

Burnside Elementary Schools Expectations and Procedures

Supplement to Red Wing School District Student & Parent Handbook

2026-2027



The mission of the Red Wing Public Schools is to educate and inspire all students as they realize their full potential and become more respectful, responsible, and productive citizens.

At Burnside School, our goal is to create a safe, caring, and inclusive learning environment where children are able to take risks and discover the joy in learning.

RED WING PUBLIC SCHOOLS
CREATIVE • COURAGEOUS • UNITED

August, 2026

Burnside Families,

Welcome to the 2026 - 2027 school year! We're excited you are part of our Burnside family. We believe strongly in the importance of relationships and in the value of rigor. Your child will be challenged here, but supported every step of the way by caring adults. Please don't ever hesitate to reach out to your child's teacher or to me with questions, suggestions, or concerns.

This school year marks a bit of a homecoming for me, as I was a 4th grade teacher here at Burnside from 2008 - 2014. I'm excited to step into the principal role at Burnside after spending the past 9 years as principal at Sunnyside Elementary. I look forward to reconnecting with students and families who were at Sunnyside not all that long ago, and I am excited to meet new students and their families as well.

In my first year at Burnside, I will be heavily focused on building relationships, as I believe that is a key component of any great school. My ultimate goal is to continue building a safe, caring environment for all students so that they can take risks and find success. Also this year, some teachers at Burnside will be piloting a couple different literacy curriculums as the district looks to adopt a new curriculum for the 2027 - 2028 school year. This is a continuation of the work Red Wing Public Schools has been doing the last few years to shift our literacy teaching practices to better serve students' needs. In addition, we will continue to grow into the new math curriculums we adopted last school year -- Stepping Stones by Origo in grades 2 & 3, and Envision in grade 4.

Burnside will be an exciting place to be this year, and we're glad you are part of our family. There is a lot of Winger Pride here at Burnside, and we're excited to get the new school year started. On behalf of all of us here, welcome!

Sincerely,

A handwritten signature in dark ink, appearing to read "Mike Pagel". The signature is fluid and cursive, with the first name "Mike" and last name "Pagel" clearly distinguishable.

Mike Pagel, Principal
mjpagel@rwps.org

Burnside Elementary School Expectations and Procedures for Students & Parents
A supplement to the [Red Wing Public Schools Student and Parent Handbook 2026-2027](#)

Contact Information

Main office: 651-385-4700

Building Admin Assistant: Kenzie Noll menoll@rwps.org

Attendance: 651-385-4715 or BEAttendance@rwps.org

Principal: Michael Pagel, 651-385-4702, mjpagel@rwps.org

School Social Worker: Hannah Bystrom, 651-385-4708, hdbystrom@rwps.org

School Nurses: Casey Tanner, 651-385-4704, catanner@rwps.org & Lauren Beamon, 651-385-4704, lsbeamon@rwps.org

Teachers' contact information can be found at rwps.org, click on Staff Directory.

School Day Hours and Daily Procedures

Classes Begin: 7:30 am Dismissal: 2:00 pm

- All student drop off and pick up occurs in the cafeteria parking lot off of Emmett Avenue.
- Students can be dropped off beginning at 7:05 am.
- Only buses should be in the front drive from 7:00 - 8:15 am and from 1:30 - 2:10 pm.
- Breakfast will be served in the cafeteria beginning at 7:05. After 7:20, breakfast becomes grab and go.
- The school day officially begins at 7:30 a.m.
- Arrival after 7:30 a.m. is considered tardy and requires students to check in at the main office.
- Classes are dismissed at 2:00 pm

School supervision for students is not available before 7:05 am or after 2:20 pm

Kids Junction, our school-age childcare program, is available if you need care outside these hours. Contact Justin Plein at jjplein@rwps.org or 651-385-4716 for more information.

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Attendance

Timely attendance is vitally important for your child's success as a student. You can email an absence to BEAttendance@rwps.org or call 651-385-4715. Please leave a message with your child's name, classroom teacher, and the reason for the absence. If your child's absence has not been reported, we will contact parents to confirm the absence.

Our school day begins promptly at 7:30 AM. When students arrive late — even by just a few minutes — they miss important parts of their morning routine, teacher instructions, and the opportunity to get focused and ready to learn. In the intermediate grades, these missed minutes start to add up quickly and can directly affect academic progress.

We understand that mornings can be busy, and the occasional delay happens. However, to give your child the strongest start to each day, we ask that all students arrive by 7:20 AM. This gives them time to unpack, transition, and be ready when learning starts at 7:30.

Birthdays, Gifts, and Invitations

Birthday parties for individual students are not permitted on school grounds. We do announce student birthdays during morning announcements, as well as half-birthdays for those students who have summer birthdays. Students are not allowed to bring in treats for their class. This must be strictly enforced in all buildings. Thank you for your understanding.

Due to a change in state law, individual student contact information is no longer available to the public. This means we cannot provide addresses for invitation lists.

Busing

Busing is a collaborative effort:

- Metropolitan Transportation Network (MTN) provides busing service and bus drivers, sets emergency procedures, and enforces behavior expectations. Questions about routes or busing can be directed to MTN's Terika Allison at 651-212-6106 or tallison@metrotn.com, or Jeanne Koop at 651-212-6116 or jkoop@metrotn.com.
- The school handles temporary bus changes and collaborates with MTN on behavior concerns and disciplinary actions. Burnside's Assistant Principal is the best person to contact for behavior concerns at 651-385-4717.

The bus is a component of the school day and maintaining high behavior expectations is important for everyone's safety. Please reinforce with your child how important it is to use appropriate voice levels, stay seated and safe, and to be kind. Violations may result in suspension from the bus. See the Red Wing Public Schools Student and Parent Handbook for a detailed description of the bus behavior expectations and consequences.

Calendar

The 2026-27 District Calendar is available at www.redwing.k12.mn.us/calendars.

Conferences

A back-to-school open house will be held prior to the start of the school year. This provides an opportunity for teachers and students to meet informally before school begins. More information about the open house is shared in your child's placement letter.

Traditional parent-teacher conferences are held formally twice per year on non-student days. Conferences this year will be held on November 9, 2026 & March 1, 2027.

We use an online system for signing up for conferences. A link is sent to all families approximately 3 weeks before conferences. Signing up promptly ensures a time that works for your family. District policy states one conference per child.

Conferences with teachers may occur anytime throughout the school year and may be initiated by home or by school. Please contact your child's classroom teacher directly if you would like to set up a conference.

Drop-off and Pick-up Procedures

Students may arrive beginning at 7:05 am. There will be a crossing guard at Aspen Avenue and Learning Lane. The crossing guard is generally on duty from 7:20 - 7:30 am. Parents may drop off children by using the loop in the cafeteria parking lot off of Emmett Avenue or by parking in a designated parking spot and walking children out of the parking lot, using the crosswalk. Please do not use the front parking lot (buses are dropping off students) or the rear parking lot (staff parking only).

Students who walk home or are picked up are released at 2:00 pm. Parents may pick up by using the loop in the cafeteria parking lot on Emmett Avenue or by parking in a designated parking space and walking to the pick up zone. On inclement weather days, parents will need to pull through the loop and your child/ren will be sent out to you.

To keep students safe, please keep the following in mind while using the drop-off/pick-up loop:

- Please drop off or pick up only in the loop near the cafeteria (or park in a designated spot and walk your child through the parking lot, using the crosswalk)
- Please use only the right lane to drop off curbside.
- Students should only enter and exit on the right (passenger) side of the vehicle.

- Once you have picked up or dropped off, move to the left lane to exit.

Walkers are expected to walk to their destinations immediately. Please see *Appendix A: Burnside Drop-off & Pick-up Procedures* for a more detailed description of Burnside's drop-off and pick-up procedures.

End Of Day Changes

It is important for your child to know their end-of-day plan on a daily basis, but we realize that, occasionally, end-of-day changes are necessary. If a change needs to be made for the same day, please call the main office at 651-385-4700 before noon if possible. Sending an email to your child's teacher for a same-day change is not recommended as the teacher may not have time to check email, or, if the teacher is gone for the day, a guest teacher will not have access to email. With many students at Burnside, we work diligently to assure a smooth end of the day. Calls after noon create uncertainty for students, increase the likelihood of confusion, and should be avoided if at all possible.

Fundraising

We currently have two major school-wide fundraisers planned for the 2026-2027 school year. Funds generated are deposited in the Innovative Learning Fund (ILF). The purpose of the ILF is to financially support efforts to enhance student learning through a variety of innovative strategies and tools which may include but are not limited to field trips, special events, and enrichment opportunities such as the Youth Frontiers Kindness Retreat for fourth grade.

- Club's Choice is a fundraising company used in Red Wing Public Schools for many years. This year, we will be transitioning to a new fundraiser they are offering called MoneyDolly. Our fall fundraiser will kick off on September 14 and run until September 28. General website for MoneyDolly: <https://moneydolly.com/>
- The APEX Fun Run is our spring fundraiser. Students will begin seeking pledges from friends, family, and neighbors from February 1 - 10 for the number of laps they run during the Fun Run on February 11. In addition to providing a very successful fundraising opportunity for our school, APEX promotes healthy lifestyles and leadership development. General website for APEX Fun Run: <https://apexleadershipco.com/>
- If you would like to contribute directly to the Innovative Learning Fund, please contact the Burnside main office at 651-385-4700.

Health Services

Your child will do their best work in school if he/she is healthy. Our nurses, Casey Tanner and Lauren Beamon, are available to attend to your child's school health needs. The following procedures have been set up to help accomplish this:

Illness: In case of accident or illness at school, you will be notified. Transportation home and medical care need to be provided by you or someone you have designated. If you cannot be contacted, the person(s) you have listed as an emergency contact will be called. Please be sure we have current emergency phone numbers!

Criteria for keeping a student home from school:

- 1) Temperature above 100 degrees F.
- 2) Vomiting or diarrhea within the last 24 hours.
- 3) A cough that does not stop with cough syrup or cough drops.

Please notify our school office immediately if your child becomes ill with a communicable disease.

Immunizations: State law mandates that every student attending school have immunizations up to date and verified. As a result, your child will not be allowed to enter school without immunizations. Parents/guardians may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

Medications: For the protection and care of children, state recommendations require that prescriptive medication only be dispersed upon receipt of physician's signature and directions to administer the medicine. Parents/guardians should deliver medication to Burnside and sign a release to give medication. No child is allowed to bring medications, including over-the-counter medications such as Tylenol or cough drops, to school to take on their own.

Homebound Instruction: School age children who are unable to attend school because of prolonged illness or physical handicap are provided with homebound instruction. A certified teacher will come to the home or hospital to provide the instruction. If you are in need of this service, please contact our school office at 651-385-4700.

Kids Junction – Before/After School Care

Per the RWPS Student & Parent Handbook:

Kids Junction School-age Childcare

Kids Junction is school-age childcare serving children in kindergarten through age 12. The program offers a safe and creative environment where children are given the choice to participate in a variety of individual and group activities. The program is fee-based, but scholarships are available. During the school year, Kids Junction sites at each elementary school are open before the school day begins at 6 a.m. and after school until 6 p.m. The program is also available during the summer, non-school hours, and when school is released early. Contact Justin Plein, coordinator, at 651-385-4716 or jjplein@rwps.org.

Lost & Found

Labeling your child's sweatshirts, winter gear, etc. is very important. Burnside's Lost & Found is located in the hallway to the left of the main lobby. Please encourage your child to check the Lost & Found regularly. Unclaimed items are donated to a local charity multiple times each school year.

Newsletters

At Burnside Elementary School, we utilize an online newsletter tool. Our monthly newsletter is emailed directly to families, and is also posted on social media and the school website. If you prefer a paper copy, please contact the main office at 651-385-4700.

Pets

Per RWPS Student & Parent Handbook:

Pets

Parents of elementary students who would like to share their pet with a class should contact the classroom teacher to make arrangements. Due to allergies and other health concerns, pets must remain outdoors.

Recess

All students are scheduled for a daily 30 minute recess. Recess is supervised by classroom teachers, as well as school administration, to provide a safe and fun play experience for all children.

Cold Weather: As we know, Minnesota winters can get very cold. School staff closely monitor

temperatures during the winter months. If the “feels like” temperature is at or above 0 degrees, all students will be outside for recess. If the “feels like” temperature at recess time is below 0 degrees, a decision will be made in collaboration with administration and the school nurse on whether or not to go outside for a shortened period. Simply put, Burnside students go outside even when it is cold, so proper attire in the winter is very important. Please ensure your child comes to school with a winter coat, snow pants, boots, hats, and mittens during winter months. If you need any assistance in securing winter outerwear, please contact your child’s teacher or Hannah Bystrom at hdbystrom@rwps.org or 651-385-4700.

Report Cards

Official report cards will be sent home at the end of each semester. For grades K-4, we use a standards-based reporting system which replaces the traditional A-F system with a scale of 1-4 of each standard. Please note, it is not uncommon for students to receive 1’s or 2’s, especially early in the school year, as they work toward mastering end-of-year standards. Connect with your child’s teacher for more information on the grade-specific report cards. Please see *Appendix B: Standards-Based Grading* for more detailed information about Standards Based Grading.

Responsive Classroom & PBIS

At Burnside School, our goal is to provide an environment that supports and fosters social-emotional, behavioral, and academic development. We are interested in and dedicated to developing the whole child. To that end, Burnside utilizes proactive strategies rooted in the “Responsive Classroom” approach to teaching and learning, and has developed a Positive Behavioral Interventions & Supports (PBIS) framework to provide clear and consistent expectations, strive for positive interactions to overrule negative interactions for all, and meet children where they are in terms of their own social and emotional needs.

Responsive Classroom is a research- and evidence-based approach to elementary education that leads to greater teacher effectiveness, higher student achievement, and improved school climate.

The seven key principles of the Responsive Classroom approach are as follows:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.

4. Children need certain social skills in order to be successful academically and socially. These include: Cooperation, Assertion, Responsibility, Empathy, & Self Control.
5. Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.
6. Knowing the families of the children we teach, and inviting their participation is essential to children's education.
7. How the adults at school work together is as important as individual competence: lasting change begins with the adult community.

Positive Behavioral Interventions & Supports (PBIS) provides an evidence-based framework for preventing problem behavior, providing instruction and support for positive and pro-social behaviors, and supporting social, emotional, and behavioral needs for all students. Schools throughout the state of Minnesota, including all Red Wing Public Schools, have implemented PBIS. We are excited to continue developing our PBIS framework to ensure consistent behavioral expectations and supports building-wide.

School Closings, Late Starts, & Early Releases

Please see the RWPS district calendar for scheduled school closings. School may be canceled or delayed when the safety of students is threatened by severe weather or other circumstances. When possible, the Superintendent makes decisions before 5 a.m. and no later than 5:30 a.m. and notifies parents via phone calls, emails, www.rwps.org, and the district's Facebook page. A brief text message alerting people to the email also may be sent; message frequency varies, and standard message and data rates may apply. (Reply STOP to cancel text notifications.) The district also will post closures, delays, or early releases on WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, and KARE Channel 11.

If school is canceled due to inclement weather, the Superintendent **may** announce an e-learning day. This is a school day in which RWPS will offer access to online instruction provided by students' teachers due to inclement weather or other circumstances. These days are intended to continue learning momentum despite cancellations. These days negate the need for makeup school days. There can be up to five of these e-learning days per school year. Please see the district handbook for more specific information.

Please do not send your child to school if it is unsafe for your child to reach school due to severe weather. Call Burnside's attendance line to let school officials know why your child will be absent from school.

Social Media

At Burnside Elementary School, we utilize Facebook and Instagram to connect with our community and to highlight the great things happening within our building. If you would prefer your child's image (which is considered "directory information" under RWPS district Policy 515: Protection and Privacy of Student Records) not be used on social media, the RWPS website, or other district publications, please follow the following procedure, per Policy 515:

Procedure for Obtaining Non Disclosure of Directory Information: The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate
2. Home address
3. School presently attended by student
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

Please note, such notification needs to be submitted each school year.

Specialists

All students will participate in Music, Art, Physical Education, and Science, Technology, Engineering, & Math (STEM) throughout the school year. Students receive 50 minutes of Specialist instruction each day on a 4-day rotation.

Visitors / Volunteers

We welcome visitors at Burnside School! Every adult who is not a school employee must enter through Door No. 1 (by the flagpole) and present a state-issued ID in order to enter the building beyond the main office. Please have your ID ready, as it is the job of the office staff to scan it and provide you with a visitor badge. Visitors will not be admitted by staff through any door other than Door No. 1, and ID badges are required during the normal student contact hours of 7:05 am - 2:00 pm. Please do not be offended if school staff ask to see your badge during this time frame, as student safety is our first priority.

Website:

The Red Wing Public Schools' website is located at www.rwps.org. The site is full of useful information about curriculum, assessments, and services offered by the District, as well as links to various departments, documents, and calendars. The Burnside webpage, located at <https://www.redwing.k12.mn.us/our-schools/burnside-elementary-school/>, contains all kinds of Burnside-specific information, and is a great place to start with any questions you may have.

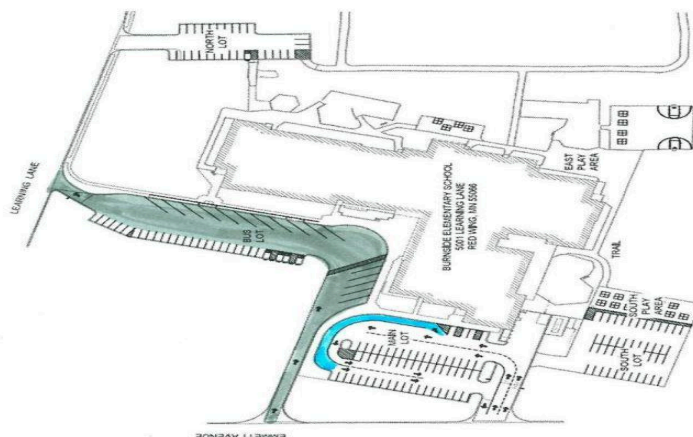
Appendix A: Burnside Drop-Off & Pick-Up Procedures

If you choose to drive your child to school, there are designated areas and procedures families must follow for the safety of all students. Please read the following procedures carefully, follow the signs, and contact us at 651-385-4700 if you have any questions.

Morning Drop Off Procedures:

7:05 a.m. - Drop Off Begins

All drop offs will take place in the loop or attached parking lot. *The lot directly in front of the school is for buses only and not intended for student drop off.*



Option 1: Using the Drop Off Lane

Parents/guardians may drop off students in the right lane of the drop-off loop beginning at 7:05 a.m. (highlighted in blue). Please move as far forward in the loop as you are able to keep traffic flowing. Drivers must stay in the car, and students should exit on the curb (passenger) side only. Students should never be dropped off in the pull-through lane, nor should they exit on the traffic (driver's) side of a vehicle. Avoid dropping students in other areas of the parking lot for safety and traffic flow.

Option 2: Park & Walk

If parents/guardians prefer to walk their child to the front doors, they will need to park in one of the designated spaces in the lot where student drop-offs occur and cross the lot using the crosswalk. If the lot is full, parents/guardians may park on Emmett Avenue and walk up the sidewalk to the front of the school. Any parent/guardian who needs to enter the office for any reason will need to enter through Door 1 (don't forget your ID!).

All students will proceed directly to the front of the school and go to the cafeteria for breakfast or their classroom through Door #1 if they do not want breakfast. School employees will be assisting students get to the correct spot.

Please note that school supervision for students is not available before 7:05 am. or after 2:20 pm. Kids Junction, our school-age childcare program, is available if you need care outside these hours. Contact Justin Plein at jjplein@rwps.org or 651-385-4716 for more information.

Afternoon Pick-up Procedures

Option 1: Use the Pick-up Lane

Students being picked up will be lined in the cafeteria (see inclement weather exception below). To pick up, pull forward to the farthest available spot in the pick-up lane. Your child may then walk to the vehicle and enter on the curb (passenger) side only. Students will be taught to wait until their parent's vehicle has fully stopped and to notify an adult supervisor before walking to their car. Once your child is buckled, use the pull-through lane to exit the lot. Some other considerations:

- If your child does not see you or recognize the vehicle you are driving, please roll your passenger window down and talk to one of the staff members stationed along the sidewalk.
- If your child is not in the pick-up lines for some reason, you may be asked to park in a designated space and report to the office.

Option 2: Park and Walk to the Pick-up Zone

Parents/guardians may park in one of the spaces in the parking lot and walk up to the pick up lines to meet their child(ren). Use the crosswalk in the parking lot. If the lot is full, parents/guardians may park along Emmett Avenue. Please note the following:

- Please wait until students have reached the pick-up zone before taking your child. Picking up your child on the way to the pick-up lane can cause confusion and inadvertently create an unsafe situation. Please be patient – the safety of all of our students is our first priority. Students will not be dismissed before they reach the pick-up zone.
- If your child is not in the pickup line for some reason, you may be asked to report to the office to resolve the situation (don't forget your ID).

Inclement Weather Procedure

In the case of inclement weather (rain, temps below 0 degrees, etc), students will be in the cafeteria. Parents/guardians will still be asked to pull into the pick-up lane and staff will radio in to the cafeteria to send students out. *This will be a slow process.*

Other Points of Emphasis

- Student safety is #1! Please be patient! It always takes a few weeks at the beginning of the year for pick-up and drop-off to run smoothly and efficiently. Student safety trumps parent convenience.
- Avoid the lot in front of the school, as that is for bus arrivals & departures. This is not a safe area for student drop-off or pick-up.
- If your child's end of the day plans change, notify the Burnside Office early. Late changes lead to confusion.

Appendix B: Standards-Based Grading (K - 4)

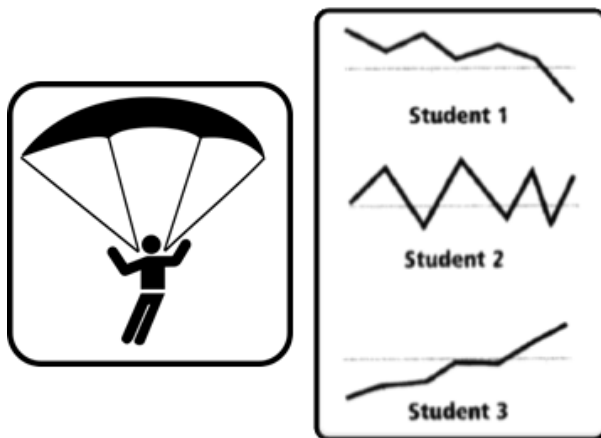
What is standards-based grading?

Standards-based grading communicates how students are performing on a set of learning targets called standards. The purpose of standards-based grading is to identify what a student knows or is able to do currently, instead of simply averaging grades/scores over the course of a grading period, which can mask what a student has (or has not) learned in a specific subject.

How does standards-based grading differ from traditional grading?

A standards-based grading system measures how a student is doing right now. If students make mistakes learning something new, staff help students learn from the mistakes with the goal of having the student understand the material at the end of the unit. A student is not penalized for the mistakes, but is assessed on what they know at the end of a unit. In a traditional grading system, a student's performance for an entire grading period is averaged together. Early scores that may be lower would be averaged together with higher scores later in the unit, resulting in a lower overall grade. This does not accurately show what the student knows.

Example: Imagine there are three students learning how to pack parachutes. Their ability to pack a parachute correctly over time is shown in the graphic below:



Under a traditional grading system, each student currently has the same average performance score, represented by the gray horizontal line. However, if we look at their score trends instead, it becomes clear which student we would want to pack a parachute for us tomorrow! Standards-based grading weighs your most recent scores more heavily, and provides a more accurate gauge on how your child is progressing toward important end of the year standards.

What about behavior?

Standards-based report cards separate academics from work habits and behavior in order to provide parents/guardians a more accurate view of a student's progress in both academic and behavioral areas.

Variables such as following rules, respect, being organized, staying on task, completing assignments, and showing effort are reported separately in the *Lifelong Learning Skills* section of our report card.

How are my child's grades determined?

A student's performance on a series of assessments will be used to determine a student's grades in a subject. Practice assignments and homework are just that, practice, and serve as a source of important feedback for both students and teachers. Scores on practice assignments are not used as a major component of a student's academic grade. Instead, they inform a teacher's instruction and help her respond to your child's individual needs.

How will I know if my child needs help?

Receiving a 1 on a report card is generally a sign that a student is in need of extra help in that skill. Talk to your child's teacher. Earning a 2 on a report card can be deceiving. Many adults worry unnecessarily during the first part of the school year when they see a 2 on a report card. A 2 means a student is making progress toward meeting a standard, but isn't quite there yet. Given that the skills listed on the report card represent end of the year goals, 2's are to be expected, especially early in the year.

What about a 4 for Exceeding?

Red Wing Public Schools works to make sure all students are learning, even if they are successful at meeting their standards or goals. Teachers will continue to push them to learn more complex concepts. The goal is for students to earn a 3, which means they have successfully met grade level expectations. A 4 is reserved for students who are consistently exceeding the grade level standard and succeeding on above level tasks. Typically, this applies to few students – it may not even occur at all in a given class! One of the tendencies for those of us who grew up within a traditional grading system is to naturally equate any grading scale with an "A/B/C/D/F" scale. Please don't! It is important to read and understand each report card indicator to understand what the scale means.

So what do the Report Card Indicators mean?

- 4 - Exceeds proficiency expectations based on grade level standards:** I know this skill/concept so well I could explain it to others, or extend it to new situations. I am significantly above my grade level for this concept.
- 3 - Meets proficiency expectations based on grade level standards:** I know this skill/concept well enough to have mastered the end of year grade-level expectation.
- 2 - Partially meets proficiency expectations based on grade level standards:** I am still working toward the grade-level expectation, and getting closer. I have not yet mastered end-of-year standards, but I'm making progress toward doing so.
- 1 - Does not meet proficiency expectations based on grade level standards:** Even with help, I do not understand this skill/concept. I still need support to perform in this area.