

South St. Paul  
Public Schools



SOUTH ST. PAUL PUBLIC SCHOOLS

# FAMILY HANDBOOK

2023-2024

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# WELCOME TO THE 2023-24 SCHOOL YEAR!



SSPPS Families and Staff,

Over the last few months we have been busy preparing for the safe return of all learners, including students, families and staff.

Our goal with the Family Handbook, is to help enhance communications between school and home, improve understanding of district policies and procedures, and ensure consistency of policy implementation district-wide. Specifically, the purpose of the Family Handbook is to provide key district information and required notifications in one place for all SSPPS families. In an effort to clarify student behavior expectations and consequences, we have created a separate handbook, the Student Rights & Responsibilities Handbook, for all families and students. The Students Rights & Responsibilities Handbook will be shared with all students at the start of the school year, and is available for families to access online at [sspps.org/handbooks](https://sspps.org/handbooks).

As you get ready for your students' first days, you can help prepare for a successful year by reviewing the information contained in this handbook, which includes important updates, information and forms, as well as resources and ways that you can be involved with SSPPS.

We are excited to have you as part of the #SSPpride family and we look forward to partnering with you in the 2023-24 school year!

Regards,

Brian Zambreno, Ed.D.  
Superintendent, South St. Paul Public Schools



## SSPPS MISSION

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

## SSPPS VISION

- 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



### COMPASSION

Be kind, fair and just toward all people because of who we are



### INTEGRITY

Do the right thing even when no one is watching, and keep our promises



### EQUITY

Provide equal access to opportunities in academics, student services and activities



### RESILIENCE

Be able to bounce back from challenges and disappointments with confidence and hope



### EXCELLENCE

Strive for the/our best in all we do with high expectations for all



### RESPECT

Honor our similarities and differences in our assumptions, inquiries, words and actions

## SSPPS IS COMMITTED TO...

**Safety:** Student and staff safety is a top priority in our planning.

**High Quality Instruction:** Our students will experience the support of both high quality instruction and strong social and emotional behavior support systems.

**Accurate and Timely Communication:** All students, employees and families will be kept up to date with important information throughout the school year.

**Educational Equity:** All students will be provided quality grade-level instruction and social-emotional support, with a focus on removing and ending racist practices.

**Flexibility:** With the uncertainty and changing landscape, the district's plans will build in flexibility, so we're prepared to adjust based on the needs of stakeholders and changes to medical circumstances and public health guidance.

**Data and Decision Making:** We are committed to making decisions that strengthen our schools and programs while maintaining the health and safety of our students and staff. Our decisions will continue to be informed by health data, funding, workforce and educational agency guidance and with feedback from our families, students, employees and community members.



### Translated Handbooks

The 2023-24 Family Handbook is available in Spanish on the district website at [sspps.org/resources/school-year/handbooks](https://sspps.org/resources/school-year/handbooks) or from your school office.

El manual para la familia 2023-24 está disponible en español en la página de internet del distrito en [sspps.org/resources/school-year/handbooks](https://sspps.org/resources/school-year/handbooks).

## BACK TO SCHOOL IMPORTANT DATES

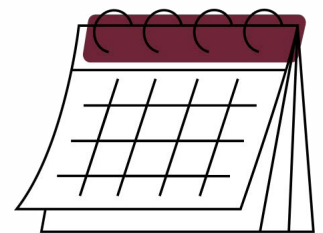
### First Days of School

**Grades 1-6, Grade 9 and all students new to SSP:** Tuesday, September 5, 2023

**Grades 7-8 and 10-12:** Wednesday, September 6, 2023

**Kindergarten:** Thursday, September 7, 2023

**Preschool:** Monday, September 11, 2023



### Back-to-School and Connection Days

#### Secondary Packer Essentials Days (Back-to-School days)

Thursday, August 17, 2023 and Monday, August 21, 2023  
12:00 - 3:00 pm and 4:00 - 7:00 pm

#### CLC Family Connect Day

Wednesday, August 30, 2023 from 2:30 - 6:00 pm

#### High School Family Connect Day

Wednesday, August 30, 2023 from 2:30 - 6:00 pm  
Friday, September 1 from 9:00 am - 1:00 pm

#### Middle School Family Connect Day

Wednesday, August 30, 2023 from 2:30 - 7:00 pm  
Friday, September 1 from 8:30 am - 12:00 pm

#### Elementary Family Connection Day

*Lincoln Center and Kaposia*  
Thursday, August 31, 2023 from 10:00 am - 6:00 pm

#### Kids' Choice Open House

*Lincoln Center and Kaposia*  
Thursday, August 31, 2023 from 10:00 am - 6:00 pm

#### Kindergarten Family Connection Day

September 5-6, 2023  
*Lincoln Center:* 7:30 am - 3:30 pm  
*Kaposia:* 8:00 am - 4:00 pm

#### Preschool Parent Meeting & Orientation

*Lincoln Center and Kaposia*  
September 5-8, 2023

#### Early Childhood Family Education (ECFE) Open House

September 21, 2023 from 5:30 - 7:00 pm

## ACADEMICS



SSPPS is the first district in Minnesota to be authorized by the IB programs serving students from kindergarten through grade 12. The focus of the IB curriculum is cross-disciplinary and is based on the inquiry method of instructional practice. IB provides a model for high standards in education for all students. The PYP and MYP programs provide an educational framework based on what is currently known about how students learn and draw upon best practices for teaching and learning. Through the IB Program, all students are invited to discover for themselves that learning can be an exciting, challenging, and rewarding process of exploring the world around us.

### IB Primary Years Programme (PYP)

Designed for all students in grades K-5. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.

### IB Middle Years Programme (MYP)

Serves all students in grades 6-10. It focuses on providing a framework for academic challenge and life skills.

### IB Diploma Program (DP)

A rigorous academic program for grade 11 and 12 students. It focuses on creativity, innovation, self-discipline and the ability to function as part of a team. The Diploma Program consists of a common pre-university curriculum and a common set of external exams for students in schools throughout the world. It seeks to provide students with an international education that encourages an understanding and appreciation of other cultures and societies. For more information on the IB-DP program, contact our IB-DP Coordinator.

#### Conrad Anderson

SSP Secondary IB-DP Coordinator  
(651) 457-9454  
canderson@sspps.org

### SUNSET OF PYP AND MYP

As part of the *Pathway to Packer Promise*, students and families will experience IB programming in 2023-24 while the district simultaneously works through steps to explore a new academic program model and sunset PYP/MYP for 2024-25. SSP High School will continue to offer the IB Diploma Programme for interested students in grades 11-12.

### Executive Director of Educational Services

Amy Winter  
(651) 457-9416  
amy.winter@sspps.org

### Assistant Director of Educational Services

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lgomez@sspps.org

### K-12 Instructional Coordinator

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### School Instructional Coaches

#### Kaposia

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#### Lincoln

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#### Middle School

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#### High School

William Bauman  
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## ACADEMICS (cont'd)

Each school site has a leadership team responsible for creating specific school-wide examples of appropriate behavior and academic interventions based on the framework of MTSS. By braiding the research-based principles and proven strategies including PBIS, BARR, and Conscious Discipline, SSPPS hopes to better ensure safe and supportive learning environments at all levels, early learning through graduation.

### Multi-Tiered Systems of Support (MTSS)

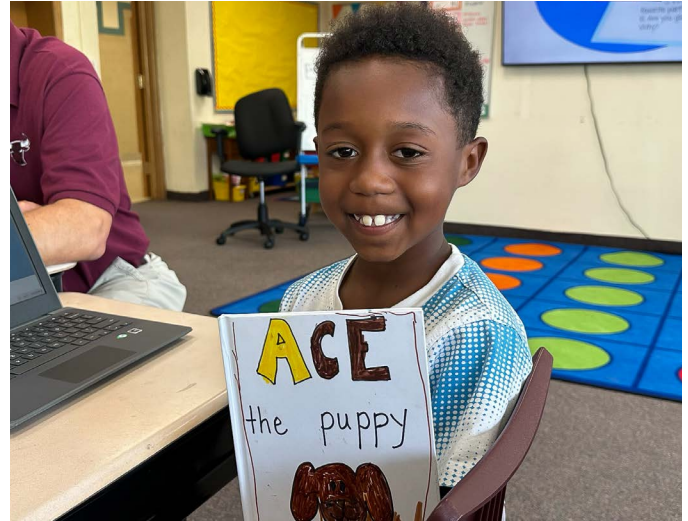
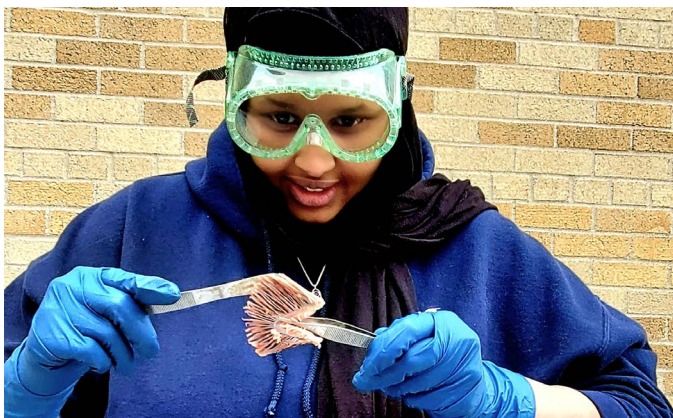
Our academic and student support team in each school includes teachers and paraprofessionals, mental health professionals (counselors, psychologists, and social workers), and instructional leaders (administrators and instructional coaches). This team works collaboratively to provide high-quality instruction and intervention support to match each student's needs.

The framework for MTSS in SSPPS includes:

- Tier 1: Academic and behavioral support with differentiated instruction for all students in a general education setting.
- Tier 2: Targeted supplemental instruction and intervention
- Tier 3: Intensive individualized instruction and intervention

### Building Assets, Reducing Risks (BARR)

BARR is a strengths-based educational model that will provide our grades K-12 with a comprehensive method to address the academic, social, and emotional needs of all students through the power of data and relationships. By putting relationships first, the BARR model allows students and teachers to connect more powerfully with each other. A key component is the weekly lessons focused on helping students learn and practice life skills. Called "I-Times" or "U-Times," these lessons focus on building skills in self-management, communication, social, research, or thinking;



### Positive Behavior Intervention and Supports (PBIS)

PBIS is a framework that assists schools in identifying and implementing research-based behavioral interventions in an effort to improve social and academic outcomes for all students. PBIS is based on the idea that students learn appropriate behavior through instruction, practice, feedback, and encouragement. Key features of PBIS include: outlining a clear set of defined positive expectations and behaviors, the teaching of expected behaviors, recognition of meeting expected behaviors, monitoring and correcting errors in behaviors, and using data-based information for decision-making, monitoring, and evaluating results at individual school sites.

### Conscious Discipline (CD)

CD is an innovative social-emotional learning and classroom management program with a proven track record of sustainable results. Focused in Early Learning, CD provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities. By integrating social-emotional learning, discipline and self-regulation, educators spend less time policing behavior and more time teaching vital life skills. This method eliminates the need for reward and punishment-style discipline and instead gives children a voice, empowering them with the ability and help to achieve behavioral goals, while also creating stronger communication within families.

## FAMILY INFORMATION



### 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 is one of the best ways to ensure a student will stay in school through graduation. For details on school attendance procedures and practices, see your school's Information and Procedures Guidebook located on the district website.

### Dakota County Guidelines

It is considered educational neglect if a student under the age of twelve has seven (7) 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. When a child ages 12-17 reaches seven (7) or more unexcused absences, it is considered truancy and is required to be referred to the County's Truancy Reduction Program. School administration will notify parents of students ages 12-17 when the student has three (3) unexcused absences.

### Bullying Prevention

SSPPS is committed to ensuring a safe and civil learning environment for all students, families and staff. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

In accordance with Minnesota law, school staff and volunteers receive training on the prevention of bullying, as well as clarification and enhanced definitions of bullying. The district's policy on bullying prevention (District Policy 514) includes additional definitions of bullying, training expectations, reporting procedures and protocols and district responsibilities.

### Chemical/Tobacco Free Schools

All SSPPS property, school sites (including parking lots), buses and school-related activities are chemical and tobacco free. For more information, see District Policy 419.



## STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

A safe, secure and welcoming learning environment is essential to helping our students be successful learners. SSPPS has developed comprehensive policies and procedures that define student rights and responsibilities and ensure a positive learning environment. These expectations are outlined in the Student Rights and Responsibilities Handbook, which includes information regarding:

- Anti-Bullying and Anti-Harassment strategies
- Attendance
- Bus Rider responsibilities
- Field Trips
- Student Behavior Expectations and Consequences
- Technology Use
- and More

The full Student Rights and Responsibilities Handbook is available online at [sspps.org/handbooks](https://sspps.org/handbooks). Families may also request a copy from their school office. School staff will review the handbook with students at the beginning of the school year, while parents/guardians are also asked to review the handbook with their child at home.

Consulte el sitio web del distrito ([sspps.org/handbooks](https://sspps.org/handbooks)) para obtener una versión traducida del Manual de Derechos y Responsabilidades del Estudiante.

## Discipline and Behavior Expectations

Optimum learning occurs in a positive, safe and secure environment. Students, parents/guardians, teachers, administrators and other school employees all share in the responsibility to ensure a positive climate for learning. The school setting enables students to develop responsible behaviors and habits that will serve them now and later in life. Proper training in discipline should lead to self-control and respect for the law, authority, property and the rights of others.

It is the general policy of the school district to utilize progressive discipline to the extent reasonable. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. The school district shall, however, impose more severe disciplinary sanctions for a violation, including suspension or expulsion, if warranted by the student's misconduct. Consequences listed in the Student Rights and Responsibilities Handbook provide a guideline for violations of school rules and policies. Additionally, each situation is reviewed on a case-by-case basis, taking into account the student's age or developmental ability, and where appropriate, restitution or restorative practices are employed to help students learn and grow from their mistakes. For details on behavior expectations, consequences and practices, see the Student Rights and Responsibilities Handbook at [sspps.org/handbooks](http://sspps.org/handbooks).

## Digital Parenting Resources

We understand that parenting in a digital age can be overwhelming. SSPPS provides numerous resources to help you and your child operate safely in a digital world. Resources include information about filters and protections, cell phone use, and a free online course about basic Internet safety and how to create a positive digital footprint. Learn more at [sspps.org/parents](http://sspps.org/parents).



## Employed Parent/Guardian Right to Attend School Conferences and Activities

Minnesota law allows employed parent(s) or legal guardian(s) to request a leave for school conferences and activities. An employer must grant an employee a leave of up to a total of 16 hours during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours.

A parent/guardian must let their employer know in advance and make every effort to disrupt workplace operations as little as possible. The law does not guarantee that the time off will be paid, but paid vacation or other paid leave time may be used.

## Employee, Volunteer, Chaperone Background Checks

In accordance with Minnesota State Statutes and School Board Policy 404, all applicants who have been offered a position with the school district must complete a criminal background check as part of the process for determining employment. Questions about employee background checks can be directed to Joel Milteer, Director of Human Resources, at 651-457-9473 or [jmilteer@sspps.org](mailto:jmilteer@sspps.org).

## Harassment/Violence

School Board Policy 413 prohibits acts of harassment and violence on the basis of race, ethnicity, color, creed, religion, national origin, immigration status, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For a definition of harassment and consequences for violating District Policy 413, see the Student Rights and Responsibilities Handbook at [sspps.org/handbooks](http://sspps.org/handbooks).



## FAMILY INFORMATION (con't)

### Online/Technology Acceptable Use

Through the internet, students have access to a world of online resources and learning experiences. Parents/guardians must provide approval for their child(ren) to access internet resources at school, and students must agree to follow the district's Acceptable Use Policy (District Policy 536). The Student Information Technology Acceptable Use Agreement must be read and signed by the user and a parent/guardian prior to the student being granted access to the district system or use district technologies. Signed agreements will be retained by the district. The district may require students to re-sign the agreement periodically thereafter as technology changes require.

According to the policy, "routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy, or the law." In addition, the district may find technology use that raises concern about a student's mental health or well-being. If such discoveries are made, the district may deem it necessary to notify parents and/or school administration of their findings.

### Personal Electronic Devices (e.g. cell phones, smartphones, etc.)

South St. Paul Public Schools believes the use of personal electronic devices is a privilege and can be an acceptable communication and educational tool that requires responsible use by all students. Use of electronic devices including, but not limited to, cellular phones, smartphones and smartwatches, digital cameras, laptop computers, tablets and other personal electronic devices capable of transmitting data or images during instructional time may be allowed per the grade level expectations and restrictions about personal electronic device use, listed in the Student Rights and Responsibilities Handbook at [www.sspps.org/handbook](http://www.sspps.org/handbook)



### Parental Custody/Restricted Contact

Minnesota law offers a non-custodial parent the right to review and receive copies of school records and information, to attend conferences, and to be informed about the child's welfare, educational progress, and status. The school is not required to hold a separate conference for each parent.

In cases where parents are separated or divorced, it is recommended that the school have legal documentation of custody and visitation rights. The custodial parent is responsible for providing the following to the school:

- A copy of the signed and certified court order; and
- Court order revisions/updates that affect custody, visitation, or record-access rights.

If there is no legal restriction, and upon request, the school will send duplicate correspondence to the non-custodial parent; arrange for review of school records by the non-custodial parents; and keep non-custodial parents apprised of major school events.

It is the parent(s) or legal guardian(s)' responsibility to inform and provide the school with current documentation if anyone is legally restricted from contact with a child. Adults listed as an authorized person on the emergency contact list are allowed to pick up a child in case of illness or emergency. Parents/guardians will be notified prior to the release of their child from school.

### Student Information Release

Throughout the school year students attend programs, activities, field trips and events along with normal classroom routines that support their education, promote community service or encourage positive behavior. District officials may visit your child's school to cover these special events, and the South St. Paul Public School District may wish to use your child's photographs, voices, likenesses or student work for promotional and educational reasons. This includes co-curricular activities/athletic program rosters, school yearbook, district/school newsletters, etc.

If you wish to opt-out regarding the use of your child's name or image for school district and/or media purposes, please sign the Student Information Release Agreement form (available at [sspps.org/inforelease](http://sspps.org/inforelease)) and return completed form to your school building. This restriction is valid for one year and a new agreement must be signed for each school year.



## 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.

### Website

The district website ([sspps.org](http://sspps.org)) is your primary source for news and updates, information about academic programming, school board policies and meeting information, links to school and Community Education program websites, easy access to the portal and more.

### Newsletters

Each school and often teachers, send an electronic newsletter to families on varying schedules to keep parents in the loop on what is happening. Additionally, the district publishes the following newsletters:

- SSPPS District eNews - a bi-weekly electronic newsletter containing stories and events sent to all district families via email on alternating Wednesdays.
- Six Times - a printed newsletter mailed to all SSPPS families and district residents three to four times a year.

### Social Media

Stay connected to SSPPS through social media!



Like our Facebook page ([/SSPPS6](https://www.facebook.com/SSPPS6)) to see news, photos, videos, events and emergency notifications.



Follow us on Twitter ([@SSPPS6](https://twitter.com/SSPPS6)) for district news and emergency notifications, real-time updates and more.



Follow us on Instagram ([@SSPPS6](https://www.instagram.com/SSPPS6)) to get a glimpse of the student experience and achievements and quick stories of life in SSPPS.



Subscribe to the SSPPS YouTube channel ([SouthStPaulSchools](https://www.youtube.com/SouthStPaulSchools)) to be the first to see district produced videos and watch school board meetings.



Connect with us on LinkedIn ([South-St-Paul-Public-Schools](https://www.linkedin.com/company/South-St-Paul-Public-Schools)) to see employment opportunities, follow progress on our strategic plan implementation, and other district news.



## SSPPS USES PARENTSQUARE FOR SCHOOL TO HOME COMMUNICATIONS

The district uses the electronic notification system ParentSquare to send direct messages via email, voicemail, and/or text message to district families and staff. This system communicates emergency information quickly, as well as important messages, alerts, and reminders. Schools and programs also use this system to send families important information and reminders. Please make sure your contact information is up-to-date in the Campus Parent/Family Portal. To update your contact information in the Campus Parent/Family Portal, visit the Resources tab of the District's website.

### With ParentSquare users can:

- Fine-tune notification settings for both school and district notifications so you receive them when it is most convenient for you.
- See communications from all teachers and schools that your students are connected to, as well as the district, in the same place.
- Direct message your student's teachers from your phone.
- Change your language settings and receive all messages in your preferred language.

The best way to receive school alerts and communications is to download the app to your smartphone. Just search for ParentSquare in your app store.



## FAMILY COMMUNICATIONS (cont'd)

### Peachjar eFlyers

SSPPS uses Peachjar, a digital flyer management system, to share community sponsored events, classes and activities for SSP students and families. Peachjar provides an innovative flyer management system that sends school-approved eflyers directly to parents' inboxes and posts them on schools websites, making it easier than ever for parents to learn more about events, activities and programs offered to students. Each Wednesday, parents/guardians will be notified via email when the flyers are posted. They can then access the flyers through the email link or via each school's Peachjar page, a link can be found on the district and school's homepage. Learn more at [sspps.org/peachjar](https://sspps.org/peachjar).

### Calendars

The district's online calendars have the most current information about important dates in the district and events at your students' schools. Customizable online calendars show the events that are most important to your family, which can be downloaded to your personal or mobile calendar. Find information on how to customize calendars for your devices at [sspps.org/calendar](https://sspps.org/calendar). authorized person on the emergency contact list are allowed to pick up a child in case of illness or emergency. Parents/guardians will be notified prior to the release of their child from school.



### Technologies streamline parent/guardian access to student information

SSPPS uses the following technology tools to allow better utilization of the district's student information system and better access to online learning tools and classroom resources:

#### Infinite Campus

Infinite Campus is the student information system and parent portal. This is where student schedules, report cards, etc. are located as well as your Parent Portal, where you can manage your Contact Information and Preferences. All parents/guardians should have a Portal account to stay connected and to receive important messages from the District. Portal information is posted on the Resources and Parents/Family tabs of our website. If you need an Access Key to set-up your Portal account, contact your school office.

#### Schoology

Schoology is the district's learning management system for grades 6-12. Students and teachers use Schoology for assignments, daily gradebook, and standards mastery reporting. Parents must have their Campus Parent Portal account set-up prior to gaining access to Schoology. Information regarding parent Schoology accounts is posted on the click on the Schoology link in the quick link on the District website homepage.

#### School Café

SchoolCafé is the online program for school meal payments and application for educational benefits. SchoolCafé provides a number of key features you will find beneficial including:

- View your student's school meal account balance
- Review daily spending and purchases
- Access from any computer 24/7
- Low balance email reminders
- Automatic payments

Instructions to create a SchoolCafé account are available on the district website ([sspps.org/schoolcafe](https://sspps.org/schoolcafe)).



## Emergency School Closings

All unscheduled school closings, late starts and early dismissals due to severe weather, extreme cold or heat, or other emergencies, will be shared with families through the district's electronic messaging system, the district's website (sspps.org), district social media accounts, and through local news media. Families are encouraged to have alternate plans in place for possible emergency school closings.

In accordance with district policy, decisions to cancel or shorten the regular school day are made by the superintendent or his designee, in consultation with other staff. Consultation may also include City of South St. Paul personnel, our transportation providers, and neighboring school districts, as appropriate.

The most compelling reason for closing schools involves the safety of students and employees. Decisions about school closings, early releases and late starts will be made as early as possible to allow for appropriate notification. For more information, visit [sspps.org/emergencyclosing](http://sspps.org/emergencyclosing).

### Emergency notification methods:

- Automated voicemail
- Email
- Text message
- District website
- Social media (Facebook and Twitter)
- Radio: WCCO 830-AM
- Television: WCCO Ch. 4, KSTP Ch. 5, FOX 9 KMSP, and KARE 11

**NOTE: Please ensure your contact information is up-to-date in the Infinite Campus Parent Portal.**

Information in Campus Parent Portal is automatically synced to ParentSquare. To ensure you receive all communications in a timely manner, it is important to check your Campus Parent Portal account information.

## Late Starts and Early Dismissals

Late starts and early dismissals are inherently difficult for many programs and families. With this in mind, administration will do their best to keep these to a minimum. Early dismissals will be determined as conditions dictate. All families should have a contingency plan for their children in the event of school closings.

### In the event of a LATE START, unless otherwise noted:

- Morning Early Learning programs and classes (including community preschool, ECSE, ECFE and home visits) are canceled.
- Morning Adult Basic Education (ABE) classes are canceled.
- Kids' Choice will start late, in accordance with the emergency announcement (e.g. two hours late)

### In the event of an EARLY DISMISSAL, unless otherwise noted:

- Afternoon Early Learning programs and classes (including community preschool, ECSE, ECFE and home visits) may be canceled.
- Afternoon Adult Basic Education (ABE) classes may be canceled.
- After school Kids' Choice will be closed.

## Evening Cancellations

Decisions to cancel after-school and evening activities will be made by 3 pm, if possible, and are not necessarily tied to a school closing.

## Flexible Learning

Emergency Flexible Learning Days occur when the district or a specific school must close due to inclement weather or other emergency situation. Students will learn from home through a variety of lessons posted below or communicated through the student's school or teacher(s). Specific details regarding the expectations for the given Emergency Flexible Learning Day will be shared when the emergency closing is announced. Scheduled Flexible Learning Days are days the District has determined ahead of time as a result of a preplanned circumstance and work in a similar fashion.

## FAMILY/SCHOOL CONNECTIONS



### Cultural Liaisons

Our cultural liaisons help to make sure all of SSPPS families feel welcome and heard at our schools and the district is able to communicate well with families about their school, learning and student progress. Additionally, the liaisons serve to reduce language and cultural barriers so that all of our students can thrive and know they have a team of support around them.

#### Early Learning (Birth-5)

Maria (Tere) Castellanos *-Spanish Speaking*  
(651) 306-3644  
mcastellanos@sspps.org

#### Kaposia Education Center

Daisy Medina-Cuenca *-Spanish Speaking*  
(651) 306-3667  
dmedina-cuenca@sspps.org

#### Lincoln Center Elementary

TBD  
(651) 306-3663  
@sspps.org

#### South St. Paul Middle School

TBD  
(651) 457-9490  
@sspps.org

#### South St. Paul High School

Delia Granados *-Spanish Speaking*  
(651) 306-3665  
dgranados@sspps.org

#### American Indian Community Liaison

Chris Johnson johnsonc@sspps.org

### Translation & Interpretation

The district provides translation and interpretation services to meet families' language needs at school and with district-related programs or communications. If you would like language assistance with a message you have received; an interpreter for a school meeting, conference or phone call; or want to know more about the district's translation and interpretation services, please contact one of the district's cultural liaisons or your school office.

### SSPPS Licensed School Counselors

Licensed School Counselors help every student thrive academically, emotionally, and socially. In partnership with students, staff, family, the school counselors strive to prepare students to become effective learners, achieve success in school, live successful and rewarding lives, and develop into contributing members of our society. The goal is that each and every student builds the skills they need to be successful in the classroom and beyond.

#### Kaposia Education Center

Caitlin Carlson  
(651) 288-6892  
ccarlson@sspps.org

#### Lincoln Center Elementary

Heather Gysbers  
(651) 288-5810  
hgysbers@sspps.org

#### South St. Paul Middle School

Brooke Wood (6th grade, 7th grade maroon)  
(651) 306-3693  
bwood@sspps.org  
TBD (7th grade gold, 8th grade)  
(651) 306-3688  
@sspps.org

#### South St. Paul High School

Jelena Maric (Grades 9 and 10)  
(651) 306-3654  
jmaric@sspps.org  
Jenna Kvalheim (Grades 11 and 12)  
651) 457-9408  
jkvalheim@sspps.org

## School Psychologists

SSPPS Licensed School Psychologists work as the lead of the multi-tiered systems of support (MTSS) model at each school. They ensure assessment practices are applied across all levels of the system for a deeper understanding of each student's needs for academic and social-emotional success. They work closely with staff, students, and families to conduct special education evaluation and support teachers in addressing needs of students who may have a disability.

### Kaposia Education Center

TBD  
@sspps.org

### Lincoln Center Elementary

Susan Bergquist  
sbergquist@sspps.org

### South St. Paul Middle School

Dan Hodge  
dhodge@sspps.org

### South St. Paul High School

Laura Parnell  
lparnell@sspps.org



## School Social Workers

The role of a SSPPS School Social Worker is to assist students, families, and staff with methods and resources to address issues contributing to achievement, social emotional adjustment, and attendance in school. Licensed social workers are available to intervene in problematic behaviors in early stages to address outside challenges that may be contributing to the problematic behavior.

### Kaposia Education Center

Candace Burke  
cburke@sspps.org

### Lincoln Center Elementary

Anna-Claire Rauschnot  
arauschnot@sspps.org

### South St. Paul Middle School

Joquan Williams  
jwilliams@sspps.org

### South St. Paul High School

Amy McEvoy  
amcevoy@sspps.org

## Family Support Workers

In addition to cultural liaisons, the district's partnership with 360 Communities provides Family Support Workers at each school to help families find and access community resources to help with the challenges of raising a family today - everything from food and finances to getting connected with activities, volunteering, counseling and other specific needs based resources.

### Elementary Schools

Alicia Perez  
(651) 306-3652  
aperez@sspps.org

### Secondary School

Natalie St. John  
(651) 552-3094  
nstjohnc@sspps.org

## FAMILY INVOLVEMENT



South St. Paul Public Schools is strongest when the ideas, energy and voices of all stakeholders are included in planning and decision-making. Throughout the year there are many ways for you to be involved with the school district.

In alignment with the district's strategic priorities, the district is continuing to place a strong emphasis in 2023-24 to help build engagement with staff, students and family/community. Watch for these and other opportunities to be announced on school and district websites and through various school and district communication channels.

### Partnerships

South St. Paul Public Schools places high value on the engagement of our stakeholders in the work of the District. Working in partnership is a key component of our mission, and it is one of the five primary initiatives of our strategic plan to leverage local resources to meet student needs. The power of partnership is in its ability to serve as a multiplier for the involved parties, providing greater benefit together rather than working alone. Learn more about district partners at [sspps.org/partnerships](https://sspps.org/partnerships).

### Volunteers/Chaperones

Volunteer/chaperone opportunities are determined by building/department administration and/or the classroom teacher. All volunteers 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. The district reserves the right to limit or cancel volunteer/chaperone opportunities if it's deemed necessary to help mitigate the spread of COVID-19 or other infectious diseases.



## SSPPS Board of Education

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education.

The SSP School Board strives for excellence in governance, operates in partnership with the Superintendent, who strives for excellence in management, and both partner for excellence in consultation with staff, students, families and the public.

The SSP School Board meets on the second and fourth Monday of each month in a work session at 5 p.m. and regular business meeting at 6:00 p.m. Both meetings are held in the city council chambers. Visit the school board section of our website for more information.

### Current Board Members:

- John Raasch (Chair)
- Monica Weber (Vice-Chair)
- Nikki Laliberte (Clerk)
- Anne Clafin (Treasurer)
- Tim Felton
- Wendy Felton
- Kim Humann

## FOOD AND NUTRITION



It is our goal in Nutrition Services to provide delicious, nutritious meals to all students. Student Nutrition is an important part of the school day. All South St. Paul Public Schools participate in the National Lunch Program and School Breakfast Program. Our district provides a wide variety of meals that meet or exceed the Federal and State guidelines for nutrition. Our goal is to help teach healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch programs. Menus are available online at [sspps.org/menus](https://sspps.org/menus).

### Healthy Breakfast

A breakfast meal consists of whole grains, meat/meats alternates, a variety of fruit/juice and milk. Students must take a fruit along with 2 other items to receive breakfast at no cost.

- Elementary Students have access to a Grab N' Go breakfast that they will take to the classroom to eat.
- Middle School Students have access to traditional breakfast or a Grab N' Go breakfast. They can eat in the cafeteria or take to the classroom if they are running late.
- High School Students have the option for the traditional breakfast or a Grab N' Go breakfast before school. They can eat in the cafeteria or take to the classroom. High School students who did not take the opportunity to get breakfast at the beginning of their morning can choose to get a Grab N' Go "Second Chance" Breakfast, providing a quick and nutritious meal for students to grab and go between morning classes.

Each student is allowed one breakfast per day at no cost. 2nd meals or a la carte items will be available for purchase. Purchases may only be made if the student has money in their meal account.



### Healthy Lunch

A lunch meal consists of Meats/Meat Alternates, Grains, Fruits, Vegetables and Milk. Students must take a fruit or vegetable along with 2 of the other components that make up a meal to receive lunch at no cost.

- Elementary school Students will be provided a choice between 2 different entrees.
- South St. Paul Secondary offers a variety of different meal choices daily. In addition to the regular lunch items South St Paul Secondary will offer a number of a la carte choices that may be purchased.

All schools offer a variety of fruits, vegetables and milk with every lunch. 2nd meals or a la carte items will be available for purchase. Purchases may only be made if the student has money in their meal account.

MEAL	COST	MEAL	COST
<b>Elementary</b>		<b>Secondary</b>	
Breakfast	FREE	Breakfast	FREE
Lunch (includes milk)	FREE	Lunch (includes milk)	FREE
Extra milk	\$0.50	Extra milk	\$0.50
<i>Students receive one free breakfast and one free lunch each day per the Minnesota Free School Meals Program. Additional meals are purchased at full cost as noted below.</i>			
Additional Breakfast	\$2.25	Additional Breakfast	\$2.25
Additional Lunch	\$5.00	Additional Lunch	\$5.00

*Note: due to the supply chain shortages, menu options may be limited. In addition, meal costs may be adjusted as directed by the state and federal government. Visit the nutrition services webpage for the most recent information.*





## FOOD AND NUTRITION (cont'd)

### Student PIN Numbers

All SSPPS students and staff will use a Meal PIN for school meals. The Meal PIN for Secondary students will be printed on their fall class schedule they receive during the registration days. Elementary students will receive their Meal PIN either at the Open House held before school starts or in their classrooms on the first day of school.

The Meal PIN will belong to a student for as long as he/she is enrolled in our district. This number will not change if a student switches between elementary buildings or when they move to the secondary building. Secondary students who are at an elementary building during their lunch period will be able to purchase lunch by using their Meal PIN.

### Online Meal Account

SchoolCafé is the online program for school meal payments and application for educational benefits. SchoolCafé provides a number of key features you will find beneficial including:

- View your student's school meal account balance
- Review daily spending and purchases
- Access from any computer 24/7
- Low balance email reminders
- Automatic payments

Families will need to create an account with SchoolCafé. Instructions are available on the district website ([sspps.org/schoolcafe](http://sspps.org/schoolcafe)). Learn more about online meal accounts at [sspps.org/schoolcafe](http://sspps.org/schoolcafe)

### Interactive Online Menus

SSPPS students and families can access interactive meal menus online through their SchoolCafé account. User friendly drop-down boxes allow access to great nutritional and allergen information of food options provided at each school. Users are able to click on menu items to see detailed descriptions and nutrient information.

### Classroom Snacks

The District's Wellness Policy #534 encourages physical activities rather than food for classroom celebrations and parties. Families wanting to send snacks to the classroom, are encouraged to send healthy food choices from the pre-approved Smart Snacks list. Please contact the classroom teacher before sending any snacks to school.



### Equitable Lunch Protocols

While the district holds parents/guardians accountable for paying their unpaid lunch balances, students will never be denied a regular school lunch meal for inability to pay or negative account balances. The district is committed to working with families to continue to provide nutritious meals for all Students.

Parents/guardians may sign up to receive low balance notifications via email in SchoolCafé. For additional questions about account balances or activity, or to apply for educational benefits, including free/reduced priced lunch, visit the district website [sspps.org/educationalbenefits](http://sspps.org/educationalbenefits) or contact the Nutrition Services Department at (651) 457-9429.

### Educational Benefits Application (Free/Reduced Priced Meals)

All SSPPS families are asked to complete the Educational Benefits Application, regardless of income or eligibility. **A new application must be submitted each year.** By completing the application and if you qualify, your student and family may be eligible for a variety of discounts through SSPPS like free/reduced athletic/activity fees as well as many other discounts such as:

- Xcel & MN Power Energy Assistance programs
- Internet Services: Essentials, Frontier Communications
- Phone Services: Assurance Wireless, Easy Wireless, Safelink Wireless, Q-ink Wireless
- MTC Bus
- Science Museum of Minnesota
- Minnesota Children's Museum
- Minnesota Zoo
- YMCA; and much more

In addition to the benefits your student and family may receive, families also have the potential to help SSPPS. For each qualifying application, SSPPS receives thousands of dollars in state and federal revenue.

For more information on available discounts for qualifying families and how to complete an Educational Benefits Application, visit the District's website at [www.sspps.org/educationalbenefits](http://www.sspps.org/educationalbenefits) or contact our Student Nutrition Office at (651) 457-9429.



## Educational Benefits Frequently Asked Questions

### Are all meals free to all students for the 2023-2024 School Year?

Yes. July 1, 2023 the Minnesota Free Meals for Kids Program became law. One breakfast and one lunch per day will be free to all students. Any additional meals or ala carte items will need to be purchased.

### Do I need to complete an Educational Benefits Application every year?

Yes. All SSPPS families are asked to complete the school meal eligibility form, regardless of income or eligibility. Applications for Educational Benefits are approved annually.

- If your family was approved in the 2022-23 school year, you will need to reapply to ensure no disruption of benefits for the 2023-24 school year.
- NOTE: If at any time during the school year your family income status changes (e.g. laid-off, furlough, government shutdown, seasonal work) you are encouraged to complete an application for educational benefits. Once approved for free or reduced priced meal benefits they are in place for the remainder of the school year, regardless of income status.

### Can my child receive milk for free if they bring lunch from home?

No. Milk alone is not provided for free even though a student qualifies for meal benefits. Milk can be purchased for \$.50.

### Do foster children qualify for free meals?

Yes, foster children who are the legal responsibility of a foster care agency or court are eligible for Educational Benefits regardless of household income. Please complete an application identifying the children who are in foster care.

### I get support from WIC. Can my children get free meals?

Children in households participating in WIC may be eligible for Educational Benefits. Please fill out an Educational Benefits application.

### May I apply if someone in my household is not a U.S. citizen?

Yes. You or your child does not have to be a U.S. citizen to qualify for Educational Benefits.

### Who should I include as household members?

Include yourself and all other people living in the household, related or not (e.g., grandparents, other relatives or friends).

### What if my income is not always the same?

List the amount that you normally get. If you normally get overtime, include it, but if you get overtime only occasionally, do **not** include. You may provide your annual income amount.

### How will the information I provide be kept?

Information you provide on the form, and your child's approval for school meal benefits, will be protected as private data. See the back page of the Application for Educational Benefits for more information about how the information you provide is used.

### Will the information I give be verified?

Yes, and we may also ask you to provide written documentation.

### If I qualify for Educational Benefits, do I qualify for other assistance/benefits?

Yes. Students of those families who qualify for educational benefits also receive financial assistance for participation in activities and athletics. Your approval letter can also qualify for household discounts on some services and activities throughout the state of Minnesota. For more information, see district website at [sspps.org/educationalbenefits](http://sspps.org/educationalbenefits).



## HEALTH SERVICES AND STUDENT WELLNESS



### Immunization Requirements

#### FOR NEWLY ENROLLED STUDENTS AND THOSE ENTERING KINDERGARTEN AND 7TH GRADE

SSPPS has a **NO SHOT- NO SCHOOL** policy in compliance with Minnesota School Immunization Law. State law requires students entering kindergarten, 7th grade, and those newly enrolled to SSPPS to show proof of required immunizations or to file legal exemptions from immunizations with the school.

Families will be contacted if immunization information is needed in order for their child to attend school. Updated or new immunization information should be sent to the school health office as soon as possible to allow time for processing.

Many clinics in Dakota County provide immunizations at low or no-cost to children without insurance through the Minnesota Vaccines for Children (MnVFC) Program. Contact your clinic to find out if they participate in that program. In addition, the Dakota County Public Health Department also provides immunizations for children of all ages without insurance at their walk-in clinics and by appointment. These clinics also serve children on Minnesota health care plans including MA, MNCare or PMAP. Children under 18 years of age must be accompanied by an adult.

For current information about immunizations from Public Health, call the Immunization Information Line at 952-891-7999 (English and Spanish).

The Mission of SSP Health Services is to promote optimum health status to strengthen educational potential for all students.

Each school is staffed with a Licensed School Nurse and Health Assistant. Nursing care is provided for students who become ill or injured during the school day, need medications or treatments, or have other medical needs.

School Health Services provides care that promotes students' academic success by:

- Managing chronic health care conditions
- Providing interventions that return students to class
- Lessening the number of students sent home
- Shortening illness-related absences
- Identifying health-related barriers and referring for appropriate care
- Providing health screenings such as vision and hearing
- Promoting a safe and healthy school environment



### Illness

Children should not come to school if they have had:

- A fever of 100.0 degrees or more, the student must stay home for 24 hours after the temperature returns to normal without fever reducing medication such as ibuprofen or acetaminophen;
- Has vomited or had diarrhea, the student must stay home until 24 hours after the last episode;
- Has had any rash that may be disease-related or the cause is unknown, check with your health care provider before sending the student to school.

Parents/Guardians need to call the school's attendance line when their child is absent due to illness. In addition, parents/guardians are asked to notify the health office if their child has a condition that may impact others (e.g. strep throat, chickenpox, head lice, etc.).

When students become ill or are injured during the school day, parents/guardians are contacted first. If a parent/guardian cannot be reached, a call is made to other individuals listed on the student's emergency contact information. It is the parent/guardian's responsibility to keep all emergency numbers updated with the school. Students will not be released unless accompanied by a responsible adult. It is expected that students will be picked up within one hour of the call to the parent/guardian.





## HEALTH AND SAFETY



### Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) requires that the district notifies building occupants annually regarding asbestos-related activities. Until the late 1970s, asbestos was commonly used in building materials, such as floor tile, fireproofing, and insulation. In the late 1980s, all school buildings were inspected for asbestos-containing building materials by EPA-accredited inspectors. Based on the results of these inspections, management plans were developed for each school where asbestos was found. These plans are on file and are available for review by contacting the Buildings and Grounds Office at (651) 457-9431.

AHERA also requires that districts conduct periodic surveillance inspections every six months to evaluate the condition of asbestos-containing materials, and to re-inspect buildings every three years to re-quantify all remaining asbestos-containing materials. Complete details are available upon request and copies of inspections are available at each school.

### Indoor Air Quality

To help maintain our healthy school environment and comply with requirements established by the Minnesota Department of Education, SSPPS has developed and implemented an Indoor Air Quality Management Plan. Inspections of district buildings are performed annually to detect problems and help prevent future problems from occurring. More information is available upon request by contacting David Slomkowski, health and safety consultant, at (651) 457-9432. General information regarding school indoor air quality is also available from the Department of Health at [www.health.state.mn.us/communities/environment/air/schools/](http://www.health.state.mn.us/communities/environment/air/schools/)



### Medications at School

Whenever possible, medications should be given during non-school hours. When it is necessary for a student to receive medication during the school day, the student must bring the following for each medication:

- Medication in the original container with directions;
- Written permission from the parent/guardian; and
- A signed statement from the licensed prescriber; including name of medication, dose and time to be given (including over the counter medications for pain or relief of cough)

All medications, whether prescription or over-the-counter must be kept in the Health Office unless special arrangements (e.g. emergency epinephrine or asthma inhalers) are made with the Licensed School Nurse (LSN). Please contact the school health office to obtain medication authorization forms.

### Children with Chronic Health Conditions

Parents should consult with the Licensed School Nurse if they have a child with a diagnosed chronic health condition such as asthma, diabetes, seizures or severe allergies. The nurse, student and family will work with the child's health care provider to establish a health plan that will assist school staff in understanding and accommodating the student's health needs.

### Medical, Health & Accident Insurance

The district does not purchase medical, health or accident insurance for students. If a student has an accident, becomes ill, or is injured while at school or participating in district-sponsored activities, families will need to access their own insurance plans to cover any associated costs (e.g. medical care, emergency transportation). The district cannot pay these associated costs.

## HEALTH AND SAFETY (cont'd)

### Lead in Drinking Water

SSPPS conducts Lead in Drinking Water testing per the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's Schools" publication, and Minnesota Statute 121A.335. For more information, contact David Slomkowski, health and safety consultant, (651) 457-9432. If results of any test are over the EPA-established action level for lead, the affected fixtures are taken out of service, repaired, or replaced, and then re-tested to verify the repair or replacement was effective.

### Pesticides/Herbicides Application

As needed, SSPPS applies certain pesticides and herbicides on school property.

#### Herbicides

Because of such variables as weather, it is difficult to predict the day on which herbicides will be applied. The district generally applies only one herbicide (i.e. dandelion preventer). It is applied twice yearly in June and August, during times when there is no scheduled use of the affected area.

#### Pesticides

Because the district applies pesticides only on an as-needed basis, it is likewise difficult to predict exactly when they will be applied. The district contracts with a pest elimination service to inspect each building monthly. Category IV pesticides are applied only in affected areas, on average twice per year in each building, and always on non-school days. Category IV pesticides are in the least harmful category, and are not regulated by state notification laws.

If you would like to be notified prior to pesticide or herbicide application, or if you have any questions about this or any other health or safety issue, contact David Slomkowski, health and safety consultant (651) 457-9432, or Mark Fenton, director of buildings and grounds (651) 457-9431.



## LEGAL NOTIFICATIONS

SSPPS is required to inform parents/guardians and school employees of the following educational programming notifications

### Title I

As Title I schools, we must meet federal rules related to teacher qualifications as defined in Every Student Succeeds Act (ESSA). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, parents/guardians have the right to:

- Request information on the qualifications of your student's teacher and whether or not the teacher received an emergency or conditional teaching certificate through which state qualifications were waived
- Know if your student is being taught for more than four consecutive weeks by a teacher not licensed in the area of instruction
- See progress reports for their student and the school
- Ask whether your child receives help from a paraprofessional and information about that paraprofessional's qualifications
- Ask for a meeting with your school's principal or student's teacher at anytime

### 504 Plans

Section 504 is part of the Rehabilitation Act of 1973. Section 504 protects individuals from discrimination based upon their disability. The South St. Paul Schools, through its policies and practices, follows the nondiscriminatory procedures of Section 504. Parents wishing information concerning 504 planning should contact, Director of Student Services at (651) 552-5594.

## Statewide Testing

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. Statewide assessments also provide information to our schools and district about how all students are engaging with the content they learn in school. Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please complete the [Opt-Out Form](#) and return it to your child's school. Contact your student's school to learn more about locally required assessments. Learn more about the statewide required assessments by visiting the MN Department of Education Statewide Testing webpage: <https://education.mn.gov/MDE/fam/tests/>

## Homebound Instruction

The school district provides instruction for students who have documented medical conditions that require the student to be confined to their home. A note from a medical authority must be provided with written verification confining the student to the home for a specific amount of time. A teacher will be assigned to the student and one-hour of instruction will be provided for each school day.

## Pledge of Allegiance

Students may recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Pursuant to Minn. Stat. §121A.11, subdivision 3(c), anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school employees must respect another person's right to make that choice.



## Statement of Family/Student Rights

Under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, the Confidentiality of Information section of the regulations implementing the Education for all Handicapped Children Act of 1975, and the Data Management Policy of Independent School District (Policy 515) parent(s) or legal guardian(s), and eligible students have the following rights:

- The right, if asked to provide private or confidential data, to be informed of:
  - The purpose and intended use of the data within the school system;
  - Whether he/she may refuse or is legally required to supply the requested data;
  - Any known consequences data; and
  - The identity of other persons or entities authorized by state or federal law to receive the data.
- The right to inspect and review the student's education record.
- The right to explanations and interpretations of the record.
- The right to have a representative of the parent(s) or legal guardian(s) or eligible student inspect and reviews the records.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record; in a hearing if necessary.
- The right to report violations of the rules and regulations, cited above, to the Department of Education.

## Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act, part of the federal Every Student Succeeds Act (ESSA), ensures educational rights and protections for children and youth experiencing homelessness. To ensure that these children have access to educational programs, school districts are required to implement transportation provisions. School districts must within reason provide students experiencing homelessness with transportation to and from their school of origin. If you have questions about the McKinney-Vento Homeless Assistance Act, contact the Director of Student Services at (651) 552-5594.

## COMMUNITY EDUCATION

South St. Paul Community Education provides inspiring and motivating high quality opportunities for lifelong learning, leadership development and citizen engagement while advancing equity and eliminating disparities for all in the community. Community Education provides educational resources that help people from newborns through adults of all ages raise the quality of life in their communities. If you are an individual, local organization, or business that is interested in bettering our community through community education, please contact our office. We are always looking for new class offerings for the South St. Paul community. For more information, call (651) 306-3632 or visit [sspps.org/communityed](http://sspps.org/communityed).



### Early Learning

The Early Learning/Family Center offers high-quality education opportunities for families with children from birth through age five. New baby classes, parent education, inclusive preschool programming and kindergarten readiness are all part of serving the district's youngest learners.



### Youth Enrichment

A variety of fun and educational activities are offered through Kids' Choice Choice school-age care (gr. K-5), Packer Pad (gr. 6-8), and enrichment classes (grades K-12). These opportunities are available before and after school, on many school release days, and all summer.



### Adult Enrichment

Lifelong learners thrive. They are happier, healthier and more connected. Our programs, including adult enrichment, Access adults with disabilities programs, older adult programming, and Adult Education (ABE) all provide opportunities for adults to continue learning and following their passion.



### SSP Senior Center

The South St. Paul Senior Center promotes and provides opportunities in the area of socialization, recreation, education, and health to residents age 55 and up. Annual membership includes senior center activities, free senior lap swim (65+) during scheduled days/times and senior fitness class pricing (65+).

## South St. Paul School Board Members



**John Raasch**  
Chair  
(651) 747-7877  
jraasch@sspps.org



**Monica Weber**  
Vice-Chair  
(612) 720-9222  
mweber@sspps.org



**Nikki Laliberte**  
Clerk  
(651) 216-0885  
nlaliberte@sspps.org



**Anne Claflin**  
Treasurer  
(651) 894-4187  
aclaflin@sspps.org



**Kim Humann**  
(651) 587-8309  
khumann@sspps.org



**Tim Felton**  
(651) 210-9956  
tfelton@sspps.org



**Wendy Felton**  
(651) 451-9002  
wfelton@sspps.org

## DISTRICT DIRECTORY

### District Office

104 5th Avenue South  
Phone: (651) 457-9400  
Fax: (651) 457-9485  
www.sspps.org

### Transportation

Phone: (651) 457-9474  
sspps.org/departments/transportation

### Nutrition Services

Phone: (651) 457-9429  
sspps.org/departments/nutrition

### Student Services

Phone: (651) 457-9496  
sspps.org/departments/student-services

### Parent Tech Help

Phone: (651) 457-9458  
ParentTechHelp@sspps.org

### Community Education & Adult Basic Education

100 7th Avenue North  
Phone: (651) 306-3632  
Fax: (651) 457-9485  
Español: (651) 306-3644  
communityed.sspps.org

### Early Learning (Birth-5) Family Education Center

104 5th Avenue South  
Phone: (651) 457-9418  
Fax: (651) 457-9485  
earlylearning.sspps.org

Office Hours: 7:00 am - 4:00 pm  
Director: Jeanne Zehnder

### Early Childhood Screening

357 9th Avenue North  
Phone: (651) 288-6897  
earlylearning.sspps.org/about/ecs

### Kaposia Education Center (PreK-5)

1225 First Avenue South  
Phone: (651) 451-9260  
Fax: (651) 457-9453  
Attendance: (651) 457-9422  
kaposia.sspps.org

School Hours: 9:00 am - 3:35 pm  
Principal: Terry Bretoi

### Lincoln Center Elementary (PreK-5)

357 9th Avenue North  
Phone: (651) 457-9426  
Fax: (651) 457-9423  
Attendance: (651) 457-9498  
lincolncenter.sspps.org

School Hours: 8:20 am - 2:55 pm  
Principal: Theresa Starkman

### South St. Paul Secondary (6-12)

700 North Second Street  
Phone: (651) 457-9408  
Fax: (651) 457-9455  
Attendance: (651) 457-9415  
Activities Hotline: (651) 457-9419  
middleschool.sspps.org  
highschool.sspps.org

School Hours:  
7:00 - 7:45 am (zero hour)  
7:50 am - 2:30 pm

Principal (grades 6-8): Leah Bourg  
Principal (grades 9-12): Chuck Ochocki

### Community Learning Center (10-12)

710 19th Avenue North  
Phone/Attendance: (651) 450-9966  
Fax: (651) 306-3666  
clc.sspps.org

School Hours: 7:45 am - 2:20 pm

After School Program Hours:  
2:30 - 4:00 pm (Tues-Thurs)

Flex Program Hours:  
2:45 - 5:15 pm (Mon-Thurs)

Principal: Chuck Ochocki  
Assistant Principal: Robin Schwab



# 2023-2024 NON-SCHOOL DAY CALENDAR

First day of classes, Grades 1-6, 9, new SSPPS Students: Sept 5, 2023  
 First day of classes, Grades 7-8, 10-12: Sept 6, 2023  
 First day of classes, Kindergarten, 7-8, 10-12: Sept 7, 2023  
 First day of classes, PreK: Sept 11, 2023  
 Last day of classes: June 6, 2024

- District Holiday
- ✕ Non-Student Day
- ✕ Flex Learning K-5

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	✕	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	✕	✕	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	✕	✕	✕	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					✕	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	✕	✕	✕	✕	✕	30
31						

JANUARY						
S	M	T	W	T	F	S
	✕	✕	3	4	5	6
7	8	9	10	11	12	13
14	✕	16	17	18	19	20
21	22	23	24	25	✕	27
28	29	30	31			

FEBRUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	✕	20	21	22	23	24
25	26	27	28	29		

MARCH						
S	M	T	W	T	F	S
					1	2
3	4	5	6	✕	✕	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	✕	✕	✕	✕	✕	30
31						

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	✕	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	✕	25
26	✕	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
						1
2	3	4	5	6	✕	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



# SOUTH ST. PAUL PUBLIC SCHOOLS

## 2023-2024 FAMILY HANDBOOK

