
Dayton's Bluff Achievement Plus Elementary School

The School-Family Handbook



Dayton's Bluff Achievement Plus Elementary School

The School-Family Handbook



Welcome to Dayton's Bluff Achievement Plus Elementary School! We hope that this school-family handbook will be resource to you and will help inform you of our school's programs, provide you with important information, and clarify our rules and expectations. Our goal is to create and maintain a lifelong learning environment for all students, parents, staff, and community members. We will do this through excellent instruction and curriculum, efficient use of data and goals, and equitably for all students.

Dayton's Bluff Achievement Plus Elementary School

262 Bates Avenue
St. Paul, MN 55106
651-293-8915 (Office)
651-771-3428 (Fax)
School Entrance - 800
Conway Street

School Hours

8:30 a.m. - 3:00 p.m.

Lena Christiansen, Principal

Joanne Mohwinkel, Clerk

FAMILY INVOLVEMENT

We strongly encourage all of our families to be involved in our school community to the greatest extent possible. Research tells us that students do significantly better across subject areas, when family members are involved and excited about their student's education. Please join us for our family events, conferences, and



support your student by making sure that they read for at least 20 minutes daily. Contact your classroom teacher, administration or our parent liaison, Cassandra Larson, with any concerns or questions about your student and their academic and social progress. Our students do best when we all work together as a team.

OUR MISSION



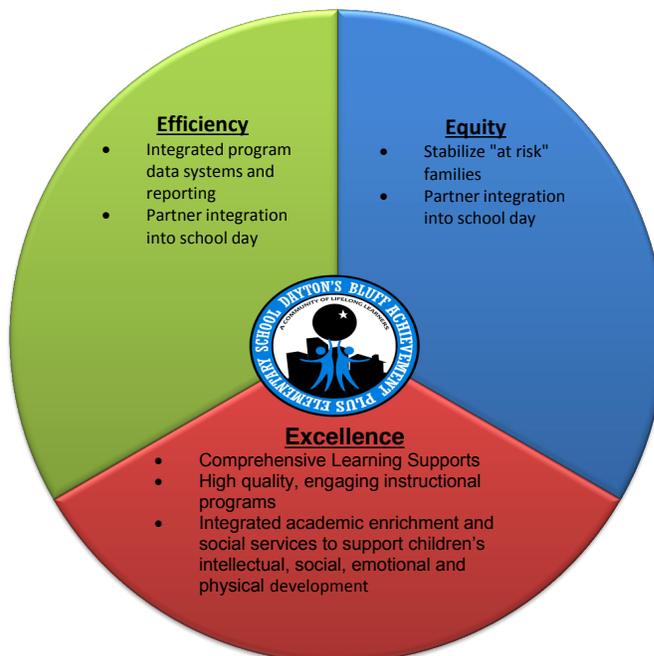
At Dayton's Bluff Achievement Plus Elementary School, students, staff, parents and community partners work together to create a caring community of lifelong learners that value diversity, produce high standards of achievement for all students, practice active citizenship, and prepare a foundation for future success.

At Dayton's Bluff Achievement Plus Elementary School, all students are expected to meet or exceed the academic standards as identified by the Saint Paul Public School District and State of Minnesota with the cooperation of parents, teachers, and community partners.

Achievement Plus, a private-public partnership between the Saint Paul Public Schools and the Amherst H. Wilder Foundation, focuses on three components - academics, extended learning, and student and family supports. These three components support the major goal of Achievement Plus, which is to assist school staff in making certain that students are able to attend school every day, ready and eager to learn, and to help remove any existing barriers which may prevent students from learning to the best of their ability.

Dayton's Bluff Achievement Plus Elementary School

Mission: At Dayton's Bluff Achievement Plus Elementary School, students, staff, parents, and community partners work together to create a caring community of learners that value diversity, produce high standards of achievement for all students, practice active citizenship, and prepare a foundation for future success.



WHAT YOU CAN EXPECT FROM DAYTON'S BLUFF

Academics

Dayton's Bluff Achievement Plus Elementary School is an award-winning neighborhood school located in the historic East Side neighborhood of Saint Paul. The school's academic program uses the Reader's, Math and Writer's Workshop framework to provide aligned academic instruction. Teachers use student data and work to provide differentiated and effective instruction with the expectation that each student will meet or exceed standards for their grade level. All teachers have participated in professional development at the district level in standards-based education and use best practice in teaching techniques. Dayton's Bluff teachers are also involved in the school district's Culturally Relevant Teaching Cohort.

Pre-Kindergarten

Saint Paul Public Schools Pre-Kindergarten Program offers classes in elementary schools throughout Saint Paul. Some classes are offered in collaboration with Early Childhood Special Education. PreKindergarten is a half-day program offering quality early childhood education for four year olds before their Kindergarten year, at Dayton's Bluff Achievement Plus. PreKindergarten aims to provide our students with the foundational academic and social skills to be successful in Kindergarten. In PreKindergarten, students learn through active play and structured group times. Conceptual learning is linked directly to the experience of the child and organized in monthly units to promote vocabulary development and rich exploration.

ELL Services

At Dayton's Bluff we deliver English Language Learner (ELL) services with the goal to help English language learners achieve English proficiency. Grade level content is made comprehensible using scaffolding techniques to meet individual student's language needs and learning styles. ELL teachers provide support primarily in English language arts but may provide additional support in math or other content areas. General Education and ELL Licensed teachers collaborate to teach language through content using district curriculum support by second language acquisition strategies.

Early Childhood Family Education (ECFE)

ECFE is a universal access program for families with children ages birth to kindergarten. Every parent can help his or her child be fully ready for school and for life success. ECFE is a program where you can explore new experiences, meet other families, and grow and learn together with your child. Based on this belief, the Dayton's Bluff Early Childhood Family Education Program was one of the original six ECFE programs established in Minnesota in 1975. At ECFE we understand the importance of the early years in a child's development. Right from birth, parents shape a child's development and set the stage for future learning and growth. That's why ECFE offers classes that provide information, encouragement and support for parents and their children. Our class schedule offers mixed age classes, age specific classes for parents and their infants, culturally specific and "Parenting Across Cultures" classes. In addition, ECFE has a Family Literacy program for parents who are beginning to learn English and parenting in a new country. Parents spend part of each class playing and interacting with their children to help develop school readiness skills and part of each class in a discussion group with a licensed parent educator talking about topics such as development, discipline, eating, learning to be ready to read and write and do math, and much more. While the parent discussion is taking place, children are in their classroom participating in learning activities planned for their ages and interests by a licensed early childhood educator. For more information or to join this program call 651-293-5343 or visit us on the web at ecfe.spps.org.

WHAT YOU CAN EXPECT FROM DAYTON'S BLUFF (CONT.)

After School Programs

Extended Day Learning - The Extended Day for Learning Program features both math and reading instruction and enrichment opportunities for K - 5 students. Qualified students need academic instruction and enrichment experiences beyond the school day. Students develop better work habits, social skills and academic performance. Participation is voluntary and is provided free of charge. Transportation and a snack are provided. All classes are taught by certified teachers. The program runs 2 hours per day, two days per week. Students receive one hour of ALC-funded instruction per day and one hour of alternately funded instruction per day. All elementary schools will have the opportunity to provide instrumental music programming for students in fifth grade as an enrichment opportunity. The instrumental program will include small and large ensemble experiences with performance goals. See <http://extendedday.spps.org/> for more information.

Rec Check - This is an after-school program that provides homework help, reading, and enrichment opportunities for students. The program is Monday through Friday from 3:00 pm – 6:00 pm on school days only. Snack is provided for students in the program. Parents are responsible for transportation. This program is offered through the Dayton's Bluff Rec Center, contact them at 651-793-3885 for more information.

GENERAL INFORMATION



Textbooks, workbooks, art materials, and many other supplies are furnished free to Dayton's Bluff students. We expect that students will take good care of these items. However, at some point, students may be asked to purchase some specific supplies, such as pens, pencils, rulers, crayons, kleenex tissues, glue and lined paper. No child will be denied access to programs if a family is not able to purchase school supplies.

As a reminder, gum, candy, and toys should *never* be brought to school. Food items will be confiscated and may or may not be returned. Toys will be confiscated and returned only to parents. Additionally, the school reserves the right to ban any personal items that are not directly related to instruction.

We also ask parents not to send drinks in cans or bottles. However, some drinks from home will be allowed only if they accompany a student bringing a "cold lunch" to school. Again, these drinks should be fruit juice or milk, etc. and not pop. For this purpose, thermos bottles, juice pouches or boxes are recommended.

Personal Entertainment and Communication Devices

Personal entertainment devices such as Ipods, MP3 players, CD players, radios, and video game systems are not allowed in school unless specifically approved by your child's teacher. Additionally, students may not possess or use mobile phones or pagers during the school day. These devices will be confiscated and may be returned to students at the end of the day. However, in most situations, they will only be returned to the parents/guardians.

Staff at Dayton's Bluff does recognize that some parents need to have communication with their child before or after school. If this is the case, please make arrangements with your child's teacher. The school assumes no responsibility for these types of devices or other personal property brought to school without specific permission of the teacher. Please remind your children to ask you and their teachers before bringing anything to school other than necessary school supplies to avoid the loss of, theft, or damages to these items.

Library Books

Students will be given the opportunity to check out books from the school library on a regular basis. Children who do not return books on the identified due date may be denied further check-out privileges. Should your child have any unreturned library books parents will be notified of the

replacement cost or other alternatives. However, until the fee is paid, students will not be able to check out any additional books and this "fee notice" will carry over into a new school year and/or will follow your child if they move to a different school.

Internet Use

Computer and Internet instruction is used to complement curriculum and teaching at Dayton's Bluff. The use of the Internet is a privilege. The Internet is used for educational purposes, and the proper use of the Internet is the joint responsibility of students, staff, and parents. As an Internet user, students agree to the following guidelines:

1. They understand that they are working with a global audience. They will be polite and use appropriate language.
2. They will accurately represent themselves and will not reveal their name, address, or phone numbers or that of other students or staff members.
3. They will access information on the Internet that is appropriate for school. If they accidentally access inappropriate material, they will close the file immediately.
4. They will only use the Internet as an educational resource. All students must be under adult supervision while using the Internet.

Please note that inappropriate use of the Internet by a student will result in having their Internet privilege revoked.

GENERAL INFORMATION (CONT.)

Appropriate Dress for School

We ask that students dress appropriately so their clothing is not distracting to the point of interfering with learning. The school reserves the right to require a student to reverse the clothing or change if it is deemed to be inappropriate. Some examples follow:

- Shirts must be long enough to cover the mid-section and back and cannot be low cut in front.
- Shirts should not have any words or symbols that are inappropriate.
- Pants and shorts cannot be low-cut.
- Students are expected to wear belts and not “sag” their pants.
- No headwear (except for religious purposes) is allowed: this includes rags, hoods, bandanas, or caps.

Outside Activities

Students go outside for structured play for 10 - 15 minutes every day (except in extreme weather

situations when any combination of air temperature and wind-chill equals zero degrees). Therefore, it is important that students dress for weather every day. In winter, this means having a coat, hat gloves or



mittens and boots. In order to be fair to everyone, children will be kept inside only with written orders from a physician or for disciplinary reasons.



Specialists

Students at Dayton's Bluff rotate between physical education, art and social studies. They will be with each specialist for about two weeks and will switch on Mondays. Your

classroom teacher will provide you with a specialist schedule. Parents will be updated through newsletters and progress reports.

For safety reasons, children must have appropriate tennis shoes for use during physical education. Students will not be allowed to participate without appropriate shoes. Shoes must have laces or velcro to keep them secure, and black-soled shoes should be non-marking. Girls wearing skirts or dresses should either wear tights or have shorts to wear underneath.



In science, students will need a safety contract signed by a parent or guardian in order to participate in all the experiments and activities.



Jackets, books, gloves, mittens, hats, and backpacks should be labeled with your child's name. Teachers also require all outerwear and backpacks to be hung in hallways outside the classroom.

BEFORE AND AFTER SCHOOL PROCEDURES

Arrival

Students may enter the school using the doors at 800 Conway (upper parking lot) beginning at 7:50 a.m. To ensure the highest levels of school safety, all doors to the building are locked except for the entrance at 800 Conway. Students are expected to sit quietly in a line at the double doors. Students will be escorted to the gym at 8:00 a.m. and will sit by grade level. Classroom teachers will meet their students and breakfast to go will begin at 8:15 a.m.

School begins at 8:30 a.m. Students are considered tardy if they are not in their classrooms by 8:30 a.m. Tardy students must report to the office for a late pass.

Dismissal

School ends at 3:00 p.m. Students will be escorted to their walk-lines by adult supervisors. Parent pick up students will be escorted to parent pick up by their classroom teacher. After School Extended Learning Program students will be dismissed to the cafeteria where they will meet an adult supervisor for snack. All students will be escorted out of the building by adult supervisors.

We are not able to provide safe supervision for children remaining after dismissal time (unless they are *registered* for and participating in the After School Extended Learning Program). Although we realize emergencies occur, we insist all children must be picked up by 3:05 p.m. District policy allows schools to turn children left at school over to the Saint Paul Police Department as “abandoned children.” Please make the appropriate arrangements to be on time.

Parent Pick-Up and Drop-Off

To ensure the safety of all students and families, parents electing to pick up their children must park their car in the lower parking lot or on the street. Students will be waiting in the lobby area and will be dismissed by an adult supervisor once the parent has identified themselves. Parents should identify who is allowed to pick up their children on the emergency card. If someone else is picking up your child, please send written permission with the name of the adult picking up your child. Starting at 2:50, students will not be dismissed out of the office. Adults needing to pick up their child will need to wait in our lower lobby.



Please be alert when dropping off or picking up your children. We want all our children to be SAFE! Watch carefully for children who are crossing at designated areas and be careful when driving near any school buses. Any student being dropped off will only be able to enter the building using the doors at 800 Conway (upper parking lot). Parents who choose to escort their children into the building will need to park their car in a regularly identified parking spot. To relieve traffic congestion and to ensure the safety of all adults and children, please do not park your car next to the sidewalk or leave your car running or unattended.

Staff Transporting Students

School staff in **not** allowed to transport students in their own cars. Please do not ask a staff person to give your child a ride to or from school.

BEFORE AND AFTER SCHOOL PROCEDURES (CONT.)

Walking to School

School Patrol Crossing Guards are provided at various intersections around the school and neighborhood to help children walk safely to school. All students are expected to conduct themselves in a safe, orderly, and respectful manner. Please discuss the importance of safe walking behavior with your children.

If children do not follow the Dayton's Bluff safe walking rules, the following could result:

- A reminder
- A warning
- Notification to parents
- Loss of walking line privileges
- Dismissal or suspension from school

Bus Transportation

Some students attending Dayton's Bluff may qualify for bus transportation to and from school. The Saint Paul Public School Transportation Department is solely responsible for route creation, pick-up and drop-off times. Please call the school at 651-293-8915 with questions about qualification criteria or concerns about student behavior. Students must follow these simple rules:

- Keep hands to yourself
- Follow driver's directions
- Use appropriate language
- Stay in your seat (seat to seat, back to back)
- Keep bus clean

Bus rules are required to ensure the safe operation of the bus and to provide a safe environment for all students riding the bus. Students may **not** go home on a bus that is not assigned to them (not even with parental consent). Students choosing to act in an unsafe manner will be disciplined accordingly. Please encourage your child to always behave safely on the bus. Remember, according to Minnesota Statue M.S. 123.801, bus transportation is a privilege, not a right. Students who violate the bus rules may receive the following discipline:

1. Warning and student conference.
2. Parent conference via phone or in person.
3. One day bus suspension dependent on parent contact.
4. Three to five day bus suspension dependent on parent contact.
5. Further suspensions as needed and dependent on bus violation.

Bicycles, Scooters, Skateboards, and In-Line Skates

We are concerned about the children's safety to and from school, and also about the security of the bicycles during the day. If a child rides a bicycle to school, parents must assume responsibility and must send written permission with the child. Currently the bike rack is available and students should secure their bikes with bike locks. The school is not responsible for accidents resulting from the use of bicycles, scooters, skateboards, in-line skates, etc. The school is also not responsible for storage of these items and reserves the right to ban any personal items that are not directly related to instruction.

ATTENDANCE

Absences

Regular attendance is very important to success in school. It is expected that your child will attend school and be on time to school every day. If your child is absent, you must call the school at 651-744-6063. All absences also require a phone call or written excuse from a parent or guardian. This excuse should include the child's name, the date of the absence, the reason for the absence and the signature of the parent or guardian. If we do not receive a phone call or note of explanation, the absence will be considered unexcused.

The following are **acceptable reasons** for absences:

- Illness
- Religious holidays
- Extreme family emergencies, such as a death in the family, a house fire, etc.
- Scheduled doctor or dentist appointments

The following are **unacceptable reasons** for absences:

- Student needs to baby-sit
- Travel/vacation without prior approval
- Transportation problems (e.g., car won't start)
- Missed the bus
- Overslept
- Weather

State law requires that children between grades K-6 attend school. After three cumulative days of unexcused absences, the parent liaison will contact the parent or guardian by letter or phone call to share our concerns.

Families who have students experiencing excessive absences or tardiness may be referred to the Family Truancy Intervention Program (FTIP) for assistance. FTIP will send a letter to the family expecting them to attend a meeting with the Assistant Ramsey County Attorney. Families in the FTIP program will be monitored by the school's attendance team. Further action by the County Attorney may be required if no improvement in attendance or on-time arrival is shown. Continued unexcused absences may result in a referral to the Ramsey County Child Protection office.

Tardiness

Children who are tardy miss important instructional time! Please help your child be on time every day. However, if you know that your child will be tardy, please call or provide a written excuse for the tardiness. Children who arrive late at school should report to the office before going to class. Habitually tardy students will be treated as truant.

Medical and Dental Appointments

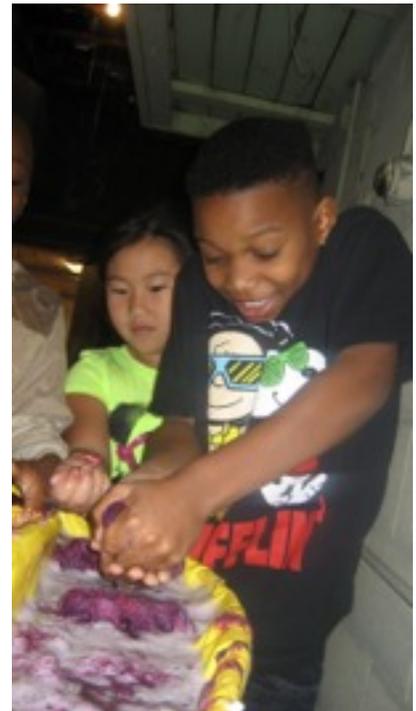
Your cooperation in arranging regular medical and dental checkups outside of school hours is appreciated. If a student must be excused for such an appointment during the school day, please send a note to school stating the time the child will need to leave school and who will pick up the child. Your child will be expected at school before and after the appointment.

Release of Students

Children who are leaving school early must be picked up at the main office. A child will be released to either of the child's parents, his or her legal guardian, or any person for whom written permission is given by the parent or legal guardian. Please note: Students picked up early for reasons other than doctor's appointments, illness, or extreme family emergency will be considered absent-unexcused for the rest of the day.

Court Order

The exception to the release of students will be a court order denying this right. The order must be presented to the school and a copy kept on file. Children WILL NOT be released to a parent or individual if a court order denying contact with the student exists.



ATTENDANCE (CONT.)

Emergency School Closing

School is rarely closed because of weather. If school is to be closed, the Superintendent of Schools will authorize a radio and television announcement by 6:30 a.m. (or as early as time permits) and continuing thereafter. Radio station WCCO (830 AM) will have the official school closing information. Information will also be posted on the school district's website – <http://www.spps.org>. The district will also send out information via text, email and phone calls.

Please discuss with your children where they should go in the unlikely event that the school closes early and nobody is at home to receive them. It is also very important that you provide the school office with current telephone numbers where you or an emergency contact can be reached at all times.

Field Trips

Field trips are outings facilitated by the school to complement learning at locations outside the school, such as museums or zoos. At the beginning of the school year, students receive a permission slip for their parent or guardian to sign (back side of emergency card). Signing the slip indicates that permission has been given for the students to attend all field trips during the entire school year. When a field trip is coming up, a note will be sent home with the student's school papers. Parents, grandparents and guardians are often encouraged to help on field trip outings as chaperones. Please keep your eyes open for these announcements and opportunities to help out. This is a fun way to get involved! There may be a small fee to help defray the cost of field trips. School buses are used for field trip travel. Teachers and chaperones supervise the students on the buses and during the field trip.



HEALTH AND SAFETY



Emergency Phone Numbers

We **must be able to reach parents** during the day, at home, at work, or through a neighbor or relative. Please be sure that the home and emergency phone numbers listed for your child are kept up to date by informing the office of any changes. Should your child become sick or injured at school, we will try to contact the parent first and then work our way through the emergency numbers. The child may not leave the school until a parent or guardian signs the child out in the school office.

School Nurse

A certified Pediatric Nurse Practitioner staffs the Dayton's Bluff health office. When she is not in the building, teachers and office staff manage health issues. If your child has a **chronic health problem** (such as a health condition, asthma or allergies), please contact the nurse early in the year so that this information is recorded on your child's health record and procedures for managing this condition can be used in working with your child. It is also important to notify the school of any contagious conditions your child may contract, such as strep throat, head lice, or scabies. In this way, the nurse will be able to take appropriate measures to protect other students. Where public health is concerned, your cooperation is essential.

Medications

Whenever possible, please have your child take medication before or after school. However, if a student is required to take a medication during school hours and the parent cannot be at school to administer the medication, then only the school nurse or designated person may administer the medication in compliance with the original container and the regulations that follow:



Written instructions signed by parent and physician are required and must include:

- student's name
- name of medication
- purpose of medication
- time to be administered
- dosage
- possible side effects
- ending date for administering medication

The school nurse will:

- inform appropriate school personnel of the medication
- keep a record of the administering of medication
- keep medication in a locked cabinet

The parents of the student assume responsibility for informing the school nurse of any change in the student's health or change in medication. The school district retains the discretion to reject requests for administration of medicine. A copy of this regulation will be provided to parents upon their request for administration of medication in the school. The prescribing of or lack of medication as determined by a physician will in no way affect the enrollment of a student in Independent School District #625.

HEALTH AND SAFETY (CONT.)

Insurance

The school district provides no health or accident insurance for students.

Visitors

Visitors to the building must stop in the school office to sign into the building. This policy helps us maintain a safe and secure building and minimizes disruption to classrooms. The school reserves the right to request identification from visitors. School staff is asked to direct visitors to the office if a person is not wearing a visitor's tag. Please see expectations and guidelines regarding volunteering and visiting the classroom.

Weapons

A weapon brought to school will result in immediate suspension and possible referral to the district office for expulsion. Toys which look like weapons will also result in **administrative disciplinary action** and should not be brought to school. Children should always ask their teachers and parents for permission before bringing non-instructional items to school.

Fire and Emergency Drills

Throughout the year, drills are occasionally held to acquaint students with the proper procedures in the event of a fire, intruder or other emergency at school. While we try not to frighten students, knowledge and preparedness can go a long way toward making them feel safe in their environment and equipped to handle potential emergency situations.

Child Abuse Reporting

Any Saint Paul Public School staff person who knows or has reason to believe a child is being neglected or physically or sexually abused is **required by law**, as mandated reporters, to report the information directly to the appropriate authorities.

Treats

If you choose to send a treat for the students in your child's classroom, the treat must be store-bought and packaged. Due to health rules, homemade treats may not be shared in classrooms. Thank you for your cooperation with this school district policy.

Parent's Right to Know Act

In accordance with Minnesota Statute M.S.121A.30, Parents' Right to Know Act, all parents, guardians, and employees at this school are advised that an estimated schedule of applications of pesticides is available in the school's office for review and copying. In addition, any parent or guardian who wishes to be notified of any variation from this scheduled application may be so notified by providing self-addressed, stamped envelopes to the school to be used throughout the year for mailing purposes. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II, or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by federal law.

HEALTH AND SAFETY (CONT.)

Sexual Harassment Racial Harassment, and Racial Bias

Sexual Harassment and Racial Bias/Harassment

“Sexual harassment is unwanted and unwelcome sexual behavior which interferes with your (work or school) life.” (Definition from “Hostile Hallways”, AAUW Study 1993)

Sexual harassment includes words about sex or the private parts of your body, or a touch on the private parts of your body. Sexual harassment unreasonably interferes with a student’s or employee’s performance, or creates a hostile work or learning environment.

Racial harassment involves words or actions about your race, ethnicity, or the color of your skin. It is injurious in that it causes embarrassment, hurts your feelings, or makes you feel bad, causes physical injury, or involves property damage. Racial harassment is motivated by or based on the other person’s prejudice or hostility toward your race. Racial harassment is usually racial name calling or statements with offensive racial stereotypes.

Racial bias may occur in decisions, student recognition and selection for activities, expectations of students, and acknowledgment of cultural practices. It could also be a display or circulation of materials which are derogatory to a person’s race.

Board of Education policy against sexual harassment states: “No employee or student of the district shall be subjected to sexual harassment.” On October 5, 1992, the Board of Education adopted the policy against racial harassment. The Policy states: “The Board will not tolerate racial bias or racial harassment.” Furthermore, “The Board declares that its Policy is to provide an educational environment free of offensive, hostile, or intimidating actions or speech directed against any person because of the person’s race.”

Solving the Problem such as Harassment and/or Bullying

Students are told to tell the offending person you expect the behavior to **STOP**.

- Say “NO”
- Get away
- Tell someone (e.g. report the incident to a staff member)

Student Records

State and federal laws allow parents and legal guardians to examine their child’s school records. Non-custodial parents have rights to information on their child unless there is a court order to the contrary or there is sufficient reason to believe that the health and welfare of the child or custodial parents are in jeopardy. Parents also have the right to authorize or deny release of information requested by a third party. The accuracy of records may be challenged and changes requested by parents. Every effort is made at school to safeguard your child’s records and your privacy.

The Saint Paul Public Schools have adopted a data privacy policy in keeping with both state and federal regulations. If you would like a copy of a summary of that policy, you may request it from the school or from the Student Data Department at 651-632-3764. Any questions you may have concerning the policy should be referred to Student Data.

HOMEWORK

Reading

How do kids become better readers? They read, read, and read some more! Students are expected to read at home every night. We encourage parents to support reading in other ways, too. Reading aloud to your younger children, listening to older children, and taking children to the library are just some of the ways you can help. Needs books to read? Your child's teacher is a great resource for that! Don't hesitate to ask. There are also free ebook sites available if you have internet access on your device. Just ask your child's teacher for the list of ebook websites.

Writing

Beyond reading, homework assignments vary. The writing students do in school is around a genre or topic. Talking to your child at home about their school writing projects is a way for them to think more about their stories and writing projects. As always, giving students freedom of choice and

expression in their writing is important in helping them become great writers. Free writing at home promotes this and can be very fun for lots of students.



Math, Social Studies, and Science

Additionally, students might have Math, Social Studies, or Science homework. Each grade level differs in what they assign for homework. Be sure to connect with your child's teacher at fall conferences to hear about homework expectations completion. The purpose of all homework is to practice what the students have already learned at school. If the student needs help beyond what the parent can give to complete the homework, please contact the student's classroom teacher. Dayton's Bluff teachers are here to support you and your child!

Technology

Your child will have access to the Spps Google Apps. They will have their own secure log-in and password. This allows them to create and publish digital technology projects both at school and at home. Enjoy this feature of being a part of St. Paul Public Schools. Stay tuned for more information from your child's classroom teacher.

SCHOOL NUTRITION AND FOOD SERVICE

Breakfast to Go (B2G)

B2G allows students to select a school breakfast to eat in the classroom while teachers take attendance, collect homework or begin morning meeting. Offering breakfast in the classroom encourages more students to eat this important meal at school and it gives them more time to eat than the cafeteria model. Breakfast is free to all students in our school and all students are expected to go through the B2G meal line to make their selections of breakfast choices on their way to the classroom each morning. Each child must choose 3 food items which will be monitored at the end of the line by the Nutrition Services Staff. If students decide they do not want items once in the classroom, teachers set up sharing tables within the classroom to reduce food waste. B2G begins at 8:15 a.m.

Education and coordinated by Nutrition Services. A daily fresh fruit or vegetable snack will be provided for all students and the grant allows teachers and teaching staff to participate in the snack with their students.



Fruit and Vegetable Snacks

Our school participates in the Fresh Fruit and Vegetable Program (FFVP) USDA grant. The grant is administered by Minnesota Department of



Lunch

Children may not go home for lunch. If they wish, they may

bring a bag lunch and purchase milk. We request that families complete an application for free or reduced price lunches. Families who pay for lunch should send money or a check in an envelope with the child's name and teacher's name written on the envelope. Our cafeteria cannot process cash after 10:30 a.m. each day. Families may pay for multiple lunches at once. The cafeteria will credit

children for the number of lunches purchased and inform families when their children's account is low or empty. Following numerous attempts to communicate with parents (e.g. phone calls, notes home), a student may receive an alternative lunch until a negative balance is rectified.

Free/Reduced Lunch Applications

In August, a free/reduced lunch application is mailed to every household in the district. Application instructions are available in English, Hmong, Spanish and Somali. Applications can be completed online at: <https://mealappspps.org>. or parents can receive additional forms by calling 651-603-4950. Extra forms are available in the office and from the cafeteria supervisor. Forms are processed by computer so they need to be filled out neatly in black ink. A new application needs to be filled out for each household at the beginning of each school year. Even families who are sure that they will not qualify for free/reduced lunch should fill out a form to save the district money and to ensure that our school's aggregate data is accurate. Completed forms can be turned in to the cafeteria office. If a student's household information changes during the school year, they should update their application information as soon as possible. A student's eligibility status is confidential and all employees are required to keep student status confidential.

STUDENT BEHAVIOR

Dayton's Bluff Achievement Plus has adopted a proactive approach to creating a positive learning climate called PBIS (Positive Behavioral Interventions and Support). PBIS is a schoolwide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms, bus). Attention is focused on creating and sustaining systems of support that improved lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

PBIS at Dayton's Bluff Achievement Plus

- Fosters respectful, supportive relationships among students and staff
- Reinforces positive academic and social behavior
- Provides an opportunity for positive student/teacher interactions
- Provides intervention appropriate to student need.

Students directly learn how to create this positive school climate through Responsive Classroom community building strategies, and the direct teaching of the school-wide positive expectations, (Be Cooperative, Be Assertive, Be

Responsible, Be Empathetic, Be Self Controlled). These expectations are reinforced through positive, direct language identifying expectations, and assemblies that focus on CARES model.

Signal For Silence

"Show Five" - Every child is raising their hand too and they have stopped talking, are making eye contact, stopped what they are doing, put down anything in their hands and have a calm body.

Dayton's Bluff Matrix of Expectations

The School Wide Behavior Matrix is used to establish community routines and expectations. (See attached Matrix)

Responsive Classroom

We at Dayton's Bluff Achievement Plus hold as one of our truths that "students will do well if they can", rather than, "students will do well if they want." This is an important distinction because these beliefs have dramatically different ramifications. One yields punishment, while the other teaches new behaviors and sets a caring, supportive environment that the children need in order to become successful learners. The first belief, "Children do well if they can: takes into account that children want to do well and will do well if they are given the proper environment in which to grow. It looks at behavior as a lagging skills that must be taught. It carries the

assumption that if a child could do well he/she would do well.

The second belief, "Children do well if they want" places the blame on the student, and in reaction to that belief, yields a punitive outcome. Behavior is language and it is our job to understand that language to best serve our students here at Dayton's Bluff Achievement Plus. All children can and will learn.

Responsive Classroom has been used at Dayton's Bluff Achievement Plus for many years and is applied school wide by all teachers and staff. The following components and a brief description of how the students and staff at Dayton's Bluff will experience them are as follows:

Morning Meeting

Each day will begin with a class Morning Meeting. The steps of a Morning Meeting are Greeting, Sharing, Activity, and News and Announcements (morning chart). Examples of Morning Meetings' goals are to build a positive community, learn and practice social and academic skills, and begin the day on a positive note.

Guided Discovery

Materials that will be used in the classroom are introduced to students through exploration and learning the expectations for their use in school.

Academic Choice

Students will make choices during their learning to enhance their understanding of all subjects.

STUDENT BEHAVIOR

(CONT.)

Rules and Logical Consequences

Students will create and share their Hopes and Dreams for the school year and then create rules so that their Hopes and Dreams can be accomplished during the year. Rules are modeled and practiced by the students throughout the school year. When rules are broke, students will be given one or more Logical Consequences for their behavior. The consequence given will be respectful relevant and realistic. This is a cyclical approach not simply a step-by-step approach. You must be fair with these consequences. Don't skip process or students will feel that you are being unfair. The three Logical Consequences are:

Take a Break - There are two types of break. The first break is student directed, in which they are told to take a break in the identified area to think about what their choices were, and get themselves back on track. The student is able to return to the group when they are ready. This is not punitive, but **re-directive**. The second break is teacher directed. If a student returns from the first break and is continuing to have problems the teacher will **redirect** them back to the break area. The student, at this point, will remain in the take a break space until the teacher has a moment to connect with the student to find out what is going on with them. This is a time for problem-solving and quick social conferencing.

Loss of Privilege - A student may lose the privilege of something if they are demonstrating that they cannot use or do appropriately what the teacher has asked of them. The student will gain back this privilege when they have shown they will follow expected directions and are able to act in accordance with that direction.

You Break it, You Fix it - If a student has made a choice that would require the fixing of something, they are expected to fix it. This would cover a wide range of situations, but the premise is to fix what the student has broken whether it be hurting another's feelings or the destruction of property.

Buddy Room - The Buddy Room is an important step in Responsive Classroom. The student at this point must leave the room to go to another classroom that has been designated your Buddy Room. Buddy room expectations must be established on both ends. Teachers must model to their students what it looks like to go to a Buddy Room and ALSO what it looks like when a student is sent to your room for a Buddy Room. If a student does not feel "safe" going to the Buddy Room you will get resistance. Students should not taunt, or laugh at a student coming in. It must be seamless.

Steps:

- When a student is in need of a buddy room, the student should use a Buddy Room pass. If able to go on their

own, the teacher should maintain a visual until the student reaches the Buddy Room. Otherwise, they should send another student to get the Buddy Room teacher. They should take the Buddy Room pass and request that the teacher come to retrieve the students. The student will walk quietly with the Buddy Room teacher back to their class.

- Once in the Buddy Room the student should sit in a designated area until an adult excuses them to go back. At this time you may want the student to write down how they are going to fix the problem or turn things around. If a student can't write well they could also draw a picture. Forcing a student who struggles with writing to write, when they may already be upset, will only escalate things.
- When the student is ready to return, (approx. 10 minutes, but no more than 20 minutes), the Buddy Room teacher will excuse them.
- If a student absolutely refuses the direction to go to the Buddy Room, the teacher should repeat the expectation, walk away from the student and wait for them to comply. If the student still refuses, the teacher should contact administration.

STUDENT BEHAVIOR

(CONT.)

Office Referral Procedures

Students are sent to the office for any infraction from the Rights and Responsibility Handbook (http://www.spps.org/rights_and_responsibilities). This could include repeats of minor infractions and any that could include dismissal, suspension, or notification of police. These include, but are not limited to the following:

- Possession of a weapon
- Assault
- Criminal sexual conduct
- Theft
- Willful damage of school property
- Use or possession of controlled substances

Sexual or racial harassment are possible grounds for dismissal, suspension or notification of police.

A dismissal from school is defined as exclusion from school for a period of up to one whole school day. A suspension is defined by Minnesota Statute as a period of exclusion exceeding one whole school day. Reasons for dismissal or suspension are defined in the Student Rights and Responsibilities Handbook. Each Dayton's Bluff family will receive a handbook in the fall.

Structured Play and Playground Guidelines and Expectations

At Dayton's Bluff Elementary, students engage in structured play, which is a teacher guided physical activity. In addition, students are often given periods of free, independent play on the playground.

The same general behavior expectations regarding respecting others that apply in the school also apply outside and on the playground. Of course, children will run and play, but they must always be in control of themselves and be aware of their environment. To ensure that all children can have fun and feel safe, some helpful playground guidelines include:

- Mulch, sand, sticks, and snow stay on the ground.
- Students must use equipment in a safe manner. This includes equipment on the playground, such as the slide and swings, as well as equipment brought outside, such as balls and jump-ropes.
- Respect the personal space of others.
- Physical contact between students, as in the game tag, should be gentle, not excessive (fighting or rough play such as play fighting, tackling, kicking, wrestling, throwing of sand, snow, rocks, etc. will NOT be tolerated).



PARENT INVOLVEMENT

Volunterrism

Parental support is **essential** to our students' education, the teachers and staff at our school work to create an environment that is open and inviting to parents. Parents are welcome to accompany classes on field trips, help out in the classroom, and volunteer in other areas of the school including the library, family nights, NAAPID, Parent Academy and book fair.

Parents are also invited to become part of Dayton's Bluff's committees: Academic, Family Involvement Team and CARES. During this time, parents will learn and work together in order to better support their students at school and at home. These committees also encourage parents to build relationships with other parents and staff, thereby adding another level of support.

It is our hope that parents see volunteer opportunities as a steppingstone to further involvement in their child's education and

development. If you are interested in volunteering at Dayton's Bluff, contact our school's parent liaison, Cassandra Larson for more information.



Cassandra Larson, Parent Liaison
651-293-8915
cassandra.larson@spps.org

Classroom Visits

We encourage all parents to support their student's education at Dayton's Bluff Achievement Plus Elementary School. If you would like to visit your child's classroom during school without prior notice to the teacher, please do the following:

1. Report to the main office and get a visitor badge.
2. Please wait while office staff contacts the teacher.
3. Dayton's Bluff is making sure that we provide your child with high quality instructional practices. Therefore, we would appreciate it if you would

withhold your conversations with teachers during the learning process. We ask that you make an appointment to talk with the teacher before or after school, or during their lunch or prep time. At least 24 hours advance notice is customary.

While Visiting:

1. Be respectful of student instructional time and work time.
2. To ensure a productive learning environment

visits should not exceed 15 minutes.

3. Only three observers are allowed in a classroom at a time.ß
4. Do not engage in dialogue or ask classroom teachers questions, unless they initiate it.
5. Excessive visits or disruptive behavior will result in a conference with the building administrator.

***Please note that classroom visiting is not allowed during testing. Please check the school's newsletter and/or website for testing dates.**

PARENT INVOLVEMENT (CONT.)

Home and School Connection

Communication between home and school is vital for a successful year. We encourage you to call your child's teacher whenever you have questions or concerns. If the teacher is not available, you may leave a message on the teacher's voice mail or send the teacher an email. The teacher email can be found on the school website. Please follow these basic steps to resolve a specific incident or issue:

1. Communicate with your child's teacher or the teacher involved in the incident or issue.
2. Problem-solve with the teacher.
3. If this approach does not solve your concern, call the principal, Lena Christiansen, at 651-293-8915.

Most notices about school and community events will be sent home on Thursdays in a special orange folder called the **Home-School Connection Folder**. Many teachers also send home folders containing homework and student work. Please check your child's backpack daily for these items and contact the teacher with any questions.

Our school's monthly newsletter, **NAME**, is sent home on the last day of the month. It includes articles about helping children learn; parent involvement opportunities; parent and student resources; and notices about upcoming events in the community and Dayton's Bluff Elementary. We encourage you to read this newsletter with your child and designate a spot in your home where this and other school notices can be kept for review. **CONFERENCES**

Parent-teacher conferences are scheduled twice per year (typically fall and spring). We encourage all parents and guardians to attend. Interpreters and transportation are available as needed. Conferences give families and teachers an important opportunity to review progress and to plan goals for the future. Progress reports are distributed at conferences and at the end of the year.

FAMILY NIGHTS

Throughout the course of the year, Dayton's Bluff Achievement Plus provides many opportunities for parents, students, and staff to come together over food, activities, and conversation. Please check your student's Home-School Connection Folder for information regarding these events.



Dayton's Bluff Achievement Plus Elementary School
POSITIVE BEHAVIOR EXPECTATIONS

Be Cooperative • Be Assertive • Be Responsible
Be Empathetic • Be Self Controlled

What does this look like, Sound like & Feel like, in all settings of our school?

On the Bus:

Keep hands to yourself
Follow driver's directions
Use appropriate language
Stay in your seat (seat to seat, back to back)
Keep bus clean
Voice level 3

In Building:

Follow classroom rules
Show C.A.R.E.S.
Be respectful
Listen
Voice level appropriate for the task
Accountable talk
Be responsible

In the Cafeteria:

Raise hands for help
Calm hands, feet and bodies
Voice level two
Stay in your seat until dismissed
Keep food on your tray
Clean up after yourself
Use manners saying "please" & "thank you"

In the Hallways:

Walk in line to right side of hallway
Voice level one or two
Calm hands, feet and bodies
"No gaps"
Must have a pass, including buddy room, unless accompanied by an adult

In the Bathrooms:

Use one to two paper towels
Flush the toilet
Wash hands
Voice level two
Clean up after yourself
Be safe and quick

At Arrival Time:

Be on time and ready to learn

Go directly to gym to sit with class
Follow adult directions
Greet teachers and classmates

Structured Play/Playground:

Take turns and share
Laugh and have fun
Include others in play
Use kind language
Participate in group activity
Be safe

In the Library or Computer Lab:

Voice level two
Check out books and return on time
Use computers for schoolwork only
Respect books and computers
Follow library rules

At Assemblies:

Enter and exit quiet and calm
Sit flat with your class
Show a calm body
Pay attention to the speaker or performance and be respectful
Wait and follow adult directions

At Dismissal Time:

Be ready waiting in rooms until picked up or led by an adult
Voice level two or three
Calm hands, feet and bodies
Walking feet

On the Stairs:

One step at a time
Quiet feet
Stand straight
Hands to yourself
Right side

A World of



Opportunities

Saint Paul
PUBLIC SCHOOLS