2019-2020

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:

- Innovative thinkers and problem solvers
- Self-sufficient, confident, and capable students
- Global learners and caring, responsible citizens
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. In 1964, 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. An addition of a 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

School 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. Enrollment information should be accessed and updated through ParentVue.

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.

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, students will be dismissed by an adult. Students will take their tray and follow the composting expectations. Students line up at the door to prepare for their recess break.

**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.
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, Door #6
• All other grades will enter the main entrance, Door #1

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 & Daycare
Kindergarten Playground: Kindergarten
Main Entrance: 1st Grade
Gym Entrance: 2nd Grade
St. Andrew’s Church: 3rd-5th Grades

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.
• No pets.

If you work hard, you get smart!  If you work harder, you get smarter!
ARRIVAL AND DISMISSAL AREAS

Early Childhood, Daycare, Bus Riders exit out the West

K - 1st Grade
2nd Grade
3rd - 5th Grades

ARRIVAL AREAS

- Parent Route
- daycare vans
- Early childhood bus
- Preschool to bus

DISMISSAL AREAS

- Early Childhood, Daycare, Bus Riders exit out the West

St. Andrews Church
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 COMMUNICATION:
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

<table>
<thead>
<tr>
<th>Being Safe</th>
<th>Student Behavior</th>
<th>Adult Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Line up in line order</td>
<td>Ensure students are where they are supposed to be</td>
</tr>
<tr>
<td></td>
<td>Wear backpack correctly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keep body and items to self</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Walk on sidewalks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use crosswalks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Walk bikes/scooters while on school property</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Being Respectful</th>
<th>Follow adult directions</th>
<th>Greet/Interact with students</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Being Responsible</th>
<th>Be on time</th>
<th>Be on time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Follow before/after school plan</td>
<td></td>
</tr>
</tbody>
</table>

#### HALLYWAY EXPECTATIONS

<table>
<thead>
<tr>
<th>Being Safe</th>
<th>Keep body and items to self</th>
<th>Leading students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wear backpack correctly</td>
<td>Modeling behaviors</td>
</tr>
<tr>
<td></td>
<td>Buckle hands in front, behind, or in pockets</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Being Respectful</th>
<th>Follow adult directions</th>
<th>Keep students in line</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Walk silently in line order</td>
<td>Model appropriate behavior</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Being Responsible</th>
<th>Travel directly to the right place</th>
<th>Monitor/Enforce rules</th>
</tr>
</thead>
</table>

#### RESTROOM EXPECTATIONS

<table>
<thead>
<tr>
<th>Being Safe</th>
<th>Use walking feet and keep feet on the floor</th>
<th>Monitor Students</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Being Respectful</th>
<th>Follow adult directions</th>
<th>Reteach behaviors as needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Take pride in keeping our building clean</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Respect property and other’s privacy</td>
<td></td>
</tr>
</tbody>
</table>
MEADOW LANE COMMON AREA EXPECTATIONS (CONTINUED)

### RESTROOM EXPECTATIONS (continued)

<table>
<thead>
<tr>
<th>Student Behavior</th>
<th>Adult Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Being Responsible</strong></td>
<td><strong>Monitor and enforce rules</strong></td>
</tr>
<tr>
<td>Use restroom and return quickly to class</td>
<td></td>
</tr>
<tr>
<td>Keep floor, sinks, and toilet areas clean</td>
<td></td>
</tr>
<tr>
<td>Use soap, wash and dry hands</td>
<td></td>
</tr>
</tbody>
</table>

### LUNCHROOM EXPECTATIONS

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

### RECESS EXPECTATIONS

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

If you work hard, you get smart! If you work harder, you get smarter!
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
- Bike Rodeo

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  Kent Lorenzen  kent.lorenzen@gmail.com
Secretary  Kayleigh Monzon  kayleigh4425@yahoo.com

Friend us at Meadow Lane PTA

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.
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 name tag provided for you. Wearing this name tag 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.

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°F or below.

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.

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.
If you work hard, you get smart! If you work harder, you get smarter!

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.

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

GROWTH MINDSET
LINCOLN PUBLIC SCHOOLS VOLUNTEER PROGRAM
We encourage families to fill out the volunteer form on the district website at the beginning of the year if there is any intention on working in the school or traveling on field trips. Signing up should not take much time, however, waiting for approval may. Please do not hesitate to begin this process. The volunteer information can be found at https://wapp.lps.org/gold/volunteeroverview.cfm. Please call the office with any questions.

Level I Volunteers
Are in a highly public setting with minimal direct student contact and are under the supervision of LPS personnel. Level I Volunteers are not required to complete a volunteer application form. Contact the school office directly.
Examples
• Helping in the front office with a mailing
• shredding paper
• stapling forms
• counting flyers for teacher homerooms
• shelving books in the media center
• decorating in the classroom

Level II Volunteers
Have frequent and indirect student contact under the supervision of LPS staff. Level II Volunteers must complete a volunteer application form.
Examples
• Room parent
• Classroom readers
• Book Fair
• Classroom Parties
• Friday Folders
• Back to School Checkout

Level III Volunteers
Have extended contact with students on or off campus, without another LPS employee. Level III Volunteers must complete a volunteer application form and submit information for a national background check. Note: Social Security Number and date of birth are required to conduct background check.
Examples
• Field Trip Assistants
• Chaperoning an overnight band, or cheer trip
• Sponsoring a school club
• Driving for school or club events
• School Activity outside of the school building that driving or an overnight stay is involved

Coach Volunteers
Have extended contact with student athletes. Coach Volunteers must contact the school directly, complete the coach volunteer application, and submit information for a national background check. Note: Social Security Number and date of birth are required to conduct the background check.
Examples
• Practices and events with students outside of the school day including weekends
• Traveling with students during the day, evening and weekends
• Participate in travel that may include overnight stay with students

If you work hard, you get smart! If you work harder, you get smarter!
MEADOW LANE STAFF

Office
Daniele Schulzkump, Principal...dschul2@lps.org
Kathi Meradith, Asst. Principal.kdrahota@lps.org
Megan Heiser, SPED Coord. .....mheiser@lps.org
Nancy Scheuler, Secretary III ..nscheuel@lps.org
Pamela Kilgore, Sec. II pkilgore@lps.org
Lisa Rogers, R.N. lrogers@lps.org

Kindergarten Teachers
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Chantelle Schroeder cberner@lps.org
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First Grade Teachers
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Amber McGregor amcgreg@lps.org
Alexa Ritchie aschoeni@lps.org
Cyndi Tyler ctyler2@lps.org

Second Grade Teachers
Laura Gries i. lgiess@lps.org
Taylor Noble tnoble2@lps.org
Nicole Peterson nfowler@lps.org
Katherine McCarthy kmccart@lps.org
Patti Hall phall2@lps.org

Third Grade Teachers
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Ashley Horner ahorner@lps.org
Ardis Koehn akeohn@lps.org
Viktoriya Shulyak vshulya2@lps.org

Fourth Grade Teachers
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Fifth Grade Teachers
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Cassie Glock cglock@lps.org
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Traci Wroblewski twroblew@lps.org

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Becky White rwhite@lps.org
Thalia Chapelle tchapelle@lps.org

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Kimberly Ziemann kziemann@lps.org

Psychologist
Shelley Becker sbecker2@lps.org

School Counselor
Kim Jacobson kjacobso@lps.org

Instructional Coach
Tara Zuspan tzuspan@lps.org

Health Tech
Jodi Mahan jmah@lps.org
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.