

2011 - 12

Meadow Lake Supplement

TO

Robbinsdale Area Schools

District #281

Faculty Handbook

Meadow Lake Elementary School



Student Hours: 9:20 a.m. – 3:40 p.m.

Teacher Hours: 8:20 a.m. – 4:00 p.m.

The procedures outlined in this handbook are intended to help everyone work effectively. Some policies are taken directly from the "Faculty Handbook of District 281." These are mandatory operational guides. Other policies specific to Meadow Lake are expected to be followed by everyone, but may be revised according to needs we identify as the year progresses. A handbook cannot cover all situations, problems and needs we face. Thus "good old common sense" about what is best for our students must help us make the right decisions.

Whenever you may have questions or concerns see Amy O'Hern or me about it.

Thank you,

Kim Hiel

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Bus Procedures 2011-2012

In an attempt to refine and improve end of day bussing, please follow the procedures as outlined below:

- All walkers, Adventure Club students, and students being picked up will be dismissed first with an announcement from the office. These students in Grades 1, 2, and 3 will line up near their respective hallways and will be walked to the front door area by a supervisor. Grade 3 students will go first and students from Grades 1 and 2 will follow behind. Walkers should be instructed to walk to the main door, meet any siblings **outside**, and leave in an orderly fashion.
- Students who are parent pick up should receive from their teachers each day a purple parent pick up pass. As of last year, students who are normally picked up each day will not need a pass, but other students who are occasionally being picked should still continue to be given a pass. They should then go to the media center, sit down at a table, and wait for their parent/guardian. Parents will be instructed to enter through the outside doors by the media center, pick up their student/s from the media center, sign their student out, and exit through the outside doors near the media center. These doors will be unlocked from about 3:30 to about 4:00 p.m.
- First, Second, Third, Fourth and Fifth Grade students who ride buses will be led by their teachers to their respective hallways. Students should be instructed to sit down quietly in their classroom lines. There will be two supervisors with walkie-talkies assigned to each area. Laminated bus number cards will be carried down the hall by a student leader from each hallway in the order of the buses called.
- Administration or another designated person with a walkie-talkie will be outside the front doors to notice the order of the buses. That person will announce the bus order over the walkie-talkie. The third grade hallway will dismiss bus lines in that order. As each line goes past the first grade hallway and second grade hallway, the students from that bus would follow behind the third grade students.
- Kindergarten students who ride buses will be led by their teacher/Kindergarten EAs to exit through the main door, and to be put onto their correct buses. Kindergarten dismissal will be at 3:30. **No announcement will be made.** Starting in November kindergarten students will follow the same routine as grades 1-5.

*** Third grade students will lead the bus lines for Grades 1, 2, and 3.***

2011 – 2012 Lunch/Recess Schedule

	2011 - 12 Lunch/Recess Schedule						
Grade	(9/6 – 11/4)	(11/7 - 1/20)	(1/24 - 3/19)	(3/23 - 6/7)	Time	Exiting Lunch	Recess Ends
K	9	11	10	9	11:30	11:50	12:20
K	10	9	11	10	11:32		
K	11	10	9	11	11:34		
2	24	27	21	22	11:40	12:00	12:30
2	23	20	27	21	11:42		
2	22	24	20	27	11:44		
2	21	23	24	20	11:46		
2	20	22	23	24	11:48		
2	27	21	22	23	11:50		
1	18	13	14	15	12:05	12:25	12:55
1	16	18	13	14	12:07		
1	15	16	18	13	12:09		
1	14	15	16	18	12:11		
1	13	14	15	16	12:13		
4	32	29	30	31	12:20	12:40	1:10
4	31	32	29	30	12:22		
4	30	31	32	29	12:24		
4	29	30	31	32	12:26		
3	5	1	2	3	12:35	12:55	1:25
3	4	5	1	2	12:37		
3	3	4	5	1	12:39		
3	2	3	4	5	12:41		
3	1	2	3	4	12:43		
5	39	36	37	38	12:50	1:10	1:40
5	38	39	36	37	12:52		
5	37	38	39	36	12:54		
5	36	37	38	39	12:56		

Grade Level, Staff, Data and Equity Meetings(Wednesdays)
2011-2012

September	7th	Grade Level	
	14th	Grade Level	Equity PLC
	21th	Staff Meeting	
	28th	Grade Level	Data PLC
October	5st	Grade Level	
	12th	Grade Level	Equity PLC
	26th	Staff Meeting	
November	2nd	Grade Level	
	9th	Grade Level	Equity PLC
	16th	Staff Meeting	
	23rd	Grade Level	Data PLC
	30th	Grade Level	K/1, 2/3, 4/5
December	7th	Grade Level	
	14th	Grade Level	Equity PLC
	21th	Staff Meeting	
January	11th	Grade Level	
	18th	Grade Level	Equity PLC
	25th	Staff Meeting	
February	1st	Grade Level	
	8th	Grade Level	Equity PLC
	15th	Staff Meeting	
	22nd	Grade Level	Data PLC
	29th	Grade Level	K/1, 2/3, 4/5
March	7th	Grade Level	
	14th	Grade Level	Equity PLC
	21st	Staff Meeting	
April	4th	Grade Level	
	11th	Grade Level	Equity PLC
	18th	Staff Meeting	
	25th	Grade Level	Data PLC
May	2nd	Grade Level	
	9th	Grade Level	Equity PLC
	16th	Staff Meeting	
	23rd	Grade Level	Data PLC
	30th	Grade Level	

Infinite Campus

Opening/Closing Grading Dates for 2011 - 12 School Year

Quarter 1 No Progress Reports sent home quarter 1

Quarter 2

January 11	IC System Opens
January 20	End of second quarter
January 25	IC System Closes
January 27	Send report cards home

Quarter 3

March 7	IC System Opens
March 21	IC System Closes
March 23	End of third quarter
March 23	Send report cards home

Quarter 4

May 23	IC System Opens
June 4	IC System Closes
June 6	End of fourth quarter
June 6	Send report cards home

Conference Schedule

Fall Conference Nights

October 11, 13 and 17

½ kindergarten conferences (No ½ day kindergarten)

October 7 and 14

Spring Conference Nights

March 6, 8 and 12

½ day kindergarten conference (No ½ day kindergarten)

March 8 and

DATES TO REMEMBER:

Data Days

October 5, 6, 7
February 13, 15, 16
May 21, 22, 24

- Specific grade levels for each day will be determined closer to the data day.

**New Guided Reading Library
Professional Development Days
November 1, 2 and 3**

- Specific grade levels for each day will be determined closer to the data day.

Eagle Assembly Dates

10:10 a.m. & 11:00 a.m.

9/30, 10/27, 11/23, 12/22, 1/30, 2/24, 3/23, 4/27, 5/25

Family Nights

5:30 p.m. – 7:00 p.m.

Thursday, November 17	Family Reading Night
Thursday, January 26	Family Math Night (Grade 5 concert)
Thursday, March 22	Family Science Night (Grade 3 concert)

Grade level music programs

Thursday, November 17	Grade 4	10:15 a.m.	East Gym
Monday, December 19	Grade 2	10:15 a.m.	East Gym
Thursday, January 26	Grade 5	10:15 a.m. & 6:00 p.m.	East Gym
Thursday, February 16	Grade 1	10:15 a.m.	Easy Gym
Thursday, March 22	Grade 3	10:15 a.m. & 6:00 p.m.	East Gym

RTI Times

(Days 2-5)
K-2: 9:45 -10:15 a.m.
3-5: 1:45-2:15 p.m
Day 1 Progress Monitoring

Supervision Schedule 2011-2012

9:00 – 9:15 a.m.

Sarah Martinson	Main hallway by door 13
Kris Ragan	Main hallway by door 12
Traci Sims	Main hallway by music room
Sandy Fix	1 st grade bathroom
Bonnie Mendenhall	3 rd grade bathroom
Cheryl Mickelson	Kindergarten bathroom
Cally Layton	By lunchroom
Kelley DeLacruz	4 th /5 th Grade Hallway by Student Advocate door
Deb Pieczonka	4 th Grade Restroom
Mike Batiste	5 th Grade Restroom
Kim Hiel/Amy O'Hern	Greet buses/roaming as needed
Special Ed. EA's	As needed for special education students
Shannon Lacy/Flurohn Crutch	Outside

Cafeteria/Breakfast 8:55 – 9:20 a.m.

Kathy Larson	Day 1-5
Erin Averbeck	Day 1-5
Kristin Peterson	As needed within work schedule/hall duty when can
Alyssa Mittag	As needed within work schedule/hall duty when can
Jeri Joy	Day 1-5
Special Ed. EA's	As needed for special education students

Cafeteria/Lunch

Marcy Beck	11:30 – 1:15
Erin Averbeck	1 day
Flurohn Crutch	1 day
Jeri Joy	1 day
Kelley DeLacruz	1 day
Shannon Lacy	1 day
Cheryl Stephanie	1 day

All Kindergarten EA's outside by 11:45 for the start of recess.

All Kindergarten EA's will take their lunch break from 1:45-2:15.

STT

11:15 – 11:45	Doris Cade
1:45 – 2:15	

Team Information

2011 - 2012

<u>Grade Level</u>	<u>Team Leader</u>
Kindergarten	Diana Oelfke
First Grade	Laura Steman
Second Grade	Carol Callen
Third Grade	Sarah Schreifels
Fourth Grade	Lorna Weis
Fifth Grade	Ann Marie Madigan
Spec. Ed.	Rose Shea
Title 1	Karen Carlson
ELL	Susan Rickert

Committees

Equity

Dates: 9/8, 10/6, 11/3, 12/1, 1/12, 2/2, 3/1, 4/5, 5/3

Cheryl Stephani
Kim Hall
Shannon Lacy
Kelley DeLaCruz
Flurohn Crutch
Karlett Williams

Advisory

Dates: 9/15, 10/13, 11/10, 12/8, 1/19, 2/9, 3/8, 4/12, 5/10

Deb Pieczonka
Vicki Headley
Ann Wulff
Jeri Joy
Susan Rickert
Barb Johnson
Michelle Maisch
Carrie Ehn
Elizabeth Osborne
Mary McLaughlin

Positive Behavior Support

Dates: 9/22, 10/18, 11/17, 12/15, 1/26, 2/16, 3/15, 4/19, 5/17

Sarah Martinson
Carrie Ehn
Nancy Lehn
Flurohn Crutch
Tammi Lesney
Kristen Peterson
Shannon Lacy
Lorna Weis
Colleen Hogan
Wendy Fretag
Mike Batiste
Angie Kautz

Response To Intervention Dates: 9/29, 10/27, 11/22, 12/22, 1/31, 2/23, 3/22, 4/26, 5/24

Marsha Klimes
Laura Steman
Shannon Bruskiwicz
Kristin Peterson
Sarah Krizmanic
Paula Roberge
Carol Callen
Karen Carlson
Jean Braun
Erin Averbeck

Social Committee

Dates: 9/12, 10/10, 11/14, 12/12, 1/17, 2/13, 3/12, 4/16, 5/14

Chris Woelflin
Tracy Moll
Diana Oelfke
Toni Melson
Linda Wright
Ann Marie Madigan
Julie Johnson
Alyssa Mittag
Pat Denison
Angie Kautz
Michele McDonald

TSAT (will run two groups each doing 1/2 a year twice a month)

*1 rep from primary, intermediate, Title, ELL, Special Ed.

September – January

Every Friday

Rose Shea
Teresa Peterson
Laura Rosenberg
Leslie Peterson
Kelley DeLaCruz

February - June

Every Friday

Tara Rowe
Nicole Miller
Mary Beth Bierwagen
Audra Preston
Sarah Schreifels

Monthly Social Togetherness

2011-12

Refreshments will be served on a day of your choice. The group for the month will share costs and put a reminder up in the lounge/in mailboxes. Please clear the date with the office.

*The first person listed is in charge of the month.

If your name is not here and you would like to help – please let the office know and we will add you on! Thanks!

September	* Lehn, Hogan, Preston, Callen, Roberge, Schreifels,
October	* Osborne, Larsen, K. Peterson, Kirchner, Oelfke, Bierwagen
November	* Joy, Opitz, Martinson, O'Hern, Krizmanic, Lesney, Crutch
December	* Shea, DeLaCruz, T. Rowe, Hiel, Lacy, Polski, Wulff
January	* Preston, Stephani, Woeflin, Braun, Miller, Carlson, Kautz
February	* McLaughlin, Wright, Bruskiewicz, Klimes, Pieczonka, Averbek
March	* Melson, Denison, Fretag, Headley, Weis, Johnson,
April	* Maisch, Ehn, Steman, Hall, Rosenberg, Batiste, McDonald
May	* Rickert, Peterson, Beck, , Moll, Mittag, T.Peterson, Williams

Note: Change may be made by mutual consent.

Pay Day Treats – There is a sign up in the lounge to bring pay treats. If you wish to share you should bring - please sign up.

STAFF POLICIES

These are the policies affecting both students and teachers concerning regular employment, attendance hours and mandatory procedures concerning being in the building or leaving the building during those prescribed hours.

The regular and minimum employment hours for teachers are 8:20 a.m. to 4:00 p.m.

Contract, part-time and staff that spend a day in the building must conform to the building hours.

Reasonable exceptions for teachers to be out of the building during employment hours will be honored. **Please be sure to sign out in the office.**

The regular attendance hours for students are 9:20 a.m. to 3:40 p.m. They are expected to be on school premises during these prescribed hours.

Students who are taken off school premises must be under approved supervision including the teacher and other responsible adult(s).

No child or group of children may be taken off the school premises without the principal and secretary being informed as to the names of the students, activity, time of departure, time of return, and supervising adults. When the usual field trip applications are processed through the office such information is automatically provided. If groups are taken out without the usual field trip application form being used, teachers are required to provide the required information prior to students and teachers leaving the building.

Parents must be informed when students leave the school premises during regular school hours. This will be done through an information letter outlining the details of the field trip. If the parent has not signed and returned the permission a waiver form (pink), this form should be sent home, signed and returned.

Sign Out Procedures

All staff members are expected to sign out and sign in at the office if they need to leave the building during working hours.

Approval of Pay Deducted Leave/Personal Leave

Each building principal will receive the requests and can approve or deny requests based on the building staff needs. According to district policy, 5% of the staff will be approved for days off prior to district noted days off.

Fingertip Facts for Licensed Staff

School Hours: Students: 9:20 a.m. – 3:40 p.m.
Office: 8:00 a. m. – 4:30 p.m.
Half Day K: 9:20 a.m. - 11:55 a.m.
1:05 p.m. -3:40 p.m. (also Jumpstart)
Staff hours: 8:20 a.m. - 4:00 p.m.

- Children begin to arrive at classrooms by 9:10 a.m. Teachers are expected to be in their classroom at this time.

Staff meetings: 8:25 a.m. – 9:00 a.m. one day a month

- Attendance is required at staff meetings. Oftentimes it is the only time you may get some important news or information. It is also a time for the staff to spend some time together.

Announcements:

- Messages given during morning announcements are important and bring unity to our school. Everyone will be expected to stop whatever they are doing and listen to the information given. Special reminders and praise will be given each day regarding common expectations (e.g., “Remember to Eagle Walk in the hallways. This keeps everyone safe and in control.” “Remember to use your Meadow Lake manners in the lunch room. Say please and thank you, and pick up any food items that you drop.”)

Eagle Walking:

- Students at Meadow Lake are expected to walk at all times in the halls and keep their hands to their sides or folded behind their backs. Use words to remind them such as “walking feet”, “put your Eagle feathers on”, etc.

Recess:

- There are no bells for recesses. Your students will go to recess from the lunchroom.
Students should be picked up promptly from recess.

Dismissal for Kindergarten:

- Please follow the 2011 Bus Procedures

Dismissal for Walkers and Grades 1-5:

- Please follow the 2011 Bus Procedures.

Bus Supervision:

- Please follow the 2011 Bus Procedures

Team Meetings:

- Minutes of team meetings should be emailed to the Assistant Principal after each team meeting.

Professional Library:

- We have quite an extensive professional library in the Media Center. It is there for your use.

Classroom Care:

- All classrooms need to be put in order at the end of the school day. Have students pick up paper and stuff from the floor, empty the recycling, put chairs on top of tables or desks, and other housekeeping duties you feel are necessary.

Lesson Plans:

- Be sure your lesson plans are readily available for substitutes. Complete your sub booklet and return to the office by the end of the first week of school.

Sub Booklet

- Please complete in detail the sub booklet that will be kept **in the office**. Be sure to keep information up-to-date in it. I'm sure your replacement will need and use the information you provide.

Long Term Substitute Teachers

- If you will need a long-term substitute, you need to plan with the building principal on whom we should request. This should be done prior to ever saying anything to any substitute teacher.

Week at a Glance:

- This should help you plan your upcoming week. If you want to add announcements submit it to the building secretary by Wednesday of the previous week.

Student Issues:

- Please keep the administration informed about possible issues brought to you by parents. It helps to have the facts when dealing with conflicts.

Refrigerator:

- Discard your leftovers in a timely manner. That way there is enough room for staff lunches each day and the refrigerator is easier to clean at the end of the month. There will be a schedule posted for refrigerator clean up. **Each team will be assigned a month to clean the refrigerator.**

Data Privacy and Confidentiality:

- It is a violation of the Code of Ethics for Minnesota Teachers to discuss confidential information about students and/or families with others unless they are working with the student and the information is pertinent to the situation. When you talk about students or colleagues in the public areas of the school students or visitors could hear your conversations. Address your concerns to the person or persons whom can best help you with a situation.

Room Usage of Common Areas:

- We are a very full school and space is at a premium Room sign out for Conf. rm. C, East Gym and the Mutipurpose room will now be on Groupwise.
-

Storage:

- **We have no room for storing items at Meadow Lake. Please bring personal items home if you are not using them. School district property will be shipped to central storage if it is not going to be used.**

Grade Books

- Your records on students' progress should be kept for the school year in a case a parent should challenge us on grades a child earned. Your documentation of the child's work is critical to answer questions that may come up.

Purchases of Equipment, Materials, and Supplies

- If you expect to be reimbursed by the district for purchases you make, be sure you have the principal's approval prior to making the purchase. Receipts are needed to satisfy our business office's requirements.

Storage Rooms/Book Rooms/Supply Rooms/AV Rooms

- Please be sure to leave these rooms **neat and organized**. These rooms should not be used for personal storage.

Room/Building Care

- Good housekeeping is a vital learning situation for everyone. It is the class and teacher's duty to see the room is kept neat, orderly and attractive. This is a daily task. Desks should be cleaned often. Attempt to make things as easy as possible for cleaning in the evenings. The night custodians are limited to the amount of time they spend in each room. Close the windows, put a stick on the *inside* window track, and turn the lights off when you leave school. **Blinds/drapes and the inside storm windows should be closed each evening.** Please review the "District 281 Care of Facilities" sheet in the back of this book.

Playground Rules

- Fighting, games, and other activities, which could lead to injury, are banned. The playground supervisors will attempt to use good judgment during their time outside. However, teachers should establish with their classes knowledge of playground rules and the need of cooperation and safety. This should be emphasized *continually* within the classroom if effective control is to be maintained.

Lunchroom Policy

- Children/Parents/Guardians are requested to purchase lunch credits in the cafeteria before school starts. Children do not receive tickets, but will be credited with the number of lunches purchased. When they are served a lunch, their account is charged for a lunch. Those bringing their lunch as they go through the lunch line can purchase milk and juice. ***Pop/carbonated drinks are not allowed at lunch.***
- District policy restricts us to allowing children to have only two unpaid charges. If a child then needs to charge a third time, a sandwich/drink lunch is substituted for a regular lunch. This does not happen very often. Children are reminded about needing to purchase more credits by a small hand stamp. Please give us a call if you have any questions about this matter.
- Applications for free or reduced price lunches are available at the office. All breakfast/lunches (full price, reduced or free) are handled exactly the same way. Thus students never know what type of payment method is used.

- **Teachers will write the name of the table captain for the week next to their class number which will be posted on a laminated chart by the milk cooler. Students will be expected to use Meadow Lake Manners which include:**
 - ✓ Using please, thank you and kind words with students and adults.
 - ✓ Sitting on their pockets while eating.
 - ✓ Keeping their table, seat and floor clean.
 - ✓ Using indoor voices while speaking to only those near you.
 - ✓ Raising their hand to be dismissed.
 - ✓ Walking through the cafeteria and halls to recess.
 - ✓ For safety reasons, eating only your food.

Animals/Pets in the Classroom

- Please read the “District 281 Care of Facilities” sheet located in the back of this book.

Non-Discrimination Policy

- District 281 does not discriminate on the basis of race, color, national origin, sex or handicap in admission, treatment or access to its programs and activities, or in employment in its programs and activities. The district has designated two individuals to coordinate efforts to comply with federal laws and regulations.
- Kenneth Turner is the designated coordinator under the Title IX of the Educational Amendments of 1972 (non-discrimination on the basis of sex in educational programs, activities, including employment and admission). She is responsible for coordinating district efforts to comply with Title IX, including investigation of complaints alleging noncompliance or alleging any actions prohibited by Title IX.
- Gayle Walkowiak is the designated coordinator under Section 504 of the Rehabilitation Act of 1973 (non-discrimination on the basis of handicap including admission, treatment or access to programs and activities, including employment in its programs or activities).
- Inquiries concerning Title IX and Section 504 may be directed to Ellen Voit at Independent School District 281, 4148 Winnetka Avenue North, New Hope, Minnesota 55427, phone number 763-504-8000.

STUDENT POLICIES

Telephone

- Students should have a note from the teacher to use a phone in the office. You'll have the option of having the student use the phone in your own room.

Sending Pupils to the Office/Nurse

- If a student is removed from the classroom, the teacher must adhere to the District Discipline Policy. There are specific obligations to the student and the parents/guardians. In all cases the district forms must be used.
- If a student is sent to the nurse, please send a note with the child's name, room number and an explanation of the circumstance. **Students are not to be sent to the office to complete assignments during the lunch period (unless for special circumstances and cleared through principal or assistant principal). They cannot stay in their rooms during the lunch period unless supervised by a classroom teacher.**

School Parties

- NO PARTIES are permitted beyond the PTO sponsored events unless approved by the principal or assistant principal.

Food

- Children often bring a birthday party treat for the class for their birthdays. Let your class know the policy is food items must be stored purchased items. It is advisable that such food be wrapped or boxed to prevent contamination. This is also true for Valentine's Day candy treats that some children want to include with valentines. According to District guidelines, all food/treats must be eaten in an uncarpeted area preferably the cafeteria. If the cafeteria is used, the teacher is responsible for cleaning up after their class.

Releasing Students

- **Students are to be released through the school office ONLY.** Parents should send a note with the child requesting to be excused. Teachers should have **all notes brought to the office in the morning**. When parents come to the office they will sign a yellow release form. The office will notify the teacher when to send the child. Please file this yellow form in the student's cum folder. At the end of the year, they may be removed. Students should not be released from a classroom until phone notification is received from the office. **Parents must inform the school no later than 2:45 p.m. if there will be a change in their child's end of day procedure. After 2:45 p.m., students are to be dismissed in their normal routine.**

Dismissal Procedures

- Please follow 2011 Bus Procedures

Restroom Breaks

- A recent Meadow Lake Student Survey indicated that there were many students feeling unsafe in the bathrooms. In order to help alleviate the discipline problems

that arise in the bathrooms and prevent disruption in nearby classrooms, classes will be expected to take “**all-class” restroom breaks**. The recommended procedure is to line up with your class near one restroom and let the students of that gender go a few at a time. Students may get a drink and then go to the end of the line. The class will then proceed to the other restroom and repeat procedure.

Keeping Children After School

- When you think it is advisable to keep a child after school, you must call or otherwise communicate to the parent/guardian in advance.

FIELD TRIP SUMMARY

Teachers must have the principal’s approval for all field trips (including Special Education). Application sheets with specific information must be filled out and given to the principal before any action will be taken.

Field trip fees are collected from students to cover costs.

Adequate supervision means at least two adults per classroom. We have additional support staff that will participate where there is a need.

Trips that are unique for one reason or another should have principal approval.

Meet as a grade level and plan trips together whenever possible.

Busses can leave after 9:45 a.m. and must return by 3:15 p.m.

Complete the “Field Trip Lunch Form” to inform the kitchen at least one week in advance as to how many bag lunches will be necessary. Forms are available in the kitchen.

The pink permission and waiver forms should be signed by all parents. If a parent has not signed the permission and waiver form, please provide another form to be signed prior to the field trip. Parents must be informed any time their children are taken off the school property during the school day.

Office, Administration and Nurse must be informed of students who are staying back from the field trip. Approval from administration is needed in order for a student not to attend a field trip.

The test for a field trip is that it supplements and enhances the curriculum. Field trips should be powerful learning activities.

Classroom strategies and interventions

Behavior

- Be consistent
- Have a structured classroom
- Teach, model and reinforce expectations
- Follow-up
- Intervene early
- Establish and post rules for classroom conduct
- Talk to the student about his/her behavior
- Review classroom rules with student
- Explain natural consequence to misbehavior
- Build a relationship with your students.
- Increase teacher interaction with student
- Maintain visibility to and from the student
- Reinforce students who behave appropriately
- Catch the target student behaving and reinforce
- Try to attend to 5 positive behaviors for every negative
- Use predetermined signals to stop behavior
- Use proximity control (teacher move around room and stand by student misbehaving)
- Scan the room frequently
- Move student's desk/work area
- Seat student near the teacher
- Reduce classroom stimuli
- Write a behavior specific contract with student/group
- Teach behavior to the class (Social Skills Curriculum)
- Teach student self-monitoring skills
- Communicate with parents often regarding behavior concerns

Academic

- Evaluate assigned task for appropriateness in level of difficulty
- Evaluate assigned task for appropriateness in length of assignment
- Give students many opportunities to respond
- Shorten work tasks
- Assign a peer as a buddy helper
- Provide different types of learning experiences
- Be aware of and teach to different learning styles
- Try various groupings
- Reduce threatening situations announcing test scores, having student read out loud, reprimanding students in front of others)
- Set up contingency contract (work done = free time earned)
- Provide the student with an opportunity to ask for help or clarification
- Have student's hearing/eyes checked
-

One of the most effective components of effective behavior management involves staff efforts to encourage students to strive for excellence, both behaviorally and academically. Remember, for every one instance of attention given to negative behavior, there should be five instances of attention given to positive behavior. A positive staff contributes to a positive student body.

HOMEWORK GUIDELINES

Homework in Elementary Schools

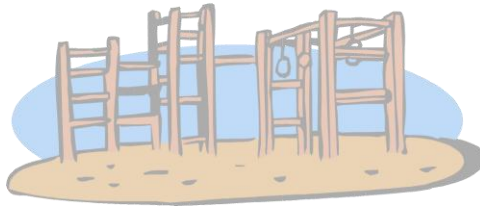
Before requiring or approving assignments for students beyond the regular school day, the teacher should make sure that each student will benefit from the work and that each student understands the assignment. Primary-level homework should require no more than 30 minutes a day to complete. Upper-grade students can be given assignments that take up to 45 minutes to complete. Homework should not be used as a disciplinary measure. Staff should follow these guidelines when assigning and grading homework:

- Homework should be purposeful and relevant.
- If homework is submitted that is incomplete, credit should be given for the work that is handed in.
- Partial credit should be given for late homework at least up until the start of a new unit of study.
- Carefully consider the weight of homework in determining the final grade.

Teacher/EA Behavior

- Use language that is positive and firm – not demeaning, insulting or harassing
- Do not be sarcastic
- Focus on the positive interactions
- Try to avoid confrontational interventions
- Be aware of your own body language
- Send notes home; call the child's parent/guardian (teachers only)
- Be aware of the special needs of children with medical diagnosis (ADHD, depression, FAS, D/HH, blindness). Treat these children with techniques appropriate to the diagnosis. Be sensitive to their needs.
- You can teach behavior
- Behavioral errors happen

Playground



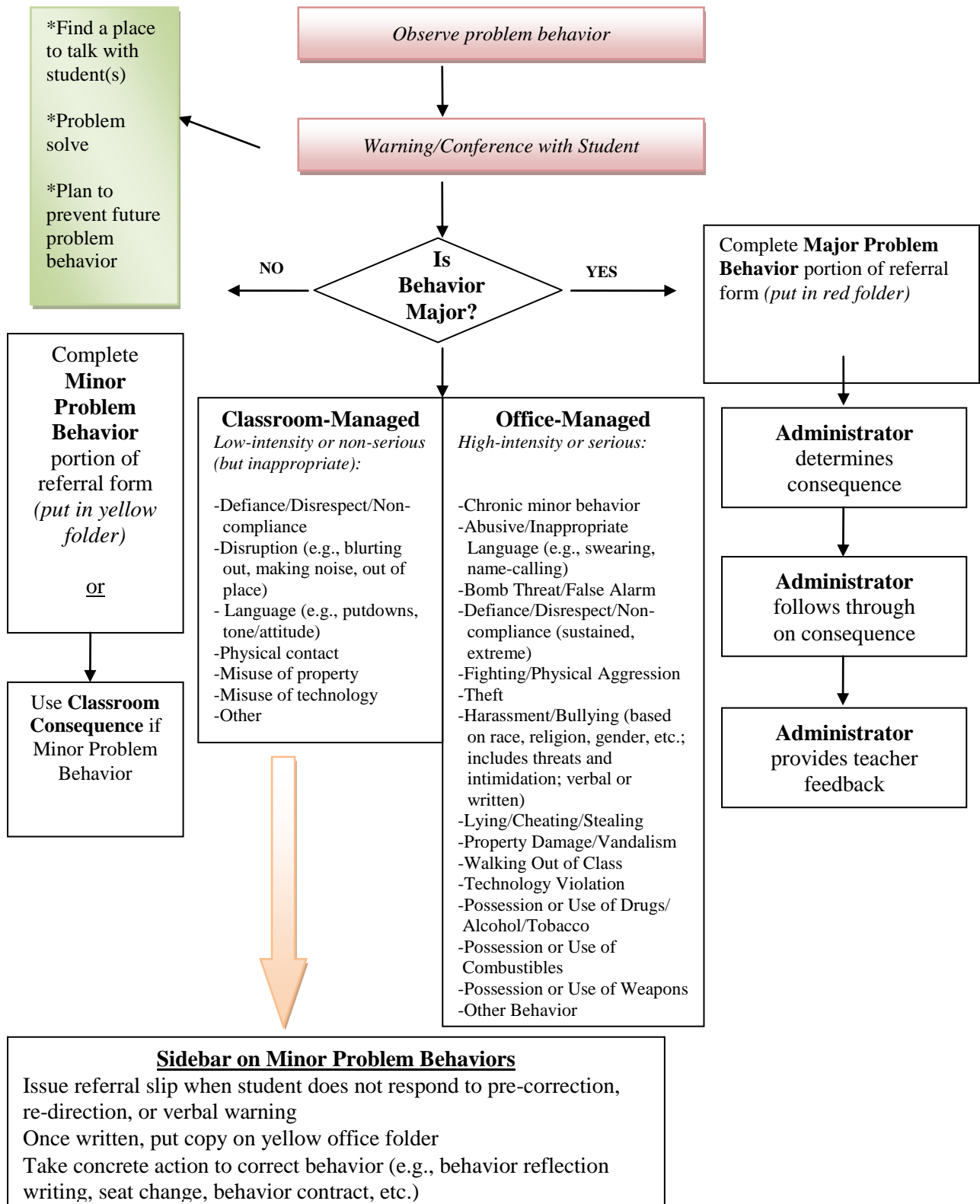
Meadow Lake Playground Rules

- Freeze when you hear the bell or whistle. Walk to your line immediately and sit quietly.
- Eagle walk from outside to classroom
- Use the recess equipment safely and correctly.
- Slide down slide feet first
- Swing with feet toward building
- Equipment will be brought out each day
- Always be respectful of the other students and the recess supervisors.

Meadow Lake Elementary School

Student Behavior Policy 2011-2012

MLE General Procedure for Dealing with Problem Behaviors



The purpose of this guide is to provide you with an explanation of the behavior policy for Meadow Lake.

Our policy will work with our students when we know it and use it consistently.

The policy for all students in the district is in regular print in a handbook from the district. Our individual school behavior policy is included in the following pages.

Office Referral
<ol style="list-style-type: none">1. Use the student behavior report form. The form gives the principals the correct background on the referral.2. Fill it out as completely as you can.3. In the description of the incident section, describe the behavior. Do not editorialize on personal characteristics of the student or use another student's name: it's for your protection. Others, including parents, may read the referral.4. Also include any interventions or actions you have used prior to writing a behavior report.5. You will get a copy of the referral after the principal has completed seeing the student, usually within a day.

Procedure for Office Referral

- 1) Fill out the Student Behavior Report and send it down to the office as soon as possible. Please be aware of data privacy guidelines.
- 2) **Delay sending the student if it is not an emergency or if it does not require immediate intervention. Instead, send the referral to the office. It will be followed up on. The student can be called in later. Send only when necessary!**
- 3) Remember there are times when the principal is not available. The office secretary/EA end up monitoring the student. They have a lot of work to do. They are not trained to monitor students in crisis.
- 4) Sitting in the office can be reinforcing. There is a lot of interesting action there.
- 5) If the student is out of control, call the office and report that you have a student in crisis and need someone to your room immediately. The office will notify an appropriate person who will go to your room and accompany the student to the office. Separate students in conflict. Avoid interventions that might escalate a situation.

“Stop to Think” Room

Who May Use It?

- Administration will refer students to STT (ie. ISS, etc.)
- Students who have been to TSAT with STT as an intervention (Must have parental approval)
- Behavior issues (Gone through TSAT and have parental approval)
- Work refusal (Gone through TSAT and have parental approval)

What Happens in the STT Room?

- Call STT while the student is there with you and let STT know they are coming
- Student comes with work
- Puts work at a desk
- Proceeds to study carrel to think about his behavior and how to address the situation differently (5 Minutes)
- When timer goes off, student waits to be called to the chair to process
- Student must be in control and able to process respectfully otherwise it is back to the study carrel
 - Must talk only about themselves
 - Must take ownership of behavior
- Student will work quietly and with acceptable behavior for about 15-20 minutes
- Student returns to class with yellow pass
- Teacher will call parents/guardians within 24 hours to discuss incident.

Parents/Guardians:

The Teacher Student Assistant Team would like for _____ to be able to use the Stop to Think room when having difficulty staying on task or managing his/her own behavior. The room is supervised by an educational assistant as well as administration. Students using the room remain there until it is determined that he/she is ready to return to the classroom.

If you agree to allow your child to use the Stop to Think room, please sign and date the statement below and return it to your child's teacher. If you have any questions regarding this room, please call Mrs. Hiel (763-504-7701) or Ms. O'Hern (763-504-7702).

My child may use the Stop to Think room.

Parent/Guardian Signature_____

Date_____Phone Number_____

Tornado Procedure

Listed below are placements for your room during a tornado procedure. We have both a Phase I and a Phase II. Phase I is when we have a tornado watch. Phase II is when we have a tornado warning meaning a tornado has been sighted. Make sure students are away from doors and windows in the halls.

Phase I – Students are seated on the floor facing the wall.	Phase II – Staff & students should be in crouched position with heads covered by hands. Remain in the same area.
Room 1 – In hall	
Room 2 – In hall	
Room 3 – In hall	
Room 4 – In hall	
Room 5 – Hallway by Grade 3	
Rooms 6/7 – Room 9/10 Hallway	
Room 8 – Hallway	
Room 9 – In hall	
Room 10 – In hall	
Room 11 – In hall by room 12	
Room 12 – In hall by room	
Room 13 – In hall	
Room 14 – In hall	
Room 15 – In hall	
Room 16 – Hallway near room	
Room 17/18 – In hall	
Room 19 – Hallway near room	
Room 20 – Hallway near Room	
Room 21 – Hallway	
Room 22 – Hallway	
Room 23 – Hallway	
Room 24 – Hallway	
Room 25 – Support staff office hallway	
Room 27 – Nurse’s office	
Room 28 – Media center hallway	
Room 29 – Hall – N. side of gym	
Room 30 – Hall – N. side of gym	
Room 31 – Hall – N. side of gym	
Room 32 – Hall – N. side of gym	
Room 33 – 4/5 girl’s bathroom	
Room 34 & 35 – Hall – S. side of gym	
Room 36 – Hall – S. side of gym	
Room 37 – Hall – S. side of gym	
Room 38 – Hall – S. side of gym	
Room 39 – Hall – S. side of gym	
Phy. Ed. – West – Media center hallway	
Phy. Ed. – East – Room 9/10 hallway	
MPR room – In room along the wall	
Media Center – Media workroom(Production Area)	
Kitchen - Back Room, Cafeteria - North/South Hall up to	

Tornado Procedure
Some Suggestions

- 1) Keep calm.
- 2) Have a headcount of your class. Use the emergency folder attached to your wall **which should contain a class roster**. This is also for fire drills.
- 3) DO NOT let parents take a student unless they sign out child in office.
- 4) Walk quietly and take your places. I'll let you know by using the intercom. If Phase II – "Tornado Warning" does happen, I'll call a Phase II on the intercom. If the power is out, I'll send a runner with the warning.
- 5) If you are outside and we are put on a "tornado watch" – Supervisors will blow 3 short whistle blasts. This means to clear the playground.
- 6) Questions? Please see the principal or assistant principal.

Safety Tips for Meadow Lake

- ❑ Make sure you are not alone in the building. Make sure the office, a custodian or another staff member knows you are in your area.
 - ❑ Do not go to the parking lot alone after dark.
 - ❑ Do not carry heavy loads. Carts are available in the office or custodial room.
 - ❑ If you are injured, report it to the office immediately.
 - ❑ If you see a safety risk, report it to the office.
 - ❑ Ask anyone without a visitor badge or staff ID to check in with the office.
 - ❑ **All staff must wear Staff Picture ID.**
 - ❑ All outside doors remain closed and locked. Only the main entrance is open during the day.
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Armed Intruder

- ❑ Administration will announce an emergency code phrase. Our building's phrase is "We are in a lockdown . Do not confront an armed and violent intruder.
- ❑ Notify the principal and call 911 immediately. Inform them as to where you are and how many intruders there are.
- ❑ Lock your classroom doors. Turn off the lights and have everyone sit on the floor as far away from the door and windows as possible. Stay in your classrooms until a policeman comes and gets you.
- ❑ If a situation happens during lunch, lunchroom supervisors should move the students from the cafeteria into the kitchen. If there is not enough time to move students into the kitchen have them sit on the floor away from the windows and doors.
- ❑ If a situation happens when escorting students from one classroom to another, teachers should get as many students as possible into the nearest classroom and then follow the classroom procedures.

Bomb Threat

1. Staff will be notified
2. Everyone will leave the building. According to given instructions.

Fire Safety

Our goal is to educate children about smoke, fire, and evacuation.

1. When a fire alarm goes off in the building, please exit at the proper door according to the exit maps posted in each room in the building
2. A classroom or grade level may need to exit out a different door if a hallway or door is blocked by fire (or blocked by the prop)
3. A staff member should call the office & 911 immediately if they witness a fire in the building.

Safety Guidelines

1. According to state policy, all schools will have 5 fire drills, 5 lockdowns drills and 1 tornado drill each year.
2. The safety of staff and students at Meadow Lake is very important. It is important that the following guidelines are reviewed and followed.
3. Please keep a copy of these guidelines with a class roster in the emergency packet that is attached to the wall in each classroom.

School Lockdown

Securing the school by implementing lockdown procedures may be called for in the following instances:

A. Lockdown procedures:

1. Building administrator will announce, **"We are now having a lockdown. Please begin lockdown procedures."**
2. Staff should direct all students to the nearest classroom (including those outside).
3. Office staff should push red button outside of principal office. This will lock the front door.
4. Staff should clear hallways, restrooms and other rooms that cannot be secured.
5. Staff should close all windows, pull shades, and keep students away from windows.
6. Staff should lock doors and move students to a safe area in room away from doors and windows.
7. Building administration will announce "all clear" when the incident has ended. Staff and students will move on announcement only.
8. Office staff will push the green button outside of the principal's office. This will open the front door.

B. Reverse Lockdown

1. The playground supervisors will blow 3 short blasts on their whistles, pause, then blow 3 more short blasts to indicate that students should immediately enter the nearest door that has a playground supervisor at it.
2. Playground supervisors will be at door 12 (second grade door), door 11 (kindergarten door), door 16 (fourth grade door). Students entering door 12 will be sent to the music room, entering door 11 will be sent to the closest classroom to the left, door 16 will be sent to their classroom (in a real situation communication would be made from room to room to help locate all children.)
3. Any available staff that can help should go to any of the three areas to assist students.

Students that are in the following locations should report to the stated area listed below. Reminder: Keep students away from windows and lock all doors.

Media Center	Conference room A, B or C.
West Gym	Gym office or if a tournament is in process, move students to fifth grade classrooms.
Multipurpose Room	Room 19
East gym	Gym office or if more than one class is in the gym, move students to third grade rooms.
Cafeteria	Kitchen/kitchen storage area.
Playground	If intruder is in the building, students will be walked to First Lutheran Church by the playground supervisors. If the intruder is outside, students will be brought into the building immediately and teachers should follow lockdown procedures.

Meadow Lake Testing 2011-2012

September				
M	T	W	Th	F
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
5 th grade MAP				3 rd
		4 th grade MAP		
26	27	28	29	30
4 th grade MAP				
3 rd grade MAP				
Primary MAP 2 nd grade				

5th grade reading & math MAP: Sep. 19-22

4th grade reading & math MAP: Sep. 21-28

3rd grade reading & math MAP: Sep. 23-30

2nd grade rdg & math Primary MAP: Sep. 27-30

Kindergarten and First Grade assessments
September 6th – 22nd

October				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
4 th grade District Writing Assessment				
14	15	16	17	18
21	22	23	24	25
28	29	30		

4th grade District Writing Assessment: Nov. 7-11

December				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22 **	23
26	27	28	29	30

January				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
	5 th grade MAP			
			4 th MAP	
30	31			
4 th MAP				
3 rd MAP				

5th grade reading & math MAP: Jan. 24-Jan. 27

4th grade reading & math MAP: Jan. 26-Feb. 2

3rd grade reading & math MAP: Jan. 30-Feb. 8

2nd grade rdg & math Primary MAP: Feb. 6-10

Kindergarten and First Grade assessments
January 9-25

February				
M	T	W	Th	F
		1	2	3
		4 th MAP		
		3 rd grade MAP		
6	7	8	9	10
3 rd grade MAP				
Primary MAP 2 nd grade				
13	14	15	16	17
20	21	22	23	24
27	28	29 **		

March				
M	T	W	Th	F
			1	2
			WIDA	
5	6	7	8	9
WIDA				
12	13	14	15	16
WIDA				
19	20	21	22	23
26	27	28	29	30

Kindergarten and First Grade assessments
March 5-21

April				
M	T	W	Th	F
2	3	4	5	6
MCA-Mod Math window				
MTAS reading, math & science window				
9	10	11	12	13
	Science			
	MCA-Mod Math window			
MTAS reading, math & science window				
16	17	18	19	20
	4 th & 5 th	4 th & 5 th		
MCA-Mod R window				
MCA-Mod Math window				
MTAS reading, math & science window				
23	24	25	26	27
	3 rd	3 rd	5 th Math	5 th Math
MCA-Mod Math window				
MCA-Mod R window				
MTAS reading, math & science window				

May				
M	T	W	Th	F
Apr 30	1	2	3	4
5 th Math	4 th Math	4 th Math	4 th Math	
7	8	9	10	11
3 rd Math	3 rd Math	3 rd Math	5 th grade MAP	
14	15	16	17	18
5 th grade MAP				
4 th grade MAP				
		3 rd grade MAP		
21	22	23	24	25
4 th	3 rd grade MAP			
Primary MAP 2 nd grade				
28	29	30	31	

MCA Math

Grade 5—April 26-30

Grade 4--- May1-3

Grade 3—May 7-9

Science MCA

April 11 & 12

MCA-Mod Reading, Math, Science window:

April 2 – April 27

MTAS reading, math & science window:

April 2 – April 27

5th grade reading and math MAP: May 14-17

4th grade reading and math MAP: May 14 – 21

3rd grade reading and math MAP: May 16-23

2nd grade reading and math Primary MAP: May 22-25

Kindergarten and First Grade assessments

May 14 – June 1