Rice Lake Elementary School
763-420-4220

Margo Kleven, Principal
* Ensure a safe learning environment
* Respond to questions about curriculum & instruction
* Respond to unresolved concerns & questions

Heather Ayer, Secretary
* First contact for Principal
* Maintain student records
* Answer Phones
* Respond to general questions

Kate Kendall, Office Attendance Support
763-315-7372
* Greet families, visitors
* Answer phones
* Daily attendance

Danielle Dressel, Nurse, 763-315-7381
* Provide care for sick or injured students
* Administer medication as ordered by physician
* Communicate with families about medical resources

Jody Seppala, Instructional Assistant
* Collaborate with students, staff & families to support academic achievement
* Administrative Designee when needed

Alex Wallner, Behavior Intervention Teacher
* Oversee bus safety instruction and bus rider conduct
* Support positive school-wide student behavior

Rachel Raz, Social Worker
* Special Education evaluations, planning for services
* Work with families on truancy issues
* Provide outreach services
* Homeless liaison

Kari Hanson, Behavior Intervention ESP
* Support positive school-wide student behavior
* Classroom support

Danielle Joseph, Volunteer Coordinator
763-315-7373
* Recruit and train volunteers
* Maintain volunteer application forms
* Provide information to families about volunteer opportunities

Hannah Storm, Equity Teacher
* Build capacity in teachers and teacher leaders on the topics of racial equity, culturally relevant pedagogy, and district priority work

Melanie Hankins, Counselor
* Provide individual or group counseling
* Provide resources & support to families
* Classroom instruction on social/emotional skills

Carolyn Kopacek, Kitchen Cashier
763-315-7375
* Assist families with lunch or account questions
* Monitor student food tray for nutritional standards
**SCHOOL HOURS:**
7:30 Rice Lake office opens  
8:40 Students arrive  
8:50 School day begins. Students arriving after 8:50 need to check in at the office before going to class.  
3:17 Dismissal  
4:00 Rice Lake office closes

**ATTENDANCE:**
Families must report all student absences by calling 763-420-4220, press 1, and leave the following information: students name, grade, teacher and reason for absence.

**PARKING LOT:**
Families who drive their children to school need to enter the parking lot at the entrance and drop students off along the yellow curb at the front of the building. This is not a parking zone, students should exit the vehicle quickly and safely and parents should pull away from the curb immediately.

To pick up students after school, pull up to the yellow curb at the front of the building, students should quickly and safely enter the vehicle and parents should pull away from the curb immediately.

If you wish to walk your student to the door, you must park in the parking lot located at the front of the building and use the safety patrol crosswalk to reach the building.

We respectfully request that families DO NOT park in the east parking lot between 8:20-9:00 and 3:00-3:45. That area is reserved for busses and staff parking.

**DISMISSAL CHANGES:**
Families must report all student dismissal changes by calling 763-420-4220. IE: if your student normally rides the bus and you wish to pick them up after school, the change needs to be reported to the office no later than 2:30 pm.

**COMMUNICATION:**
Communication is important to us. Please see the back of this card to determine who to contact for needs or questions about our school. If you have a concern about a situation that involves your child, please contact your child’s homeroom teacher FIRST.

**BIRTHDAY TREATS:**
Due to the growing number of students with severe allergies, Rice Lake has adopted a school-wide policy. We are asking parents/students NOT to bring birthday snacks or treats. If a student brings in treats they will be sent back home at the end of the day.

Birthday party invitations cannot be handed out in the classroom.

**VOLUNTEERING:**
Any person wanting to volunteer at Rice Lake Elementary must fill out a volunteer application form and background check **two weeks prior** to volunteering. The application can be found online.

**WEBSITE:**
[http://schools.district279.org/rl/](http://schools.district279.org/rl/)
Please refer to the website for more information on the following topics: Peachjar Flyers, lunchroom policies, recess, bussing, 2019-2020 school calendar, security measures and school supply list.