



2021-2022

## **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 read.*

*#2: All students will increase their number sense fluency.*

*#3: All students will increase their perception of learning.*

## 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. 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, 6 classrooms, and a 5th courtyard opened in 2016.

Meadow Lane currently houses approximately 570 students K-5, along with 80 preschoolers in four Early Childhood classes to total approximately 650 students.



## IMPORTANT INFORMATION NEEDED

School information will be updated through ParentVue. Please contact the office for assistance on accessing your ParentVue account. Any forms presented at Open House will be sent home of the first day. 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. You can also update changes on ParentVue from July 12th to September 6th. If there are any changes after September 6th, please call the school office.



## ★ 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.

## LUNCH SCHEDULE

10:45 Kindergarten

11:10 3rd Grade

11:35 1st Grade

12:00 2nd Grade

12:25 4th Grade

12:50 5th Grade



## 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.

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## 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 have assigned seating that will change at times throughout the year. If your child has a food allergy, please let the kitchen and teacher know. We will adjust their seating for safety.

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.



### PRESCHOOL HOURS

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

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

Professional Learning Communities (PLC)  
No Preschool Last Tuesday of Each Month

# ARRIVAL

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

## Arrival Times

- Breakfast-Served between 8:30-8:55 a.m. Enter main entrance.
- Students arriving for breakfast should not arrive before 8:30 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.
- 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.
- Last Tuesday of the month 2:18 p.m. dismissal.

## DESIGNATED AREAS

**West Entrance:** Preschool, Bus & Daycare

**Kindergarten Playground:** Kindergarten & 1st Grade

**Main Entrance:** 2nd Grade

**St. Andrew's Church:** 3rd-5th Grades

Please review our arrival and dismissal videos for more information.

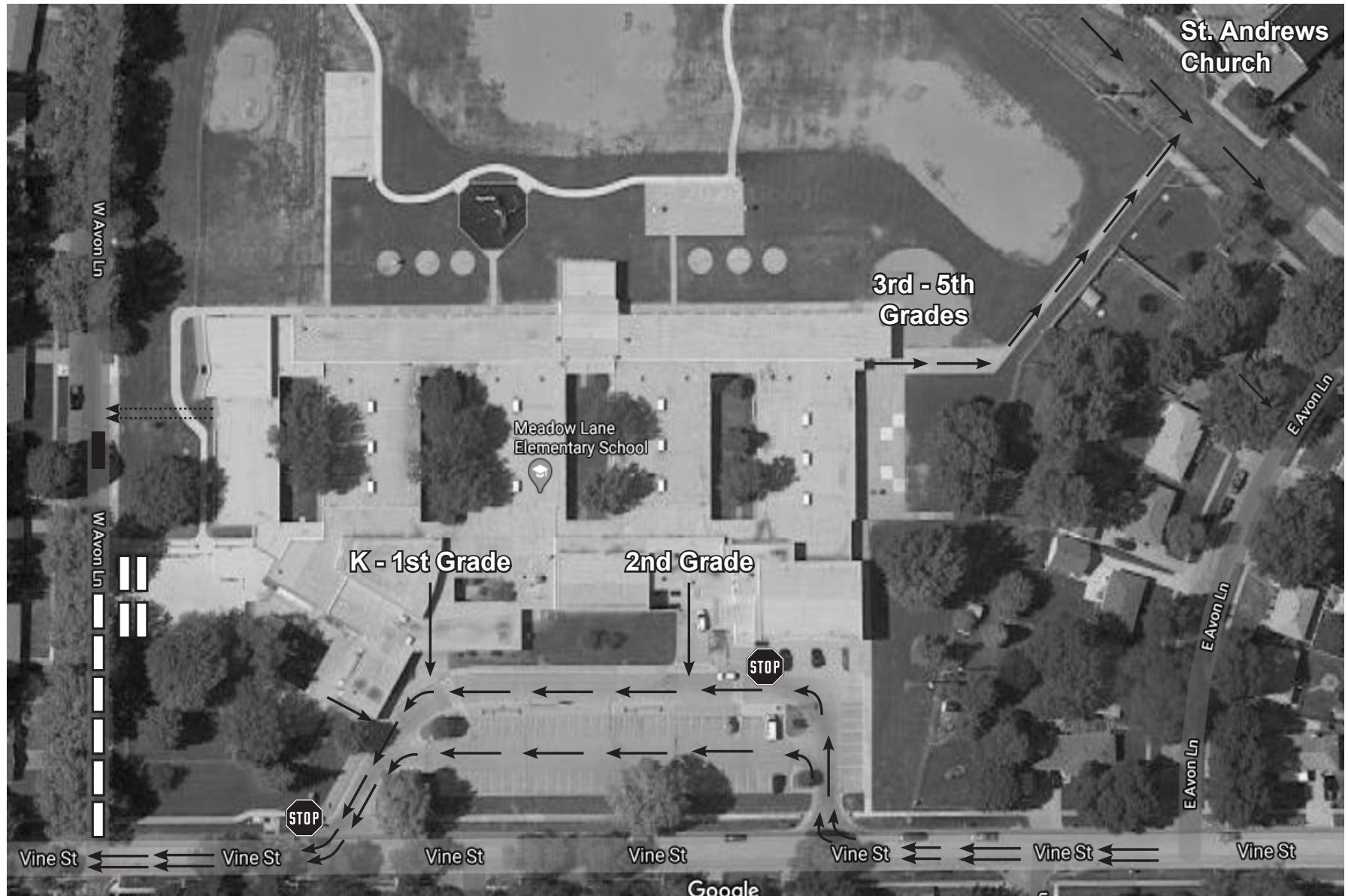
# GUIDELINES

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 on property.



# 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 OF COMMUNICATION

## MEADOW LANE MESSENGER 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. All absences can be reported by logging into ParentVue to select your child's attendance. If your child is going to be absent, please mark their attendance this way. The system then directly reports the absence to the teacher through their TeacherVue.

## 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.



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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** Alicia Cariotto      aliciacariotto@aol.com

**Vice President** David Turner      david.turner@securitasinc.com

**Co-Treasurer** Sheila Mays      srh2163@yahoo.com

**Co-Treasurer** Angie Loomer      angie.loomer@ubt.com

**Secretary** Kayleigh Monzon      kayleigh4425@yahoo.com

### **Social Media Support**

Rhonda Rogers      rhonda.rogers@homerealestate.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.**



## 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 or 90° or above.

## AFTER SCHOOL CLUBS AND ACTIVITIES

Throughout the school year, a variety of interest clubs and activities may be sponsored by Meadow Lane and our PTA. Club and registration information will be sent home with students when available. 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.



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# 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



**Mustangs**

## GRADUATION DATES

**Thursday**

**May 19, 2022**

**Bryan Community  
Focus Program**

**Yankee Hill**

**Education center**

**Friday,**

**May 27, 2022**

**East**

**Saturday,**

**May 28, 2022**

**LHS, LSE, LNE**

**Sunday,**

**May 29, 2022**

**LSW, LNS**

## 2021-2022 Student Calendar

Lincoln Public Schools Lincoln, Nebraska	
Approved 3/19	
2021 JULY	2022 JANUARY
S M T W T F S	S M T W T F S
4 5 6 7 8 9 10	2 3 4 5 6 7 8
11 12 13 14 15 16 17	9 10 11 12 13 14 15
18 19 20 21 22 23 24	16 17 18 19 20 21 22
25 26 27 28 29 30 31	23 24 25 26 27 28 29
	30 31
2021 AUGUST	2022 FEBRUARY
S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5
8 9 10 11 12 13 14	6 7 8 9 10 11 12
15 16 17 18 19 20 21	13 14 15 16 17 18 19
22 23 24 25 26 27 28	20 21 22 23 24 25 26
29 30 31	27 28
2021 SEPTEMBER	2022 MARCH
S M T W T F S	S M T W T F S
5 6 7 8 9 10 11	6 7 8 9 10 11 12
12 13 14 15 16 17 18	13 14 15 16 17 18 19
19 20 21 22 23 24 25	20 21 22 23 24 25 26
26 27 28 29 30	27 28 29 30 31
2021 OCTOBER	2022 APRIL
S M T W T F S	S M T W T F S
3 4 5 6 7 8 9	3 4 5 6 7 8 9
10 11 12 13 14 15 16	10 11 12 13 14 15 16
17 18 19 20 21 22 23	17 18 19 20 21 22 23
24 25 26 27 28 29 30	24 25 26 27 28 29 30
31	
2021 NOVEMBER	2022 MAY
S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3 4 5 6 7
7 8 9 10 11 12 13	8 9 10 11 12 13 14
14 15 16 17 18 19 20	15 16 17 18 19 20 21
21 22 23 24 25 26 27	22 23 24 25 26 27 28
28 29 30	29 30 31
2021 DECEMBER	2022 JUNE
S M T W T F S	S M T W T F S
5 6 7 8 9 10 11	5 6 7 8 9 10 11
12 13 14 15 16 17 18	12 13 14 15 16 17 18
19 20 21 22 23 24 25	19 20 21 22 23 24 25
26 27 28 29 30 31	26 27 28 29 30

[Rev. 6/17/21]

- First and last days of class for students
- All schools not in session
- Elementary and middle schools early dismissal (PLC day)
- Elementary school students NOT in attendance (plan days)
- Quarter start dates □ Quarter end dates

### GRADUATION DATES

**Thursday, May 19, 2022:** Yankee Hill Education Center  
**Thursday, May 19, 2022:** Independence Academy  
**Thursday, May 26, 2022:** Bryan Community Focus Program  
**Friday, Saturday and Sunday, May 27-29, 2022**  
 Fri: East | Sat: LHS, LSE, LNE | Sun: LSW, LNS

**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.

**Notes:** 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.

# MEADOW LANE STAFF

## Office

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

## Kindergarten Teachers

Micaela Evans.....mnissen2@lps.org  
 Gavin Brandt .....gbrandt@lps.org  
 Lexi Taylor.....lwright3@lps.org  
 Chelsea Schuessler.....cseipel@lps.org  
 Kelsey Mecone .....kallen2@lps.org

## First Grade Teachers

Alexa Schoening.....aschoeni@lps.org  
 Cyndi Tyler.....ctyler2@lps.org  
 Nicole Peterson.....nfowler@lps.org  
 Laura Griess.....lgriess@lps.org

## Second Grade Teachers

Hannah Kring.....hkring@lps.org  
 Bisi Oyinlade.....boyinlad@lps.org  
 Taylor Noble .....tnoble2@lps.org  
 Katherine Athey .....kathey@lps.org  
 Patti Hall .....phall2@lps.org

## Third Grade Teachers

Sharon Brening.....sbrening@lps.org  
 Ashley Reiners.....areiners@lps.org  
 Amber McGregor .....amcgreg@lps.org  
 Amy Barton .....aday@lps.org

## Fourth Grade Teachers

Angela Satorie .....aburkey@lps.org  
 Cody Liss.....cliss@lps.org  
 Laura McLeod .....lmcleod@lps.org  
 Christine Doell.....cdoell@lps.org

## Fifth Grade Teachers

Emily Monzu .....emonzu4@lps.org  
 Abby Grimes.....adelong@lps.org  
 Jacob Miller.....jmille2@lps.org  
 Shelbi Kielhold.....sroeder2@lps.org

## Specialists

Erik Reiners, PE .....ereiner@lps.org  
 Holly Kutschkau, Art .....hkutschk@lps.org  
 Allegra Penington, Music.....apening@lps.org  
 Susan Prabulos, Computer .....sprabul@lps.org  
 Madeline Frierson, Media .....mfrier@lps.org

## Special Education Teachers

Megan Asselin, Speech .....masselin@lps.org  
 Betsy Contreras.....bcontrer@lps.org  
 Cassie Glock .....cglock@lps.org  
 Emily Johnson .....ejohnso3@lps.org  
 Syndey Mickells.....smickell@lps.org

## ELL Teachers

Emily Garcia .....egarcia@lps.org  
 TBA .....

## Early Childhood Teachers

Kirsten Sessions,  
 Special Education .....ksession@lps.org  
 Becky White .....rwhite2@lps.org  
 Tye Chapelle.....tchappelle@lps.org  
 Summer Stutzman .....sstutzm2@lps.org  
 Brooke Hinrichs.....bhinric@lps.org

## Psychologist

Taylor Morris .....

## School Counselor

Emily Suhr .....esuhr@lps.org

## Social Worker

Carrie Erks .....cerks@lps.org

## Academic Support

Chantelle Schroeder .....cberner@lps.org  
 Vanessa Welsh .....vwelsh@lps.org  
 Kimberly Ziemann .....kzieman@lps.org

## Health Tech

Anna Roth .....aroth3@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.

