

# 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



**Jody Seppala,  
Instructional Assistant**

- \*Collaborate with students, staff & families to support academic achievement.



**Hannah Storm,  
Equity Teacher**

- \*Build capacity in teachers and teacher leaders on the topics of racial equity, culturally relevant pedagogy, and district priority work



**Heather Ayer,  
Secretary**

- \*First contact for Principal
- \*Maintain student records
- \*Answer Phones
- \*Respond to general questions



**Alex Wallner,  
Behavior Intervention  
Teacher**

- \*Oversee bus safety instruction and bus rider conduct.
- \*Support positive school-wide student behavior



**Mee Pha,  
Equity Specialist**

- \*Deliver youth leadership development programs
- \*Facilitate parent involvement programs
- \*Engage the greater community in our evolving conversation on culture and equity



**Kate Kendall,  
Office Attendance Support  
763-315-7372**

- \*Greet families, visitors
- \*Answer phones
- \*Daily attendance



**Rachel Raz,  
Social Worker**

- \*Special Education evaluations, planning for services
- \*Work with families on truancy issues
- \*Provide outreach services
- \*Homeless liaison



**Melanie Hankins,  
Counselor**

- \*Provide individual or group counseling
- \*Provide resources & support to families
- \*Classroom instruction on social/emotional skills



**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



**Mary Bodensteiner,  
Volunteer Coordinator**

- \*Recruit and train volunteers
- \*Maintain volunteer application forms
- \*Provide information to families about volunteer opportunities



**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

## **Rice Lake Roadrunners**



**Value  
Respect,  
Learning &  
Responsibility**

**Rice Lake Elementary School  
13755 89<sup>th</sup> Ave N  
Maple Grove, MN 55369  
763-420-4220**

### **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.**

### **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**.

### **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.

### **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 or in the RL office.

### **WEBSITE:**

<http://schools.district279.org/rl/>  
Please refer to the website for more information on the following topics: Peachjar Flyers, lunchroom policies, recess, bussing, 2018-2019 school calendar, security measures and school supply list.