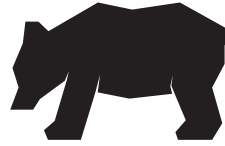


2025



2026

KLOEFKORN ELEMENTARY



Student Handbook & Calendar

Honor the Past. Achieve Excellence in the Present. Inspire Leaders for the Future.

6601 Glass Ridge Drive | 402-436-1148 | Fax: 402-458-3248 | Kloefkorn.LPS.org | Shayna Cook, Principal



Lincoln
PUBLIC SCHOOLS

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*Honor the Past.
Achieve Excellence in the Present.
Inspire Leaders for the Future.*

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: ဝံသးစူကီးလိတဲစိနိုဉ်ဂံအဲအံ့ပဲနမ့ၢ်လိဉ်ဘဉ်ပုၤကတိၤကျိးထံတၢ်အတၢ်ဆိဉ်ထွဲမၤစၢၤ 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



2025-26

Graduation Dates

Tuesday, May 19, 2026

Yankee Hill

Wednesday, May 20, 2026

Independence Academy

Thursday, May 21, 2026

Bryan Community Focus Program

At Pinnacle Bank Arena May 22-24, 2026

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

☉ 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 2025

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

AUGUST 2025

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

SEPTEMBER 2025

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

OCTOBER 2025

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

NOVEMBER 2025

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

DECEMBER 2025

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

JANUARY 2026

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

FEBRUARY 2026

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

MARCH 2026

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

APRIL 2026

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

MAY 2026

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

JUNE 2026

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

Welcome to Kloefkorn!

Dear Kloefkorn Elementary School Families,

This handbook has been prepared in hopes that it will be helpful in answering questions you may have about the practices of our school. The “Important Information” booklet provided by Lincoln Public Schools also gives critical parent/student information.

Note that dates of school events are subject to change. You may find changes communicated on our website and monthly newsletters. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 402.436.1148.

On behalf of the entire staff, we look forward to working together to make this year at Kloefkorn Elementary a productive and successful year of learning and growing.



Warmest regards,
Shayna Cook, Principal
Lisa Swiatek, Assistant Principal



Creating Success Through Partnership

With the support of our staff, students are responsible to conduct themselves in a manner that will create a safe learning environment at Kloefkorn Elementary School. All appropriate behaviors are included in Kloefkorn’s three simple guidelines for success. We will work together to help our children to:

Be Safe We help everyone feel physically and emotionally secure.

Be Respectful We value and are considerate of others.

Be Responsible We are accountable for all of our actions.



August 2025

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7 Open House, 5pm	8	9
10	11	12 First Day for K, 6, and 9th Grades Happy Birthday Mr. Bill Kloefkorn	13 First Day for 1-5, 7-8 and 10-12th Grades	14	15 First Day for Preschool	16
17	18 PTO General Meeting, 7pm	19	20	21	22	23
24	25	26	27	28	29 Chronicle	30
31						

» Important Dates

August 7th
Open House at 5:00 p.m.

August 12th
First Day for K, 6, and 9th
Grades

August 12th
Happy Birthday Mr. Bill
Kloefkorn

August 13th
First Day for 1-5, 7-8 and
10-12th Grades

August 15th
First Day for Preschool

August 18th
PTO General Meeting
at 7:00 p.m.

August 29th
Chronicle

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.



Important Information Needed

Parents and guardians will verify their child(ren)'s enrollment information through the online parent portal, ParentVUE. For the safety of your child, it is necessary to provide an emergency contact name and phone number while verifying your child's enrollment information online, in case you cannot be reached.

It is very important that parents/guardians notify the school office of any change in address and/or telephone number throughout the school year. The office must have a current telephone number on file in case we must contact you in the event of an emergency.

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. 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 Kloefkorn Elementary on permit are reminded that punctual attendance is necessary to maintain permit status.

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.

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.

September 2025

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5 FriYAY Fun Day	6
	SCHOOLS CLOSED	SCHOOLS CLOSED				
7	8	9 Chorus Rehearsal, 7:15am	10	11 Picture Day	12	13
14	15	16 Chorus Rehearsal, 7:15am	17	18	19 PTO Food Truck Community Night	20
21	22	23 Chorus Rehearsal, 7:15am	24	25	26 Chronicle	27
28	29	30 Chorus Rehearsal, 7:15am Parent/Teacher Conferences Book Fair				

» Important Dates

September 1st-2nd
Schools Closed

September 5th
FriYAY Fun Day

September 9th
Chorus Rehearsal
at 7:15 a.m.

September 11th
Picture Day

September 16th
Chorus Rehearsal
at 7:15 a.m.

September 19th
PTO Food Truck
Community Night

September 23rd
Chorus Rehearsal
at 7:15 a.m.

September 26th
Chronicle

September 30th
Chorus Rehearsal
at 7:15 a.m.

September 30th
Parent/Teacher Conferences

September 30th
Book Fair

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 School

Students are expected to arrive at school between 8:00 a.m. and 8:10 a.m. There is no supervision available prior to that time and students are under the responsibility of their guardians or daycare providers. Students who arrive after 8:15 a.m. must check in with the Office Staff at Door #1.

When students arrive at school, they will enter the building through doors 1 or 5.

Student Entrances:

Door 1 (main entrance, east side) and Door 5 (south side).

Once students enter the building, they will walk to their assigned space to line up until the 8:10 a.m. bell rings. At 8:10 a.m., classes are dismissed to their classrooms and are welcomed by their teacher to begin learning for the day. Students arriving after 8:10 a.m. will go directly to their classrooms. Supervising staff members will direct them as they enter the building.



Arrival Times

- Earliest arrival is 8:00 a.m. unless participating in breakfast, band/strings, chorus, or before-school childcare.
- Band/strings students can arrive at Kloefkorn at 8:10 a.m. and will walk directly to their coat hooks and wait quietly for the 8:15 a.m. bell.
- Classes begin at 8:15 a.m.
- After 8:15 a.m., all students use Door #1 and check in with the Office Staff.
- Breakfast is available 7:45 - 8:10 a.m. through Door #1 (east side).
- Before School Childcare is available between 7:00 a.m. and 8:15 a.m. Pre-registration is required through Family Service, 402-441-7949.

October 2025

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Parent/Teacher Conferences Book Fair	3 FriYAY Fun Day	4
5	6	7 Chorus Rehearsal, 7:15am	8	9	10 Last Day of 1st Quarter	11
12	13 SCHOOLS CLOSED	14 SCHOOLS CLOSED	15 First Day of 2nd Quarter	16	17 PTO Movie Night	18
19	20	21 Chorus Rehearsal, 7:15am	22	23 Joint Chorus Concert w/ Standing Bear HS	24	25
26	27 Retake Picture Day	28 Chorus Rehearsal, 7:15am	29	30	31 Chronicle	

» Important Dates

October 2nd
Parent/Teacher Conferences

October 2nd
Book Fair

October 3rd
FriYAY Fun Day

October 7th
Chorus Rehearsal
at 7:15 a.m.

October 10th
Last Day of 1st Quarter

October 13th-14th
Schools Closed

October 15th
First Day of 2nd Quarter

October 17th
PTO Movie Night

October 21st
Chorus Rehearsal
at 7:15 a.m.

October 23rd
Joint Chorus Concert w/
Standing Bear HS

October 27th
Retake Picture Day

October 28th
Chorus Rehearsal
at 7:15 a.m.

October 31st
Chronicle

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 From School

For safety purposes, students will not be allowed to play on the playground while waiting for rides after school.

Dismissal Times

- All students are dismissed from the building at 2:53 p.m.
- All students must go directly home or to a school sanctioned after-school activity.
- Teachers will escort students out their designated exit door.

Dismissal Areas

- Students enrolled in after-school activities will be escorted to the appropriate area.
- If requested, siblings may meet inside the building.
- Parents arrange to pick up their children at the same place each day.

After School Clubs/Activities

- School's Out childcare is available after school until 6:00 p.m. Pre-registration is required through Family Service, 402-441-7949.

Late Pick Up

- Parents/guardians must come to door #1 to sign out students not picked up by 3:00 p.m. Children will not be allowed to wait outside after school or to leave the building without a parent/guardian signature after this time.

Releasing Student Early

Kloefkorn school hours are 8:15 a.m. - 2:53 p.m.

Students who leave before the end of the day are to be signed out by a parent or guardian. The school will only release children to adults designated by the parent during online enrollment verification or parent/guardian must call the office prior to release. We will not call students to the office until a parent/guardian is here to sign them out.

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 a copy of that order to maintain on file at school.



November 2025

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 PTO General Meeting, 7pm	4 Chorus Rehearsal, 7:15am	5	6	7 FriYAY Fun Day	8
9	10 G3 Lied Center Field Trip	11 Chorus Rehearsal, 7:15am	12	13	14	15
16	17	18 Chorus Rehearsal, 7:15am	19	20	21 Chronicle	22
23	24	25 Chorus Rehearsal, 7:15am	26	27	28	29
30		Fall Classroom Parties	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	

» Important Dates

November 3rd
PTO General Meeting
at 7:00 p.m.

November 4th
Chorus Rehearsal
at 7:15 a.m.

November 7th
FriYAY Fun Day

November 10th
G3 Lied Center Field Trip

November 11th
Chorus Rehearsal
at 7:15 a.m.

November 18th
Chorus Rehearsal
at 7:15 a.m.

November 21st
Chronicle

November 25th
Chorus Rehearsal
at 7:15 a.m.

November 25th
Fall Classroom Parties

November 26th-28th
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.



Important Information Needed

Arrival and Dismissal Plan

In August a form is emailed home for families to complete notifying the school of a child's plan for arrival and dismissal. If there is a temporary or long-term change, it is the responsibility of the parents to notify the school office by a written note or email and communicate with their child of the change.



Pet Procedures

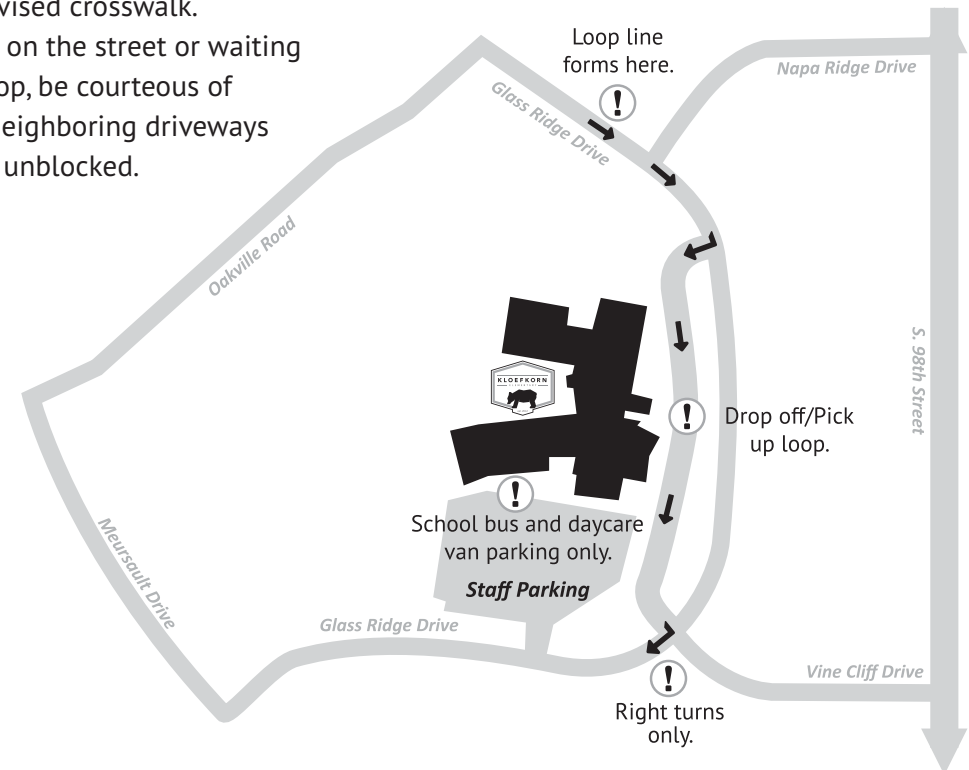
While we love our furry companions, for the safety and well-being of students, parents, community members and staff, pets/personal companion animals are not allowed to be brought on school grounds when students are present, except in accordance with "Pet Therapy Guidelines" and Service Animal Policy 3972. Having your pet in the car with you during arrival and pick up is acceptable.

Traffic Patterns

Rules of the Road

It is important that we all do our part in keeping students safe during busy traffic times.

- If using the front drive thru loop, please be sure to pull all the way forward and remain in the car. Students should exit from the passenger side of the car.
- Staff will guide students into the school building and will help students locate their car in the loop.
- Be cautious of the many cross walks around the school property.
- The back parking lot is designated for busing transportation. This is not a space for curbside drop off/pick up. To help maintain safety with restricted visibility, if dropping/picking students up from door 5, please walk your child to and from the supervised crosswalk.
- If parking on the street or waiting for the loop, be courteous of keeping neighboring driveways open and unblocked.



December 2025

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 SCHOOLS CLOSED	2 Chorus Rehearsal, 7:15am Chorus Winter Concert, 6pm	3	4	5 FriYAY Fun Day	6
7	8	9	10	11	12	13
14	15	16 PTO Staff Cookie Exchange	17	18	19 Last Day of 2nd Quarter Chronicle	20
21	22 SCHOOLS CLOSED WINTER BREAK	23 SCHOOLS CLOSED WINTER BREAK	24 SCHOOLS CLOSED WINTER BREAK	25 SCHOOLS CLOSED WINTER BREAK	26 SCHOOLS CLOSED WINTER BREAK	27
28 SCHOOLS CLOSED WINTER BREAK	29 SCHOOLS CLOSED WINTER BREAK	30 SCHOOLS CLOSED WINTER BREAK	31 SCHOOLS CLOSED WINTER BREAK			

» Important Dates

December 1st
Schools Closed

December 2nd
Chorus Rehearsal at 7:15 a.m.

December 2nd
Chorus Winter Concert at 6:00 p.m.

December 5th
FriYAY Fun Day

December 16th
PTO Staff Cookie Exchange

December 19th
Last Day of 2nd Quarter

December 19th
Chronicle

December 22nd-31st
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.

Pick Up/Lunch

A student can only be picked up or eat lunch with someone if they are listed as a contact during online enrollment verification. If they are not, you must contact the Kloefkorn office and give them the person's name who will be picking them up or eating lunch with them.

Breakfast Program

- Breakfast is served between 7:45 and 8:15 a.m. on each school day.
- All students will be released as they finish eating to join classmates at their designated arrival area.
- Any students left in the cafeteria will be escorted to their rooms at 8:15 a.m.



Lunch Time

- Only 5th Grade students are permitted to buy seconds at lunch when available.
- To purchase meals, seconds (5th) or a milk, families must deposit money into their account by using our web-based meal prepayment system-MySchoolBucks-available on the LPS website. If your child is coming to Kloefkorn Elementary from another LPS school, they will use the same number as last year. If your child is new to Lincoln Public Schools, a number will be assigned.
- If your child received free/reduced lunch last year, your application is valid for the first 30 days of school this year. A new 'Free/Reduced Lunch' application MUST be completed each new school year for each child. Applications are now online, and may be accessed on our school's home page under 'Meal Links.' Call the school office for assistance applying online. Eligibility for the free/reduced lunch program is determined by federal guidelines.
- In case of allergies, notify the school and work with the school team to develop a plan to accommodate the child's needs throughout the school day.
- No food may be brought in to treat for birthday parties, class rewards, or class parties.
- Parents may not bring in food for more than their child.

GRADE	RECESS	LUNCH
Kindergarten	10:40-10:55	10:55-11:20
1st Grade	11:55-12:10	12:10-12:35
2nd Grade	11:05-11:20	11:20-11:45
3rd Grade	11:35-11:50	11:50-12:15
4th Grade	11:20-11:35	11:35-12:00
5th Grade	12:15-12:30	12:30-12:55

January 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				SCHOOLS CLOSED WINTER BREAK	SCHOOLS CLOSED WINTER BREAK	
4	5 First Day of 3rd Quarter	6	7	8	9 FriYAY Fun Day	10
11	12	13	14	15	16	17
18	19 SCHOOLS CLOSED	20	21	22	23 PTO Glow Dance	24
25	26 Happy Birthday Eloise Kloefkorn	27 Chorus Rehearsal, 7:15am	28	29	30 Chronicle	31

» Important Dates

January 1st-2nd
Schools Closed

January 5th
First Day of 3rd Quarter

January 9th
FriYAY Fun Day

January 19th
Schools Closed

January 23rd
PTO Glow Dance

January 26th
Happy Birthday
Eloise Kloefkorn

January 27th
Chorus Rehearsal
at 7:15 a.m.

January 30th
Chronicle

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.

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.

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

Personal Electronic Devices

Cell phones, smart watches, and other personal electronic devices are considered nuisance items if seen or heard during the school day. If students bring a personal electronic device to school, it should be kept in their backpack, locker, 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.



Treats & Invitations

Classrooms 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.

Invitations will not be distributed during the school day. Phone numbers and addresses cannot be distributed by any school personnel.



February 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 PTO General Meeting, 7pm	3 Chorus Rehearsal, 7:15am	4	5	6 FriYAY Fun Day	7
8	9	10 Chorus Rehearsal, 7:15am Parent/Teacher Conferences	11	12 Parent/Teacher Conferences	13 Spring Classroom Parties	14
15	16 SCHOOLS CLOSED	17 SCHOOLS CLOSED	18	19	20	21
22	23	24 Chorus Rehearsal, 7:15am	25 PTO Science Fair set-up	26 PTO Science Fair	27 Chronicle	28

» Important Dates

February 2nd
PTO General Meeting at 7:00 p.m.

February 3rd
Chorus Rehearsal at 7:15 a.m.

February 6th
FriYAY Fun Day

February 10th
Chorus Rehearsal at 7:15 a.m.

February 10th
Parent/Teacher Conferences

February 12th
Parent/Teacher Conferences

February 13th
Spring Classroom Parties

February 16th-17th
Schools Closed

February 24th
Chorus Rehearsal at 7:15 a.m.

February 25th
PTO Science Fair Set-up

February 26th
PTO Science Fair

February 27th
Chronicle

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.

Methods of Communication

Kloefkorn Chronicle: The “Kloefkorn Chronicle” contains announcements, information, school events, etc. This newsletter is sent monthly via email and is posted on our school website.

Communication Envelopes: Typically, school news will be sent home via re-sealable envelopes. Please return the envelope the next school day including any notes to your child’s teacher. General information will be sent with the oldest child in the family attending Kloefkorn Elementary.

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: Kloefkorn.LPS.org.

ParentVue: Parents may access communications, attendance information, grades and more for their child through ParentVue. To activate your ParentVue account or if you have any questions, please call the Kloefkorn office. A link to ParentVue can be found on our school website.

SchoolMessenger: 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.




Student Use of Telephone

Students will be permitted to call home regarding school matters, upon obtaining permission from the classroom teacher. Calls by students must be kept to a minimum, as there are a very limited number of phone lines in and out of school. Students are asked to make arrangements for participating in after-school activities or going home with a friend before leaving home in the morning. Students will not be allowed to use personal devices in the classroom, this includes responding to messages from guardians. We ask that all parent messages are sent to students by contacting the office. Cell phones are to be turned off and kept in students’ backpacks during the school day.




Stay Connected

Follow Kloefkorn Elementary on facebook, instagram, and X (formerly twitter) for what is happening at school!

 Kloefkorn Elementary School

 @KloefkornElementary

 @KloefkornSchool

March 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Chorus Rehearsal, 7:15am G3 SAC Museum Field Trip	4	5	6 FriYAY Fun Day Last Day of 3rd Quarter	7
8	9	10	11	12	13	14
	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	SCHOOLS CLOSED	
15	16 First Day of 4th Quarter	17 Chorus Rehearsal, 7:15am	18	19	20	21
22	23	24 Chorus Rehearsal, 7:15am Book Fair	25	26 Art Night Book Fair	27 Chronicle	28
29	30	31 Chorus Rehearsal, 7:15am				

» Important Dates

March 3rd
Chorus Rehearsal
at 7:15 a.m.

March 3rd
G3 SAC Museum Field Trip

March 6th
FriYAY Fun Day

March 6th
Last Day of 3rd Quarter

March 9th-13th
Schools Closed

March 16th
First Day of 4th Quarter

March 17th
Chorus Rehearsal
at 7:15 a.m.

March 24th
Chorus Rehearsal
at 7:15 a.m.

March 24th
Book Fair

March 26th
Art Night

March 26th
Book Fair

March 27th
Chronicle

March 31st
Chorus Rehearsal
at 7:15 a.m.

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Bullying

If you feel that peers are bullying your child, please contact your child's teacher or the building principal, Shayna Cook. 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 who the adults are in the building 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.



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.



April 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Happy Birthday Daisy Mae	2	3 SCHOOLS CLOSED	4
5	6 SCHOOLS CLOSED	7 Chorus Rehearsal, 7:15am	8	9	10 FriYAY Fun Day	11
12	13 G4 Cunningham School Field Trip PTO General Meeting, 7pm	14 Chorus Rehearsal, 7:15am G4 Cunningham School Field Trip	15 G4 Cunningham School Field Trip	16 G4 Cunningham School Field Trip	17	18
19	20	21 Chorus Rehearsal, 7:15am	22	23	24 Chronicle PTO Earth Day & Color Run	25
26	27 Chorus Field Trip	28 Chorus Rehearsal, 7:15am Chorus Spring Concert, 6pm	29	30		

» Important Dates

April 1st
Happy Birthday Daisy Mae

April 3rd-6th
Schools Closed

April 7th
Chorus Rehearsal
at 7:15 a.m.

April 10th
FriYAY Fun Day

April 13th-16th
G4 Cunningham School
Field Trip

April 13th
PTO General Meeting
at 7:00 p.m.

April 14th
Chorus Rehearsal
at 7:15 a.m.

April 21st
Chorus Rehearsal
at 7:15 a.m.

April 24th
Chronicle

April 24th
PTO Earth Day and
Color Run

April 27th
Chorus Field Trip

April 28th
Chorus Spring Concert
at 6:00 p.m.

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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 Kloefkorn 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.

Safety, Fire and Tornado Drills

All schools have periodic drills so students 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.

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.



Normal School Hours

Grades K-5:

School Starts: 8:15 a.m.

Dismissal: 2:53 p.m.

AM Preschool:

Starts: 8:00 a.m.

Dismissal: 11:30 a.m.

PM Preschool:

Starts: 12:00 p.m.

Dismissal: 3:30 p.m.

Parent/Teacher Conferences

Tuesday, September 30;
Thursday, October 2, 2025

Tuesday, February 10;
Thursday, February 12, 2026



Positive Reinforcers

Kloefkorn uses both physical and digital PAW (Positive Actions and Words) Awards, Morning Shout Outs, Weekly PAW Pencils, and Quarterly Celebrations to recognize positive behaviors for our cubs!

May 2026

Lincoln Public Schools

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 FriYAY Fun Day	2
3	4 Staff Appreciation Week	5 Staff Appreciation Week	6 Staff Appreciation Week	7 Staff Appreciation Week	8 Staff Appreciation Week	9
10	11	12	13	14	15 Chronicle G5 Omaha Zoo Field Trip	16
17	18	19 Field Day	20 Kloefkornacopia Parade	21 Last Day of School	22	23
24	25	26	27	28	29	30
31						

» Important Dates

May 1st
FriYAY Fun Day

May 4th-8th
Staff Appreciation Week

May 15th
Chronicle

May 15th
G5 Omaha Zoo Field Trip

May 19th
Field Day

May 20th
Kloefkornacopia Parade

May 21st
Last Day of School

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Kloefkorn Volunteers

If you want to be a volunteer at Kloefkorn, 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 Kloefkorn office after completing the online Level 2 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.**

Parent Teacher Organization

The purpose of the Kloefkorn PTO is to enhance and support the educational experience at Kloefkorn Elementary, to develop a closer connection between school and home by encouraging family involvement, and to enrich the environment at Kloefkorn Elementary through volunteer and financial support.

All teachers and families are encouraged to join the Kloefkorn PTO. Check the Kloefkorn PTO web site – kloefkornpto.ptboard.com/home or the school website for membership information, PTO events and General Membership Meeting dates.

Good communication is a key to success. The PTO has a Facebook page, website and sends notices home in Friday Folders. We contribute to the Kloefkorn Chronicle and send email updates. Our website is kloefkornpto.ptboard.com/home. Don't forget to “like” us on Facebook at Kloefkorn Elementary PTO.



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.

June 2026

Lincoln Public Schools

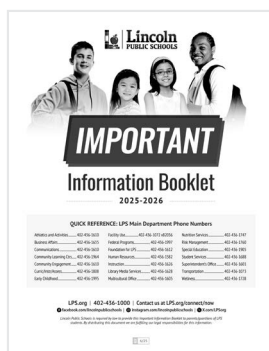
» Important Dates

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.

Important Information Handbook

Lincoln Public Schools has developed an important information handbook 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. The information provided in this book is subject to change without notice. On the right you will find the table of contents from this informative handbook.

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Scan the QR code or go to [LPS.org/about/important](https://lps.org/about/important) to download the LPS Important Information Book.

July 2026

Lincoln Public Schools

» Important Dates

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	

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Kloefkorn Elementary School Staff

Principal.....	Shayna Cook.....	<i>scook2</i>
Assistant Principal.....	Lisa Swiatek.....	<i>lswiate</i>
Executive Office Professional..	Leticia Atkinson.....	<i>latkins</i>
Registrar.....	Rose Salazar White.....	<i>rsalazar</i>
Nurse.....	Kelsey Jaacks.....	<i>kjaacks</i>
Preschool AM.....	Christa Smith.....	<i>csmit10</i>
Preschool PM.....	Kim Sudbeck.....	<i>ksudbeck</i>
ECSE Resource.....	Kylie Church.....	<i>kchurch1</i>
ECSE SLP.....	Peggy Ozaki.....	<i>pozaki</i>
Kindergarten.....	Heidi Butler.....	<i>hbeck</i>
Kindergarten.....	Anna Fett.....	<i>afett</i>
Kindergarten.....	Kelly Haro.....	<i>kharo</i>
Kindergarten.....	LeKeisha Howe.....	<i>lhowe</i>
1st Grade.....	Tiffany Geis.....	<i>tgeis</i>
1st Grade.....	Jodi Jones.....	<i>jjones5</i>
1st Grade.....	Heather Wendelin.....	<i>hwendeli</i>
2nd Grade.....	Kaitlyn Biester.....	<i>kbiester</i>
2nd Grade.....	Carly Ferrel.....	<i>cferrel</i>
2nd Grade.....	Stephanie Schulz.....	<i>sschulz2</i>
2nd Grade.....	Alexis VonEssen.....	<i>avonesse</i>
3rd Grade.....	Kari Lau.....	<i>klau</i>
3rd Grade.....	Samantha Marker.....	<i>smarker1</i>
3rd Grade.....	Alyssa Preston.....	<i>apreston</i>
4th Grade.....	Mary Daily.....	<i>mdaily</i>
4th Grade.....	Michael Rader.....	<i>mrader2</i>
4th Grade.....	Meghan Thomas.....	<i>mbake10</i>
4th Grade.....	Lydia Troyer.....	<i>ltroyer</i>
5th Grade.....	Grace Halstead.....	<i>ghalstea</i>
5th Grade.....	Jordyn Hoxworth.....	<i>jhoxwort</i>
5th Grade.....	Katie Larson.....	<i>cohnoutk</i>
5th Grade.....	Hanna Savidge.....	<i>hsavidge</i>

Specialist - Art.....	Audrey Jurek.....	<i>ajurek</i>
Specialist - Comp./Media.....	Lisa Mason-D'Croz.....	<i>lbartz</i>
Specialist - Music.....	Melissa Moates.....	<i>mmoates</i>
Specialist - P.E.....	Mark Schmeeckle.....	<i>mschmee</i>
Specialist - Band & Strings....	Megan Burkle.....	<i>mburkle2</i>
Counselor.....	Kate Jones.....	<i>kjones5</i>
Family Service.....	familyservicelincn.org.....	402-441-7949
Gifted Facilitator.....	Rachel Johnson.....	<i>rjohnso5</i>
Interventionist.....	Shelly Longoria.....	<i>mlongor</i>
Psychologist.....	Erin Birk.....	TBA
Resource/Special Ed.....	Lisa Fagler.....	<i>lfagler</i>
Resource/Special Ed.....	Rachel Scofield.....	<i>rscofie</i>
Resource/Special Ed.....	Taryn Simons.....	<i>tsimons</i>
Social Worker.....	Madilynn Piro.....	<i>mpiro</i>
Speech.....	Lauren Newman.....	<i>lnewman</i>
Paraeducator.....	Kim Anderson.....	<i>kander10</i>
Paraeducator.....	Melissa Eisenbarth.....	<i>meisenba</i>
Paraeducator.....	Shari Freeman.....	<i>sfreeman</i>
Paraeducator.....	Tammy Freeze.....	<i>tfreeze</i>
Paraeducator.....	Randy Gillam.....	<i>rgillam</i>
Paraeducator.....	Mindy Root.....	<i>mroot2</i>
Paraeducator.....	Debra White.....	<i>dwhite3</i>
Custodial.....	Jacob Gormley (Bldg. Supt.).....	<i>igormley</i>
Custodial.....	Chase McKinney (Asst. Bldg. Supt.).....	<i>cmckinne</i>
Custodial.....	Mads Kasperek.....	<i>mkaspere</i>
Custodial.....	Matt Nilsen.....	<i>mreed2</i>
Nutrition Services.....	Tiffany Johnson (Manager).....	<i>tjohns10</i>
Nutrition Services.....	Janelle Boehm.....	<i>jboehm</i>
Nutrition Services.....	Elaine Davenport.....	<i>edavenpo</i>
Nutrition Services.....	Joelyn Tucker.....	<i>jtucker3</i>

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



Barbara Baier
John Goodwin

Marilyn Johnson-Farr
Mara Krivohlavek
Annie Mumgaard

Bob Rauner
Piyush Srivastav

John Skretta, Interim Superintendent

5/25

The Lincoln Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, pregnancy, childbirth or related medical condition, genetic information, citizenship status or economic status in its programs, activities and employment.