

# Meadow Lake Elementary

*“We are the Eagles”*



**Information Guide for  
Meadow Lake Students and Families  
2019-2020**

## Ten-Day Elementary Rotation Calendar for 2019-20

September	October	November	December	January
3 = 1-1 4 = 1-2 5 = 1-3 6 = 1-4	1 = 1-1 2 = 1-2 3 = 1-3 4 = 1-4	1 = 1-1 4 = 1-2 6 = 1-3 7 = 1-4 8 = 1-5	2 = 2-3 3 = 2-4 4 = 2-5 5 = 1-1 6 = 1-2	6 = 1-3 7 = 1-4 8 = 1-5 9 = 2-1 10 = 2-2
9 = 1-5 10 = 2-1 11 = 2-2 12 = 2-3 13 = 2-4	7 = 1-5 8 = 2-1 9 = 2-2 10 = 2-3	11 = 2-1 12 = 2-2 13 = 2-3 14 = 2-4 15 = 2-5	9 = 1-3 10 = 1-4 11 = 1-5 12 = 2-1 13 = 2-2	13 = 2-3 14 = 2-4 15 = 2-5 16 = 1-1 17 = 1-2
16 = 2-5 17 = 1-1 18 = 1-2 19 = 1-3 20 = 1-4	14 = 2-4 15 = 2-5 16 = 1-1	18 = 1-1 19 = 1-2 20 = 1-3 21 = 1-4 22 = 1-5	16 = 2-3 17 = 2-4 18 = 2-5 19 = 1-1 20 = 1-2	22 = 1-3 23 = 1-4 24 = 1-5
23 = 1-5 24 = 2-1 25 = 2-2 26 = 2-3 27 = 2-4	23 = 1-5 24 = 1-5 25 = 2-1	22 = 1-5 25 = 2-1 26 = 2-2	20 = 1-2	27 = 2-1 28 = 2-2 29 = 2-3 30 = 2-4 31 = 2-5
30 = 2-5	31 = 2-5			
February	March	April	May	June
3 = 1-1 4 = 1-2 5 = 1-3 6 = 1-4 7 = 1-5	2 = 2-5 4 = 1-1 5 = 1-2 6 = 1-3	1 = 2-1 2 = 2-2 3 = 2-3	1 = 1-5 4 = 2-1 5 = 2-2 6 = 2-3 7 = 2-4 8 = 2-5	1 = 1-5 2 = 2-1 3 = 2-2
10 = 2-1 11 = 2-2 12 = 2-3 13 = 2-4 14 = 2-5	9 = 1-4 10 = 1-5 11 = 2-1 12 = 2-2 13 = 2-3	7 = 2-4 8 = 2-5 9 = 1-1	6 = 2-3 7 = 2-4 8 = 2-5	
18 = 1-1 19 = 1-2 20 = 1-3 21 = 1-4	16 = 2-4 17 = 2-5 18 = 1-1 19 = 1-2 20 = 1-3	14 = 1-2 15 = 1-3 16 = 1-4 17 = 1-5	11 = 1-1 12 = 1-2 13 = 1-3 14 = 1-4 15 = 1-5	
24 = 1-5 25 = 2-1 26 = 2-2 27 = 2-3 28 = 2-4	30 = 1-4 31 = 1-5	20 = 2-1 21 = 2-2 22 = 2-3 23 = 2-4 24 = 2-5	18 = 2-1 19 = 2-2 20 = 2-3 21 = 2-4 22 = 2-5	
		27 = 1-1 28 = 1-2 29 = 1-3 30 = 1-4	26 = 1-1 27 = 1-2 28 = 1-3 29 = 1-4	

# Meadow Lake Elementary

**August 2019**

Important Information

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Superintendent's Ice-Cream Social for Kindergarten Students 6-7:30 pm	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b> Great Cooper Get-Together 2-8 pm	<b>28</b>	<b>29</b> Open House 5-6:30 pm	<b>30</b>	<b>31</b>

# Meadow Lake Elementary

**September  
2019**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> Labor Day <b>No School</b>	<b>3</b> (1-1) <b>First Day of School</b>	<b>4</b> (1-2) MLE Expectation Stations	<b>5</b> (1-3) Kindergarten Students Last Names A-J attend	<b>6</b> (1-4) Kindergarten Students Last Names K-Z attend	<b>7</b>
<b>8</b>	<b>9</b> (1-5) 1 <sup>st</sup> Day All Kindergarten Students  Eagle Committee Meeting 6-7 pm	<b>10</b> (2-1)	<b>11</b> (2-2)	<b>12</b> (2-3)	<b>13</b> (2-4) Sukkot Begins  5 <sup>th</sup> Grade Band Stand Blast at Cooper High @ 10 am	<b>14</b>
<b>15</b>	<b>16</b> (2-5)	<b>17</b> (1-1)	<b>18</b> (1-2)	<b>19</b> (1-3)	<b>20</b> (1-4) Sukkot Ends	<b>21</b> Plymouth on Parade 10:30 am-12 pm
<b>22</b>	<b>23</b> (1-5)	<b>24</b> (2-1)	<b>25</b> (2-2)	<b>26</b> (2-3)	<b>27</b> (2-4)	<b>28</b>
<b>29</b>	<b>30</b> (2-5) Rosh Hashanah Begins					

# Meadow Lake Elementary

**October  
2019**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> (1-1) Rosh Hashanah Ends  Kindness in Chalk  Read-A-Thon Begins	<b>2</b> (1-2) Read-A-Thon  1 <sup>st</sup> Grade Field Trip to Minnesota Arboretum 11 am-3 pm	<b>3</b> (1-3) Read-A-Thon	<b>4</b> (1-4) Lifetouch Pictures  Cooper Homecoming Game  Read-A-Thon	<b>5</b>
<b>6</b>	<b>7</b> (1-5) Read-A-Thon	<b>8</b> (2-1) Yom Kippur Begins  Read-A-Thon  Fall Conferences 4-8:40 pm	<b>9</b> (2-2) Yom Kippur Ends  Box Tops Due  Read-A-Thon	<b>10</b> (2-3) Read-A-Thon  Fall Conferences 4-8:40 pm	<b>11</b>  <b>No School</b>	<b>12</b>
<b>13</b>	<b>14</b> (2-4) Read-A-Thon  Fall Conferences 4-8:40 pm  Eagle Committee Meeting 6-7 pm	<b>15</b> (2-5) Read-A-Thon	<b>16</b> (1-1) Read-A-Thon	<b>17</b> MEA Professional Conference  <b>No School</b>	<b>18</b> MEA Professional Conference  <b>No School</b>	<b>19</b>
<b>20</b>	<b>21</b> (1-2) Sh'mini Atzeret/Simchat Torah  Read-A-Thon	<b>22</b> (1-3) Read-A-Thon	<b>23</b> (1-4) Read-A-Thon	<b>24</b> (1-5) Read-A-Thon	<b>25</b> (2-1) Read-A-Thon	<b>26</b>
<b>27</b>	<b>28</b> (2-2) Read-A-Thon	<b>29</b> (2-3) Read-A-Thon	<b>30</b> (2-4) Read-A-Thon	<b>31</b> (2-5) Read-A-Thon Ends		

# Meadow Lake Elementary

**November  
2019**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> (1-1) End of Quarter 1	<b>2</b>
<b>3</b>	<b>4</b> (1-2) All District Fall Festival at Orchestra Hall @ 7 pm	<b>5</b> Election Day  <b>No School</b>	<b>6</b> (1-3)	<b>7</b> (1-4)  Family STEAM Night 5-7:30 pm  5 <sup>th</sup> Grade Concert @ 6 pm  Read-A-Thon Winners Announced	<b>8</b> (1-5) Lifetouch Picture Retake	<b>9</b>
<b>10</b>	<b>11</b> (2-1)	<b>12</b> (2-2) Vision Screening 9:30 am-3 pm	<b>13</b> (2-3)	<b>14</b> (2-4) All About Kindergarten Night @ Cooper 5-7 pm	<b>15</b> (2-5)	<b>16</b>
<b>17</b>	<b>18</b> (1-1) Eagle Committee Meeting 6-7 pm	<b>19</b> (1-2)	<b>20</b> (1-3)	<b>21</b> (1-4) Fall Strings Festival at Armstrong @ 7 pm	<b>22</b> (1-5)	<b>23</b>
<b>24</b>	<b>25</b> (2-1)	<b>26</b> (2-2)	<b>27</b> <b>No School</b>	<b>28</b> Thanksgiving Day  <b>No School</b>	<b>29</b> <b>No School</b>	<b>30</b>

# Meadow Lake Elementary

**December  
2019**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> (2-3)	<b>3</b> (2-4)	<b>4</b> (2-5)	<b>5</b> (1-1) 1 <sup>st</sup> Grade Informance @ 10:15 am  Chuck-E-Cheese Night 5-7:30 pm  1 <sup>st</sup> Grade Concert @ 6 pm	<b>6</b> (1-2)	<b>7</b>
<b>8</b>	<b>9</b> (1-3) Eagle Committee Meeting 6-7 pm	<b>10</b> (1-4)	<b>11</b> (1-5)	<b>12</b> (2-1)	<b>13</b> (2-2)	<b>14</b>
<b>15</b>	<b>16</b> (2-3)	<b>17</b> (2-4)	<b>18</b> (2-5)	<b>19</b> (1-1)	<b>20</b> (1-2) School-wide BINGO for students @ 2pm	<b>21</b>
<b>22</b>	<b>23</b> <b>Winter Break</b> Hanukkah Begins	<b>24</b> <b>Winter Break</b> Christmas Eve	<b>25</b> <b>Winter Break</b> Christmas Day	<b>26</b> <b>Winter Break</b> Kwanzaa Begins	<b>27</b> <b>Winter Break</b>	<b>28</b>
<b>29</b>	<b>30</b> <b>Winter Break</b> Hanukkah Ends	<b>31</b> <b>Winter Break</b> New Year's Eve				

# Meadow Lake Elementary

**January  
2020**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> <b>Winter Break</b> New Year's Day Kwanzaa Ends	<b>2</b> <b>Winter Break</b>	<b>3</b> <b>Winter Break</b>	<b>4</b>
<b>5</b>	<b>6</b> (1-3) <b>School Resumes</b> MLE Expectation Stations	<b>7</b> (1-4)	<b>8</b> (1-5)	<b>9</b> (2-1) 5 <sup>th</sup> Grade Family Information Night at Plymouth 6-7:30 pm	<b>10</b> (2-2)	<b>11</b>
<b>12</b>	<b>13</b> (2-3) Eagle Committee Meeting 6-7 pm	<b>14</b> (2-4)	<b>15</b> (2-5)	<b>16</b> (1-1)	<b>17</b> (1-2) <b>Semester 1 Ends</b>	<b>18</b>
<b>19</b>	<b>20</b> Martin Luther King Jr. Day <b>No School</b>	<b>21</b> Professional Development <b>No School</b>	<b>22</b> (1-3)	<b>23</b> (1-4) 3 <sup>rd</sup> Grade Informance @ 10:15 am	<b>24</b> (1-5)	<b>25</b>
<b>26</b>	<b>27</b> (2-1)	<b>28</b> (2-2)	<b>29</b> (2-3)	<b>30</b> (2-4)	<b>31</b> (2-5)	



## Meadow Lake Elementary

**February  
2020**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b> (1-1)	<b>4</b> (1-2) Kindergarten Field Trip to Bell Museum 9:45 am-2 pm	<b>5</b> (1-3)	<b>6</b> (1-4)	<b>7</b> (1-5)	<b>8</b>
<b>9</b>	<b>10</b> (2-1) Eagle Committee Meeting 6-7 pm	<b>11</b> (2-2)	<b>12</b> (2-3)	<b>13</b> (2-4) Butter Braid Kick-off	<b>14</b> (2-5) Box Tops Due	<b>15</b>
<b>16</b>	<b>17</b> Presidents' Day <b>No School</b>	<b>18</b> (1-1)	<b>19</b> (1-2)	<b>20</b> (1-3) Family Culture Night 5-7:30 pm  2 <sup>nd</sup> Grade Concert @ 6 pm	<b>21</b> (1-4)	<b>22</b>
<b>23</b>	<b>24</b> (1-5)	<b>25</b> (2-1)	<b>26</b> (2-2) Ash Wednesday	<b>27</b> (2-3)	<b>28</b> (2-4)	<b>29</b>

## Meadow Lake Elementary

**March  
2020**

### Important Information

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b>	<b>2</b> (2-5) Read Across America Butter Braid Orders Due Spring Conferences / Book Fair 4-8:40 pm	<b>3</b> Professional Development  <b>No School</b>	<b>4</b> (1-1) Empty Bowls at Cooper 4-8 pm	<b>5</b> (1-2) Spring Conferences / Book Fair 4-8:40 pm	<b>6</b> (1-3)	<b>7</b> District Strings Festival at Cooper @ 7 pm
<b>8</b> Pancake Breakfast / Book Fair 8 am-12 pm	<b>9</b> (1-4) District Jump Rope Competition at Cooper @ 6 pm	<b>10</b> (1-5) Purim  Spring Conferences / Book Fair 4-8:40 pm	<b>11</b> (2-1)	<b>12</b> (2-2) State of the District Address	<b>13</b> (2-3)	<b>14</b>
<b>15</b>	<b>16</b> (2-4) Butter Braid Pick-up  Eagle Committee Meeting 6-7 pm	<b>17</b> (2-5)	<b>18</b> (1-1)	<b>19</b> (1-2) 4 <sup>th</sup> Grade Informance @ 10:15 am	<b>20</b> (1-3) <b>End of Quarter 3</b>	<b>21</b>
<b>22</b>	<b>23</b> <b>Spring Break</b>	<b>24</b> <b>Spring Break</b>	<b>25</b> <b>Spring Break</b>	<b>26</b> <b>Spring Break</b>	<b>27</b> <b>Spring Break</b>	<b>28</b>
<b>29</b>	<b>30</b> (1-4) MLE Expectation Stations	<b>31</b> (1-5) 4 <sup>th</sup> /5 <sup>th</sup> Grade Orchestra @ 2 pm  4 <sup>th</sup> /5 <sup>th</sup> Grade Band & Orchestra Concert 6-7 pm				

# Meadow Lake Elementary

**April  
2020**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			<b>1</b> (2-1)	<b>2</b> (2-2)	<b>3</b> (2-3)	<b>4</b>
<b>5</b>	<b>6</b> Professional Development <b>No School</b>	<b>7</b> (2-4)	<b>8</b> (2-5)	<b>9</b> (1-1) Passover Begins	<b>10</b> Good Friday <b>No School</b>	<b>11</b>
<b>12</b> Easter Sunday	<b>13</b> Easter Monday <b>No School</b>	<b>14</b> (1-2) <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>15</b> (1-3) <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>16</b> (1-4) Passover Ends  State-wide Tornado Drill Day @ 1:45 pm  <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>17</b> (1-5) <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>18</b>
<b>19</b>	<b>20</b> (2-1) Eagle Committee Meeting 6-7 pm  <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>21</b> (2-2) <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>22</b> (2-3) <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>23</b> (2-4) Ramadan Begins  <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>24</b> (2-5) <b>MCA Reading &amp; Math Grades 3 - 5</b>	<b>25</b>
<b>26</b>	<b>27</b> (1-1) <b>MCA Reading, Math &amp; Science Grades 3 - 5</b>	<b>28</b> (1-2) <b>MCA Reading, Math &amp; Science Grades 3 - 5</b>	<b>29</b> (1-3) <b>MCA Reading, Math &amp; Science Grades 3 - 5</b>	<b>30</b> (1-4) <b>MCA Reading, Math &amp; Science Grades 3 - 5</b>		

# Meadow Lake Elementary

**May  
2020**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> (1-5) MCA Reading, Math & Science Grades 3 - 5	<b>2</b>
<b>3</b>	<b>4</b> (2-1) Staff Appreciation Week  MLE Expectation Stations	<b>5</b> (2-2) Staff Appreciation Week	<b>6</b> (2-3) Staff Appreciation Week	<b>7</b> (2-4) Staff Appreciation Week  3 <sup>rd</sup> Grade YPSCA Field Trip to Orchestra Hall 10:30 am-1:30 pm  Kindergarten Information Night 5:30-7:30 pm	<b>8</b> (2-5) Staff Appreciation Week	<b>9</b>
<b>10</b> Mother's Day	<b>11</b> (1-1) 4 <sup>th</sup> Grade Band Demo @ 2 pm  3 <sup>rd</sup> Grade Orchestra Demo @ 2:30 pm	<b>12</b> (1-2)	<b>13</b> (1-3)	<b>14</b> (1-4)	<b>15</b> (1-5)	<b>16</b>
<b>17</b>	<b>18</b> (2-1)	<b>19</b> (2-2) Laylat al-Qadr	<b>20</b> (2-3)	<b>21</b> (2-4)	<b>22</b> (2-5)	<b>23</b> Ramadan Ends
<b>24</b>	<b>25</b> Memorial Day  <b>No School</b>	<b>26</b> (1-1) All School Ice Cream Social @ 5:30-7 pm	<b>27</b> (1-2)	<b>28</b> (1-3)	<b>29</b> (1-4) 5 <sup>th</sup> Grade Celebration of Learning @ 1:30 pm	<b>30</b>
<b>31</b>						

# Meadow Lake Elementary

**June  
2020**

**Important Information**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b> (1-5) Kindergarten Concert & Celebration @ 2 pm	<b>2</b> (2-1) DJ Dance Party 10 am-1 pm	<b>3</b> (2-2) <b>Last Student Day</b>  5 <sup>th</sup> Grade Field Trip 12:30-3:30 pm  Report Cards Home	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b> Father's Day	<b>22</b>	<b>23</b> Eid al-Fitr Begins	<b>24</b> Eid al-Fitr Ends	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				



## WELCOME TO THE 2019 - 2020 SCHOOL YEAR

As the Principal of Meadow Lake Elementary School, I look forward to seeing each and every one of you throughout the school year. As a staff, we are excited to welcome the children and families to the 2019 - 2020 school year. At Meadow Lake Elementary School we believe it is a privilege to have your child at our school. We realize and appreciate how precious your child is and recognize our responsibilities in helping your child develop to his or her full potential.

At Meadow Lake Elementary, we focus on creating an active, powerful learning environment to increase student achievement. We strive to ensure a caring, safe and respectful school-wide environment. We teach our students to live our core values: *Be Respectful, Be Responsible, Be a Bucket Filler, and Belong*. We believe these are the core values that help develop our children into exemplary citizen members.

At Meadow Lake, we value and embrace diversity, and work to infuse our school with a strong sense of belonging that embraces many cultures. We promote school, parent and community partnerships. In order to bring these beliefs and values to life, we are committed to using research-based best practices to achieve our vision.

At Meadow Lake, we use proactive and reactive strategies to keep our learning community healthy and successful. We work on designing procedures with our students, modeling and practicing them during the first six weeks of school, and whenever necessary thereafter. In addition, we are committed to using respectful, realistic and relevant strategies to help children when they make mistakes. Our belief is that social and academic growth are closely intertwined and deserve our full commitment.

We will work as a unified staff and student organization to bring the strategies, routines and procedures included in this handbook to life throughout the 2019 - 2020 school year at Meadow Lake Elementary.

Sincerely,  
Nancy (Benz) Froelich, Principal

# **QUICK REFERENCE AND LICENSED STAFF**

**Absence Line** (763)504-7710  
**Meadow Lake Fax** (763)504-7709  
**Transportation** (763)504-8107

**School Hours:** 9:25 am - 3:45 pm  
**Preschool Hours:** 9:25 am - 11:55 am and 1:15 pm - 3:45 pm

<b>Name</b>	<b>Position</b>	<b>Phone</b>	<b>Email</b>
Nancy (Benz) Froelich	Principal	(763)504-7700	nancy_benz@rdale.org
Shannon Lacy	Assistant Principal	(763)504-7700	shannon_lacy@rdale.org
Jacqueline Senum	Administrative Assistant	(763)504-7700	jacqueline_senum@rdale.org
Andretta Hanson	Office EA/Curriculum Assistant	(763)504-7712	andretta_hanson@rdale.org
Denise Davis	Cafeteria Manager	(763)504-7707	denise_davis@rdale.org
Jennifer Rainerson	Nurse	(763)504-7711	jennifer_rainerson@rdale.org
Kelly Polski	Health EA	(763)504-7705	kelly_polski@rdale.org
Kristin Peterson	Psychologist	(763)504-7763	kristin_peterson@rdale.org
Lyn Marrs	Social Worker	(763)504-7761	lynn_marrs@rdale.org
Leigha Plehn	Adventure Club Supervisor	(763)504-7715	leigha_plehn@rdale.org
Sonja Jacobson	Preschool	(763)504-7726	sonja_jacobson@rdale.org
Colleen Callander	Preschool	(763)504-7727	colleen_callander@rdale.org
Karen Carlson	Grade K	(763)504-7730	karen_carlson@rdale.org
Barbara Johnson	Grade K	(763)504-7728	barbara_johnson@rdale.org
Diana Oelfke	Grade K	(763)504-7729	diana_oelfke@rdale.org
Paula Roberge	Grade K	(763)504-7731	paula_roberge@rdale.org
Wendy Fretag	Grade 1	(763)504-7736	wendy_fretag@rdale.org
Michelle Maisch	Grade 1	(763)504-7734	michelle_maisch@rdale.org
Leslie Peterson	Grade 1	(763)504-7735	leslie_peterson@rdale.org
Laura Steman	Grade 1	(763)504-7733	laura_steman@rdale.org
Vicki Headley	Grade 2	(763)504-7743	vicki_headley@rdale.org
Jeri Joy	Grade 2	(763)504-7741	jeri_joy@rdale.org
Elizabeth Osborne	Grade 2	(763)504-7742	elizabeth_osborne@rdale.org

Vonyee Dahnkuan	Grade 3	(763)504-7721	vonyee_dahnkuan@rdale.org
Jordan Backlund	Grade 3	(763)504-7722	jordan_backlund@rdale.org
Lorna Weis	Grade 3	(763)504-7723	lorna_weiss@rdale.org
Clare Wojda	Grade 3	(763)504-7724	clare_wojda@rdale.org
Monica Angell	Grade 4	(763)504-7752	monica_angell@rdale.org
Janet Beacom	Grade 4	(763)504-7751	janet_beacom@rdale.org
Kendal Giacomini	Grade 4	(763)504-7750	kendal_giacomini@rdale.org
Sarah Kelleher	Grade 4	(763)504-7749	sarah_kelleher@rdale.org
Tori Kolste	Grade 5	(763)504-7756	tori_kolste@rdale.org
Ann Marie Madigan	Grade 5	(763)504-7759	annmarie_madigan@rdale.org
Desiree O'Neill	Grade 5	(763)504-7758	desiree_oneill@rdale.org
Mary Beth Bierwagen	English Language Learners	(763)504-7739	marybeth_bierwagen@rdale.org
Tim Haagerson	English Language Learners	(763)504-7739	tim_haagerson@rdale.org
Susan Rickert	English Language Learners	(763)504-7739	susan_rickert@rdale.org
Christina Frazier	Special Education	(763)504-7700	christina_frazier@rdale.org
Kim Hall	Special Education	(763)504-7700	kim_hall@rdale.org
Tammi Lesney	Special Education	(763)504-7700	tammi_lesney@rdale.org
Carine Omole	Special Education	(763)504-7700	carine_omole@rdale.org
Leslie Olson	Speech	(763)504-7765	leslie_olson@rdale.org
Teresa Peterson	MTSS	(763)504-7755	teresa_peterson@rdale.org
Catherine Sevald	MTSS	(763)504-7738	catherine_sevald@rdale.org
Sarah Krizmanic	MTSS	(763)504-7757	sarah_krizmanic@rdale.org
Nancy Lehn	MTSS	(763)504-7723	nancy_lehn@rdale.org
Steve Schaupp	MTSS	(763)504-7740	steve_schaupp@rdale.org
Jean Braun	Media	(763)504-7773	jean_braun@rdale.org
Emma Withers	Art	(763)504-7737	emma_withers@rdale.org
Scott Weeklund	Music	(763)504-7764	scott_weeklund@rdale.org
Kari Torgerson	Physical Education	(763)504-7719	kari_torgerson@rdale.org
Alicia Koberstein	Focus	(763)504-7753	alicia_koberstein@rdale.org
TBD	Band	(763)504-7720	
TBD	Orchestra	(763)504-7753	
TBD	STEAM		



# Meadow Lake Student Behavior Matrix

At Meadow Lake, we have student expectations that is in alignment with our Positive Behavior Intervention of Support. Please review these expectations with your student.

	All Settings	Arrival & Dismissal	Hallway	Bus	Indoor Recess	Playground	Bathroom	Cafeteria
Be Respectful	<ul style="list-style-type: none"> <li>-Listen and follow directions</li> <li>-Treat others the way you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>-Say Good Morning or Good Bye</li> </ul>	<ul style="list-style-type: none"> <li>-Eagle walk</li> <li>-Quiet Voice</li> <li>-Face forward</li> <li>-Walk on silver line when with your class</li> <li>-Hands to Self</li> </ul>	<ul style="list-style-type: none"> <li>-Follow bus rules</li> <li>-Listen to driver</li> <li>-Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>-Indoor voice</li> <li>-Listen to others</li> <li>-Take care of games/teacher equipment</li> </ul>	<ul style="list-style-type: none"> <li>-Have fun</li> <li>-Play safe</li> <li>-Take turns</li> </ul>	<ul style="list-style-type: none"> <li>-Use indoor voice</li> <li>-Be respectful of others</li> <li>-Give privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Use manners</li> <li>-Indoor voice</li> <li>-Follow directions</li> <li>-Wait in line</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>-Use materials correctly</li> <li>-Complete daily work/jobs</li> <li>-Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>-Be on time to class/bus</li> </ul>	<ul style="list-style-type: none"> <li>-Go to where you need to be</li> <li>-Quiet voice</li> <li>-Keep hallway clean</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in your seat</li> <li>-Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands and feet to self</li> <li>-Follow directions</li> </ul>	<ul style="list-style-type: none"> <li>-Take care of equipment (pick up)</li> <li>-Line up when whistle blows</li> </ul>	<ul style="list-style-type: none"> <li>-Get in, get out</li> <li>-Be kind</li> <li>-Take turns</li> <li>-Wash hands</li> <li>-Flush</li> </ul>	<ul style="list-style-type: none"> <li>-Know your PIN number</li> <li>-Eat your own food</li> <li>-Raise your hand</li> </ul>
Belong	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Help others</li> <li>-Stay in your expected area</li> </ul>	<ul style="list-style-type: none"> <li>-Help others when needed</li> </ul>	<ul style="list-style-type: none"> <li>-Be a role model</li> <li>-Be in your spot</li> <li>-If you mess up, clean up</li> <li>-Greet others appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Be a friend</li> <li>-Be a role model</li> <li>-Set a good example</li> </ul>	<ul style="list-style-type: none"> <li>-Share with others</li> <li>-Include others</li> <li>-Say kind words</li> </ul>	<ul style="list-style-type: none"> <li>-Include all students</li> </ul>	<ul style="list-style-type: none"> <li>-Have permission to be there</li> <li>-Respect privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Include others</li> <li>-Two students to a bench</li> </ul>
Be a Bucket Filler	<ul style="list-style-type: none"> <li>- Compliment peer work</li> <li>-Smile &amp; Stay positive</li> </ul>	<ul style="list-style-type: none"> <li>-Greet everyone</li> </ul>	<ul style="list-style-type: none"> <li>-Smile at others</li> <li>-Use quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>-Allow others to sit with you</li> <li>-Help others</li> <li>-Thank your driver</li> </ul>	<ul style="list-style-type: none"> <li>-Invite others to play</li> <li>-Play quietly and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>-Share play equipment</li> <li>-Help someone</li> <li>-Pick up equipment</li> </ul>	<ul style="list-style-type: none"> <li>-Respectfully greet others &amp; move on</li> </ul>	<ul style="list-style-type: none"> <li>-Keep your area neat &amp; clean</li> <li>-Say please and thank you</li> </ul>

## **Meadow Lake Elementary School Vision**

*Meadow Lake promotes school, parent, and community partnerships. Meadow Lake encourages open communication and shared decision making among all members of our school community. Meadow Lake focuses on creating an active, powerful learning environment to increase student achievement. Meadow Lake ensures a caring, safe, and respectful environment. Meadow Lake values diversity.*

### **ADVENTURE CLUB**

Adventure Club is a before and after school child care program for elementary students. It is offered at all Robbinsdale Area Elementary Schools. A site supervisor at each location directs age appropriate activities. Adventure Club hours are Monday – Friday from 6:30 a.m. – 6:00 p.m. It is open during school vacations, conferences and in-service days. For fee and enrollment information call 763-504-5320 or 763-504-7715.

### **ARRIVAL TIME**

If your student walks to school or is dropped off, please have him/her arrive between 9:15 a.m. and 9:20 a.m. There will be no adult supervision before 9:15 a.m. All students should enter school at the front doors. Students are not to be on the playground before school. All doors except the front doors are locked during school hours.

### **ATTENDANCE**

According to Minnesota State Law, children must attend school regularly. The only excused absences from school are for:

- Illness, religious holiday or death of a family member.

All absences must be reported to the school between 6:00 a.m. and 9:30 a.m., by calling the Absence Line at 763-504-7710.

Please give the following information when calling in your child:

- Name of student
- Grade/Name of teacher or room number
- Length of and reason for absence

If we have not received a call by 10:20 a.m., you will be called to verify your child's absence. This will help ensure the safety of Meadow Lake students. If your student comes to school after 9:25 a.m., he/she must report to the office and obtain a "Tardy" pass to be admitted to class.

The Hennepin County "Be At School" Truancy Program is followed by the Robbinsdale Schools.

3 unexcused absences: Letter sent to parent/guardian from the school  
6 unexcused absences: Hennepin County contacts parents to attend parent group meeting  
9 unexcused absences: Hennepin County CCA worker will be assigned  
15 unexcused absences: Report is sent to Child Protection Services

For more information on the Hennepin County "Be At School" program, please visit:

<https://www.hennepinattorney.org/prevention/students-youth/be-at-school>

### **BIKE SAFETY**

Students in grades 3, 4 and 5 who live in walking areas are allowed to ride bicycles to school with parent permission (Kindergarten through second grade students may NOT bike to school). Please send a note to the Assistant Principal giving your child permission. The school assumes no responsibility for damages or stolen bicycles. All bicycles should be locked at the bike stand. We recommend students wear helmets when riding to and from school.

### **BIRTHDAYS**

Meadow Lake follows the Hennepin County and Robbinsdale District Wellness Plan. Therefore, we do not allow birthday treats during the school day for health, well-being, and learning of each child. Parents/Guardians are encouraged to join us for a school lunch on their student's birthday instead or a book may be donated to the library in the child's name.

### **BUS SERVICE**

The Robbinsdale Area School transportation department assigns students to the buses they ride to and from school. Students who are scheduled to ride a bus must ride the bus they have been assigned unless written permission is sent to school and is approved by the principal.

For a safe and enjoyable ride to and from school, students should be reminded frequently about the rules for good behavior on the bus:

- Sit in assigned seat and use quiet voices
- Remain seated until the bus stops
- Keep hands and feet off other children
- Enter and leave the bus in an orderly manner
- No glass containers or food on the bus

Students who receive a bus behavior report are given one warning – then may be suspended from riding the bus from 1-10 days. Parents must transport suspended students. Parents are asked to stay off buses and to call Meadow Lake should any bus issues arise. Please refer to the Robbinsdale Bus Information brochure in your Open House Welcome Packet.

You may track your student's bus using [MyStop](#) which is a web-based application available to all Robbinsdale Area Schools parents and students. Using a SMARTphone, tablet or desktop computer, parents and students can view the current location of buses on routes as well as the estimated time of arrival. Find out more by logging into Rdale.org under the departments tab in Transportation.

### **CELL PHONES**

It is recommended that students keep cell phones at home. However, we understand some families may find it necessary for their child to bring a phone to school. Cell phones should be kept in the child's backpack. Meadow Lake Elementary is not responsible for any lost or stolen cell phones. School staff will respond to the use of a cell phone based upon the guidelines in the *2018 - 2019 Student Handbook Rights and Responsibilities*. Students that take out their cell phone during the school day will have the cell phone removed and parents will be contacted for pick up of the phone.

### **CHROMEBOOKS AND iPADS**

Students in Grades K - 4 will have iPads and/or Chromebooks available during the school day. Students in Grade 5 will have Chromebooks available for school and at-home use. Grade 5 students must purchase insurance in order to access the Chromebook from home. Please see the Chromebook Guideline sheet in the Open House Folder.

### **COMMUNICATION/QUESTIONS ABOUT SCHOOL**

Open communication between home and school is critical to your child's success. Conferences, open houses, report cards, school bulletins and newsletters are some of the formal ways we will use to keep you informed about your child's school experiences.

The staff at Meadow Lake are interested in promoting open communication between staff, parents and students. We encourage you to call if you have questions or concerns in the following order:

- Start with the person who is directly working with the concern or program, in most cases the classroom teacher or specialist.
- If contact with that individual does not resolve the issue, your next step is to contact the principal or assistant principal.

Keep us informed of the following important circumstances by sending a written, dated & signed note to your child's teacher if:

- Your child will be picked up early or arriving late
- Your child will be going home with another child
- Your child is picked up by someone other than the guardian or parent
- Your child needs to ride a different bus home (must have note two days prior)

Thursday Folders: Every Thursday your child will bring home their Thursday folder. This folder will contain important information for you to read. Please have your child return the folder to their teacher on the next school day. Please send any permission forms or any other communication in the Thursday folder.

The weekly *Meadow Lake Newsletter* will keep you informed of activities and events. Parents should make sure that their email is updated to receive the online communication.

You can also follow all of the fun happenings and see photos of Meadow Lake students and staff on *Facebook* at Meadow Lake Elementary or on *Twitter* at MeadowLkElementary.

### **CONFERENCES AND PROGRESS REPORTS**

Parent-student-teacher conferences are scheduled in the fall (October) and spring (February). The purpose of fall conferences is to provide an opportunity for the parent/guardian and teacher to share information about the child and set goals for the school year.

During the spring conference, the teacher informs parents about their child's success in school. In addition, parents or teachers may request special conferences at any time during the school year.

Report cards are issued at the end of 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarters. This report reflects the student's performance. Students are graded in subject areas as well as study habits and social growth.

### **CURRICULUM AND INSTRUCTION**

Curriculum is "what" we teach or what your child is expected to learn. Instruction is "how" we teach. The Robbinsdale School curriculum is aligned to the MN State Standards and assures that all children are learning the same concepts within the same grade level. Our Curriculum gives us consistency, rigor, and the required academic standards.

Instruction is where the flexibility and individuality of each student and teacher can be found. No two students learn the same way at the same time. No two teachers teach the same way at the same time. At Meadow Lake we will pursue various instructional strategies so that the strengths of both the learner and the teachers can be enhanced and increased.

### **CUSTODY**

In cases where parents are separated or divorced and one parent has legal custody of a child, the school must have a copy of the court order that determines custody and visitation rights. The school must have legal documentation in order to comply with any limiting court order. State and federal data privacy laws recognize the right of a natural parent, regardless of child custody, to have access to the school records of their child. A non-custodial, natural parent may arrange to review the school records of their child. This must be scheduled at least one week ahead of time and please be prepared to show ID if requested by the office staff.

### **DISCIPLINE**

We are proud of our students at Meadow Lake Elementary! Our expectations for behavior are based upon each child feeling and being safe in school as well as when traveling to and from school.

Please review the *2019 - 2020 Student Handbook Rights and Responsibilities*. There are paper copies available in the office. The booklet can be found on the [www.rdale.org](http://www.rdale.org) website.

Parents and students need to know what the district expectations are for students' rights, responsibilities, behavior and consequences for inappropriate actions.

Please sign the card enclosed with the Discipline Policies booklet and return it to the classroom teacher.

### **DRESS**

It is the parent's responsibility to ensure compliance with the District/ school dress code. Students should wear clothing that is comfortable, in good taste and appropriate for the weather. Students are expected to go outside each day unless we have inclement weather. During the winter months, students should be dressed appropriately with snow pants, hats, mittens and boots when there is snow on the ground.

The wind chill factor and temperature are checked before students go outside for recess. Students are expected to go outside unless the actual temperature is less than 0 or 10 below zero with the windchill. The weather is checked periodically during the recess time-frame as our goal is to have outdoor recess.

Please see the district guidelines in the handbooks. Administration will ask students to change/remove clothing that is creating a disruption in the classroom.

**EAGLE COMMITTEE - PARENT TEACHER ORGANIZATION (PTO)**

Meadow Lake has an active Parent Teacher Organization (PTO). Every parent is encouraged to actively participate in this organization. The PTO council usually meets once a month in the Media Center from 6-7 p.m. All parents are invited and welcome to attend. The PTO meeting dates are: September 9, 2019, October 14, 2019, November 18, 2019, December 9, 2019, January 13, 2020, February 10, 2020, March 16, 2020 and April 20, 2020.

**ELECTRONIC EQUIPMENT**

MP3, iPods, electronic games and toys or any other electronic devices are NOT to be brought to school. Students in possession of any electronic equipment on campus will have it confiscated by the staff member noticing the equipment and it will be submitted to an administrator. All personal cell phones should remain in the child's backpack until they are dropped off at their home location.

On the 1<sup>st</sup> offense, the item will be returned to the student at the end of the day. On the 2<sup>nd</sup> offense, a parent will be required to pick up the item. The 3<sup>rd</sup> time any electronic equipment is confiscated; it will remain in the office until the end of the school year.

**FINES (Textbooks Lost or Destroyed)**

The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

**FIRE DRILLS/LOCKDOWNS/TORNADO DRILLS/ EVACUATION**

Minnesota State Law requires schools to have five fire drills, five lockdown drills and one tornado drill each year. All drills are important for your student's safety. Please reiterate to your child the importance to remain calm, quiet and to completely cooperate during these drills.

If Meadow Lake should need to evacuate due to our building not being safe for students and staff, we will relocate to *First Lutheran Church* in Brooklyn Park. The address is 7708 62nd Ave. N. Brooklyn Park.

**FOOD SERVICES: LUNCH, BREAKFAST & SNACK**

Breakfast, lunch and a healthy snack are available for all students in our school. Breakfast is served daily from 9:05 a.m. to 9:20 a.m and charged according to qualification; free and reduced lunch students receive a free breakfast. Lunch may be purchased from the school or brought in from home. Snack is free to all students at Meadow Lake and is served in the classrooms. Meals should be pre-paid so that students don't carry a negative account balance. Menus are located on [rdale.org](http://rdale.org).

2019 - 2020 Elementary Meal Prices

Breakfast	\$1.40
Reduced – price Breakfast	FREE
Kindergarten - Breakfast	FREE
Lunch	\$2.60
Reduced – price Lunch	FREE
Milk	\$.50

Juice	\$ .40
Adult Breakfast	\$2.00
Adult Lunch	\$4.10

- Pop/Carbonated drinks are not allowed at lunch
- Food may not be shared
- Big bags of chips are NOT allowed at lunch

### **HEALTH SERVICES**

A registered nurse and/or health education assistant are on duty daily at Meadow Lake.

Please:

- Alert the school nurse or teacher if your child has a particular health problem that may affect the child's learning or functioning at school.
- Alert the health office if your child has been diagnosed or is being treated for a communicable disease/illness such as strep throat, pink-eye, or head lice.

When a student develops a fever (100 F or higher) or other symptoms of illness (vomiting, severe rash) or receives a significant injury (laceration), the parent or other person listed as the emergency contact will be notified so that the student can be picked up as soon as possible.

A child cannot return to school the following day after being diagnosed with a fever of 100 F or higher as the child must be fever free without medication for 24 hours.

NOTE: A child must have a doctor's note stating that he/she may not attend outside recess.

Medications will be given only with written authorization from the student's physician and written permission from the parent/guardian. Forms are available in the health office for this purpose. All medications including cough drops and inhalers must be kept in the health office. Medications must come in labeled pharmacy bottles. If you know your student will need to take medication at school, ask your pharmacist for a duplicate bottle. Over the counter medications will not be administered without written authorization from the student's physician.

### **Robbinsdale Area Schools Health Services Tennesen Warning:**

Personal health information including, but not limited to, immunization records, physician orders, medication documentation, emergency care plans, individual health plan, medical reports, nursing assessments, health office visits and screening results may be contained in the child's health record. This information is requested and collected to facilitate the provision of appropriate health and educational services for your child during the school day. Parents are legally required to provide proof of compliance with state immunization laws by providing either dates of required immunizations or notarized conscientious objection pursuant to Minnesota Statute 121A.15.

### **LATEX BALLOONS**

Latex balloons are not allowed at Meadow Lake. A latex-sensitive person can have a life-threatening allergic reaction with no previous warning or symptoms. Mylar balloons may be substituted. Meadow Lake does not allow balloons to be delivered for a child's birthday.

### **LOST AND FOUND**

Clothing articles that are lost and found will be placed in the cart located outside of room 25. Please check the lost and found periodically. Items

such as glasses, house keys, jewelry and other similar items will be placed in the office lost and found. All items in the lost and found are removed and disposed of at the end of each month as storage space for these items is limited.

To reduce the amount of items in the lost and found, it would be beneficial to have all clothing items labeled with your student's name.

### **OUTSIDE RECESS**

Students are expected to go outside unless it's raining or the actual temperature is less than 0 or 10 below zero with the wind-chill.

Please dress your children appropriately. On those days where indoor recess is declared, students will be in their classroom engaged in planned supervised activities. As stated above, a doctor note must be written in order to excuse a child from outdoor recess. Please send the note to the school nurse.

### **PARENT PORTAL**

Parent Portal/Schoology is another communication tool for parents and guardians. These systems allow parents to receive information from schools quickly and conveniently. Updates from the principal are often sent via email using the messenger or parent portal system. For information on how to get signed up for Parent Portal go to the district website at [www.rdale.org](http://www.rdale.org) and click on the parent tab then scroll down to Parent Portal. Please visit the Robbinsdale School District website ([www.rdale.org](http://www.rdale.org)) and use the Parent Tab dropdown to register or receive help with the Parent Portal.

### **PARENT VOLUNTEERS**

Research shows that when parents get involved in their child's school, that child does better in school. You may contact your child's teacher and coordinate volunteer opportunities in or to help the classroom or you may contact our PTO and volunteer through them for the many school events. Parents must be pre-approved to volunteer in the classroom and must present a valid ID when checking in for the volunteer position.

### **PARENT DROP-OFF/PICK-UP AND PARKING**

Please park only in the front, south or north side lots. DO NOT park at the curb in front of the building at any time. Safety is of utmost importance. Please do not drop students off and have them walk alone across the parking lot. Please park in a designated parking spot and walk your student into school. Handicapped parking are for those with a handicapped tag.

Parents/guardians who are picking up their student(s) after school will meet their child in the Media Center. Please enter through the media center doors to the right of the main entrance. These doors will be unlocked from 3:20 p.m. - 4:00 p.m.

### **PATROLS**

Our student safety patrol group is formed by two teams of students who will alternate being on duty weekly.

Morning duty is from 9:10 - 9:25 a.m. and afternoon duty is from 3:35 p.m. – 3:55 p.m. (at 62<sup>nd</sup>/Boone Avenue, 62<sup>nd</sup>/Zealand Avenue and school driveway on 62<sup>nd</sup> Avenue). Please do not send your walker to school too early. All students are to cooperate and follow the directions given by our safety patrols. The patrols have a significant responsibility for students' safety and should be treated respectfully.

### **PET POLICY**

School district policy states NO live animals including insects, reptiles and/or pets are permitted in classrooms for ANY length of time. This includes organizations such as Critters & Co., Raptor Center, MN Zoo and the Humane Society. School programs may host the animals in the



multi-purpose room and/or outside area for educational teaching and learning.

### **PLAY EQUIPMENT/ INCLUDING BALLS**

Playground balls, jump ropes, etc.... are provided by the school and should NOT be brought from home.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

Meadow Lake has a reflection room designated to help students who have demonstrated disruptive, non-compliant and/ or disrespectful behavior. The intervention has been designed to help students “re-start” their day to be successful in the classroom. Our goal when reflecting with students is the ability to recognize the behaviors and the ability to choose positive strategies in the future. The goal is to help the child refocus and re-enter the classroom to continue learning for the day.

### **RELEASE OF STUDENT FROM SCHOOL**

\*\*Notification to a change of a child’s end of day plan, i.e., busing, parent pick-up, walking, or Adventure club, must be done no later than 1:00 p.m. on any given day. After 1:00 p.m., all students will go home as usual.

For your student’s protection, it is our policy not to release a student to anyone other than parents/guardians unless we have received a signed and dated note stating the name of the person who has permission to pick up your child and they are listed in our records as a person who has permission to do so. We do not allow visits during the day with the non-custodial parent or other family members visiting town. We ask that these visits are conducted outside of school time.

On occasion, you may have to take your student out of classes for a short period of time or before the end of the day. Please come to the office to sign them out and your student will be called to meet you in the office. Be prepared to show ID if requested by the office staff.

No student will be allowed to leave the classroom until the teacher has been notified that he/she has been signed out in the office. Please do not go to your student’s classroom to pick them up. This creates an unnecessary interruption in instructional time for everyone in the room.

### **SCHOOL ARRIVAL PROCEDURES**

Walkers and bikers may enter the building at 9:25 through the main door. There is a bike rack located near door 18.

Drop off by car: Families are asked to drive into the Meadow Lake parking lot from Boone Ave. Please stay to the left of traffic so our buses are able to enter the lot. A staff member will greet your student by opening your car door and ushering them across the crosswalk. Drop off should not occur until 9:15 a.m. as there is no supervision.

### **SCHOOL CLOSING**

When the weather or other circumstances make it necessary to close school or start late, the decision is usually made by 5:30 a.m. Cancellation, late start or early dismissals will be announced on the District’s website at [www.rdale.org](http://www.rdale.org) and local TV stations. Meadow Lake is included in the

Robbinsdale ISD 281 schools. To receive school closing announcements via email, sign up for the district's eNews service at [www.rdale.org](http://www.rdale.org) and click on the "subscribe to eNews" icon. Please avoid calling the school during this extremely busy time.

### **SCHOOL HOURS**

School hours: 9:25 a.m.- 3:45 p.m.

Preschool Program: 9:25 a.m.- 11:55 a.m. & 1:15 p.m.-3:45 p.m

Students should NOT arrive before school before 9:15, there is no supervision at this time, they will need to wait outside until the doors open.

### **STUDENTS/SEVERE WEATHER**

Students may be kept in school after regular dismissal time if severe weather poses a danger for them. It is important to make arrangements with friends, neighbors or relatives to care for your student in the event that school must be dismissed early. Make sure your student knows where to go if you are not home.

Please, do not call the school unless it is an extreme emergency. Incoming calls tie up lines at a time when school personnel must use the phones to ensure the safety of all students.

### **TELEPHONE CALLS**

Students will not be called out of the classroom to take a phone call except in an extreme emergency. Messages may be left for our students before noon to allow teachers the time to relay the message after lunch. After that time it is extremely difficult to relay messages to students. Classrooms will not be interrupted to give reminders to students about pre-arranged activities. We ask that you find other ways to help your child remember; for example, a note pinned to the child's backpack or school bag. Parents can also write in planners (Gr 3 - 5) to help remind the students. Students are NOT to bring cell phones to school. Students' use of the telephone is discouraged. Students will be allowed to use the phone only with the adult's permission. After school plans should be made prior to leaving home in the morning.

### **TEN-DAY CYCLE**

Physical education, music, art and media are on a 10-day schedule, which means that no student misses these special activities because of holidays or school closings. You will find the 10-day cycle days marked in the lower left hand corner of each day on the school calendar. The first number denotes week 1 or 2. The second number indicates the day of the cycle. Art and media alternate weeks.

### **VISITING SCHOOL**

Parents are always welcome at Meadow Lake. If you wish to visit a classroom, pre-arrangements must be made with the teacher. Visiting by students from other schools is not permitted. Parents are invited to join their child for lunch once a week. No prior reservation is needed. Parents are not allowed on the playground. When you arrive, please check in at the office with your driver's license or picture and pick up a "visitors" badge. We require all visitors to check in to ensure the safety of all children.



