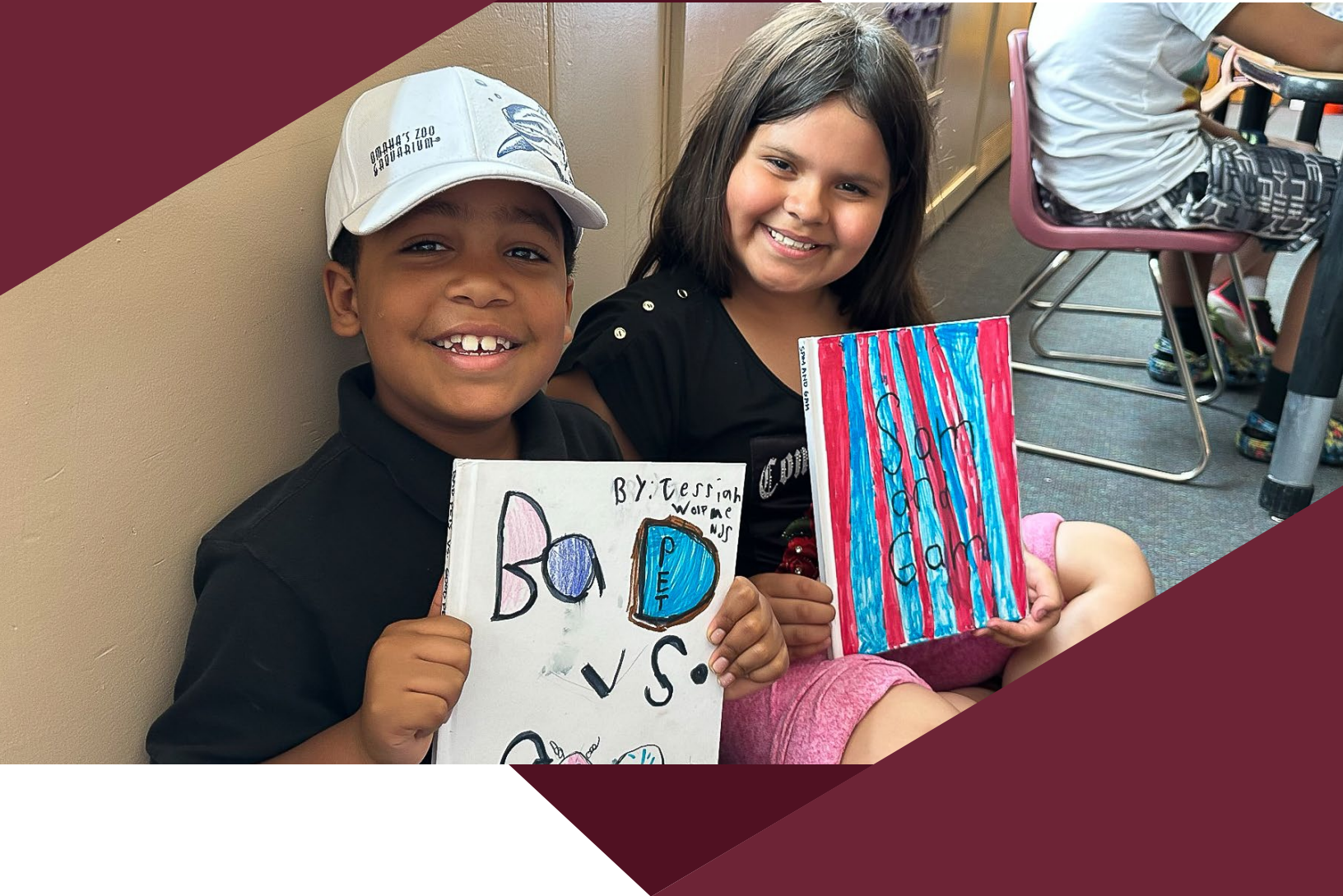


South St. Paul
Public Schools



SOUTH ST. PAUL ELEMENTARY

FAMILY GUIDEBOOK

2023-2024

SSP Elementary School Information Guide 2023-2024

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Upon request, the district will make the SSP Elementary School Information Guide available in languages other than English. If you would like to receive this information in another language, please contact your school.

PRINCIPALS' MESSAGE

Dear South St. Paul Public Schools Elementary Families,

As elementary principals in South St. Paul Public Schools (SSPPS), we welcome you to another exciting school year. Thank you for your patience throughout the pandemic as we faced challenges none of us could have imagined. We look forward to partnering with you and your children on this educational journey as we help prepare them for their next step.

The district has overhauled its various handbooks in an effort to help enhance communications between school and home, ensure consistency of policy implementation district-wide, and provide all families with important information about the practices and protocols that are common to SSPPS elementary schools. Specifically, the purpose of this Elementary School Information Guide is to provide key information for families of students in grades K-5 at Kaposia Education Center and Lincoln Center.

Note, as SSPPS families, you will also be receiving two different handbooks, both are available online in English and Spanish at sspps.org/handbooks.

- *SSPPS Family Handbook*, mailing to all SSPPS families in September, includes required annual notifications as well as important family information about district communications, health and wellness, nutrition services, emergency school closing information, and more.
- *Student Rights & Responsibilities Handbook*, available for families at back to school events, clarify student behavior expectations and consequences.

We recognize that each SSPPS elementary school has its own unique culture and experience. However, SSPPS is committed to providing a common learning experience at both elementary schools and we aim to implement policies and procedures consistently. If you have specific questions about the contents of this Elementary School Information Guidebook or your child's school, please contact either us or our administrative colleagues.

We look forward to seeing you soon!

Sincerely,

Terry Bretoi, Principal
Kaposia Education Center

Theresa Starkman, Principal
Lincoln Center Elementary

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SCHOOL DIRECTORY

Kaposia Education Center
1225 First Avenue South
South St. Paul, MN 55075

School Hours: 9:00 a.m. – 3:35 p.m.
Pick-up Students: 3:35 p.m. – 3:45 p.m.

Grab & Go Breakfast: 8:50am
Drop-off Students: 8:50 – 9:00 a.m.

Lincoln Center
357 Ninth Avenue North
South St. Paul, MN 55075

School Hours: 8:20 a.m. – 2:55 p.m.
Pick-up Students: 2:55 p.m. – 3:05 p.m.

Grab & Go Breakfast: 8:10am
Drop-off Students: 8:10 – 8:20 a.m.

MAIN OFFICE

651-451-9260 651-306-3667 (*Español*)
651-457-9453 (*fax*) 651-457-9422 (*Attendance*)
KECAAttend@sspps.org

Terry Bretoi **Jody Hansen**
Principal *Asst. Principal*
tbretoi@sspps.org jhansen@sspps.org

Lisa Boelter **Gabby Nielsen**
Principal's Admin Asst. *Building Admin. Asst.*
lboelter@sspps.org gnielsen@sspps.org

MAIN OFFICE

651-457-9426 651-306-3663 (*Español*)
651-457-9423 (*fax*) 651-457-9498 (*Attendance*)
LCAttend@sspps.org

Theresa Starkman **Deanne Edlefsen**
Principal *Asst. Principal*
tstarkman@sspps.org dedlefsen@sspps.org

Carolyn Roe **Kayla Ganje**
Principal's Admin. Asst. *Building Admin. Asst.*
croe@sspps.org kganje@sspps.org

ACADEMIC SUPPORT 651-451-9260

Kim Laska
*Equity & Instructional
Coach*
klaska@sspps.org

ACADEMIC SUPPORT 651-457-9426

Jen Sexauer
*Equity & Instructional
Coach*
jsexauer@sspps.org

STUDENT SUPPORT 651-451-9260

Amber Remackel **Caitlin Carlson**
Counselor *Counselor*
aremackel@sspps.org ccarlson@sspps.org

Candace Burke **TBD**
*Licensed School Social
Worker.* *ACP Mental Health Therapist*
cburke@sspps.org @acp-mn.com

Daisy Medina-Cuenca **Alicia Perez**
Cultural Liaison *Family Support Worker*
dmedina-cuenca@sspps.org APerez@360communities.org

SUPPORT SERVICES 651-457-9426

Heather Gysbers
Counselor
hgysbers@sspps.org

Anna Claire Neu **Cydney Bergin LGSW**
*Licensed School Social
Worker* *ACP Mental Health Therapist*
@sspps.org sheilbrenny@acp-mn.com

TBD **Alicia Perez**
Cultural Liaison *Family Support Worker*
@sspps.org APerez@360communities.org

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HEALTH SERVICES 651-457-9424		HEALTH SERVICES 651-288-5862	
Kayla Rogers <i>School Nurse</i> kayla.rogers@sspps.org	Wendy Vang <i>Health Asst.</i> wwang@sspps.org	Shawnee Krueger <i>School Nurse</i> skrueger@sspps.org	Jenny Schloesser <i>Health Asst.</i> jschloesser@sspps.org
NUTRITION SERVICES 651-457-9424		NUTRITION SERVICES 651-552-5576	
Todd Hundt <i>Kitchen Mgr</i> thundt@sspps.org		Linda Nygaard <i>Kitchen Mgr</i> lnygaard@sspps.org	

DISTRICT DIRECTORY

South St. Paul Public Schools website - www.sspps.org

District Offices / Administrative Center	Early Learning & Family Education Center	SSP & TriDistrict Community Education
104 Fifth Ave South South St. Paul, MN 55075 651-457-9400	104 Fifth Ave South South St. Paul, MN 55075 651-457-9418	100 7th Avenue North South St. Paul, MN 55075 651-306-3632
Superintendent Dr. Brian Zambreno 651-457-9465	SSP Community Preschool (Kaposia & Lincoln Center) 651-457-9418	Kids Choice (School-Age Care) 651-306-3631
		South Metro Adult Basic Education (ABE) 651-457-9441
SSP Secondary School (grades 6-12)	SSP Community Learning Center (grades 10-12)	
700 2 nd Street North South St. Paul, MN 55075 651-457-9408	710 19th Ave North South St. Paul, MN 55075 651-450-9966	

Staff email: firstinitiallastname@sspps.org or firstnamelastname@sspps.org

Staff voicemail: 651-552-5580

Phone calls during student contact hours will be directed to a staff member's voicemail. Staff will respond to messages as soon as possible. Messages left after hours will be returned the following student contact day.

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SSP SCHOOL BOARD

Anne Claflin

(651) 894-4187

aclaflin@sspps.org

Tim Felton

(651) 210-9956

tfelton@sspps.org

Wendy Felton

(651) 451-900

wfelton@sspps.org

Nikki Laliberte

(651) 216-0885

nlaliberte@sspps.org

John Raasch

(651) 747-7877

jraasch@sspps.org

Monica Weber

(612) 720-7222

mweber@sspps.org

DISTRICT MISSION, VISION AND VALUES

SSPPS Mission (our core purpose)

Ignite a passion in every learner to inquire, continuously improve and engage in positively changing our world.

SSPPS Vision (what we intend to create)

- **Prepare each and every student for their next step**
- Provide high quality, individualized programs, services and personalized learning for all ages and stages of a learner's life
- Build capacity in our learners to exemplify the IB Learner Profile
- Partner with our families and community to develop shared ownership of student outcomes and family learning needs
- Ensure students and families have reliable and regular access to technology for accelerated learning

SSPPS Core Values (what drives our words and actions)

- **Compassion** - *Be kind, fair and just toward all people because of who we are*
- **Equity** - *Provide equal access to opportunities in academics, student services and activities*
- **Excellence** - *Strive for the/our best in all we do with high expectations for all*
- **Integrity** - *Do the right thing even when no one is watching, and keep our promises*
- **Resilience** - *Be able to bounce back from challenges and disappointments with confidence and hope*
- **Respect** - *Honor our similarities and differences in our assumptions, inquiries, words and actions*

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SSPPS Desired Daily Experiences

Leaders from South St. Paul Schools engaged with stakeholder groups (students, families, and staff) to understand their desired daily experiences and how we can better support their needs. Based on the input we received from these groups, descriptions of the Desired Daily Experience were drafted. Visit <https://www.sspps.org/about/dde> to learn more.

BUILDING PROTOCOLS and EXPECTATIONS

ATTENDANCE

School attendance is mandatory in the State of Minnesota in order to make certain that all children acquire the necessary skills for success as adults. Establishing good attendance patterns in the elementary years is one of the best ways to ensure a student will stay in school through graduation.

COUNTY GUIDELINES

It is considered *educational neglect if a student under the age of twelve has seven unexcused absences, and will be reported to the County Social Services*. For those students under the age of 12 years, the parent(s) or legal guardian(s) are held responsible for the attendance of their child. Lincoln Center and Kaposia have set a goal of 97% daily attendance, and will be actively promoting good attendance habits.

SCHOOL PROCEDURES

If an absence has not been reported, the computerized Blackboard Connect system will attempt to call parent/guardian at home or work. A return call is expected to verify the absence. All absences are considered unexcused until verification can be made. Verification must be made within a reasonable amount of time.

PARENT/GUARDIAN PROCEDURES

Parents/guardians are to call the Attendance Line by 9:00 a.m. to report absence. Please leave the student's first and last name, teacher name/grade, reason for absence, and a name and phone number where you can be reached on the day of the absence.

SSPPS 24-hour attendance line/voicemail & email

- Lincoln Center Elementary: 651-457-9498, LCAttend@sspps.org
- Kaposia Education Center: 651-457-9422, kecattend@sspps.org

If you do not call the school or the school is unable to contact you regarding the absence, you must provide your son/daughter with a note verifying the absence. If your student will be gone

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(vacations, surgery etc.) or needs to leave for an appointment, please notify the attendance office ahead of time via a note or phone call to the attendance line.

DOCTOR NOTES

Doctor/dental/counseling appointments may require a note verifying the appointment date and time, doctor's name and number for the student. Students must check in at the Office. Please attempt to schedule doctor/dentist/counseling appointments outside of the student duty day.

When a student's absences (excused or unexcused) reach or exceed the education neglect guidelines (i.e., two or more absences per month or 12% of the membership days) the parent/guardian will receive a letter requiring a written doctor's note excusing any future absences for the school year. The doctor's note must be turned into the attendance office upon the student returning. If a note is not received within a reasonable amount of time, the illness absence will be considered unexcused.

TARDINESS

Tardiness is considered anytime a student arrives to class late without a valid reason. Every three unexcused tardies equal one unexcused absence.

Upon arriving at school after the second bell has rung, the student must report to the office for a pass. Students will not be allowed to report to class without a pass. After the second and final bell, parents must come into school to sign-in their child.

Examples of Excused Tardiness

- Illness
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical or dental treatment
- Court appearances occasioned by family or personal action
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member

Examples of Unexcused Tardiness

- Oversleeping
- Ride did not come
- Babysitting
- Missing the bus
- Shopping
- Parent work schedule
- Out to breakfast

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- Consistent early release: Although consistently picking up a child from school does not technically equate to a tardy, a child who is consistently missing parts of his or her day can impact the child's overall education. We ask that you pick up a child early from school for emergency or a doctor/dental appointment reasons ONLY.

EXCUSED ABSENCE

The responsibility of a child being excused from school is placed on the parent/guardian. The school has the right to accept or deny an application for an excuse. Therefore, schools can develop reasonable policies for school attendance and reject invalid excuses offered by the child or parent.

When absences are excused, make-up work is expected to be completed. Students will have equal the amount of time absent to turn in make-up work. For example, for a one-day absence, the student will have one day to turn in make-up work.

Acceptable reasons for being absent as referenced in Student Attendance Policy 503:

- Illness (school may request doctor verification or that the parent brings the child to school to be seen by the school nurse)
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental, orthodontic or counseling appointments (Please avoid school hours if possible)
- Court appearance occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc
- Official school field trip or other school-sponsored outing
- Suspensions are to be handled as excused absences and students will be permitted to complete makeup work
- Religious holidays

UNEXCUSED ABSENCES

Unexcused absences are those student absences which are not approved by the parent and/or school district.

Examples of absences that may be considered unexcused:

- Families taking students out of school on a consistent basis
- Any absence in which the student/parent failed to comply with any reporting requirements of the school district's attendance procedures
- Work at home

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- Vacations with family (*NOTE: Family vacations may be excused with prior arrangement. However, not all vacations are considered excused*)
- Staying home to babysit
- Oversleeping
- Missing the bus
- Lack of transportation: Vehicle is not working.
- Loss of bus riding privileges
- Too cold, or weather related - If school is in session, students are expected to be at school
- Needed at home
- Medical, dental, orthodontic or counseling appointments that do not require a full-day absence

All absences not authorized by the parent/guardian or school are considered unexcused.

- Any student who leaves school for any purpose without permission from the office will receive an unexcused absence.
- Parents/guardians may not excuse a student for leaving the building if the office has not been notified prior to the student leaving.
- Students who become ill must report to the Health Office for proper release. Failure to comply will result in an unexcused absence.
- In some cases it may be required that a verification of illness from a doctor be presented to the school.

Consequences of Unexcused Absences

Students with unexcused absences shall be subject to discipline in the following manner in accordance with [MN Statute 260C.007 Subd 19](#) Habitual Truant.

STUDENTS NOT ENROLLED

State law mandates that a school must report to County Child Protection when a student drops enrollment from their district and does not re-enroll in another educational facility.

BULLYING PREVENTION AND PROHIBITION

South St. Paul Public Schools believes that a safe and civil learning environment is needed to learn and attain high academic standards and to promote healthy human relationships.

[Policy 514 – Bullying Prohibition](#)

The act of bullying, including cyber-bullying, is prohibited on school property, at school functions, or on district transportation.

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- Bullying means intimidating, threatening or harming conduct which is objectively offensive, and
 - Creates an imbalance of power between engaging students
 - Substantially interferes with a student's ability to perform or participate
 - Any person who believes they have been a target or victim of bullying will immediately report the alleged act to a building administrator or supervisor
 - An employee with knowledge or belief of bullying conduct will immediately report the incident to a building administrator
 - The district has a defined investigative process and will take disciplinary action as necessary
 - Annually, the district will notify students, families and staff of this policy
-

BICYCLES

Students may ride bicycles to school. Students must lock their bicycle to the bicycle rack. The school will not be responsible for damaged or stolen bicycles. **Scooters, skateboards and rollerblades are not allowed due to safety and storage issues.**

HEALTH SERVICES

A Licensed School Nurse (LSN) or Registered Nurse (RN) is on staff at each elementary building during regular school hours.

If your child has a health condition that requires medical attention during the school day, please contact the Health Office to arrange a conference to discuss how these needs can be met during school hours.

RESTRICTIONS

BALLOONS (LATEX) AND FLOWERS

Balloons and flowers of any kind are **not allowed** in school due to various student allergies and the difficulty of transporting home.

COUGH DROPS

Cough drops must be provided by the family and accompanied by a permission slip. A note from the parent/guardian and the cough drops must be given to the classroom teacher.

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FIELD TRIPS

The school nurse does not accompany students on field trips. If you have specific health concerns, please talk with the school nurse to develop a health plan for field trips.

PETS

Please **do not** bring family pets into the school or on school property, for visitation/sharing. Student allergies and uncharacteristic, nervous responses by animals create health and safety concerns at school.

SELF-CARRY MEDICATION

Doctors' orders and Licensed School Nurse authorization are needed for a student to self-carry medication at school. An authorization/agreement form is available in the Health Office.

MEDICATION

District procedures and Minnesota State guidelines require the following:

1. Each year, at the beginning of the new school year, a form must be completed and placed on file with the school nurse for any student to receive any medication or medical treatments during school hours. New forms are required whenever there are changes in medications, dosages or times medication is to be given.
2. ALL medications need to be FDA approved. If there is a question about FDA approval, parents/guardians are to check with the Licensed School Nurse.
3. Medication may only be administered by a Registered Nurse (RN) or Licensed School Nurse (LSN), or in the absence of the nurse, a health assistant or someone designated by the school nurse.
4. Medication to be given in schools must be supplied in the original prescription bottle. The pharmacist should prepare a container of the medicine with the appropriate labeling for school use.
5. Written parent permission AND written physician orders are required for any prescribed or over the counter medications, including oxygen, to be given in school. The medication administration must be at the discretion of the Licensed School Nurse. Forms are available in the Health Office and online at SSPPS.org/Page/317.
6. All medication must be accompanied by specific instructions, including student name, medication name, dosage, time of day, and length of time needed. Medications should be given at home whenever possible.

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7. All medicine will be kept in a locked area or cabinet and dispensed in the health office, except in special circumstances, which must be approved by the school nurse.
8. For the safety of all students, it is recommended that parents bring their child's medication to the health office directly. If this cannot be done, we require a phone call to the health office alerting the staff of the amount and date the medication was sent.

MEDICAL DEVICES

Medical devices (crutches, wheelchairs, neck braces, arm/leg slings, etc) need to be provided by the family or physician and require a doctor's note indicating restrictions and length of use.

HEALTH SCREENINGS

If a vision or hearing screening is warranted, the district may provide the appropriate screening. If a parent/guardian does not want their child screened they need to contact the school nurse to opt out.

PERSONAL HYGIENE

It is the responsibility of the parent/guardians to educate their children on proper personal hygiene techniques. Elementary staff may reach out to inform families when issues of personal hygiene are affecting students negatively in school.

A HEALTHY LEARNING ENVIRONMENT FOR ALL

Ways To Promote A Healthy Environment For All Students And Staff

1. If your child becomes ill or is seriously injured during the school day, the Health Office will notify the parent/guardian so arrangements can be made for your child to be taken home. Emergency contact information must be kept current, to include home, parent/guardian work, and daycare phone numbers. A note or phone call to the Health Office about a change in work or home phone numbers is important.
2. Always keep your child at home if an elevated temperature is present. Temperatures should be normal without the use of medication for 24 hours before they return to school. Children with a temperature of 100° or above cannot stay in school, and their parents/guardians will be notified to pick them up.
3. Please notify the Health Office if your child develops a communicable disease (e.g. strep throat, chickenpox, head lice, impetigo, scarlet fever, pink eye, etc.). *Note: If you take your child in for a throat culture, DO NOT send them back to school until the results come back negative, or they have been on an antibiotic for 24 hours.*

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4. If your child has vomited or had diarrhea, please keep them home until 24 hours after the last episode.
5. If your child has any rash that may be disease related or you do not know the cause, check with your family doctor before sending the child to school.
6. Please send a note from the doctor if your child has any activity limitations or will need to remain out of physical education or indoors at recess for more than three days. Notes from parents/guardians to stay indoors because of cold weather will not be accepted unless medically ordered to do so.
7. Children should be dressed appropriately for the season and specific weather as they go outside most days for recess.
8. If your child has an accident in which their clothing has obvious blood or other bodily fluids on it, the parent will be asked to bring in a change of clothing if none is available in the Health Office. This is to keep other students and staff safe from potential contact with possible blood transmitted pathogens.
9. It is important that your child eat a nutritious breakfast every day. NOTE: Free breakfast is available for all students prior to the start of school.
10. Please read communicable diseases notifications emailed or sent home with students and follow recommendations for each specific illness.

HEALTH CONCERNS SHARED WITH TRANSPORTATION COMPANY

If a student's health concern information is not to be shared with the contracted transportation company, the parent/guardian is obligated to notify the District. Questions should be directed to the school nurse.

DO NOT RESUSCITATE/DO NOT INTUBATE (DNR-DNI) ORDERS

When any student experiences sudden illness or injury, the role of an employee is to render emergency health care to preserve life and prevent disability. In life-threatening emergencies, the emergency medical system (911) will be activated. Per [District Policy 518](#), district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

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DROP-OFF/PICK-UP EXPECTATIONS

BEGINNING OF THE SCHOOL DAY

Arrival

- Students should not arrive prior to 10 minutes before school begins. There is no outside supervision before this time.
- Students are assigned certain doors in which they can enter the building to ensure student safety and order. See Building maps for exact locations.
- After the first bell, students are expected to report directly to their classrooms and be prepared to start their learning day prior to the second bell.
 - Lincoln Center first bell - 8:10 a.m./second bell - 8:20 a.m.
 - Kaposia first bell - 8:50 a.m./second bell - 9:00 a.m.
- Students are not allowed in the halls, classrooms, or playground before the first bell, and may not drop off coats or bags at their lockers or in their homerooms on the way to breakfast.
- **Parents drop off at the assigned door...Parents will not walk their child to their classroom**

Breakfast

- All students will be provided a “Grab-n-Go” breakfast from the cafeteria or the breakfast cart near their entrance door. Students will immediately report to their classrooms prior to the start of their school day.

END OF THE DAY

Dismissal

- It is important that students stay in class dismissed by their teacher. Important learning takes place the entire school day.
 - Lincoln Center dismissal - 2:55 p.m.
 - Kaposia dismissal - 3:35 p.m. (3:30 p.m. for kindergarten students)
- Please make arrangements for student pick-up within the first 10 minutes after dismissal. Supervision of students ends after school.
- If students are consistently not picked up after the school day, school administration may contact families about developing a plan to ensure your child is picked up or supervised after the school day.
- Without written notice, the school will follow pre-arranged plans for dismissal.
- Students are expected to go straight home and not to loiter on school property.
- The elementary playground is closed after school for Kids’ Choice usage until 5:00 p.m.

IMPORTANT REMINDERS

- In order to keep students safe and aid with traffic flow, please only use designated drop-off and pick-up areas for that purpose by pulling your vehicle forward and not

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leaving your vehicle unattended. These areas are designated as *no parking* during arrival and dismissal.

- Please remember to use the cross walks and do not cross in the middle of the street. It is very dangerous to have small children walking through traffic in a parking lot, or crossing busy streets without the crossing guards.

PICK-UP STUDENTS DURING THE SCHOOL DAY

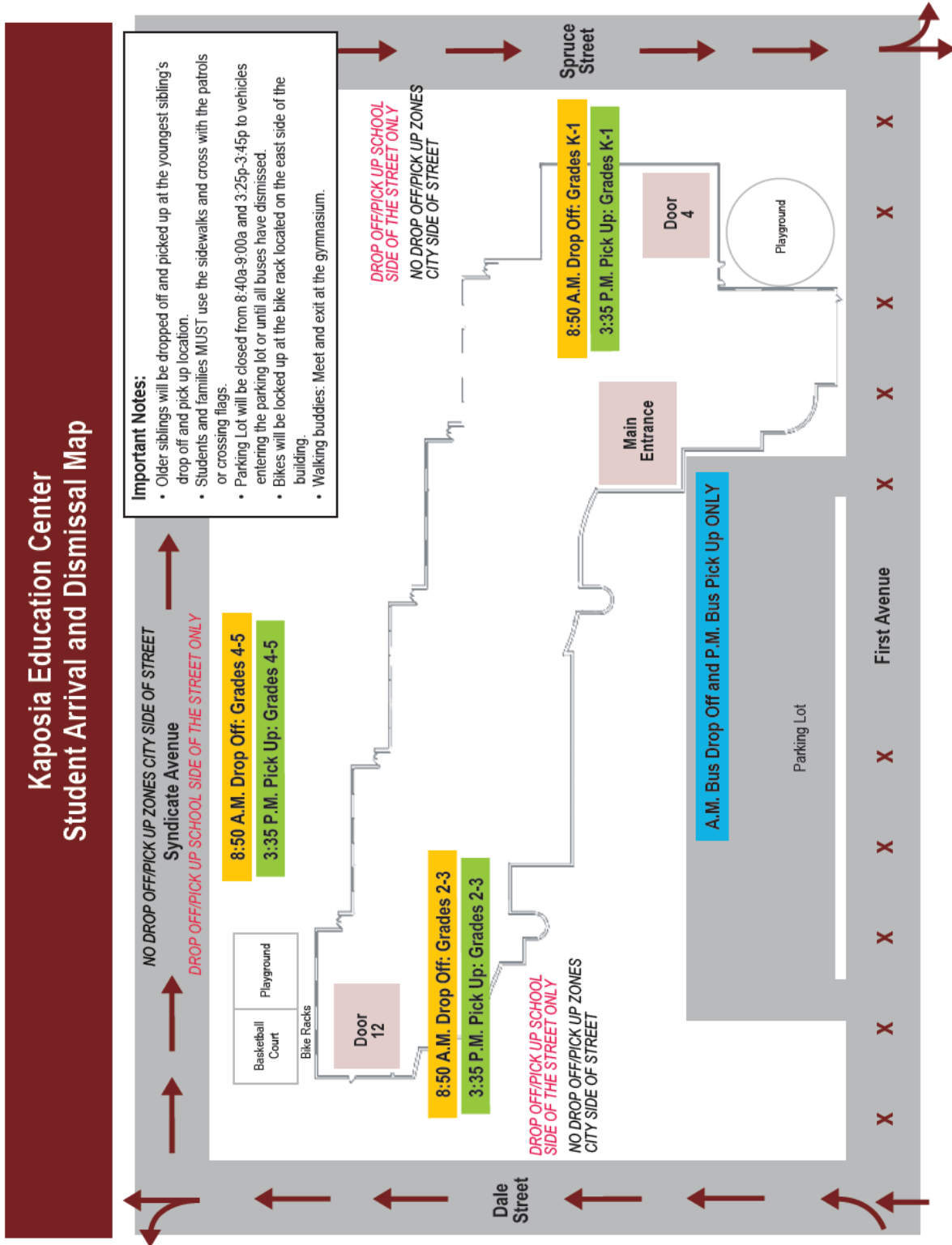
Children requiring an early dismissal must be signed out in the office. The following procedures are intended for the well-being and safety of all SSPPS children:

- A Photo ID is required and will be reviewed before a student will be released during the school day.
- Teachers will not release children from class unless requested from the office.
- Children will be called to the office to meet parents/guardians or those individuals listed on the student's non-household relationship list to be dismissed early for a pre-arranged appointment during the school day.
- For the protection of your child, teachers must have a note from the parent or guardian each time you are requesting your child be dismissed early from school.
- In the event of an emergency, please notify the office as soon as possible.

If a grade level event (e.g. music program, grade level presentation, etc.) is scheduled at the end of the school day and a parent/guardian wants to take their child home after the event but before the official end of the school day, the parent/guardian must sign the child out from the classroom/office. The teacher will then submit the sign-out form to the office immediately at the end of the day. (Please refer to the list of excused and unexcused tardies and absence reasons noted above.) ***No student will be allowed to leave the building with a non-custodial or unauthorized adult.***

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KAPOSIA EDUCATION CENTER Procedures and Expectations



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ARRIVAL (Kaposia begins at 9:00 a.m.)

When dropping off students for school at 8:50am, please drop at your child's location on the school side of the street ONLY. **If you have older elementary aged students, please drop at the youngest child's drop off location.**

Buses

Parking Lot will be closed from 8:40a-9:00a and 3:25p-3:45p to vehicles entering the parking lot or until all buses have dismissed. Buses will be dropping off and picking up in the Kaposia Parking Lot.

Walkers

Students walkers enter at the grade level door they were assigned.

Older Siblings

Older siblings may enter with their younger sibling or report to the door they were assigned.

Bikers

Students need to attend bike safety to ride their bike to school. If they bike to school they will need to lock their bike to the bike rack located on the East side of the building and enter through the main entrance.

Grab & Go Breakfast served starting at 8:50am

- Grades K-2 Grab & Go through Door 4
- Grades 3-5 Grab & Go through Door 12
- Bussers Grab & Go breakfast through Door 1
- Breakfast in homerooms

Arrival Chart			
<u>Grade Level</u>	<u>Location</u>	<u>Time</u>	<u>Door</u>
<u>K-Grade 1</u>	Spruce Street	8:50am	4
<u>Grade 2-3</u>	Dale Street	8:50am	12
<u>Grade 4-5</u>	Syndicate Avenue	8:50am	12
<u>Buses</u>	KEC Parking Lot	8:50am	1

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DISMISSAL

Students will exit the building from their assigned classroom door locations and be delivered to the locations in the dismissal chart.

Walking Buddies

All students walking home with younger siblings or relatives should meet and exit from the gymnasium.

Buses

Students will be dismissed from the gymnasiums onto the school buses at the end of the day.

Transportation and Day Care Vehicles

All transportation vehicles, such as day care and/or taxi services should park in the blue parking spots. Drivers should park and meet students at door 1, the main entrance. Students should be escorted to vehicles using the crosswalk.

Older Siblings

Older students in grades 2 will be released in the building to meet their younger sibling (GK & G1) by door 4.

Students in grade 3-5 who have a younger sibling in Kindergarten or grade 1 will be released from the east side of the building at 3:35p to walk to Spruce Street to be picked up or wait along the Waiting Wall for their younger sibling.

Safety

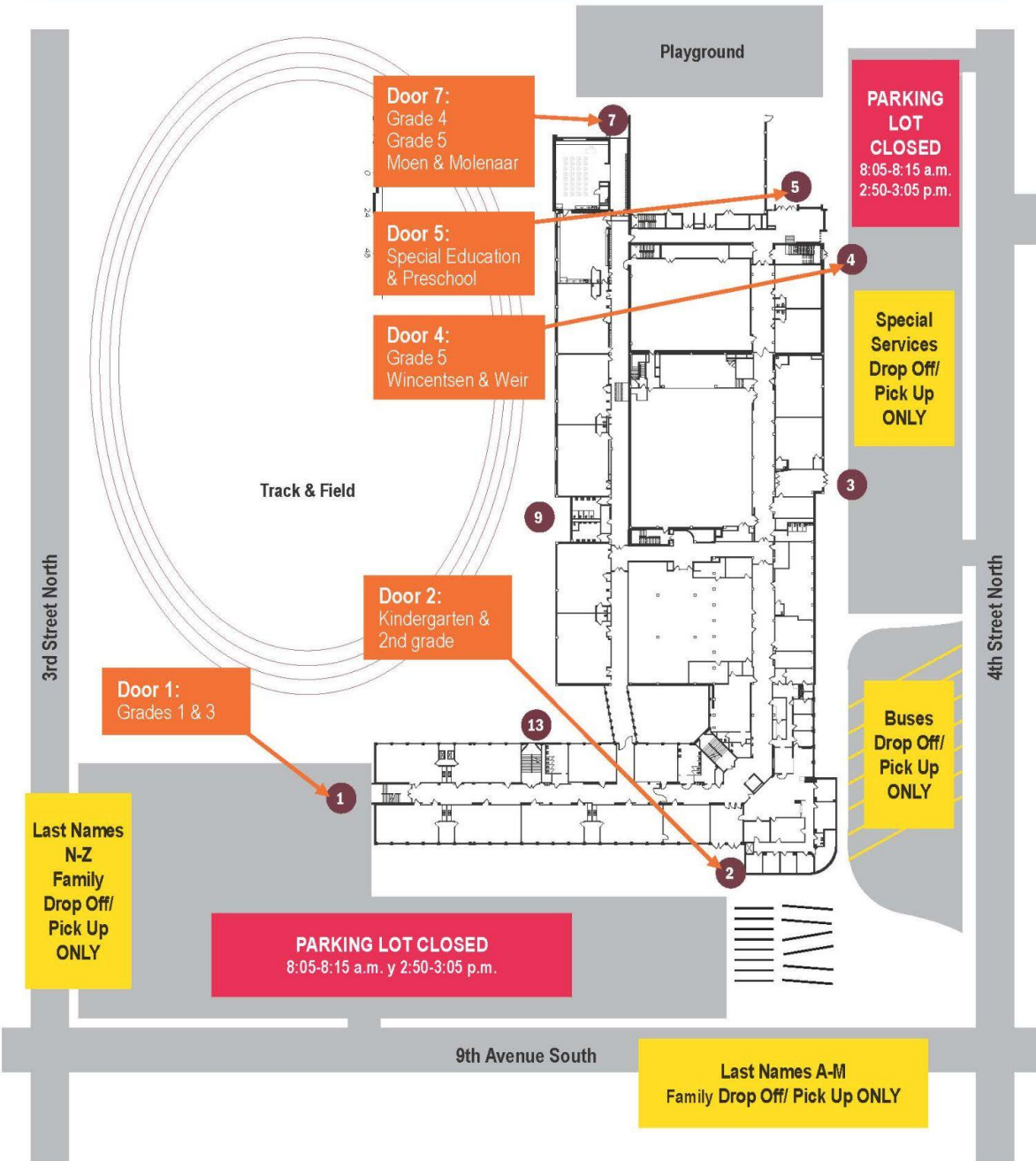
Students and families MUST use the sidewalks and cross with the patrols or crossing flags.

Dismissal Chart			
<u>Grade Level</u>	<u>Location</u>	<u>Time</u>	<u>Door</u>
<u>K-Grade 1</u>	Spruce Street	3:35pm	4
<u>Grade 2-3</u>	Dale Street	3:35pm	12
<u>Grade 4-5</u>	Syndicate Avenue	3:35pm	East Doors
<u>Buses</u>	KEC Parking Lot	3:35pm	1

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LINCOLN CENTER procedures and expectations

Lincoln Center Drop Off/Pick Up Locations



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Dismissal (school ends at 2:55 p.m.)

- **PICK-UP** - please adhere to the following procedures for afternoon pick-up
 - *Vehicle pick-up* – please pick up students on the school side of the street
 - *Walkers* - Please use the same locations as noted above with Vehicle Pick-up. In addition, students should wait to be crossed by a patrol (on duty at 2:45 p.m.)

PARKING

Parking is available for families in the 9th Avenue North lot. **Please note that the parking lots are closed from 8:05 - 8:15 a.m. and 2:50 - 3:05 p.m.** for student safety. Vehicles will not be allowed in or out of the parking lots at those times.

There is no vehicle drop-off or pick-up of students allowed from the parking lots.

Buses and parents of students with physical needs will be the only vehicles allowed in the parking lots before and after school.

The 3rd Street driveway and the 4th Street parking lot are for authorized vehicles only and should not be used for the drop off and pick up of students. Please continue to follow our past practice of using 3rd Street and 9th Avenue for drop off and pick up of students.

Emergency Procedures & Evacuations

The safety of all students is paramount in the event of an emergency. All South St. Paul Public Schools have procedures in place to respond to building, community or natural emergencies.

COMMUNICATION

Information about the nature of the emergency will be shared with families through the district's messaging system (Blackboard Connect), the district's website (sspps.org), district social media accounts, and through local news media.

DRILLS

Each year, per state law, schools must conduct one severe weather drill, five fire drills, and five intruder drills. The purpose of the drills is to assure safety procedures are understood and followed, and to lessen anxiety in the case of an actual emergency.

EVACUATIONS

In the event of an evacuation, parents/guardians should come to the evacuation site to pick-up their student prior to the end of the school day, if possible. Photo IDs will be checked and only adults previously listed as emergency contacts will be allowed to take students from the

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evacuation areas. Students will only be released to a non-family member with approval by a parent/guardian.

Buses will run as usual at the end of the school day. If safe and appropriate, students will be allowed to walk home at the end of the day. If students usually get a ride home, staff will stay with students in the evacuation area until every student is safely accounted for.

Enrollment/Program Requirements

Families new to the South St. Paul Public Schools (SSPPS) can enroll online at sspps.org/enrollment. On this site you will find information about enrollment, school attendance boundaries, open enrollment, intradistrict transfer, free/reduced meals, and child care. Have questions or need help enrolling? Our Enrollment Center, (651) 457-9474, can help you enroll and learn about additional programs and services available to you and your family.

KINDERGARTEN ENROLLMENT

To be admitted to kindergarten, a student must be five years of age on or before September 1 of the school year for which admission is sought. Children who become five years of age on September 2 through November 1 of the school year for which admission is requested, may apply for Early Entrance to Kindergarten.

EARLY ENTRANCE TO KINDERGARTEN

Early Childhood Screening must be scheduled prior to applying for Early Entrance to Kindergarten. In South St. Paul, please call 651-288-6897 to schedule a screening appointment.

The Early Entrance to Kindergarten Application must be received at the elementary building by April 15 for consideration for the following school year.

For questions or to receive the application, please contact the school office.

OPEN ENROLLMENT

Families residing outside of South St. Paul Public Schools are able to open enroll in SSPPS through Minnesota's Statewide Enrollment program. Learn more at [SSP Open Enrollment](#).

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Family Communications

South St. Paul Public Schools places a high value on the connections we have with students, families and the community. We communicate in a variety of ways to help grow these important relationships. Families who do not have internet access, should contact their respective schools to arrange to receive information in other ways.

Kaposia Announcements

- **Daily Announcements** are made each morning at 9:00 a.m. through a video link or over the intercom. Announcements often include upcoming school events and reminders, student birthdays and other key building information for students. Once a week we also say the Pledge of Allegiance as a school community during this time. *This is the primary school-wide communication to all Kaposia students.*
- **Weekly Announcements** are sent electronically to all Kaposia families on Fridays. This newsletter includes upcoming events, reminders and resources for families as well as PTA news. It also includes important messages from Principal Bretoi. *This is the primary school-wide communication to all families.*

Lincoln Center Announcements

- **Daily Announcements** are made each morning through a video link or over the intercom. Announcements often include upcoming school events and reminders, student birthdays and other key building information for students. Once a week we also say the Pledge of Allegiance as a school community during this time. *This is the primary school-wide communication to all Lincoln Center students.*
- **Weekly Announcements** are sent electronically to all Lincoln families on Fridays. This newsletter includes upcoming events, reminders and resources for families as well as PTA news. It also includes important messages from the principal. *This is the primary school-wide communication to all families.*

Field Trips

The district supports and approves student field trips and travel beyond the classroom that are properly planned, well organized, and carefully supervised. Students participating in approved field trips and travel will be permitted to prepare assignments in advance or make up work

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missed in classes from which they are absent. All trips and travel require parent/guardian authorization.

A signed parent/guardian permission form is required for students to participate in field trips off of school property. Students without parental/guardian permission will be supervised in school for the duration of the field trip. Students need to be in school even if not attending a field trip. Emergency information must be on file in the office for a student to attend a field trip.

NOTE: No student will be denied a school-sponsored field trip due to the inability to pay. For scholarship opportunities, please contact your school principal.

Media Center

All students have access to the Media Center as part of the specialist rotation and as part of their home classroom. The number of materials able to be checked out at one time may be limited. Library books are available to all students. If books are lost or damaged, families are expected to make payment for the books as determined by district policy.

Parent/Teacher Associations

Parent/Teacher Associations (PTA) meet monthly in each building. See the principal's monthly newsletter and the District calendar for details. All parent(s)/guardian(s) are welcome and encouraged to attend.

Personal Devices

Students may bring a cell phone to school for family communication before and after the school day. Cell phones should be turned off when students enter the buildings and placed in their backpack throughout the school day. They may be turned back on when students exit the building. Cell phones can be turned on and used on the school buses to play games or listen to music. Cell phones may not be used to video other students.

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Report Cards & Conferences

REPORT CARDS

Report Cards are issued within one week after the end of each semester. Report Cards will be communicated online ONLY, unless a paper copy is requested by the family. Teachers will communicate to parents/guardians of students who are not making adequate progress.

CONFERENCES

Conferences are held for the teacher, student and parents/guardians to discuss the child's academic and social strengths and needs. This team is focused on helping the student become more aware of individual goals early in the year. As the year progresses, communication between home and school is ongoing. Student-led conferences in the spring allow students to share progress and highlight personal strengths.

During the school year, additional conferences may be held as requested by school personnel or parent(s) or legal guardian(s).

WHEN YOU ARE PARTICULARLY PLEASED

A word of sincere appreciation, for any school employee, is always gratefully received. We hope you will feel welcome to contact our staff whenever questions or problems arise. Please feel free to consult with us whenever it is necessary concerning school matters.

Severe Weather

Schools are open in South St. Paul except in a blizzard or weather conditions where public transportation is at a standstill. In such an extreme situation, an announcement over radio station 830 WCCO and/or our local media outlets: WCCO (Channel 4) KSTP (Channel 5), FOX 9 (Channel 9), KARE11 (Channel 11) television will be made with the revised starting time or the closing of school. Check the district website www.sspps.org/emergencyclosing for school closure information.

All students will have outside recess each day. Students should be dressed appropriately for the weather. In the winter, this would include coats, hats, snow-pants, gloves and boots. Inside recess occurs in the event of rain, or in the winter if the air temperature is 0 or below or the wind chill is -10 below. In case of a posted heat advisory, outdoor activities and recess will be left to administrative discretion and may be rescheduled or shortened. A student must have a note from their physician to be excused from recess.

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School Materials, Equipment, and Technology

Each child is responsible for the proper care of books, school equipment and technology. The child is expected to return all books, equipment, and technology in good condition. Families will be charged for lost or excessively damaged books, equipment or technology.

School Patrol

Fourth and fifth grade students volunteer and are selected to serve on the school patrol. The school patrol is located at traffic points to help children cross intersections. We expect that children cross only under supervision of the patrol. Children must cooperate with the school patrol so children cross safely and so that we can provide the service effectively.

School Supplies

It is expected that students in elementary school come to school with the necessary items and materials to learn. School supply lists are available on our website, and in paper form in each school. School supply lists are also available in area Target and Walmart stores in West St. Paul and Inver Grove Heights.

Sample items that all students should bring to school back and forth to school each day.

- Backpack
- Writing utensils
- Paper
- Utensils to color (crayons, markers, colored pencils)
- Library books

If any family is in need of any supplies for school, please contact our main offices and our administrative assistants will provide information on how to secure these items.

Tools NOT Toys

Unless a toy relates directly to a classroom activity or is approved by their homeroom teacher for "Morning Meeting", please do not allow your child to bring a toy. Children become upset when special toys are lost or broken. School staff will NOT investigate, replace or reimburse for damaged, lost or stolen items that are brought from home.

Schools are a place for learning. Toys can be a distraction and detract from learning. Routine checks of your child's backpack can assure that your child only brings school supplies to school

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as tools for learning. Items such as action figures, trading cards like Pokemon cards, toy cars, etc., are examples of toys that can distract from learning.

If your child brings a ball to school for recess (i.e.- basketball, soccer or football, etc), it is your child's responsibility to transport it in their backpack to and from school and manage its whereabouts while at school.

School administration asks that students not bring money to school to buy items from other students. Items should not be traded or exchanged to other items or for money.

Student Snacks: Food and Drink (Including Birthdays)

Snacks

South St. Paul Public Schools ask parents NOT to bring unhealthy treats for their child's birthday celebration. Unhealthy food (cupcakes or candy) or drinks (energy drinks, pop or coffee) should not be brought into school for breakfast, snack or lunch or to celebrate your child's birthday.

Birthdays/Celebrations

Non-food or healthy snack celebrations are an excellent way to support our schools' commitment to promoting healthy behaviors. We provide our students a consistent message about the importance of their health and support the classroom lessons on the positive impact of a healthy lifestyle.

If you choose to send a healthy snack, please be sure to collaborate with the classroom teacher in advance to be incorporated into the class plans for the day. They need to be small and purchased from a store. We have seen an increase in very severe allergies in our buildings so please **do not send balloons or flowers of any kind**, or **products that contain peanuts**. Please do not plan your child's birthday party during school. Personal invitations will not be distributed during school hours. Other things to consider:

Non Food Ways to Celebrate

Donate a book with your child's name in it
Donate funds for playground or special area equipment
Volunteer in your child's classroom
Arrange for Family members to come in and read

Healthy Food Ways to Celebrate

Yogurt, fruit with granola topping
Baked chips with low fat dip
Apple with caramel
Crackers and cheese

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Visitors

All district school buildings are secured during the school day. For the safety of the students and staff, all exterior doors are locked during the school day except for the main entrance.

Individuals wishing to visit the school during the school day should adhere to the following expectations:

- All visitors, including parents/guardians must first sign in at the main office, show their photo ID and receive a visitor badge.
- Visitors must coordinate with the classroom teacher, secretary or administrator to schedule a visit. Visitors are asked not to loiter in/or around the buildings, without purpose, to avoid interrupting the academic flow of the school day.
- When requesting to eat lunch with your child, due to space restrictions, parents/guardians need to call the main office and reserve a spot to eat lunch with your child.
- Adult visitors are role models in our buildings and should abide by all school and district rules and codes of conduct.
- All visitors must sign out in the office upon departure from the building.
- Visitors who have not received permission from the office to be in the building will be asked to leave the premises. Failure to comply will be considered trespassing and the police will be contacted if necessary.
- Should an attempt be made by an unauthorized person to remove a child from school, the principal will immediately notify the custodial parent/guardian and contact the police if necessary.

As a guest in our building, it is expected that visitors remain in visual contact with a school employee when with students. For the protection of our students, as well as our visitors, it is expected that visitors refrain from physical contact with our students and do not discipline them.

It is a misdemeanor for a person to enter or be found in an elementary, middle or secondary school building unless the person is:

- An enrolled student, parent/ guardian of a student or an employee of the school district;
 - Has permission or an invitation from a school official to be in the building; or
 - Is attending a school event or meeting to which the student's family is invited.
-

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Volunteers/Chaperones

Volunteers/Chaperones are welcomed and encouraged in SSPPS. Volunteer opportunities are determined and communicated by building/department administration and/or the classroom teacher.

All volunteers and chaperones are required to complete a *Volunteer Application Form* and complete a background check each school year. The fee for the background check is paid by the district.

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BEHAVIOR GUIDELINES, EXPECTATIONS and CONSEQUENCES

Every student and employee of South St. Paul Public Schools is entitled to learn and work in a safe school environment. Parents/guardians, teachers, staff and administrators are expected to mutually support each other in efforts to help students exhibit responsible behavior within the school community as part of learning basic life skills. Students are taught ways to handle differences in a non-violent manner and are expected to use those methods to handle disputes or conflicts. Our desire is that every child that comes to our school has the right to feel safe and free to be who they are without feeling any more or less significant than any other student in school. The goal of discipline is to help a child become a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct.

To ensure this safe environment, the district and each school have established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. Students are expected to behave in accordance with federal, state and local laws, district policies and guidelines, and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

District-wide discipline guidelines are identified in the District's [Student Discipline Policy 506](#) and in the [Student Rights & Responsibilities Handbook](#), shared with all families at the beginning of the school year and available online at sspps.org/handbooks. These guidelines and the potential consequences apply any time a student is present on district property, participating in a school-sponsored activity, or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a connection to school property or the student's status as a district student. Student conduct that occurs off-campus, but has a connection to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media, or through other communications. While consequences are listed in Policy 506 and the *Student Rights & Responsibilities Handbook*, all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or for serious behavior may be disciplined in light of the student's overall record. The student and parent/guardian will have a conference with the principal and/or other(s) to make them aware that the student is accumulating excessive infractions. *Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon their return if they commit additional offenses of the same nature.*

The general practice of the district regarding disciplinary action is to use a progressive and restorative form of discipline to the extent that is reasonable and possible based on the determined facts and situation of the student misconduct. The specific form of discipline utilized is at the discretion of the building principal. At a minimum, violation of district rules, regulations, policies or procedures will result in a discussion of the infraction, verbal warning by school administration, and some restorative action by the student. Note that infractions and consequences may also be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to their disability). These discipline guidelines are based on school policies, located on the district's website at sspps.org/policies.



SOUTH ST. PAUL PUBLIC SCHOOLS
ELEMENTARY FAMILY GUIDEBOOK 2023-24

kaposia.sspps.org
651-457-9260

lincoln.sspps.org
651-457-9426