



2018-2019

Student & Parent Handbook

Meadow Lane Elementary School

7200 Vine Street • Phone 402-436-1151

Website: <http://meadow-lane.lps.org> • Fax: 402-458-3251

Daniele Schulzkump, Principal

"An investment in knowledge pays the best interest"—Benjamin Franklin

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Dear Student and Families,

Welcome to Meadow Lane Elementary School! This handbook has been prepared for all students and parents/guardians in hopes that it will be helpful in answering questions you might have about the policies and practices of our school. Please carefully review the contents with your child. The “Important Information” booklet provided by Lincoln Public Schools also gives critical parent/student information. Note that dates for school events are subject to change. If you have questions or concerns regarding these publications, please do not hesitate to call the school office at 402-436-1151.

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

Daniele Schulzkump, Principal



MEADOW LANE MISSION STATEMENT

Improving tomorrow by learning today!

MEADOW LANE SCHOOL IMPROVEMENT GOALS

#1: All students will improve their ability to write.

#2: All students will increase their learning time by demonstrating appropriate behaviors in the classroom.

VISION STATEMENT

Our Meadow Lane Community will promote a dynamic learning environment where students of all ability levels see their own value and value of others as they move forward to meet the challenges of education, work, or life.

Meadow Lane students will strive to be:

- a. Innovative thinkers and problem solvers*
- b. Self-sufficient, confident, and capable students*
- c. Global learners and caring, responsible citizens*

If you work hard, you get smart!



If you work harder, you get smarter!

Meadow Lane History

Meadow Lane Elementary School celebrated its 60th anniversary in the fall of 2016. Meadow Lane was not built until 1957; however, the school actually began in 1955 in ten houses purchased by the Lincoln Public Schools.

By 1957 the Meadow Lane building was finished and the houses were sold.

The name of the school matches the subdivision of the area.

Additions to the original structure were made in 1961, bringing student capacity to 880, an increase of 220, and again in 1964 when 12 classrooms were added, bringing student capacity to 1,200. This included the use of annex housing within the neighborhood, making Meadow Lane the largest elementary school in Lincoln at that time.

Enrollment hit its highest point—1,497 students, in 1968-69 making it the largest elementary school in the state.

Renovations and a third addition were completed in 2006 that included a gym/multipurpose room nearly twice the size of the original. Addition of new media center, 2 classrooms, and a 5th courtyard opened in 2016.

Meadow Lane currently houses approximately 570 students K-5, along with 40 preschoolers in two Early Childhood classes to total approximately 610 students.



IMPORTANT INFORMATION NEEDED

Enrollment information will be presented at open house to update. If you are unable to attend it will be sent home the first day of school with your child/children. Fill out the Census Information Form carefully and completely and return it to the school the following day if possible.

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



★ FAMILY SERVICES—SCHOOLS OUT

Child care services are available between 7:00-9:00 a.m. and after school until 5:45 p.m. on school days.

Pre-registration is required.
402-441-7949



STUDENT USE OF TELEPHONE

We encourage families to make arrangements for your child outside of the school day. Student use of the telephone should be for immediate need only. We thank you in advance for assisting our staff in protecting instructional time for students.

JOIN US FOR BREAKFAST OR LUNCH!

Breakfast 8:35 a.m.

Students \$1.30

Reduced Price \$0.30

Lunch scheduled by class

Students \$2.45

Reduced Price \$.40
(Application is on-line).

Milk only \$.50

Lunch Schedule

11:00 Kindergarten

11:15 5th Grade

11:35 2nd Grade

11:50 1st Grade

12:05 3rd Grade

12:20 4th Grade

Prices subject
to change.



VISITORS FOR LUNCH

All visitors for lunch must check in with the office. Visitors must be approved by the parent or guardian of the student. Visitors may bring in lunch for their student only. Due to limited space in the lunchroom, visitors and their student may sit at our designated visitors tables.

If you work hard, you get smart!



If you work harder, you get smarter!

MEADOW LANE LUNCH PROCEDURES:

Classrooms will be escorted to the lunchroom where they will choose their lunch and check out with the cashier. If they have a home lunch, they may enter the lunchroom to find their seat.

Students will then file into the table seats in the order they enter the lunch room. Meadow Lane has school lunch tables and home lunch tables. If your child has a food allergy, they will be asked to sit at the school lunch table. This assists us in keeping your child safe and social with their friends. At the conclusion of lunch, the tables will be dismissed one at a time. Students will take their tray and follow the composting expectations. Students line up at the door to prepare for their recess break.



PRESCHOOL HOURS

Morning: 8:15-11:45 a.m.

Afternoon: 12:15-3:45 p.m.

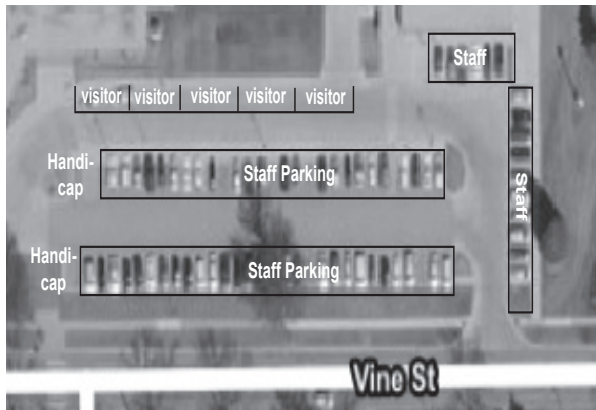
Professional Learning Communities (PLC)
Last Tuesday of Each Month • 2:18 p.m. Dismissal

ARRIVAL

The Meadow Lane campus is closed until 8:45 a.m. for the safety of students.

Arrival Times

- Breakfast-Served between 8:35-8:55 a.m. Enter main entrance.
- Students arriving for breakfast should not arrive before 8:35 a.m., as there is no supervision until that time.
- Students will meet their teachers at 8:55.
- School begins at 9:00 a.m. After 9:00 a.m., all students use the main entrance and must check in with the office. All other doors will lock at this time.
- Preschool will enter the west side of the building.
- All other grades will enter the main entrance.



DISMISSAL

All students are dismissed from the building at 3:38 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.
- Meadow Lane School (including the playground) is closed until 6:00 p.m. except for use by school childcare and clubs. Reservations for rooms/playgrounds should be entered in the district Archibus system.

DESIGNATED AREAS

West Entrance: Preschool & Bus

Kindergarten Playground: 1st Grade & Kindergarten

Main Entrance: 3rd Grade

Gym Entrance: 2nd Grade

St. Andrew's Church: 4th & 5th Grades & Daycare

GUIDELINES

It is our number one job to keep students safe. We need your support in getting this done. Here is how you can help!

- Use crosswalks at all times.
- To keep students out of traffic, pick up on the passenger side of the vehicle.
- Follow the flow of traffic by pulling forward.
- Only use the parking lot to park and walk up.
- Older students should walk to meet the younger students at their designated pick up area.
- Do not leave your car unattended. Use a parking stall or the neighborhood if you plan to walk up.

EXCEPTIONS

Preschool Hours

Morning 8:15-11:45 a.m.

Afternoon 12:15-3:45 p.m.

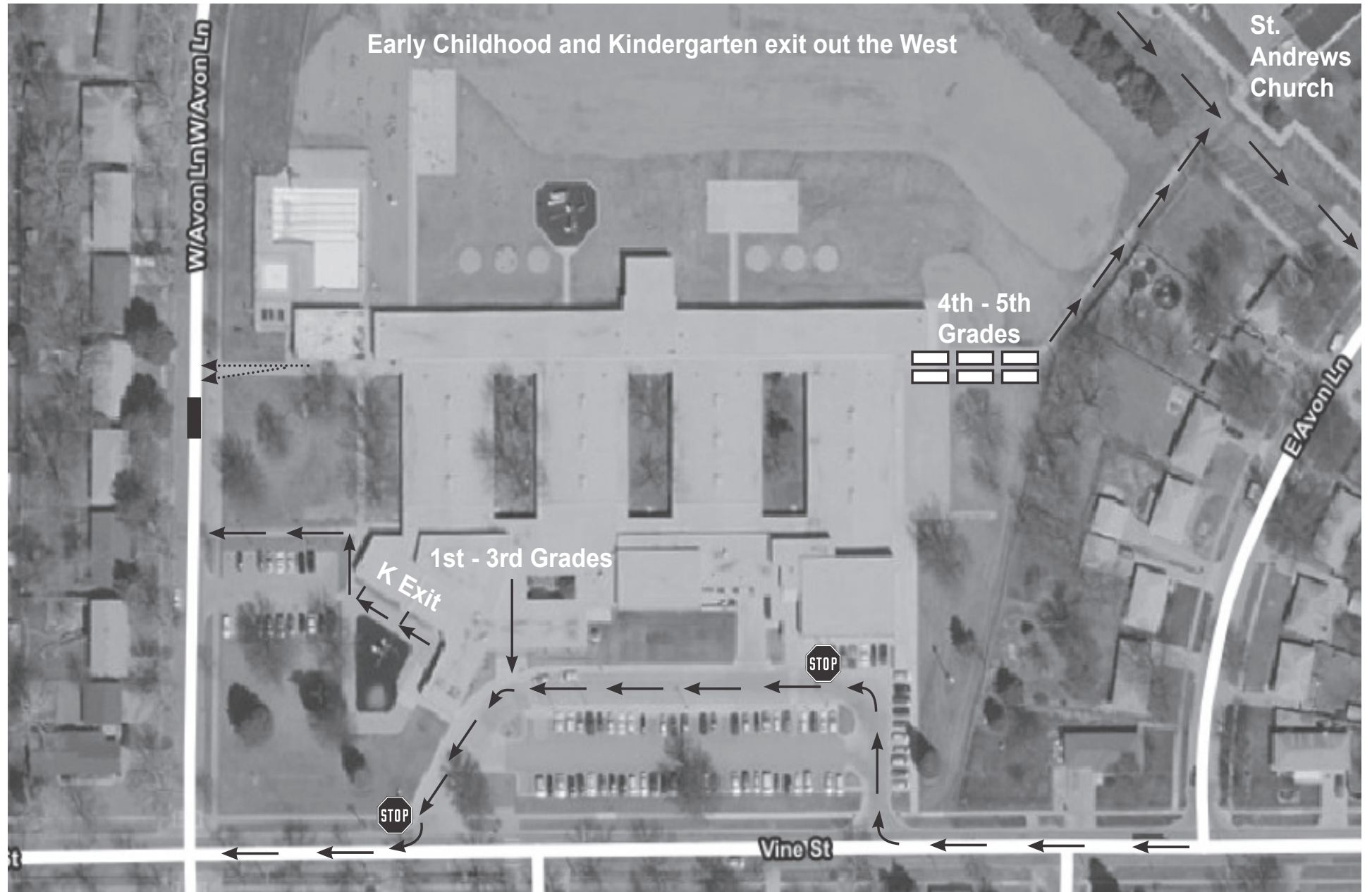


If you work hard, you get smart!



If you work harder, you get smarter!

ARRIVAL AND DISMISSAL AREAS



← ← Parent Route
 □ □ daycare vans
 ■ Early childhood bus
 ⋯ ⋯ Preschool to bus

BULLYING



If you feel that your child is being bullied by peers, please contact your child's teacher or the building principal, Daniele Schulzkump. All reported incidences of bullying/unsafe behavior will follow the protocol outlined in Lincoln Public Schools Board Policy 5482: Anti-Bullying Policy.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must include:

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

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

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

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



METHODS COMMUNICATION

SCHOOL NEWSLETTER:

The **Meadow Lane Messenger** contains announcements, information, school events, etc. This newsletter is sent weekly through School Messenger, unless a paper copy is requested.

WEEKLY COMMUNICATION FOLDERS:

Typically, school news 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 **Meadow Lane School**.

COMMUNITY NEWS:

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

SCHOOL WEBSITE:

Information is regularly updated on our website: <http://wp.lps.org/meadow-lane/>. Also, grade level information can be found here. All grade level information will begin in August.

PARENTVUE:

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

SCHOOL MESSENGER:

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

FACEBOOK:

Check out school happenings on our Facebook Page! "Like" us at <https://www.facebook.com/meadowlanemustangs>

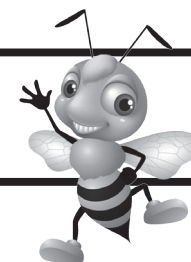
GRADE LEVEL COMM:

Weekly grade level newsletters will be sent through synergy to your email. This newsletter provides you with updated classroom information for your child.



MEADOW LANE COMMON AREA EXPECTATIONS

ARRIVAL / DISMISSAL EXPECTATIONS		
	Student Behavior	Adult Behavior
Being Safe	Line up in line order Wear backpack correctly Keep body and items to self Walk on sidewalks Use crosswalks Walk bikes/scooters while on school property	Ensure students are where they are supposed to be
Being Respectful	Follow adult directions	Greet/Interact with students
Being Responsible	Be on time Follow before/after school plan	Be on time
HALLYWAY EXPECTATIONS		
	Student Behavior	Adult Behavior
Being Safe	Keep body and items to self Wear backpack correctly	Leading students Modeling behaviors
Being Respectful	Follow adult directions Walk silently in line order	Keep students in line Model appropriate behavior
Being Responsible	Travel directly to the right place	Monitor/Enforce rules
RESTROOM EXPECTATIONS		
	Student Behavior	Adult Behavior
Being Safe	Use walking feet and keep feet on the floor	Monitor Students
Being Respectful	Follow adult directions Take pride in keeping our building clean Respect property and other's privacy	Reteach behaviors as needed



If you work hard, you get smart!

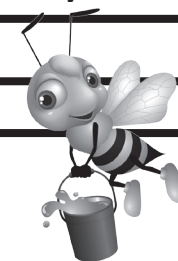


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MEADOW LANE COMMON AREA EXPECTATIONS (CONTINUED)

RESTROOM EXPECTATIONS (continued)

	Student Behavior	Adult Behavior
Being Responsible	Use restroom and return quickly to class Keep floor, sinks, and toilet areas clean Use soap, wash and dry hands	Monitor and enforce rules



LUNCHROOM EXPECTATIONS

	Student Behavior	Adult Behavior
Being Safe	Walk at all times	Walk students to lunch
Being Respectful	Follow adult directions Talk quietly to only those at your table Polite manners in line and lunchroom keeping body and items to self Raise hand to leave seat Clean-up area and pick-up all trash	Always reteach behaviors as needed
Being Responsible	Go through the lunch line one time with your class Push in chair before leaving	Monitor and enforce rules

RECESS EXPECTATIONS

	Student Behavior	Adult Behavior
Being Safe	Walk in line order Stay within designated areas/boundaries Keep hands, feet, bodies, and objects to self No play fighting Play tag in designated zones only Must have snow boots to play in snow	Watching students
Being Respectful	Follow adult directions Use all equipment safely and respectfully	Reteach skills as needed
	Line up immediately in line order when the bell rings	Be on time and wait for students to line up

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SUPPORT AND JOIN YOUR LOCAL MEADOW LANE PTA

PTA supports:



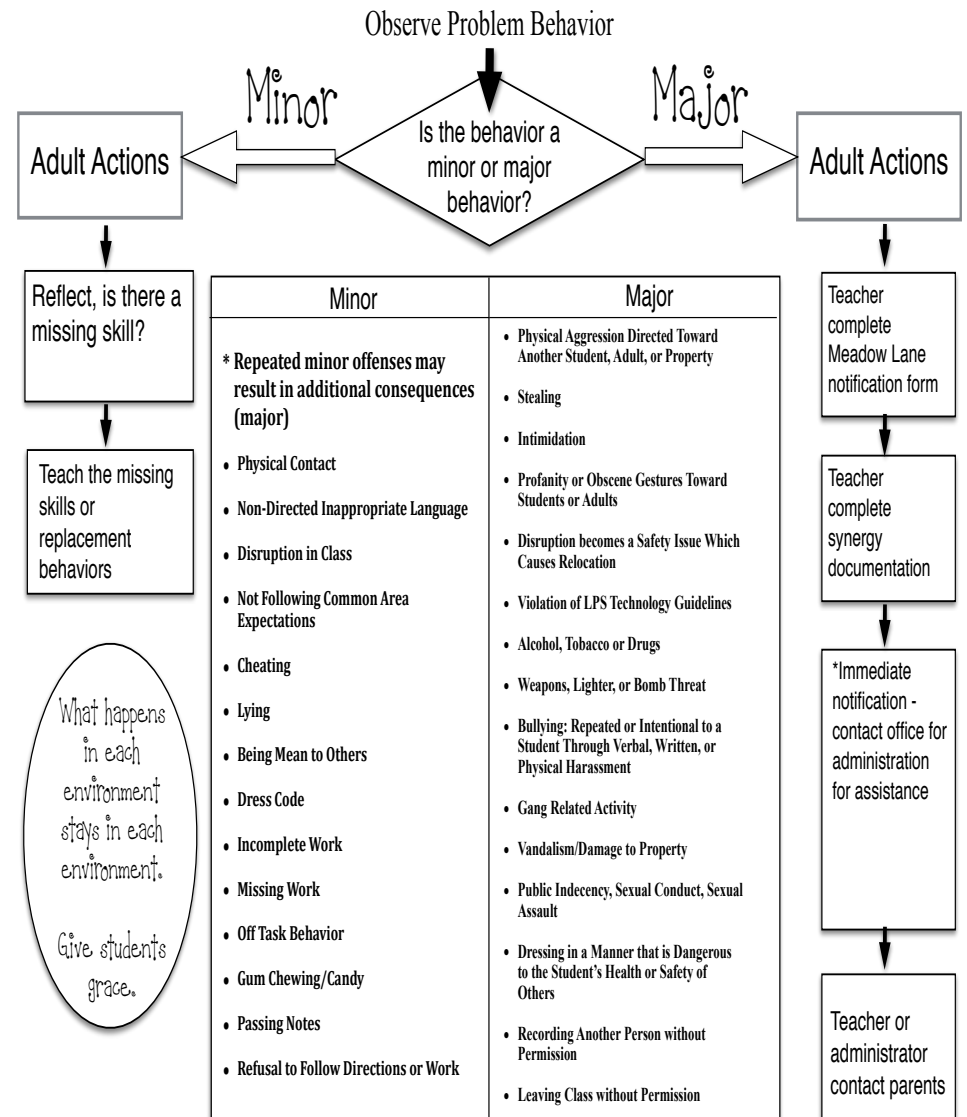
- Field Trips
- Holiday Snacks
- Playground Equipment
- Walking Track
- Facility items such as outdoor trash cans, benches, and tables
- Teacher requests for items for their classrooms (ipads, etc.)
- Teacher meals for Parent Teacher Conferences
- Science Fair
- Yearbooks
- Student Directory
- Pumpkin Walk
- Color Run
- Movie Night

Please feel free to contact any of the following PTA members to see how you can help. Your support can be in the form of fundraising, making a food dish, or assisting at a family fun night.

President Angie Loomer	angie.loomer@ubt.com or 402-890-8810
Vice President Sheila Mays	srh2163@yahoo.com
Treasurer Heidi Crawford	hcrawford777@gmail.com
Secretaries Melanie Schilousky	schilousky4@gmail.com
Kathryn Cords	cords5576@gmail.com
Social Media Holly Principe	Haprincipe85@yahoo.com

Friend us at Meadow Lane PTA

OBSERVE PROBLEM BEHAVIOR



VISITORS

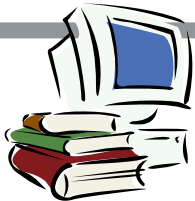
Parents/guardians and community members are encouraged to visit school. Children not enrolled at Meadow Lane may not visit unless accompanied by an adult. It is recommended that visitors limit their visit to 30 minutes. When visitors do come to school, they need to check in with security personnel and wear a nametag provided for you. Wearing this nametag will assure all staff that approval has been given by the office to visit. Meadow Lane will need prior approval from a parent for anyone to eat lunch with your student that is not listed as an emergency contact.

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 and notify the office.

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



COPYRIGHT AND FAIR USE POLICY

It is the intent of the Lincoln Public Schools to adhere to the provisions of the U.S. Copyright Law (Title 17). All students and staff are prohibited from copying or transmitting materials not specifically allowed by fair use, copyright law, licenses or contractual agreements or permission. The Lincoln Public Schools disapproves of unauthorized duplication in any form. Anyone who willfully disregards copyright policy is in violation and assumes all responsibility.

INCLEMENT WEATHER

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately dressed for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the concrete play area for recess. Indoor recess will be scheduled when the windchill or temperature is 10° or below.

AFTER SCHOOL CLUBS AND ACTIVITIES

Throughout the school year, a variety of interest clubs and activities are sponsored by Meadow Lane and our PTA. Club and registration information will be sent home with students. Additional activities available to students (some for only designated grade levels) include: Chorus, Band, and Strings. Other clubs and activities may be organized to address special interests of students and staff.



**Junior
Achievement®**

Meadow Lane students benefit from participating in Junior Achievement.

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GROWTH MINDSET

Meadow Lane staff have studied the author, Carol Dweck, and her book Mindset. In this book, she talks about the power of YET. We want students to learn the power of making mistakes. Making mistakes is one of the best ways your brain learns and grows! The harder you try without giving up, the more you will learn. We believe in trying, we ask children for effort, and we foster resiliency. We know learning means we are just not there YET but we can get there. Here are ways you can partner when growing children with a growth mindset.

Child	Adult
I'm not good at this.	What are you missing?
I give up.	Try using a different strategy.
This is too hard.	This may take some time to learn.
I just can't do this.	You can train your brain.
I'll never be that smart.	I will learn how to do this.
My friend can do it.	You can learn from them.

5-4-3-2-1

Five Voice Levels

- 1 Silent
- 2 Shoulder
- 3 Group
- 4 Presentation
- 5 Outside

Four Positive Expectations

- Be Safe
- Be Respectful
- Be Responsible
- Be Productive

Three Goals for Life

- I can be productive and follow directions even if I do not want to.
- I can be okay even if others are not okay.
- I can be okay even if I have an overwhelming emotion.

Two Things that are NEVER Okay

- Never okay to be disruptive
- Never okay to be hurtful

One Job

- Your teacher's number one job is to teach.
- Your number one job is to learn.

FINGER SCANNING FOR MEAL ACCOUNTS

How does finger scanning identification work?

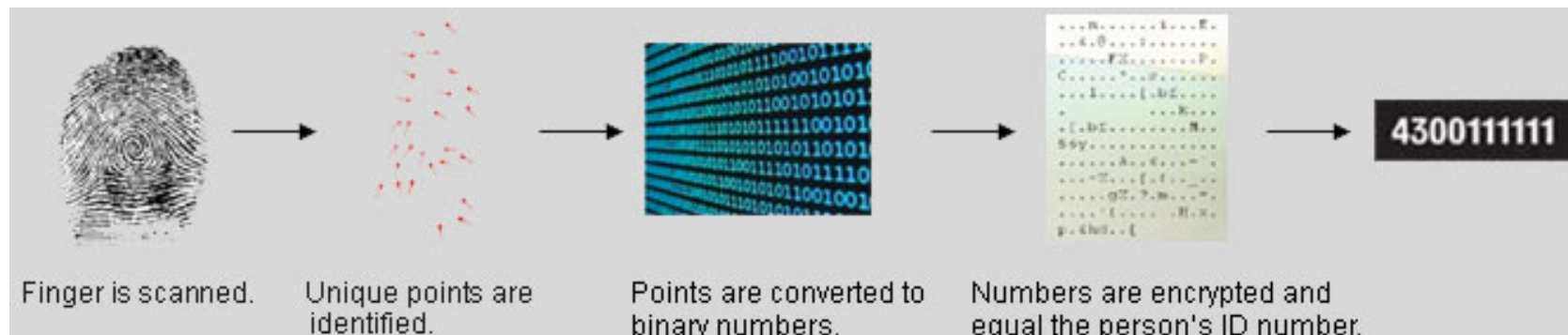
Each student's finger will be scanned using a finger scanner. Software uses the scan to identify unique points on the finger and creates and stores individual templates that identify each student in a database. Each time the student purchases a meal and scans his/her finger, the software will search for a match in its database to identify a student.

What about our students' privacy?

We are not fingerprinting students. The software does not store a copy of fingerprints. Instead it creates a template of unique points on the finger. The template is converted to unique identification number and is stored in the school's database with the same high level of security as all our records. The templates are also protected by the Family Educational Rights and Privacy Act (FERPA). FERPA is the Federal Law that protects all student records. At no time are fingerprint images stored. **No fingerprint can be created or delivered to any agency-governmental or otherwise.** This new way of identifying our students is safe, easy, accurate, efficient and secure.

Towards the beginning of the year, we will be scanning the fingers of students who are new to the district or new to school for breakfast and lunch. Students who have not been scanned will use a scan card until they are able to be scanned by the district team. If you decide that you would not like your student to participate in the finger scan send a written notice to the school office. Additional information regarding biometric finger scanning can be found on the Nutrition Services website at lps.org.

If you have any questions or concerns, please contact Edith Zumwalt, Director of Nutrition Services, at ezum@lps.org. or 402-436-1742.



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Mustangs

GRADUATION

DATES

**Thursday
May 24, 2018**

**Bryan
Community**

**Focus Program (at
East)**

**Sunday
May 27, 2018**

**LSE, LNE, LE
(at Pinnacle)**

**LHS, LSW, LNS
(at Devaney)**

2018-2019 Student Calendar



Lincoln Public Schools
Lincoln, Nebraska



Approved 5/17

2018 JULY							2019 JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30	31											

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

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

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

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

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

● First and last days of class for students

□ PLC days-early dismissal (Plan Days and PLC Days are subject to change)

MEADOW LANE STAFF

Office

Daniele Schulzkump, Principal... dschulz@lps.org
Kathi Drahota, Asst. Principal... kdrahota@lps.org
Megan Heiser, SPED Coord. mheiser@lps.org
Nancy Scheuler, Secretary III nscheul@lps.org
Amanda Foreman, Sec. II aforma2@lps.org
Renee Duggan, R.N. rduggan@lps.org

Kindergarten Teachers

Micaela Nissen mnissen2@lps.org
Chantelle Schroeder cberner@lps.org
Gavin Brandt gbrandt@lps.org
Lexi Wright lwright3@lps.org
Chelsea Schuessler cseipel@lps.org

First Grade Teachers

Madeline Beadell mbeadell@lps.org
Amber McGregor amcgreg@lps.org
Laura McLeod lmcLeod@lps.org
Alexa Schoening aschoeni@lps.org
Cyndi Tyler ctyler2@lps.org

Second Grade Teachers

Laura Griess lgriess@lps.org
Helen McLaughlin hmclaug@lps.org
Nicole Peterson nfowler@lps.org
Tristan Bouc tbouc@lps.org

Third Grade Teachers

Sharon Brening sbrening@lps.org
Ashley Horner ahorner@lps.org
Ardis Koehn akoehn@lps.org
Viktoria Shulyak vshulya2@lps.org
Brandyn Reeves breeves@lps.org

Fourth Grade Teachers

Angela Burkey aburkey@lps.org
Hannah Kring hkring@lps.org
Cody Liss cliss@lps.org
Patti Hall phall2@lps.org

Fifth Grade Teachers

Amy Barton aday@lps.org
Emily Monzu emonzu4@lps.org
Sarah Hinman shinman@lps.org

Abby De Long adelong@lps.org
Shelbi Roeder sroeder2@lps.org

Specialists

Andrew Diehl, PE adiehl2@lps.org
Holly Kutschkau, Art hkutschk@lps.org
Allegra Penington, Music apening@lps.org
Susan Prabulos, Computer sprabul@lps.org
Martha Schwindt, Media mschwin@lps.org
Angie Campbell, Health acampbe2@lps.org

Special Education Teachers

Anna Hower, Speech ahower@lps.org
Jerika Scherer jpeters8@lps.org
Diane Freitas dfreita@lps.org
Betsy Contreras bcontrer@lps.org
Cassie Glock cglock@lps.org
Emily Johnson ejohnso3@lps.org

ELL Teacher

Carrie Brown cbrown7@lps.org
Traci Wroblewski twroblew@lps.org

Early Childhood Teachers

Becca Koch, Special Education rkoch2@lps.org
Becky White rwhite2@lps.org
Jennifer Beach jbeach@lps.org

Reading Recovery Teachers

Vanessa Welsh vwelsh@lps.org
Kimberly Ziemann kzieman@lps.org

Psychologist

Cassie Dietrich cdietric@lps.org

School Counselor

Kim Jacobson kjacobso@lps.org

Instructional Coach

Tara Zuspan tzuspan@lps.org

Instructional Technology Coach

Carie Miller cmiller3@lps.org

Health Tech

Jodi Mahan jmahan@lps.org

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INTENT OF STUDENT HANDBOOK

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

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

