

Special “Policies and Procedures” Issue of the Weekly News

This week we have compiled notes about important LNCS policies and procedures. Please keep this issue handy in case you need it throughout the year. (You can also always find it in the “Weekly News” section of the LNCS Website.) Plus we’ve added more notes about what’s coming up this fall. We hope having these details in one place make your life a little easier!

Keewaydin Policies and Procedures

Keewaydin Arrival and Dismissal

- **Arrival** – The Keewaydin building opens at 9:15am and school starts at 9:40am. Students should enter through door 1 or 3. Free breakfast is available for all students from 9:15-9:30am. Students arriving after 9:40am must enter through door 1 and go to the health/attendance office for a late pass. There is no adult supervision before or after school unless students are enrolled in a program.
- **Dismissal** – School ends at 4:10pm. Make sure your teacher knows which days your student should take the bus. If an emergency occurs during the day and you need to change your dismissal plans, call the school office before 12pm and we will alert your teacher. Please do not call after that time as it increases the risk of error.
 - o **Parent pick up:** Enter door 3 and pick up students in the cafeteria.
 - o **Walking/Biking Home:** Student are allowed to walk or bike home alone if they say they have permission from their parents.
 - o **Bus:** ****New this year – MPS will require that busses depart Keewaydin at 4:15pm sharp. Please discuss with your students the importance of getting to their bus on time.**

Keewaydin Picking Up a Student During the School Day

- If you need to pick up your child early, please send a note with them. Your note serves as a pass out of class and your child will meet you in the main office at the specified pick-up time. This is the most efficient and safest way to ensure all appropriate staff members are informed.
- We cannot allow a student to leave alone during the school day to walk/bike home, even with a parent’s permission. All students leaving during the school day must be picked up and signed out by a parent/emergency contact.

Keewaydin Parking

- We are concerned about student safety and traffic congestion on 30th Avenue during arrival and dismissal time, so please **do not to park on either side of 30th Avenue when busses are present, from 9:15-9:40am and 4-4:20pm.**
 - o **Arrival** – For curbside drop off, please drive east to west through the Community Center parking lot on 53rd Street by door 3. If you do park elsewhere, make sure your student always uses crosswalks and **NEVER CROSSES THE STREET BETWEEN BUSES.**
 - o **Dismissal** – Please park in the 53rd Street lot, or on or near 53rd Street when picking up your student if busses are present.

Keewaydin Middle School Cell Phone Policy

- Cell phones and other electronic devices are not to be used during school hours - this includes cameras or text messaging. They should be turned off and **in the student's locker** from **9:40 - 1:35 and 2:20- 4:10**. This allows for students to use their phone before school, after school, and during lunch/recess. Earbuds should be put away. The following consequences will apply:
 - o **1st offense:** student can pick up the device at the end of the school day (4:10) from the office.
 - o **2nd offense:** parents need to pick up the device from the Principal.
 - o **3rd offense:** privilege of electronic device is reviewed.
 - * A possible consequence for any electronic device may be assigned at any time if the learning environment at Keewaydin is disrupted.

MPS Birthday / Wellness Policy

- Please be aware that in accordance with the MPS Wellness Policy, students cannot bring any kinds of treats to class for birthdays or other special events. Ask your teacher if there are other ways that events can be honored in their room (like by reading a special book to the class, or giving pencils or stickers to students).

Wenonah Policies and Procedures

Wenonah Arrival and Dismissal

- **Arrival** - Wenonah starts at 9:35am. Enter through door 1 or 14. Students arriving after 9:45am must go to the health/attendance office for a late pass. Please do not drop off students early as there is no adult supervision before school. Free breakfast is available for all students from 9:30-9:45am.
- **Dismissal** – School ends at 4:05pm. Make sure your teacher knows each day if your student should take the bus. If an emergency occurs during the day and you need to change your dismissal plans, call the school office before 1pm and we will alert your teacher. Please do not call after 1pm as this increases the risk of error.

- o **Parent pick up:** Enter door 1 and pick up students in the gymnasium. If you need to visit your student's classroom after pick up, that area of the building will not be available until after 4:15 when teachers return from busses.
- o **Walking/Biking Home:** Students must turn in a signed letter from a parent to be allowed to walk home alone.
- o **Busses:** Busses should depart Wenonah around 4:10pm, although delays are common.

Wenonah Parking

- Please help us improve student safety and traffic congestion on 23rd Avenue.
 - o **Arrival** – We have created separate zones for parking and for curbside drop off. You have two options:
 - **Parking and walking into the building with your student:** Your first choice for parking should be the large south parking lot. Other options are the west side of 23rd Avenue and the north parking lot. Please drive carefully if using the north parking lots as some students pass near that area coming from busses. *Never park and leave your car on the east side of 23rd Avenue.*
 - **Quick curbside drop off:** While driving northbound, pull over to east side of 23rd Avenue and use the drop-off zone directly in front of door 1. *Never park and leave your car in that area. And never drop off your student and have them walk from the other side of the street.*
 - o **Dismissal** – Your first choice for parking should be the big south parking lot, or you can park on the west side of 23rd Avenue. Please do not park on the east side of 23rd Ave.

Wenonah Picking Up a Student During the School Day

- Please come to the Wenonah office and sign them out and we will call for your student. (It's helpful but not required that you alert the teacher ahead of time with a note. They will not send your student to the office until you arrive.)

MPS Birthday / Wellness Policy

- Please be aware that in accordance with the MPS Wellness Policy, students cannot bring any kinds of treats to class for birthdays or other special events. Ask your teacher if there are other ways that events can be honored in their room (like by reading a special book to the class, or giving pencils or stickers to students).

Here's How You & Your Student Can Get Involved this Fall

Please Return All Paperwork Packets ASAP

- We are shooting for 100% of forms turned in! This is a part of our commitment to partnering with you to create a school environment where all students can feel safe and supported at school.
 - o **Emergency Forms** – Make sure we know how to reach you if your student has an emergency.
 - o **Lunch Forms** are required for all families every year to ensure we will receive important school funding. Complete one even if your child brings a lunch from home or you won't qualify.

- Paper forms went home, or you can complete the form online at www.schoolcafe.com. Tell your teacher if you completed it online or on a sibling's form at another school.

Volunteer Background Checks

- If you completed step 1 of the MPS online background check in the last few weeks, there has been a delay with sending the email for step 2. The issue has been corrected. Look for an email called "Action Request" that might have arrived a couple of days ago or will arrive in the near future. Be sure to complete step 2 within 48 hours of receiving the email or it will be invalid.

Join Band

- Students in 6th, 7th, and 8th grade are invited to be a part of band again this year. Band forms are due to their Advisory teacher or Ms. Cramer by September 11. More copies are available in the office. Questions? Contact allison.cramer@mpls.k12.mn.us.

Registration Open Afterschool Classes (Deadline Sept. 17. Classes start Oct. 1)

- Brochures went home this week. Sign up ASAP as some classes fill quickly!
- Classes run October 1 – December 20 (No classes MEA week or Thanksgiving Week)
- Classes will be offered at both campuses M-Th. Community Ed and GEMS/GISE/ALC classes will be presented on the same brochure.

Join us at the new "BIG TENT EVENT" at Nokomis Days – Saturday, September 8

- After the Monarch festival, join us in Oxendale's Parking lot from 5:30-10pm for a community celebration with live music (Magico a latin fusion band), face painting, balloon artist, root beer floats, and more!
- All proceeds benefit LNCS! Sign up to [volunteer](#) and invite your friends and neighbors. Details on the "Lake Nokomis Community School PTA" Facebook page.

Drop in to Chess Club Anytime – Meetings Start Tues. September 11 & Weds. September 12

- All students are invited to give chess a try! Students K-8 may drop in to any meeting. No prior chess experience needed. Volunteer coaches Mr. Larry and Mr. Alex will teach you how to play. You don't need to register and you don't need to attend every week – just drop in whenever you are available. It's really that simple.
- **Keewaydin:** Tuesdays 8:30-9:30am starting September 11 in the Media Center. ?'s Contact Anne Tank 612-669-4689; **Wenonah:** Wednesdays 8:30-9:30am starting September 12 in the Media Center. ?'s Contact Jill Kilibarda 612-668-5040.

Fall FAST Assessments – September 11-25

- This year all LNCS students will take the FAST Assessment. It's a quick (average of 30 minutes per student) and valuable way for teachers to measure student growth in math and reading in the fall, winter, and spring. Some tips for parents are to make sure your child is well rested, eats a healthy breakfast, arrives at school on time and feels encouraged to do their best work and to be persistent.
- **Wenonah** – Kindergarteners will be assessed 1:1 with their teachers over the next few weeks. Rm 106 Reading 9/13 and Math 9/21. Rm 107 Reading 9/11 and Math 9/17. Rm 108 Reading 9/11 and Math 9/14. Rm 109 Math

9/17 and Reading 9/24. Rm 110 Reading 9/17 and Math 9/20. Rm Math 9/19 and Reading 9/21. Rm 114 Reading 9/12 and Math 9/14. Rm 115 Math 9/18 and Reading 9/25.

- **Keewaydin** - A detailed class testing schedule is available on the LNCS website. Grade 3 Reading 9/14 or 17 and Math 9/17,18 or 19. Grade 4 Reading September 11 and Math September 17. Grade 5 Reading 9/12 OR 13 and Math 9/14,17 OR 18. Grade 6 Reading 9/18 and Math 9/19. Grade 7 Reading 9/24 and Math 9/2. Grade 8 Reading 9/20 and Math 9/ 21

Come to the MPS Farm to School Community BBQ – Wednesday, September 12

- Attend this FREE Minneapolis Public Schools community event to meet our Farm to School farmers and enjoy delicious local foods, hands-on activities for children and families, a corn shucking contest, farm animals, and more!
- 4:30-7pm at the MPS Culinary Center front parking lot (812 N. Plymouth Ave. Mpls). Check out the [website](#) or [facebook event](#).

Attend the 1st PTA Meeting – Thursday, September 13 – ****Location Moved to Wenonah****

- All families are encouraged to get involved with PTA! Have fun with other families, build community at LNCS, and raise funds for special supplies and activities like field trips, Camp Skeeter, History Day, and Starbase.
- Come to our first meeting Thursday, Sept. 13 at 6:45-7:45 p.m. in the Wenonah cafeteria. Free childcare for ages 3 and up will be provided. We will go over the basics of what PTA does and how families can get involved, plus there will be open house time for families to meet each other, share ideas, and talk with school administrators.
- **Future meetings:** Stop by as many meetings as you can - the 2nd Thursday of most months, locations alternating between the two campuses: **October 11, November 8**, and no meeting in December.

Attend the 1st Site Council Meeting – September 13 - ****Location Moved to Wenonah****

- All families are invited to drop in to any Site Council meeting! These informal meetings are simply a place where the principals, staff and families gather to discuss what's going on at school and give input into school goals, decisions, budgets, etc. Free childcare is provided.
- The first meeting is Thursday Sept. 13 at 5:30-6:30 p.m.in the Wenonah Media Center. This meeting will include discussing our annual school goals and new strategies to meet our goals.
- **Future meetings:** Stop by as many meetings as you can - the 2nd Thursday of most months, locations alternating between the two campuses: **October 11, November 8**, and no meeting in December.

MPS “Welcome Back Powwow” – Friday, September 21

- This free public event will be from 4pm to 7pm at the North High School Football Field, 1801 Fremont Ave North. Meal served at 5pm. Come and join this celebration and special welcome to the new school year!

Afterschool Classes Start – Monday, October 1

- See above for registration details, deadline September 17.

Woodlawn Walks Start – Fridays, October 5

- Each Friday starting October 5, students who ride the bus will experience the joys of walking to school. They will be dropped off on the 54xx block of Woodlawn Blvd and walk to school with staff and volunteers on a designated route. Families who do not take the bus are also encouraged to walk with us. Stay tuned for details on how to volunteer and options to opt out.

Run with Wenonah in TC Marathon Family Events – Saturday, October 6

- Look in backpacks for details about joining Mr. Pritchard and other LNCS students in the family half mile, mile, 5K or 10K! [Register online](#) by Oct. 2 or turn in the paper form & check made out to “TCM Events” to Mr. Pritchard by September 26th. Happy Running!

“Bike to School Day” & Bike Bus – Wednesday, October 10

- All students are encouraged to bike to school this day. There will be snacks and stickers at both campuses to celebrate your accomplishments! Stay tuned for an invitation to join our Bike Bus – it’s a group of people riding to school together, and families can join the group at scheduled stops throughout the neighborhood.

Site Council & PTA Meetings – Thursday, October 11

- Stay tuned for details about our October meetings.

“Walk to School Day” – Friday, October 12

- All students are encouraged to walk (or bike, skate or roll) to school in honor of this special day as a part of International Bike & Walk to School Week. All participants (including Woodlawn Walkers) will receive special stickers when they arrive. Celebrate with families around the world and enjoy the benefits of being active and outside on the way to school.

Pancake Breakfast & Family Fun Walk – Sat. October 13

- See you on Saturday, October 13 from 9-11am at Keewaydin for this annual morning of fun, food, fitness, and prizes and our biggest fundraiser of the year! More details coming soon.

Parent/Teacher Conferences – Tuesday October 16 and Wednesday October 17

- **Keewaydin:** New this school year, all Fall Conference sign-ups will be done online. Families will receive details about the new online sign-up procedure in the coming weeks. Watch for updates!
- **Wenonah:** Contact your student’s teacher to schedule a conference

Calendar

September:

- 8 The Big Tent Event, 5:30-10pm in Oxendale’s Parking lot
- 11 Chess Club begins at Keewaydin, 8:30-9:30am in the Media Center

11-25 Fall Fast Assessments

12 Chess Club begins at Wenonah, 8:30-9:30am in the Media Center

12 MPS Farm to School BBQ, 4:30-7pm in MPS Culinary Center front parking lot (812 N. Plymouth Ave. Mpls)

13 Site Council meeting 5:30-6:30pm in Wenonah Media Center (note location change)

13 PTA meeting 6:45-7:45pm in Wenonah Cafeteria (note location change)

17 Deadline to Register for Afterschool classes

21 MPS Welcome Back Pow Wow, 4-6pm on the North High Football field (1801 Fremont Ave. N. Mpls)

28 Wenonah Student of the Month Celebration, Wenonah Gym 10:15am

October:

1 Afterschool classes begin (Community Education/GEMS/GISE/ALC) at Keewaydin and Wenonah

5 First Woodlawn Walk of the year

6 TC Marathon Family Events

10 Bike to School Day

11 Site Council meeting 5:30-6:30pm

11 PTA meeting 6:45-7:45pm

12 Walk to School Day/Woodlawn Walk

13 Pancake Breakfast & Family Fun Walk, 9-11am at Keewaydin

16 Parent-Teacher Conferences 4:30-7:30pm

17 Parent-Teacher Conferences 8:30am- 4:30pm

17-19 **NO SCHOOL for students**

23 School Picture Day

26 Woodlawn Walk

30 "Music in the Commons" 9:25-9:35am in the Keewaydin Commons

31 Wenonah Student of the Month Celebration, Wenonah Gym 10:15am

31 End of Quarter 1