Meadowbrook Elementary School

Hopkins School District 270

Phone Number: (952) 988-5100
Fax: 952-988-5115

School Hours
School Office Hours…… 8:00 am – 4:30 pm
Nurse's Hours……..…... 9:30 am – 4:00 pm
Grades K-5…….... 9:30 am – 4:00 pm



Handbook for Caregivers 2023 - 2024



Greetings Meadowbrook Community!

With great pride and excitement, I write to you as the principal of Meadowbrook Elementary! As a member of this community for the past 18 years, I know that Meadowbrook is a special place. At Meadowbrook, we have amazingly brilliant and energetic students; talented and dedicated staff; and incredibly caring and engaged families!

The Hopkins values of *Authentic Inclusivity* and *Love* are two which especially resonate with me. I believe all of our children deserve to belong to a school community that recognizes and values their authentic identities and contributions. I firmly believe what John Maxwell says when he states, "Students don't care how much you know until they know how much you care." I commit to keeping students at the center of our work; not only by making decisions in the best interest of students and their learning, but also by developing meaningful relationships. Your children bring me joy and teach me something new, every day!

I believe that partnering with families is essential and I welcome the opportunity to learn from you and to build a relationship. Please email me if you would like to schedule a time for us to connect virtually, on the phone, or in person; whatever you are most comfortable with!

Finally, if there is anything that I can do to support your family, please do not hesitate to reach out. I look forward to learning and working with you!

In partnership,
Natalie
natalie.sawatzky@hopkinsschools.org

Additional Meadowbrook Contacts



Associate Principal
Trenton Lawson
952-988-5105
Trenton.lawson@hopkinsschools.org



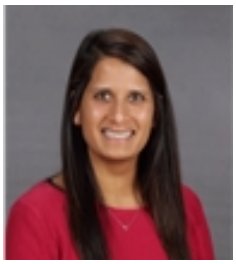
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Student Success Advocate
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VISION 2031

Hopkins Vision 2031 is a vision of innovation created with the core belief that every student deserves a brilliant future. It is the result of multiple avenues of feedback designed to find out what our community, staff, and students think a world-class education should look like and what traits each student in the graduating class of 2031 should have.

The process to affirm community values is an important component of the visioning process. Thousands of sources of stakeholder and community feedback were used to inform Vision 2031, including staff survey responses, student outreach interviews with community members, School Board listening sessions at local parks, staff strategic visioning sessions, digital surveys, and strategic focus teams.

VISION 2031 OUTCOMES

- First choice. We will be known as a destination district for the state of Minnesota and beyond — the number one choice of students for their education — from birth to age 21.
- 100% placement to higher education of choice. A Hopkins education will help students understand, support, and prepare for the demands of life after school.
- Beacon of innovation. Our district will be seen as a beacon of innovation. Flexibility in education will be important so we can accommodate students' choice of what to study and the method of study that works best for them. We will expand our curriculum beyond traditional subjects like math, science, and history; and emphasize mental, social, and emotional health using a holistic approach.
- Renowned students. We'll help students become exposed to cultures outside their own as we aim for Hopkins students to learn two languages and visit five different countries before the age of 15.
- Employers' first choice. Employers will seek out Hopkins students for their reputation as being global scholars and outside-the-box thinkers who are able to work collaboratively to solve complex problems.
- Teachers' first choice. We will be an employer for the best, brightest, and most passionate teachers who reflect our student demographics.
- Eradication of racial and income outcomes. Hopkins will erase racial and income predictability outcomes because every one of our students deserves a brilliant future.
- Demographics. Our staff demographics will reflect our student demographics.

The path to this new reality will likely be full of challenges and surprises. It will be critical for us to try a number of different things to understand what's important and what works for students to reach their potential.

For additional information, please click on the following link: Vision 2031

MEADOWBROOK SCHOOL MISSION

We, the Meadowbrook community
of learners, in support of the mission of the
Hopkins School District,
declare as our purpose -

To prepare and encourage children to
discover and realize their dreams, in the
process of becoming contributing
members of a global community.

In an atmosphere of mutual respect and
shared responsibility, we will
**challenge the status quo;*
**embrace the diversity of each individual;*
**nurture the abilities and talents of all;*
**challenge all students to reach their full academic potential, through meaningful learning experiences*

MEADOWBROOK CALENDAR

August 29	Kindergarten Playground, 6:00 PM - 7:00 PM
August 31	Meadowbrook Open House, 5:00 - 7:00 PM
September 4	No School, E-12, Labor Day
September 5	First Day of School, 1-12 and Kindergarten Orientation
September 11	First Day of School, Preschool
September 25	No School, E-12, Yom Kippur
October 16	No School, E-5, (Professional Development)
October 17	No School, E-5, (Conferences)
October 18	No School, E-5, (Conferences)
October 19	No School, E-12, (MEA)
October 20	No School, E-12, (MEA)
November 7	No School, E-12
November 22 - 24	No School, E-12, Thanksgiving Break
December 8	No School, E-12, Professional Development
Dec. 25 - Jan 5	No School, E-12, Winter Break
January 15	No School, E-12, MLK Day
January 26	No School, E-12 (Grading Day)
February 19	No School, E-12 (Professional Development)
March 5	No School, E-12, (Professional Development-Presidential Primary)
March 7	No School, E-12, (Conferences)
March 8	No School, E-5, (Conferences)
April 1 - 5	No School, E-12, Spring Break
April 10	No School, E-12, Eid al-Fritr
May 27	No School, E-12, Memorial Day
June 7	Last Day of School, E-12
June 10	Grading Day, E-12
June 11	Grading Day, E-12 (Last Teacher Day)

ATTENDANCE EXPECTATIONS/PROCEDURES

Taking your child out of school, whether for a doctor's appointment or a family trip, has some benefits for you and your child–a needed immunization, a learning experience, or family time. We understand and value those benefits, and we also know that sometimes those interruptions of the school day can't be avoided. However, we ask that you understand that when your child misses school, he or she is missing a learning experience that can't be duplicated, even if the work is "made up." Our staff works very hard to make sure that time provides worthwhile learning activities. Please carefully weigh the advantages and disadvantages whenever you choose to take your child out of school and avoid conflicts when possible.

If a student is absent because of a trip, homework will be made up after the student returns unless the teacher offers to send some of the work.

If the student is ill for one or two days, makeup work will be given after the student returns to class.

If a student is out for three or more days, parents may call the office in the morning and work will be ready in the office after 4:00 p.m. The teachers regret they are unable to get the work ready at the time a parent stops in to obtain the work, but they need to devote their time to the class that is in progress.

Absentee Reporting Procedures

If your child will not be attending school or will be tardy on a particular day, please leave a message on the attendance line before the start of the school day. If your child is absent and you have not left a message, you can expect to be contacted by the school district through the Connect–ED® messaging system. In the interest of your child's health and safety, we request your cooperation. The attendance number for Meadowbrook Elementary School is (952) 988-5110.

Early Dismissal

If your child must leave school early for an appointment, you must come to the school office and sign your child out. The school secretary will call the classroom for your child. Do not go directly to the classroom or expect your child to be waiting in the office. Please allow time for these procedures for the safety of your child as well as others. Sending a note to the teacher before an appointment is helpful and appreciated. If you call the office when you are on your way, we will have your child waiting in the office for you.

When your child returns during the day from an appointment, they must stop in the office and let the office staff know they have returned.

*For additional information about District 270 policies associated with attendance, see the following link: Policy 503: Student Attendance

SCHOOL ARRIVAL-DEPARTURE

Arrival

The buses begin to arrive at Meadowbrook at 9:15 a.m. We ask that students not arrive at school earlier than that time unless they are enrolled in the morning Kids & Co program. Teachers are not available to supervise the students before 9:15 a.m., as they are busy preparing for the school day before that time. Students who arrive at school before 9:15 a.m. will not be allowed into the hallways. They will need to wait in the foyer, unsupervised, at Door A until 9:15 a.m. We ask that you follow the direction of the lot attendants during drop-off to expedite the process of dropping off. For students who arrive after 9:30 am, they will check in at the office and receive a slip that says "I am ready to learn".

Departure

A school dismissal/pick-up document is posted in all rooms by 3:45 PM. As parents arrive, a staff member will highlight student names on the Dismissal/Pick-up document. Teachers will dismiss their students according to the ride arrival. Students will exit out of the same doors they used to enter the building. At 4:00 p.m., all remaining students will be released from classrooms for pick-up.

When picking up your child after school, please make sure you are here by 4:15 pm. It is important for student safety that there not be any unsupervised children waiting for rides after that time. If you arrive after this time, your student will be waiting in the office for pick-up. The bus-loading zone is north of the building and cannot be used for parking while school is in session.

All 3rd and 5th graders will be picked up at the west door (Door A). All K, 1st, 2nd, and 4th-grade students will be picked up at the east door (Door L) entrance. Parents should patiently wait in the car line to pick their student/s up from school. We ask that you follow the direction of the lot attendant during drop-off to expedite the process. If you have multiple children in the school, please plan with your students about what door you will be at.

Grade Entry Doors

On arrival at the school building during drop-off and pick-up, students will enter and exit the building through their grade-level doors.

***KG**: Will enter door K (Kangaroo).

***1st/2nd/4th**: Will enter door L (Lion).

***3rd/5th**: Will enter door A (Armadillo).

Additional Information

We want our school and its surrounding areas to be safe for all students and families. Please drive slowly and refrain from using cell phones whenever your car is in motion on school grounds (Hands-Free Law). Our parking lot is very busy and deserves your full attention. When dropping your child off or picking you up at the end of the day, stay in your car, and wait for your child to come to you. Please do not arrive at school before 3:50 pm. If you are waiting in line, please turn off your engine to reduce emissions.

As a school, we understand that some students will be walking or biking to school. We encourage parents to accompany students. The streets and intersections near our school are busy. We want students to be safe and know that the busy intersection of Xenia and Glenwood Avenue should be supervised by an adult for students to cross safely. The school does not have the staffing to supervise this area.

Students should not be picked up by parents in the school bus lot after school; they must be picked up at either the west entrance, door A, or the east entrance, door L.

Below are some things to remember when picking up and/or dropping off your children:

- **Have your student exit the door closest to the sidewalk. Having your students exit the driver's side will put them in harm's way because of moving traffic.**
- If walking with your children in the parking lot, keep them close by and remind them
  to walk
- Say goodbyes and gather materials while waiting in line instead of when it's time to get out of the car
- Don't talk on cell phones, text, or check cell phones while driving or walking
- Pull your car up all the way so several cars can quickly and safely unload at the same time.
- Drive slowly and watch for pedestrians

For the safety of all students, skateboards, scooters, and shoes with wheels are **not** allowed in the school building, or on the playground.

MEADOWBROOK COMMUNITY PLAN AND STUDENT EXPECTATIONS

At Meadowbrook, we are creating a **restorative culture**. We believe all situations are learning opportunities. When students are being unsafe or disruptive, it is an opportunity to teach students new skills or give students tools to use in the future. We also believe that when relationships are damaged by unsafe or disruptive behavior, they should be repaired. Below are a few steps students should follow to ensure Meadowbrook continues to be a safe and supportive learning environment.

Meadowbrook uses restorative practices to resolve conflicts and other issues that may arise at school. Restorative practices are used to repair harm and restore relationships in our school community. The focus of restorative practices is on prevention, intervention, and reintegration into the school community. For more information about restorative practices, please follow the links below:

TEDx: Restorative Practices in Schools Have Power to Transform Schools
Video: What are Restorative Practices In Schools
Video: Continuum of Restorative Practices
Video: The Social Discipline Window in Restorative Practices

Be on time

- Arrive at school no earlier than 9:15 a.m.
- If you are participating in Kids & Co or another activity before 9:15 a.m., you will be allowed in the building at that designated time.
- If you arrive before 9:15 a.m., students wait in the foyer by door A with no supervision.
- If you arrive at school later than 9:30 a.m., stop in the office for a class pass.

Dress Code

The manner of children's dress will be left to the parents' discretion with the requirement that students wear a top, bottoms, and shoes. If a student's clothing includes offensive or inappropriate content, school officials will discuss the concern with the student and family.

Telephone & Personal Electronics Use

Students do not need a cell phone in school. Because of the potential for distracted behavior, students are strongly encouraged not to bring cell phones or personal electronic items to school. If you need to get a message to your child, please call the office at 952-988-5100 and we will get the message to your child by 3:00 p.m. If a cell phone comes to school, it needs to remain in your student's locker or backpack. Otherwise, the phone should be placed on silent and remain turned off and out of sight for the entire school day.

The use of cell phones or other personal electronics during the school day, including video games, disrupts the students' learning. Any cell phone or electronic item that is not turned off and in a school locker during the school day, including recess, will be taken to the office by the student. When the cell phone arrives in the office, a parent will be called. We will keep the cell phone turned off until a parent can come and pick up the cell phone.

*For additional information about District 270 policies associated with student expectations, see the following links:

- Policy 413: Anti-Harassment, Safe Learning Environment Policy
- Policy 501: Weapons Policy — District-Wide
- Policy 502: Search of Student Lockers, Desks, Personal Possessions, and Student's Person
- Policy 506: Student Conduct and Discipline
- Policy 514: Bullying Prohibition
- Policy 524: Acceptable Electronic Resources Use

PLAYGROUND/RECESS EXPECTATIONS

Students go outside each day for recess unless there is heavy rain or the temperature is 10 degrees below zero or the windchill is -10 degrees or below. Students are outside for approximately 30 minutes. For health and safety reasons, students should wear appropriate coats, hats, mittens or gloves, boots, and snow pants in the winter. Please label all outerwear clothing with your child's name as these items often end up in the lost and

found. The weather in Minnesota is unpredictable. We ask for your support and cooperation in making sure your child is dressed appropriately for the weather conditions. Students should dress in layers on cold days.

Note to Stay in for Recess

All students need to plan to go outside every day. Please do not send notes requesting students to stay in from recess as there is no inside supervision available during recess.

Playground Expectations

1. Be Safe
    - Respect the directions and instructions from playground supervisors.
    - Your hands and feet should be kept to yourselves.
    - Watch out for others on the playground.
    - Shoes must be worn to avoid glass, sharp objects, and stubbed toes.
    - Go down slides feet first one person at a time.
    - Use jump ropes only for jumping and only on the blacktop.
    - Keep sand and sand toys in the sandbox.

2. Be Fair
    - Take turns.
    - Help each other.
    - Use kind words.
    - Clean up after yourself.
    - Put equipment you've used away.

3. Use the Equipment the Right Way-Avoid:
    - Climbing on the railings or trees.
    - Playing Tag on the equipment.
    - Throwing balls at each other or at the equipment (except kickball balls must be thrown below shoulders).
    - Standing on or jumping off the swings.
    - Jumping off the slides.
    - Hanging from or climbing on basketball hoops, soccer goals, or frisbee goals.
    - Twisting up swings to make the chains shorter.

4. Do not bring or play:
    - Electronics.
    - Toys, balls, or games from home.
    - Human Target Games – dodgeball.
    - Capture/War or Cops/Robbers Games or Tackling Games.
    - Throwing rocks, sticks, sand, or other objects that are not balls or frisbees that can harm.

5. Boundaries
    - Play where playground staff/teachers can see you:
        - Stay away from the bike rack.

    - Stay out of the trees.
    - Stay on the playground side of the steps that go into the bus lot.
- Sitting or standing on concrete walls is not safe and not allowed.

6. Winter Guidelines
    - Students must wear appropriate gear.
    - Snow banks – Play safe without participating in pushing games, tunneling, or King of the Hill games.
    - Keep snow on the ground. Throwing snowballs or ice chunks is dangerous and not allowed.

Meadowbrook Agreements

	We demonstrate KIND behavior by:	We demonstrate SAFE behavior by:	We demonstrate READY behavior by:
In the Learning Environment	● Showing respect and cooperation ● Listening and following directions ● Using empathy ● Including and encouraging others	● Using self-control with bodies, actions, and words ● Being responsible for our materials and leaving toys, balls, and other items from home at home ● Making choices with integrity	● Being ready to learn ● Being assertive ● Showing perseverance ● Leaving cell phones in lockers, turned off
In the Bathroom	● Using an appropriate voice level ● Being good role models ● Giving others privacy	● Taking turns ● Keeping our feet on the floor ● Reporting problems to an adult ● Keeping our community clean	● Using time wisely

		● Washing your hands	
In the Hallway	● Being quiet ● Staying in your personal space ● Greeting others with smiles	● Walking and having self-control (hands to self, calm body) ● Staying with your class ● Ask permission to leave the room ● Making choices with integrity	● Going directly to your destination ● Being responsible ● Being aware
On the Playground	● Including and encouraging others ● Using empathy ● Using words to solve problems ● Playing fair	● Being responsible with equipment ● Following playground rules ● Wearing appropriate clothing and gear ● Listening to staff ● Reporting problems to an adult	● Following the rules of games ● Being aware of bells and lineup times ● Wearing appropriate gear ● Being assertive
In the Cafeteria	● Using an appropriate voice level ● Using good manners ● Showing gratitude ● Respecting adults	● Using self-control and keeping hands and feet to yourselves ● Eating only your food ● Staying seated at your assigned table ● Cleaning up after yourself	● Knowing your lunch pin number ● Washing your hands before eating ● Focusing on eating your lunch

At Dismissal	● Respecting adults and others ● Showing gratitude ● Being patient ● Being a good role model	● Listening to instructions ● Using self-control	● Knowing your bus number or how you are getting home ● Being on time ● Showing responsibility

POLICY 506: STUDENT CONDUCT AND DISCIPLINE

BIRTHDAYS

*For more information on food and beverages in school, see the District 270 Policy below:
We recognize every child on their birthday through the morning announcements, unless the family prefers otherwise. Children whose birthdays fall on the weekend are recognized on Friday or Monday. Children whose birthdays fall during vacation are recognized on the last day before vacation. If the child's birthday is in the summer, we recognize their half-birthday.

Classroom Treats

Our policy prohibits students from bringing edible birthday treats or celebrating others' life events. Students may choose to bring non-edible items for students in the class such as pencils, erasers, stickers, or a book for the classroom. In addition, we do not reward students with gum or candy.

Please send your child to school each day with a healthy snack.

- **Policy 857: Food And Beverage**

CLASSROOM ORGANIZATION AND CURRICULUM

Meadowbrook students are introduced to a broad curriculum at each grade level. Our teachers work within their classrooms and with grade-level teams to present the curriculum most effectively. Some material is presented to the entire group of students, and reinforced with small-group and individual support. Our district math program, Everyday Math, in grades K-5 follows standards set by the National Council of Teachers of Mathematics. Grade 6 math is Connected Mathematics 3, which is also used in grades 7 and 8. We use a variety of materials at each grade level to introduce and practice these important concepts and skills. Children also have systematic instruction in social studies, language arts, science, art, health, music, and physical education.

The majority of Meadowbrook students are in homerooms by grade level. Meadowbrook has recently added 1st, and 2nd grade mixed classrooms. During the school day, students

may transition to another classroom for a variety of learning and curriculum experiences. The teachers within the grade level put forth great effort to get to know all students who are at the grade level they teach.
All students have the opportunity to work with several Curriculum Resource teachers. Our students will receive 60 minutes of instruction from one of the following Curriculum Resource teachers for a specific amount of time per school year:

- Music teacher
- Physical Education teacher
- Art teacher
- Spanish teacher
- SEM teacher (School Wide Enrichment)
- Counselors (SEL)
- Students may also have the opportunity to learn from the Media specialist in the library.

Additional Information
Students in grades 5 and 6 may choose to participate in either band or orchestra. Students will receive instruction on only one instrument.

Our staff also includes Special Education staff, an ELL teacher, and paraprofessionals who work with individuals or groups of students to meet their social or academic needs. Art is taught by our art resource teacher, as well as by classroom teachers, regularly.

Book Replacement
As we purchase textbooks and library books, we make selections we hope will serve Meadowbrook students for several years. Because of the investment we make in learning materials, we ask that you reimburse the school for the replacement cost of lost or damaged books. This will ensure the availability of materials for current and future students. If you have questions about the replacement or cost of a lost or damaged book, please contact

Class Assignments
We believe that Parents/Guardians have valuable information that will help teachers with the class assignment process. We will be inviting your input on class assignments through a questionnaire that will be given to parents sometime in May. If you do not receive a questionnaire, please request one at the office. It is your child's current team of teachers and the principals who make the final decisions on placement. Factors we consider about each student are:

- Academic achievement and potential,
- Personality
- Relationships with other people,
- Family input,
- Special learning, emotional or behavioral needs,
- Diversity,
- Learning style.

Please pay close attention to the deadline for returning the input forms. Classes are assigned right after the deadline.

MEADOWBROOK COMMUNICATION GUIDELINES

Communication between Meadowbrook staff and families is an important element in our partnership for the benefit of our children. Parent-teacher conferences are scheduled twice each year and provide a wonderful format in which to share knowledge between school and home.

In our Meadowbrook student directory, you will find staff email addresses. Feel free to call the office to leave a voicemail message or send an email to communicate with our staff. We will attempt to respond to all messages as soon as we are able, usually within 1 business day. Please remember that during the student day, teachers will be unable to check for messages, as they are focused on instruction. If you have important information to get to a teacher or your student during the school day, please call the school office at 952-988-5100, and we'll make sure the information is relayed. To ensure that student messages get delivered to your child, **please call the school office by 3:00 p.m**. Messages left after 3:00 p.m. or later are very challenging to deliver due to the end-of-the-day rush. The Meadowbrook directory is also a useful tool in facilitating student friendships. Please keep in mind that the PTO provides the directory as a family resource; we ask that you do not use it to promote business endeavors.

At Meadowbrook, we work hard to build partnerships with parents for the benefit of our children. As we work together to support each child, there are times when we need to speak directly to one another. We realize there are certain emergencies where parents need to talk to staff members immediately. Because teachers use their time before and after school to prepare for instruction, frequent teacher conferences with parents about individual student needs may seem helpful but can impact the learning opportunities for all children in the classroom. For general communication purposes, we ask that you follow these guidelines:

1. For routine or nonessential issues, please leave the teacher a written note, an email, or a voicemail message. The teacher will respond as soon as possible, within 24 hours. Of course, in an emergency, we will make sure to reach you as soon as possible.

2. If you need to talk to your child's teacher about an academic issue, please make an appointment at least a day ahead of time.

3. When issues arise, please raise your concern first with the teacher involved. If the matter is not resolved, then feel free to call our school counselors Nicole Sobanski; 952-988-4443, Julie DeGroot; 952-988-5113, associate principal, Trenton Lawson; 952-988-5105 or our principal, Natalie Sawatzky; 952-988-5101.

<u>Parent Teacher Conferences</u>
You and your child will be invited to participate in at least two conferences. The first will be

in the fall when together you will plan goals for the year. A follow-up conference will be held in the winter or spring. Between conferences, you are invited to contact the teacher with questions or comments regarding your child's progress with the goals.

There may be other times during the school year when communication between parents and teachers is necessary. If your child seems troubled, confused, or unhappy about school, please feel free to call the teacher. Also, the student's teacher may request an additional conference with you.

If you as a parent or guardian require accommodations to effectively participate in the education of your child please contact the school or district office. Examples of accommodations may include but are not limited to TDD at the school office, sign language interpreter, an assistive listening device kit, written materials converted into large print/Braille/audio tape, or architectural accessibility at the school.

Meadowbrook Conference Dates

October 17 ..... No School E-5 (Conferences)

October 18 ..... No School E-5 (Conferences)

March 7 ..... No School E-12 (Conferences)

March 8 ..... No School E-5 (Conferences)

School Closing Announcements

If Meadowbrook School is to be closed because of severe weather conditions or other emergencies, The Connect–ED® messaging system will notify parents. An announcement will also be made over WCCO radio, KSTP, and KARE TV. Road conditions causing unsafe bus transportation are usually the determining factor. Early dismissal from school in session will be announced approximately one hour before dismissal.

Connect–ED® messaging system

Hopkins Public Schools is using the Connect–ED® messaging system. Connect–ED® enables the school district to personally communicate with parents about emergencies, school events, and other issues that have an impact on their children such as attendance and school lunch balances. It allows the school district and its schools to send personalized voice messages to a family's home, work, or cell phones, and to send email messages. With this system, the district and its schools can reach all parents in the district within minutes. Please double-check that the school district has your correct primary phone numbers and email addresses through Infinite Campus. Parents are urged to activate their Infinite Campus accounts. Parents who do not have a login for Infinite Campus should complete a request form online. https://hopkinsmn.infinitecampus.org/campus/portal/hopkins.jsp
Parents can correct their own email addresses but need to contact the school to correct any wrong addresses and phone numbers. *Meadowbrook Weekly Updates from the Principal are sent by email every week with important information for families about Meadowbrook events.*

COUNSELING AND GUIDANCE

The counselors provide a variety of services for students, families, and groups at Meadowbrook. Each homeroom has regularly scheduled sessions of SEL guidance. Some of these classes involve presentations of our district-supplied SEL curriculum. To learn more about the curriculum, click on this Second Step curriculum link.

Some students may also be involved in ongoing small group work focused on areas such as family change, social skills, and problem-solving. A parent/guardian's permission is required for participation.

A primary focus of the counseling program is to help children deal with immediate concerns and difficulties. You may contact the teacher or counselor directly to access this kind of support. We hope to promote a climate that educates and supports the "whole child" at Meadowbrook. If you have any questions or need assistance, please contact Nicole Sobanski (Counselor), at (952)-988-4443 or Julie DeGroot (Counselor) at (952)-988-5113.

HEALTH SERVICE INFORMATION

Nurse Karen Tusa's Hours: 9:30 a.m. – 4:00 p.m. (952-988-5104)

The school nurse assists students with any health-related needs or allergies (food, bee stings, etc.) that may develop during the year. If, for any reason, your child cannot participate in a school activity, please inform the school nurse as well as your child's teacher.

There are times when a child should be kept at home for the sake of his or her health as well as the health of other children. The following information is intended to help with this decision:

- If your child has a fever of 100 or more, he or she should stay home for 24 hours after the temperature returns to normal, without the aid of medicine.
- If your child has vomited or had diarrhea, he or she should stay home for 24 hours after the last episode.
- If he or she has any rash that may be disease-related or you do not know the cause, check with your family physician before sending your child to school.
- If your child is ill, please call the school attendance line daily to report the illness, at 952-988-5110 or email attendancemb@hopkinsschools.org

When children return from an illness, we sometimes receive requests from parents to provide indoor recess. Because fatigue can be a major issue on that first day back, we can offer rest over recess in the health office. However, after one day of indoor recess, with a parental written request, we will expect a child to participate in physical education and outdoor recess. There will be exceptions for children with extenuating health needs or circumstances.
Exercise/physical activity helps children release their muscle tension after several hours in school and contributes to overall wellness, including cardiovascular and muscular strength

and endurance. Recess also provides an opportunity for students to play and relax outdoors and to socialize. So, dress your child appropriately to go outdoors for recess after returning from an illness.

If you have any questions about communicable illnesses, please call the school health office during school hours at 952-988-5014, or your family physician's office. You could also access the links below for additional information:

- **Hopkins Health Services Website**
- **Medications**
- **Communicable Diseases**
- **COVID**

MEADOWBROOK HOMEWORK POLICY

Purpose of Homework

The purposes of homework are to encourage mastery of a skill, to provide an opportunity for creative thinking, to explore special topics to gain information, and to develop a sense of responsibility and value for one's education. Homework may vary, depending on the grade level and teacher.

Kinds of Homework

- Completion of work assigned but not finished during the school day
- Extra practice to ensure mastery of a skill
- Reports on topics of interest
- Creative projects where a student may use his/her ideas and materials with guidelines provided by the teacher
- Work assignments missed during an absence

Guidelines for Assigning Homework

- Practice work will be assigned according to individual needs.
- The date due should be indicated to students regarding assignments.
- Homework assignments will be coordinated by the teaching team to avoid too burdensome assignments.
- Religious holidays or special school events will be avoided unless students have been negligent in completing daily assignments.
- Consultation with the appropriate teacher regarding homework concerns should be done by the student and parent, if necessary.

Suggestions for Completing Homework

- Students take home all resources/materials needed and directions for the assignments.
- Parents establish regular time and workspace.
- Students work as independently as possible on homework assignments.

- Students return work as soon as it is completed.
- Teachers provide feedback to students.

If you feel your child has spent a reasonable amount of time on homework and has not completed the work, please write a note to his or her teacher to let the teacher know.

Lunch Program

The Hopkins School District serves various nutritious meals for lunch each day. Healthy school meals are a vital link to physical and intellectual fitness. The monthly Meadowbrook lunch menu will be posted on the district website and will also be in the principal's weekly updates.

- All meals meeting the USDA serving requirements are free for all scholars.
- Menus are subject to change based on product availability.
- Milk is served with all scholar meals; milk will not be sold a la carte.
- The fresh fruit and vegetable bar is available during lunch.
- Hot or cold vegetarian options are available daily.

Breakfast

All Kindergarten students are offered breakfast in their classrooms after arriving in the morning. Students in grades 1-5 have the option of eating breakfast upon their arrival at school. Students arriving after 9:20 am bring their breakfast to the classroom and eat it there. Garbage bins will be
in the hallway to avoid food waste in your classrooms. State and federal guidelines require students to have milk each day with their lunch.

*There are two allowable exceptions: students may bring a note from home requesting lactose-free milk or students may receive juice or an orange drink if they have a note from the doctor stating the student's name, food allergy, and what the substitute food is to be. In these cases, a new note is
needed each school year.

Lunch

The USDA has determined that school meals will be free for the 2023-2024 school year. All students will be offered a free lunch meeting the USDA serving requirements.

If your student requires a special diet, please fill out the Student Diet Request Form

Students may also bring lunch from home. They must follow the above milk guidelines if purchasing a drink at school.

*Students will have a daily snack break. Students are encouraged to bring a healthy snack to school every day.

*For further information on the lunch program, call 952-988-4060. You can also visit the website by clicking this School Nutrition Services link.

MEDIA CENTER AND TECHNOLOGY

Meadowbrook features an outstanding media center and staff. Our media center and technology resources enhance the learning experiences of all members of our learning community. We have a licensed media specialist who works with students and staff. Media paraprofessionals assist both students and staff in the media center. Our technology specialist, Gwen Stephens helps to coordinate our computer lab, training, computer network, and software. For more information please contact Gwen Stephens at (952)988-5112 or email Gwen @Gwen.stephens@hopkinsschools.org.

We have an excellent book collection that meets a wide range of needs and also complements our curriculum. Our resources feature electronic access to encyclopedias and interactive books. Students and staff avail themselves of many different technologies; all classrooms are linked by both computer and video networks. Watch as we continue to use media and technology to strengthen learning, instruction, and curriculum. For more information please call Tim Kennedy at 952-988-5108, or email Tim @Tim.kennedy@hopkinsschools.org. You can also visit the Meadowbrook Media Center Website for additional information and resources.

Internet Use

Computers and technology are important resources in our children's learning. Our students and teachers have many fine resources available to them via technologies that enhance, enrich, and extend learning experiences and the district curriculum.

The Internet and World Wide Web are resources that students may use for research and information. These resources provide many excellent sites for our students; however, there are places on the net that are not appropriate for children.

Our goal is our children's safe and appropriate use of computer and technology resources. Our school district has installed a filtering program that blocks sites that are deemed inappropriate. While these filtering programs are effective, an important part of our technology education program is teaching our students the proper, appropriate, and ethical uses of these resources. Our classroom teachers, media specialist, and school staff do this on an ongoing basis. We emphasize education, supervision by staff, clearly defined expectations, and user agreements.

We have developed the following guidelines for the use of technology and the Internet in our school:

- Use of the computers, technology, and the Internet must be in support of the mission of Meadowbrook School and the Hopkins School District.
- Computer and technology usage must have a learning or curriculum purpose.
- Internet access is intended for school-related projects and research only.
- Students using the Internet must have direct staff supervision.
- Students may not "surf the net" without a specific topic or purpose.
- Teachers will have preset bookmarks and home pages, if feasible.
- Instruction is provided for students in the proper use of search programs on the World Wide Web.

If your home has internet access, You may want to discuss with your children safe and appropriate usage at home. The websites www.safeteens.com and www.safekids.com provide some excellent information and guidelines.

If your child does not have Internet access at home, please contact the district help desk at (952)988-4111 to help with resources.

Through education, supervision, and understanding of roles and responsibilities, our children will have continued and safe access to many technology resources.

SCHOOL SAFETY

Hopkins School District 270 and Meadowbrook Elementary School consider the health and safety of students, staff, and visitors a top priority. We are committed to providing an environment that is reasonably free from crises and to prepare students, staff, and visitors to respond immediately and appropriately to any crisis situation that does occur.

School staff members participate in training sessions that focus on the following:

- Review of district and site security plans
- Recognizing and responding to crisis
- Implementation of specific training for students

Students participate in instruction regarding emergency plans, safety, and security procedures, and drills for fire evacuation, severe weather, etc. If you have any questions regarding our school or district safety procedures and plans, please call Trenton Lawson, Associate Principal at (952) 988-5105 or Natalie Sawatzky, Principal at 952-988-5101.

Minnesota State Law requires all visitors and solicitors to the school to check into the office to keep the school environment safe.

Pledge of Allegiance

Each Monday we recite the Pledge of Allegiance. In accordance with Minnesota law 121A.11, anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and students must respect another person's right to make a choice.

You can read more about MN law 121A.11 here.

Mask Requirements:

1. Masking on school buses is optional at this time for all people ages 2 and older regardless of vaccination status.
2. Masking for students 2 years of age and older is optional.
3. Masking is optional indoors for all K-12+ students, all staff, and all visitors regardless of vaccination status.
4. Masks are not required while outdoors
5. Masking requirements are subject to change given new CDC guidance and/or MDH guidance

- **Policy 806: Crisis Management Plan**
- **Policy 807: Health and Safety**
- **Contact Tracing/Testing**
- **Additional Mitigation Measures**

Testing

Minnesota State Assessments

Minnesota state-wide assessments are given to students in grades 3, 4, 5, and 6. The purpose of these tests is to assess student, school, and district progress. MCA testing will take place in the spring. You will receive information from us about the dates of this testing. You can best support your child by making sure she or he is well-rested and has had a good breakfast on testing days.

Additional Information about school testing will be found on the district website or in the principal newsletter.

Transportation

Bus transportation is available to all students in grades K-6 who live in the Meadowbrook attendance area. The school bus is an extension of the school. We have the same expectations for students riding the school bus as we do for students in the school building. Below, you will find expectations for the school bus:

- Masking on school buses is required for all people ages 2 and older regardless of vaccination status - this is a federal requirement
- Everyone must sit on the bus.
- Hands and feet should be kept out of the aisles.
- Use kind words when speaking with the bus driver and talking with peers.
- Items such as bats, sleds, and sports equipment should be left at home.

The goal of the Hopkins School District is for every student to have a safe, comfortable, and orderly ride to and from school. We ask that you discuss with your child the following basic guidelines for bus safety. Please remember—bus transportation is a privilege.

*For additional information, please click on the links below:

- **Policy 707: Student Transportation Services**
- **Policy 711: School Bus Video Camera**
- **Additional Bus Safety Information**

Visiting The School

During the school day, all the doors except door A will be locked. To enter the building, the office staff will open the door for you. Masking is optional indoors for all K-12+ students, all staff, and all visitors.

Pets

Please make arrangements with your child's teacher when bringing a family pet for a short visit. If your pet comes along to pick up or drop off your child, please wait with the animal outside away from the entrance to meet your student. Our hallways are so busy before and after school that even the calmest of pets can become frightened or agitated by the noise and activity. Thank you for your cooperation!

P.T.O.

Meadowbrook School has an active Parent Teacher Organization, which provides outstanding support for our children through volunteer activities and fun community events. A few of the "extras" sponsored by P.T.O. are:

- Room parents and volunteers to coordinate classroom parties and field trips
- Meadowbrook student directory
- Fall Festival, Bingo Night, and School Carnival
- The Book Fair
- Art appreciation classroom programs
- Meadowbrook yearbook
- Culture Club highlights a variety of cultures
- Meadowbrook gardens
- Family Service Night
- Run Meadowbrook Run

In past years, P.T.O. has purchased playground equipment, computers, and hundreds of library books for the school. All parents are members of P.T.O. There are no membership fees. Please check the Meadowbrook Volunteer/PTO website for more information. All parents are welcome to attend to share their ideas and concerns. We also welcome parents to volunteer in an area of interest. The range of volunteer opportunities is broad! A volunteer sign-up sheet is usually sent home at the beginning of each school year.

Lost and Found

Our lost and found is located near the cafeteria. Encourage your child to check the lost and found area often. Please take a few minutes and label your child's clothing, especially jackets, sweatshirts, hats, mittens, and lunch boxes. When lost items are found with names on them, we can deliver them to the students. Items that are not claimed are donated twice a year to a local charity.

Volunteers

Please call the Meadowbrook office for additional information on volunteering at Meadowbrook Elementary School or visit the Meadowbrook Volunteer/PTO site for more information.

**For additional information about District 270 policies associated with volunteering, please see the link below.

Policy 653: Volunteer Management Policy

Family Resources

If your family or community members require resources, please click the link below that will guide you to resources located in Hennepin County. For additional information or assistance. Please contact one of the school counselors listed on the resource document.

Meadowbrook Resources

THANK YOU

We would like to thank you for believing in our Meadowbrook team. We promise to do our best to support, educate, and develop your child in a safe, healthy, and supportive school environment.