: Door #12

5th Grade: Door #11

Walkers for Grades 1st, 2nd, 3rd, 4th, & 5th: Door #1

Siblings meet at the flag pole.

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 and parents/guardian will be called by the office staff. **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.

December 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"Every student can learn, just not on the same day, or the same way." - George Evans		1	2 National Special Education Day	3	4	5 International Volunteer Day
6	7 Penguin Patch Holiday Shop	8 Penguin Patch Holiday Shop Band and Strings Concert 6:30 p.m.	9 Penguin Patch Holiday Shop	10 Penguin Patch Holiday Shop Human Rights Day	11 Penguin Patch Holiday Shop PTO Sponsored Movie Night 6:30 p.m.	12
13	14	15	16	17 PTO Meeting in Media Center 6:30 p.m.	18	19
20	21 First Day of Winter	22 End of 2nd Quarter	23	24 Office Closed Christmas Eve	25 Office Closed Christmas Day	26 Kwanzaa
			SCHOOLS CLOSED WINTER BREAK	SCHOOLS CLOSED WINTER BREAK	SCHOOLS CLOSED WINTER BREAK	
27	28	29	30	31 Office Closed		
	SCHOOLS CLOSED WINTER BREAK	SCHOOLS CLOSED WINTER BREAK	SCHOOLS CLOSED WINTER BREAK	SCHOOLS CLOSED WINTER BREAK		

» Important Dates

Mon, Dec. 7th - Fri, Dec. 11th
Penguin Patch Holiday Shop

Tuesday, December 8th
Band and Strings Concert
6:30 p.m.

Friday, December 11th
PTO Sponsored Movie Night
6:30 p.m.

Thursday, December 17th
PTO Meeting in Media Center
6:30 p.m.

Monday, December 21st
First Day of Winter

Tuesday, December 22nd
End of 2nd Quarter

**Wed, Dec. 23rd -
Thurs, Dec. 31st**
Schools Closed

Thursday, December 24th
Office Closed - Christmas Eve

Friday, December 25th
Office Closed - Christmas Day

Thursday, December 31st
Office Closed

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.

Breakfast & Lunch

Breakfast begins at 7:45 a.m. each morning through Door #1 only. 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	11:10 a.m. – 11:30 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.

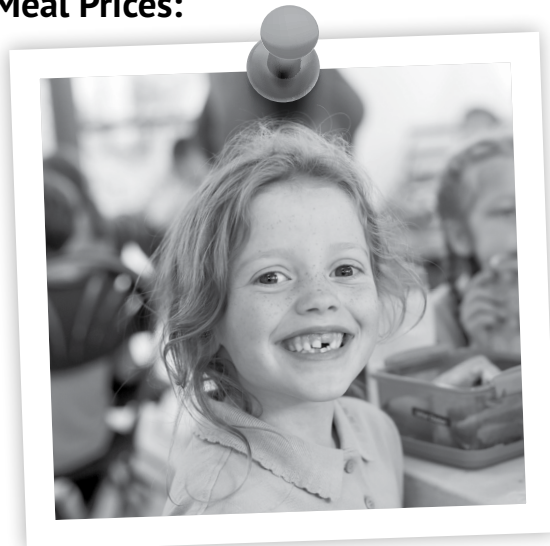
Breakfast & Lunch Area Meal Prices:

Elementary School Lunch

Full price \$2.50
Adult/non-student \$4.80
À la carte \$0.60

Breakfast

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



Lunch Information

- Please LABEL LUNCHBOXES with your child's name.
- Parents(s)/Guardian(s) are welcome to eat lunch with students at school. If you plan to be a guest at lunch with a student(s) and you are not the parent/guardian of the student, please ensure the parent/guardian has communicated with the office prior to your arrival. If this has not been done, the office staff will have to contact the parent/guardian before you can be a guest in our lunchroom with a student.
- We have a calm, silent entrance and exit practice that we do everyday. Lights will be off for students, but guests may continue to visit with their student. Please enjoy this time with your student only, other students will not be allowed to join.
- *Adults (parents/guardians) are limited to access beyond the office or cafeteria points as escorts into the classrooms will be limited to school staff and students/scholars only. This is to help maintain a secure and focused learning environment and minimize disruptions. This plan will remain in place throughout the school year. If you come to have lunch with your scholar or pick them up early, please note that you will be able to say your goodbyes in the cafeteria or the front office, as visitors will not be able to escort scholars back to their classrooms. Thank you so much for partnering with us to keep our school learning environment thriving, focused, and consistent.*
- If you would like to view the meal menus or put money in your student(s) account please go to the Zeman home page and look under the Meals section:
 - Click on "View Menus" to view the breakfast and lunch menus or click on "Purchase Meals" to add money to your account

January 2027

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"The purpose of education is to turn mirrors into windows." - Sydney J. Harris					1 Office Closed New Year's Day	2
3	4 SCHOOLS CLOSED WINTER BREAK	5 Start of 3rd Quarter	6	7	8 SCHOOLS CLOSED WINTER BREAK	9
10	11	12	13	14	15 Q2 Report Cards Posted in ParentVue	16
17	18 Office Closed Martin Luther King, Jr. Day SCHOOLS CLOSED	19	20	21 PTO Meeting in Media Center 6:30 p.m.	22 PTO Sponsored Glow Party 6:30 p.m. 8:00 p.m.	23
24	25	26	27	28	29	30
31						

» Important Dates

Fri, Jan. 1st - Mon, Jan. 4th
Schools Closed

Friday, January 1st
Office Closed - New Year's Day

Tuesday, January 5th
Start of 3rd Quarter

Friday, January 15th
Q2 Report Cards
Posted in ParentVue

Monday, January 18th
Office Closed -
Martin Luther King, Jr. Day

Thursday, January 21st
PTO Meeting in Media Center
6:30 p.m.

Friday, January 22nd
PTO Sponsored Glow Party
6:30 p.m. - 8:00 p.m.

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.

Attendance

Student achievement is impacted by frequent absences and tardies. It is our goal to have every student in school as many days as possible, and to work with parents and guardians to help students understand the importance of being in school. Please note school starts at 8:15am everyday. This means scholars should be in the building and in their classroom ready for announcements and learning at 8:15 am. **If scholars are walking into the school building at 8:15 am or after, they will be marked tardy.** Students may be excused for illness, or if by parent request, the student may miss school for a family emergency or special family need, including a religious observance. Students may also be excused from school to participate in a school-approved activity. Students attending Zeman Elementary on permit are reminded that punctual attendance is necessary to maintain permit status. Attendance can be communicated through the ParentVue app or a call to the Zeman Office at 402-436-1169.

Based on School Board Policy (Reg. 5140.1), the school may report to the county attorney when a collaborative plan involving the school, guardian, and student to reduce barriers to improve regular attendance has not been successful and the student has accumulated more than twenty (20) absences per year. **Absence codes that make up the excessive absences include: IL-Illness PA-Parent Acknowledged TR-Truant*

When a student is absent from class for any reason, it becomes more difficult for the student to master the content of the course. Therefore, it is important that absences be eliminated or kept to a minimum. Equivalent experiences for students who miss class are difficult and sometime impossible to recreate. It is the responsibility of the student to make up work which has been missed because of any absence. The school staff will support the student's initiative to make up work missed. If your child is unable to attend school, a telephone call to the school office is requested. A note from home is appreciated when your child returns to school. An absence which neither the parent nor the school condones, or is not called in, will be recorded as truancy. This will be subject to disciplinary action at the discretion of the principal. If a student is excessively absent, 10+ days, an administrator will send a written notice home. If a student is absent 15 days a second notice will be sent and staff member will call home. If absences exceed 20 days the administrator will file a report with the county attorney.



ParentVue

A Convenient Tool for YOU!

Features of ParentVue Include:

- Fast and easy communication with teachers
- Quickly enter attendance for your child(ren)
- View your students' grades & report cards
- View your students' schedule and class information
- Upload documentation such as immunizations

Secure and Private

An Activation Key (provided by your student's school) is required for parents and guardians to login to LPS Synergy ParentVUE.

Contact your student's school office for more information.

Anytime, Anywhere

View ParentVue at

LPS.org

Download on the

App Store

GET IT ON

Google Play

*ParentVue requires a valid non-lps email address

Medical/Dental Appointments on School Time

In order for an absence to be School Excused the parent/guardian must provide the school with documentation to demonstrate that the absence was beyond the control of the parent or child. Please follow-up with Office Staff with questions. Students must check in at the office upon departure for the appointment and on return to school. A computerized record is kept when the student is out of the building. It is necessary that the child check in and out through the office. Please send an email or call the office the previous day.

February 2027

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 National School Counseling Week	2	3	4	5 National Wear Red Day (Support of Heart Health)	6
7	8 Ramadan Starts	9	10	11	12 PTO Sponsored Talent Show 6:30 p.m.	13
14 Valentine's Day	15 Professional Learning for Teachers President's Day SCHOOLS CLOSED	16	17	18 PTO Meeting in Media Center 6:30 p.m.	19	20
21	22	23	24	25	26 International Stand Up to Bullying Day	27
28	"Learning is an interactive process where teachers learn from students, and students learn from teachers." - A. Sridhar					

» Important Dates

Friday, February 12th
PTO Sponsored Talent Show
6:30 p.m.

Monday, February 15th
Professional Learning
for Teachers
Schools Closed

Thursday, February 18th
PTO Meeting in Media Center
6:30 p.m.

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.

Health Information

Please notify the Health Office of any important health related information you feel is important for your child's success/safety in the classroom.

Exclusion for Health Reasons

- Temperature of 100 degrees or higher
- Undiagnosed rash/skin lesion (exception: if student is taken to physician, he/she may be readmitted with the doctor's written permission stating the rash is not contagious)
- Other conditions which may warrant a student being sent home include: inflamed red eyes or drainage; vomiting; diarrhea; persistent cough; earache or drainage from ear; questionable illness' injury which may require medical evaluation; sore that appears infected/draining.

Absences

If your child is absent 3 or more days due to communicable disease, or if injured, the student should be readmitted through the Health Office.

In questionable cases, a statement from the physician may be requested by the school nurse. Student Medications School personnel can administer medication to a student with a doctor's written prescription and signed permission from the student's parent or guardian.

Medications

Medication must be brought to school in the prescription container with a label stating the student's name, physician's name, and directions for administering the medication. Over-the-counter medication will be given with a written order from the doctor. Cough drops are considered medications but can be administered with only signed parent permission.

School-provided Formulary medication (ibuprofen or acetaminophen) can be administered to students with signed parent permission.



Make-up Work

We appreciate parent/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for completion of work.

Please call the school in the morning to request homework to be picked up after school.

March 2027

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Color Run & Gear Sale See PTO Site National Social Worker Week Read Across America Week	2 Parent / Teacher Conferences 3:45 p.m. - 6:45 p.m.	3	4 Parent / Teacher Conferences 3:45 p.m. - 6:45 p.m.	5 End of 3rd Quarter	6
7	8 Ramadan Ends International Women's Day	9	10 Eid Al-Fitr	11	12	13
	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	
14 Daylight Savings Time Begins	15 Start of 4th Quarter Neurodiversity Celebration Week	16	17 St. Patrick's Day	18 PTO Meeting in Media Center 6:30 p.m.	19	20 First Day of Spring
21 World Down Syndrome Day	22 World Water Day	23	24	25 Q3 Report Cards Posted in ParentVue	26	27
28 Easter	29	30	31	"Teaching is not about answering questions but about raising questions - opening doors for them in place that they could not imagine." - Yawar Baig		

» Important Dates

Monday, March 1st
Color Run & Gear Sale
See PTO Site

Tues, Mar. 2nd & Thurs, Mar. 4th
Parent / Teacher Conferences
3:45 p.m. - 6:45 p.m.

Friday, March 5th
End of 3rd Quarter

Mon, Mar. 8th - Fri, Mar. 12th
Schools Closed

Sunday, March 14th
Daylight Savings Time Begins

Monday, March 15th
Start of 4th Quarter

Thursday, March 18th
PTO Meeting in Media Center
6:30 p.m.

Friday, March 20th
First Day of Spring

Thursday, March 25th
Q3 Report Cards
Posted in ParentVue

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.

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 for the following month is sent on the last school day of each month via email and posted on the school web site.

APPTGY - NEW 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. Please ensure to keep your contact information updated regularly with the school so we can contact you when necessary.

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 with Lunch Menu
- Lunch Times
- School and Staff Contact Information
- PTO Information
- Events Information
- Latest News
- Much, much more!

PARENTVUE

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

ZEMAN SOCIALS

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

NEW LINCOLN PUBLIC SCHOOLS APP

Separate from ParentVue, download the NEW LPS.Org app. Select Zeman Elementary within the app and make sure your family never miss a message from the principal. The event section shows a list of events throughout the district. Users can add an event to their calendar to share the event with friends and family with one tap. Find relevant staff contact under an easy-to-navigate directory.

April 2027

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"Creativity is thinking up new things. Innovation is doing new things." - Theodore Levitt				1 PTO Sponsored Rocket Car Wash Fundraiser	2 World Autism Awareness Day	3
4 National School Librarian Day Public Health Day	5 Professional Learning for Teachers SCHOOLS CLOSED	6	7 Paraeducators Appreciation Day	8 Coordinator Celebration Day	9	10
11	12 Drop Everything and Read Day (D.E.A.R.)	13	14	15 PTO Meeting in Media Center 6:30 p.m. World Art Day	16 PTO Sponsored Color Run 6:00 p.m.	17
18	19	20	21 National Administrative Professionals Day	22 Band and Strings Concert 6:30 p.m.	23	24
25	26	27	28	29	30 Office Closed Arbor Day SCHOOLS CLOSED	

» Important Dates

Thursday, April 1st
PTO Sponsored
Rocket Car Wash Fundraiser

Monday, April 5th
Professional Learning
for Teachers
Schools Closed

Thursday, April 15th
PTO Meeting in Media Center
6:30 p.m.

Friday, April 16th
PTO Sponsored Color Run
6:00 p.m.

Thursday, April 22nd
Band and Strings Concert
6:30 p.m.

Friday, April 30th
Office Closed - Arbor Day
Schools Closed

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.

Bullying Information

If you feel that your child is being bullied, 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 remind your child that if they feel they are being bullied or in an unsafe situation, they need to tell ANY adult right away.*** 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 what bullying looks like and sounds like, along with how to advocate for themselves through the Lincoln Public School's Second Step program.



Mental and Behavioral Health Point of Contact

Your student's mental health is important to their academic success. If you have concerns about your student's mental or behavioral health, you can contact the social worker at your student's school/program. LPS social workers are licensed mental health practitioners and can help connect you to appropriate mental health or behavioral supports. Go to home.LPS.org/socialworkers/mental-behavioral-health-points-of-contact or scan the QR code for more information.



May 2027

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"A teacher has the power to open minds and touch hearts." - Floren Mallorca						1 School Principal's Day Mayor's Run
2 Chalk the Walk at Zeman 1:00 p.m. - 5:00 p.m. Screen Free Week	3 Teacher Appreciation Week	4	5	6 PTO Meeting in Media Center 6:30 p.m.	7 School Lunch Hero Day	8
9 Mother's Day	10	11	12 National School Nurse Day	13 Zeman Sharps Choir Chorus (3rd - 5th) 6:30 p.m.	14	15
16	17 Fun in the Sun	18 5th Grade Field Trip: Saltdogs Game National Speech Pathologist Day	19 Marathon	20 Last Day of School 5th Grade Graduation 2:00 p.m. Have a Wonderful Summer!	21 Q4 Report Cards Posted in ParentVue Last Day for Teachers	22
23	24	25	26	27	28	29
30	31 Office Closed Memorial Day					

» Important Dates

Sunday, May 2nd
Chalk the Walk at Zeman
1:00 p.m. - 5:00 p.m.

Thursday, May 6th
PTO Meeting in Media Center
6:30 p.m.

Thursday, May 13th
Zeman Sharps Choir Chorus
(3rd - 5th Grade)
6:30 p.m.

Monday, May 17th
Fun in the Sun

Tuesday, May 18th
5th Grade Field Trip:
Saltdogs Game

Wednesday, May 19th
Marathon

Thursday, May 20th
Last Day of School
5th Grade Graduation
2:00 p.m.
Have a Wonderful Summer!

Friday, May 21st
Q4 Report Cards
Posted in ParentVue
Last Day for Teachers

Monday, May 31st
Office Closed - Memorial Day

**Last week of school is
subject to change due to 5th
Grade Field Trip to Saltdogs
scheduling.

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.

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 here: zeman.ptboard.com or by visiting the Zeman School Website and clicking the PTO tab!

PTO Events/School Activities:

- Fundraising Events
- Zeman Gear
- Zeman Dine Outs
- Holiday Activities
- Book Fair
- Zeman Color Run
- Movie Nights
- Talent Show
- Zeman Block Party
- Zeman Staff Gifts
- Classroom Activities
- Kindergarten Round Up
- Penguin Patch Winter Shop



Zeman Volunteers

If you want to be a volunteer at Zeman you can go to Zeman's homepage and click on the "volunteer application" link under quick links or, go to LPS.org and type in "volunteer" in the upper right search box. Fill out the online volunteer form and click "apply" to be a Level 2 volunteer. To become a Level 3 volunteer, you must contact the Zeman office after completing the online application.

Additional information will be requested in order to run a background check to become a Level 3 volunteer.

Level 2 – Can work in the classroom with students, but under direct supervision of the teacher. This includes but is not limited to: room parent, classroom readers and parties, book fair, classroom tasks, back to school checkout, etc.

Level 3 – Can work with students, but may not be under the direct supervision of the teacher. This includes but is not limited to: FIELD TRIPS, helping students in the hall, etc. Please communicate your desire to be a Field Trip Chaperone with your child's teacher regarding their specific field trips.

**If you plan to attend any field trip(s), you must be a level 3 volunteer prior to the trip date. Applications are good for 3 years.*

June 2027

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12 Loving Day Family Health and Fitness Day
13 Flag Day World Blood Donor Day	14	15	16	17	18 Office Closed Juneteenth Observed	19 Juneteenth
20 Father's Day	21 First Day of Summer	22	23	24	25	26
27	28	29	30	"The art of teaching is the art of assisting discovery." - Mark Van Doren		

» Important Dates

Friday, June 18th
Office Closed
- Juneteenth Observed

Saturday, June 19th
Juneteenth

Monday, June 21st
First Day of Summer

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.

Visiting the Building

All visitors will be asked to “check in” with the office. Individuals wishing to check students out of school should sign them out in the Zeman office. The office will contact the teacher to send the student to the office. **We will not call students to the office until a parent/guardian is here to sign them out as we want to limit instructional minutes lost.**

Safety, Fire and Tornado Drills

All schools have periodic drills so student scholars know what to do in case of emergency, fire, or tornado in order to be safe. The safety of students is a top priority. All schools cooperate with the fire department to make sure the most effective safety procedures are followed.

Field Trips

- Parents acting as volunteers on field trips, may not bring other children so their full attention can be given to active supervision.
- Parents/Guardians who are not volunteers are strongly discouraged from bringing younger siblings on a school sponsored field trip. Field trips are connected to the LPS curriculum and are intended for the students at that grade level to have a focused learning experience.
- If the educational experience is disrupted by younger siblings or parents not acting as volunteers, they may be asked to leave the field trip.
- The school determines the number of adult volunteers needed for a field trip and may need to limit adult participation due to cost, supervision, space, security and other considerations.

Birthdays/Parties/Invitations

Teachers recognize birthdays in a variety of ways. Student scholars 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 scholar has invitations to distribute after school. Phone numbers and addresses cannot be distributed by any school personnel.

School/ Classroom Parties and Celebrations:

- Parties and classroom celebrations (e.g., Fall, Holiday, Valentine’s) are at the discretion of the building principal aligned with LPS Guidelines.
- Any food that is associated with classroom parties/ celebrations will be provided by the school or parent organization with the approval of the principal.
- Students or families should not bring food for their class for any occasion. We request that only **NON-EDIBLE TREATS** are included in Valentine cards.
- Edible treats will be sent home and will not be eaten at school due to possible allergies and food sensitivities.

Positive Reinforcers

Zeman uses Zebra Tickets and Golden Ticket to recognize positive behaviors for our scholars!

July 2027

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
"Education is not the filling of a pail, but the lighting of a fire." - William Butler Yeats				1	2	3
4 Independence Day	5 Office Closed Independence Day Observed	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 World Drowning Prevention Day	26	27	28	29	30 International Day of Friendship	31

» Important Dates

Sunday, July 4th
Independence Day

Monday, July 5th
Office Closed
Independence Day Observed

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.

Miscellaneous Information

Student Scholar 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 student scholars must be kept to a minimum in order to maximize learning time. Student scholars are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning. If a scholars after school plan has changed please contact the office.

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 and not used. 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. Visit Zeman website for more information.

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! (402-436-1169)

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. Scholars can check the lost & found upon coming in after recess and heading to lunch in the cafeteria with adult permission.

Custodial/Non-Custodial Parents:

It is Lincoln Public Schools policy to foster and facilitate parental information about, and involvement in, the education of their children. Divorced and separated parents maintain all parental rights with their children unless altered by a court order. If parental rights have been changed, the school office must have access to a copy of the court order stipulating those changes. School officials will follow the directives stated in the order and in other directives regarding access to the child as provided by the parent having legal custody.

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 during the day and dismissal times. Signs are posted on the school grounds, reminding community members that pets are not allowed on Zeman School property.

2026-2027 Zeman Elementary School Staff

Principal.....Rudi Wolfe rwolfe3@LPS.org
 CoordinatorMelissa Cochrane mcochran@LPS.org
 NurseAshley Wunibald awunibal@LPS.org
 Health TechBouchra Algahimi balgahim@LPS.org
 Registrar.....Sam Grosssgross@LPS.org
 Executive SecretaryKathy Claypool..... kclaypoo@LPS.org
 Kindergarten.....Heather Hansen.....hhansen@LPS.org
 Kindergarten.....Emma Magsamenemagsame@LPS.org
 1st GradeBrianna Bergholz Farberbbergho@LPS.org
 1st GradeKati Robinson..... krobins3@LPS.org
 2nd GradeTara Lundy tlundy@LPS.org
 2nd GradeGina Nelsongnelson1@LPS.org
 2nd GradeChelley Petersonpetersc@LPS.org
 3rd Grade.....Amy Kellyakelly@LPS.org
 3rd Grade.....Eileen Schmeichel.....eschmei@LPS.org
 3rd Grade.....Claire Thomascthomas@LPS.org
 4th Grade.....Jennifer Acklie jacklie@LPS.org
 4th Grade.....Taylee Nelson tnelson1@LPS.org
 4th Grade.....Marisa Springman.....mspring3@LPS.org
 5th Grade.....Courtney Cheever ccheever@LPS.org
 5th Grade.....Machaela McMullin.....mmcmull2@LPS.org
 5th Grade.....Allison Ward.....award@LPS.org
 Art/ComputerSusan Ottesotte@LPS.org
 Library/ComputerSherri Day.....sday@LPS.org
 MusicJess Rajewichjrajewi@LPS.org
 PEVanessa D. Meloche vdmeloch@LPS.org

Resource.....Tasi Belltbell2@LPS.org
 Resource.....Breanna Casperbincontr@LPS.org
 Resource.....Stephanie Morrisseysmorriss@LPS.org
 SpeechBecky Boellstorff.....rboells@LPS.org
 Physical Therapy.....Jen Goddardjgoddar@LPS.org
 Occupational Therapy ...Jill Lavene.....jlavene@LPS.org
 Interventionist.....Krissy Lassekklasse3@LPS.org
 Behavior Interventionist ..Grace Gansebomggansebo@LPS.org
 Band InstructorNolan Schmitnschmit@lps.org
 Strings InstructorIan Wright.....iwright@LPS.org
 Counselor.....Taylor Schmohrtschmohr@LPS.org
 School Psychologist.....Anna Tussingatussing@LPS.org
 School Social Worker.....Kathryn Hull.....khull@LPS.org
 Para ProfessionalLinda Christensen.....lchrist3@LPS.org
 Para ProfessionalSherrie Chretienschretie@LPS.org
 Para ProfessionalCara Coderccoder@LPS.org
 Para ProfessionalChandra Grosscgross@LPS.org
 Para ProfessionalAmy Hornahorn@LPS.org
 Para ProfessionalLayne Magel.....lmagel@LPS.org
 Para ProfessionalLisa Meyerlmeyer@LPS.org
 Para ProfessionalNicholas Vaccaro.....nvaccaro@LPS.org
 Custodian Supervisor.....Matt Burtonmburton@LPS.org
 Custodian Asst. Supvr....Josh Pedersonjpeders@LPS.org
 Custodial StaffJulette Tucker.....jtuckere@LPS.org
 Food Service Manager....Kim Morockkmorock@LPS.org
 Food ServiceVanessa Engelvengel@LPS.org
 Food ServiceAnne Hoobler.....ahooble@LPS.org



BOARD OF EDUCATION

9/25



5905 O Street • Lincoln, NE 68510

Lincoln
PUBLIC SCHOOLS

Barbara Baier
John Goodwin
Marilyn Johnson-Farr
Mara Krivohlavek

Annie Mumgaard
Bob Rauner
Piyush Srivastav
John Skretta, *Superintendent*

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.