Ella Baker
Global Studies and Humanities
PK-8 Magnet School

School & Family Handbook

Mission

At our Global Students and Humanities Magnet School, we are global learners who nurture curiosity and advocate for equity.

Vision

At our Global Studies and Humanities Magnet School, we believe:

- All children can learn at high levels
- All children and adults strive to be culturally competent learners
- Our social emotional learning is essential to our academic growth

Values

At our Global Studies and Humanities Magnet School, we value:

- Critical Thinking
- Valuing Differences
- Understanding of Global Issues
- Global Connection
- Intercultural Understanding
- Curiosity
- Communication
- Empathy
- Self-Awareness
- Flexibility

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Dear Ella Baker Families,

Welcome to the Ella Baker Global Studies and Humanities Magnet School! We are excited to have you as part of our school community and look forward to a successful year ahead. In this student and family handbook, you will find important information about our school, as well as updates and reminders. We encourage you to read through the student and family handbook and reach out to us if you have any questions or concerns.
Go Eagles!

In partnership,



Holly Kleppe
Principal



Hanna Halieyesus
Assistant Principal



Chris Sanville
Teacher on Special Assignment: Administrator

THE ELLA BAKER WAY

Be responsible
Be respectful
Be kind
Try your best
Be curious and explore

GENERAL INFORMATION

ATTENDANCE

You add value to our school. You are an important member of our community . From Pre-K to middle school, your attendance is very important. Daily attendance is the best way to be an active learner. As much as possible, please make sure you are at school (of course, we understand when you are sick or have an emergency!).

See full district attendance policy here.

- **ABSENCES**

If a student must be absent from school, a caregiver should call the **Attendance Line at 612-668-2755** each day to report the reason so it can be coded into the computer. **Lawful excuses include:** sickness, doctor's visit (must have verification from clinic), religious holidays, funerals, and extreme family emergencies.

- **Examples of non-excused absences**: missing the bus, oversleeping, or attending non-MPS sponsored activities. Families will receive notification via email/robo call of any unexcused absences. Students with habitual unexcused absences will have a meeting to come up with a plan with input from the student, staff, and families.

- **After 15 days of unexcused absences**, students will be dropped and referred to Hennepin County.

- **COMING TO SCHOOL LATE**

School starts at 7:30 AM. If a student is late to school, they need to sign in at main office to receive a pass to class. The students can sign themselves in; parents are not required to come in with them unless needed. We will not adjust their attendance until they sign in.

If a student was at a doctor/dentist/counseling, etc. appointment, they will need some form of written evidence from that office that they were at an appointment for it to reflect as such on their attendance. A personal note or signature will still reflect as unexcused on their attendance. This is an MPS district policy.

- **LEAVING SCHOOL EARLY**

If caregivers need to pick up students early, caregivers should give the **main office a call BEFORE 12pm**. A parent will have to come into the school to sign the student out.

To sign a student out, an adult needs to be on the student's emergency contact list and show a photo ID. If the student leaves for a medical appointment, the student will still need to bring written evidence of the medical appointment to the office the following day.

BREAKFAST AND LUNCH

Students will need to know their student ID number for breakfast and lunch. Teachers will work with the students to figure out their number if they do not have it. Younger students will practice entering their IDs in with their teachers.

- **BREAKFAST:** Breakfast is FREE for all students. Breakfast will be served from 7:15 am - 8:35 am.
- **LUNCH**: Lunch is FREE for all students. Although lunch is free, we do need all families to complete the **Application for Educational Benefits** so that Ella Baker can receive funding for student support and programming. Applications are available in the office and with our family liaisons. Please contact our family liaison Hoda at (612) 668 - 2739.

- **MENU:** The breakfast and lunch menu will always be posted outside the cafeteria doors. It can also be found online at: https://www.mpschools.org/departments/cws/menus

Students may bring their own lunch. For health and safety reasons, we ask that students do not share food or drink.

SCHOOL- HOME COMMUNICATION

We believe in the importance of open communication between school and home. We will keep you informed through our school website, monthly newsletters, and the Talking Points platform. Please make sure to check these channels regularly for updates and announcements.

CALLS/EMAILS HOME

At times, families will be contacted to discuss student progress at school. Contact our staff for support if a family member has a question or concern.

WEBSITE

VIsit the Ella Baker website for calendar updates, important announcements, and information about school. ellabaker.mpschools.org

NEWSLETTERS

Monthly newsletters are sent home via email from the school and the middle school team. A robocall will accompany the newsletter.

TALKING POINTS

Talking Points is a two-way multilingual family engagement platform helping teachers and families to stay connected via text message. This will be Ella Baker's primary way of communicating updates with families. How to setup link https://source.mpls.k12.mn.us/talkingpoints-students-and-families

E-LEARNING DAYS

Grades PK - 5 will have 3 "snow days" or school closures before E-Learning days occur. Grades 6 - 8 will have 2 "snow days" before E-Learning days occurs. Teachers will communicate E-Learning expectations during their virtual morning meeting on E-Learning days. Teachers will communicate Google Meet codes to families via Talking Points.

REPORT CARDS

At the end of each quarter, final grades are sent home in the mail.

HOMEWORK

We believe that homework is an extension of school learning and a way for caregivers to be connected to the learning at school. Please notify your student's teachers if you have questions or concerns.

SAFETY AND WELLBEING

The safety and wellbeing of our students is our top priority. We have policies in place to address bullying, drugs, alcohol, tobacco, and weapons. We also have expectations for behavior in hallways, classrooms, and other areas of the school. Please review these policies with your child to ensure a safe and respectful learning environment.

AT SCHOOL AND ON CAMPUS

It is an expectation that students are on school property AT ALL TIME. We can only ensure safety while your student is on school property. Caregivers will be notified immediately if a student is off school property, consequences will follow.

BULLYING

Bullying of any sort (cyber, verbal, physical) is STRICTLY prohibited. At Ella Baker, we believe all students should feel like they can come to school and feel safe. Bullying investigations are taken seriously and consequences if found to be bullying, can be severe per District Policy 5201.

If a student witnesses bullying. please:

STOP IT, we do not do that here.
NAME IT: That is bullying and it is not okay.
REPORT IT: Notify a teacher, staff or admin immediately.

DRUGS, ALCOHOL, TOBACCO, WEAPONS

Ella Baker is a drug, alcohol, tobacco, and weapon free school. Any students or staff in possession of or under the influence will be addressed and disciplined accordingly. If you believe you are in crisis or in need of substance abuse, please see our social workers. We are here to support you.

HALLWAYS AND STAIRWAY

Hallways and stairways can be a safety issue if rules and expectations are not followed. Ella Baker Hallway expectations are:

- **Always Walk**
- **Hands to self**
- **No use of cell phones.**
- **Whisper Voice - learning is happening**

PLAY FIGHTING

For students' physical and emotional safety, our school does not allow or encourage play fighting. If exhibited, consequences will be designated by administration.

HEALTH OFFICE SICK OR INJURED DURING THE SCHOOL DAY

If a student becomes ill during the school day, the teacher will notify the health office who will assess the student's conditions. If your child needs to go home or has an injury requiring medical attention, the parent or guardian listed on the emergency contact sheet will be called. For that reason, it is very important that every student has an updated **Emergency Form** on file in the office.

All illnesses/injuries must come through the Health Office. Students are not allowed to call parents directly from cell phones or classroom phones as we need to know who is ill and if a student will be leaving for the day.

BATHROOMS/RESTROOMS

Bathrooms/Restrooms are not social gathering places. Use the bathroom, keep it clean, and remember to wash your hands. If you see something unexpected and a safety issue, use of drugs, tobacco, recording of other people (cell phone usage) , report it to the teacher or any school staff immediately.

Respect property (food, toilet paper, sink, plug, our community) Use during passing
(3 minutes) be efficient, mindful

TECHNOLOGY

To minimize distractions and ensure a focused learning environment, cell phones and personal electronic devices are not allowed during school hours. Please support us in enforcing this policy and encourage your child to leave their devices at home or keep them turned off and handed to the appropriate staff during the school day.

CELL PHONE AND PERSONAL ELECTRONIC PROCEDURE

To keep everyone safe and make sure students can learn without distractions, students are not allowed to use cell phones or other personal electronic devices during school hours (7:15 AM to 2:10 PM). This rule applies everywhere in the school, including hallways, classrooms, bathrooms, recess areas, and the cafeteria. Remember, if you bring these devices to school, you do so at your own risk.

Middle school students must give their cell phones to their advisory teacher when they arrive at school. They can get their phones back at the end of the day from their advisory teacher. If middle school students are late, they should turn in their cell phones to the main office when they get their late pass. If students need to leave school early, the deans will help them get their cell phones.

Elementary students can give their cell phones to their classroom teacher and get them back at the end of the day.

If a student uses a cell phone during school hours, it may be taken away (as stated in District Policy 5210). The student and their parent or guardian will need to meet with the school leaders to make a plan if the student keeps using their cell phone after teachers and deans have tried to stop it.

The school district is not responsible if your device is lost, stolen, or damaged. They are also not responsible for any unauthorized use of your device. If a device is taken away because of these rules, the school cannot guarantee its safety or security. Remember, you bring personal electronic devices to school at your own risk.

MAKING CALLS HOME

Students may use classroom or office phones to call home with permission from teacher and staff.

INTERNET AND USE OF TECHNOLOGY

Students are expected to use the Internet to further educational opportunities in and out of the classroom. Therefore, the use of the district system and access to the Internet in school is a privilege, not a right.

Students will:

- Use only those Internet sites that are connected to their learning.
- Follow all policies, laws, and regulations regarding copyright and use of Internet

materials.
- At all times, they accurately represent themselves in the system.
- Use appropriate language. Speech or language inappropriate for classroom use is inappropriate for the Internet or email.

Misuse of the system will subject the student to discipline, depending on the nature and degree of the violation and the number of previous violations.

Student files and emails created or transmitted using the district system are District property and may be viewed by District personnel at any time.
Universal Access to Technology: Student Device Handbook - English - Google Docs

ACADEMICS AT ELLA BAKER

We believe in the potential of all our students and provide rigorous academic programs to foster their curiosity and growth. Homework is assigned to reinforce learning and develop organizational skills. Please support your child in completing their homework assignments and reach out to their teachers if you have any questions.

HOMEWORK

Students will receive homework assignments. Homework is designed to help students practice organization skill as well as practice the content they learned at school. Caregivers are welcome to help their students, but our goal is that the student leads the learning. It is important that students return their homework to school after it is completed. Middle school students will have their planners to help them remember and be organized.

SCHOOL SUPPLIES

The school will provide school supplies, however, a student may bring their own supplies if they wish. In Elementary, supplies brought from home will be classroom shared supplies. In elementary, if you wish to not share supplies, please do not send them to school.

STUDENT-LED CONFERENCE

Twice a year, student-led conferences are held with families to discuss each student's progress. One conference is in the fall, and the other is in the winter. It is expected that students will be present at both conferences.

ASSESSMENTS

We regularly assess progress throughout the school year to best serve our students. Testing will be performed as quizzes, projects, and/or pre or end of unit assessments. Minneapolis Public Schools use FAST testing and MCA state testing. All statewide testing dates are listed on the school website under assessments.

STUDENT ACTIVITIES

We offer a variety of student activities to enhance the learning experience at Ella Baker. These include service learning projects, field trips, after-school classes, and student leadership opportunities. We encourage students to get involved and make the most of their time at our school

SERVICE LEARNING

Service learning is part of our Global Studies and Humanities curriculum. Students will develop service-learning projects at each grade level. Any off-campus service learning will include a signed permission slip. In addition, service learning is an essential part of experiential learning field trips in the spring.

FIELD TRIPS

Field trips are extended learning beyond the classroom. Behavior expectations mirror the standards for in-school learning. Permission slips will be sent home for an adult or guardian to sign before the trip. Only written

permission is allowed.

AFTER SCHOOL CLASSES

After-school classes are coordinated through Minneapolis Community Education. If a student is interested in signing up for a class, talk to your teacher for more information.

CULTURAL PRAYER

A space will be provided for students that may need a space to do prayer.

STUDENT CONDUCT/POLICIES

BUS CONDUCT

Ella Baker's social contract applies to riding the bus to and from school. Middle-grade students are expected to model safe behavior for each other and younger students. Students remain seated on the bus. Arms, legs, heads, and other body parts must remain inside the bus windows. Students shall keep personal items in their seats and respect the property of other riders. Food and drink are not allowed on the bus. Safety is crucial, any actions and behavior that compromise safety will not be tolerated and will result in removal from the bus.

DRESS CODE

Dress should be appropriate for school and not be offensive, or discriminatory. Students should dress to feel comfortable, safe, and ready to learn. Jackets, coats, insulated windbreakers, blankets, and sunglasses are to be removed while in the building and stored in lockers. In addition, any face covering that are not medical or religious will have to be removed as well.

GUM

Gum is not allowed at Ella Baker due to the inconvenience of it being on the floor, seats, desks that often gets on clothing, unless it is explicitly stated in a student's Individual Education Plan (IEP) or 504.. It is RECOMMENDED for mints in the replacement for gum.

PERSONAL ITEMS

Minneapolis Public Schools are not responsible for any personal belongings lost or taken. Therefore, please use care if bringing items such as cell phones to school. Items of significant value are discouraged.

SALES OF GOODS

Students are not allowed to buy and sell personal items to peers at school.

SKATEBOARDS/SPORTS EQUIPMENT

All skateboards, scooters, and sports equipment must be kept in lockers or with the advisory teacher. Basketballs, soccer balls, and footballs may be allowed at recess. The student is responsible for the equipment.

THEFT

Students who participate in the theft of personal or school-related property shall face school or District discipline.

DRUGS, ALCOHOL, TOBACCO, WEAPONS

Ella Baker is a drug, alcohol, and tobacco free school. Any students or staff in possession of or under the influence will be addressed and disciplined accordingly.

MIDDLE SCHOOL

Middle school is an exciting time. It is truly an opportunity to explore your interests and yourself as you plan for your future. We are excited to have created a magnet school that is guided by the core principles of positive identity development, culturally responsive curriculum and instruction, and community service opportunities. Students are challenged to explore and examine the past, present, and future through a critical and global lens.

We are proud to offer a full range of required and elective classes, and various student supports. Through engagement with World Savvy, the community, students, caregivers, and staff, we have created central tenets that you will see threaded through each component of our programming.

We strive to meet the needs of every student to help your child thrive academically, socially, and emotionally.

ESSENTIAL GROUNDING OF ELLA BAKER MAGNET

- Be responsible
- Be respectful
- Be kind
- Try your best
- Be curious and explore

PLANNERS

Students in middle school receive a planner. Students will use their planners to stay organized and record homework assignments and other daily reminders in each class. The planner will be used in each class daily and should be checked regularly at home. The planner also serves as a communication tool between school and home. Students in need of a replacement should contact their advisory teacher. Students should expect bi-weekly planner checks from their advisor. The planner will include passes for student use outside of the classroom.

PASSES

Students will have 5 passes per week. Students use the restroom and go to the lockers during their passing time (3 minutes). Teachers will have an emergency pass plan in place for emergencies.

CLASSES / SCHEDULE

ADVISORY - The purposes of advisory classes across all middle grades are to support students in building positive, meaningful relationships, provide a safe place for students to strengthen their academic and social-emotional competencies, and nurture the development of new skills and talents. Advisory is held first thing each morning. A student's advisor is your main point of contact for support.

6TH GRADE:
LANGUAGE ARTS 6, MATH 6, SCIENCE 6, MINNESOTA STUDIES, ELECTIVES, SPECIALISTS

7TH GRADE:
LANGUAGE ARTS 7, MATH 7, LIFE SCIENCE 7, WORLD STUDIES, ELECTIVES, SPECIALISTS

8TH GRADE:
LANGUAGE ARTS 8, ALGEBRA, EARTH SCIENCE, WORLD STUDIES, ELECTIVES, SPECIALISTS

ELECTIVES

KNOWLEDGE 2 ACTION
Do you want to change the world? First, learn to use the same "design thinking" software engineers use to design cell phones to research global and local challenges. Then, in a small group, you'll work towards acting on a real-life issue that matters to you.

ETHNIC STUDIES
Students will be introduced to various ethnicities from a variety of perspectives through the arts, writing, music and food that make a historical and socialized connection to the world around us. In addition, students will examine race, ethnicity, nationality, and culture in America and how to embrace equity and diversity as a nation for a distinct vision of Democracy. Students will study institutions and systems within the American infrastructure from a historic and humanities perspective. Most importantly, students will examine who they are in this world and the responsibility of becoming contributing citizens to make this world a better place for all.

PHYSICAL EDUCATION AND HEALTH

ADDITIONAL SUPPORTS

MIDDLE SCHOOL COUNSELING
Services provided through school counseling include individual counseling for academic and/or social and emotional support and student groups. In addition, the school counselor will provide monthly lessons called My Life Plans on exploring post-secondary, college, and career options, preparing for high

school, managing middle school, etc. Please inform the school counselor if the student does not want to receive individual support/counseling to opt-out.

GRADES AND GRADING

GRADING RUBRIC

All schools will use a grade scale that is aligned to 0-8 rubrics that calculates to letter grades. Educators will see the percentages that create the alignment to letter grades, however, students and caregivers may not.

WEIGHTED GRADING

All middle school grades will be set with the weighted categories

- 70% Summative Assessments
- 30% Formative Assessments

Summative, which shows mastery of the content, objective or benchmark. Practice is used to develop the skills needed to prepare for the summative.

Homework is an opportunity for students to practice skills that they have already learned in class. Assignments should be at a level students can complete the homework independently. Reading every night is encouraged. Grade-level teams will communicate their homework expectations to families.

MIDDLE SCHOOL TARDINESS

Students are expected to be on time to school and to each of their classes. Students are given three (3) minutes to get from class to class. Students are encouraged to use the restroom or go to their locker during passing time.

Each teacher will communicate to students the expectations when class starts and ends. Teachers will communicate with families of students with excessive tardiness.

Students late after **15 minutes will be marked as unexcused absence.**

Students with habitual tardiness will be address in the following ways:

1st time with 4 tardies in a week total: advisory teacher has individual conversation with student.
2nd time with 4 tardies in a week total: advisory teacher makes phone call home
3rd time with 4 tardies in a week total: referral to support staff for reflection sheet conversation
4th time with 4 tardies in a week total: consequences including making up work during recess, lunch time with a staff member or in the office.
5th time with 4 tardies in a week: Family Conference with Principal and teachers,
6th time with 4 tardies in a week and no improvement: SSW completes home visits at quarterly checks.

7th time with 4 tardies in a week total and no improvement: consider removal from school

BACKPACKS

All backpacks, large bags, drawstring bags, etc., will be allowed to help manage materials and keep belongings and electronics safe.

MIDDLE SCHOOL STUDENT ACTIVITIES

SERVICE LEARNING

Service learning is part of our Global Studies and Humanities curriculum. Students will develop service-learning projects at each grade level. Any off-campus service learning will include a signed permission slip. In addition, service learning is an essential part of experiential learning field trips in the spring.

STUDENT LEADERSHIP OPPORTUNITIES

GENDER & SEXUALITY ALLIANCE CLUB(GSA)
In this leadership group you will learn about gender and sexuality diversity.You will also build positive social connections.

STUDENT AMBASSADORS
In this leadership group you will give school tours to new students and families. You will have the chance to volunteer in primary classrooms. You will build leadership skills by making Ella Baker a welcoming school for everyone.

TECH SQUAD
In this group you will help with all the different technology needs at Ella Baker. You will set up technology for ASMM, as well as assist teachers with classroom technology needs such as photos, video recordings and audio set up in the auditorium. You will also take photos during school activities and events and help run our school social media accounts.

STUDENT COUNCIL
This leadership group helps plan school events including spirit day, all school morning meetings and dances. When joining this group, plan to think about taking care of our school-wide community.

GET UP, STAND UP- SOCIAL JUSTICE COUNCIL
This leadership group will follow current events and decide where our energy and youth voice will be most effective: walk-outs; protests; letter-writing campaigns; contacting law-makers; standing up for equity & truth... make our voices heard.

ATHLETICS – *click "Athletics" to the link options*

Fall	Winter	Spring
Co-Ed Soccer	Boys and Girls Basketball	Co-Ed Track and Field
		Girls Flag Football

MPS POLICY

- Attendance Policy
- Attendance Rules and Procedures
- Bullying and Hazing Prohibition
- Technology student Device Handbook -
- "Cell Phone" notices Student Personal Electronic Device Policy 5210
- Parent Notice - Alcohol and Tobacco (ATOD)
- Criminal Background Check Notice to Parents
- Behavior Standards and Code of Conduct
- Environmental Health and Safety
    - 2021/2022 Pesticide-Herbicide Application Schedule
    - Parent Right-to-Know Act
    - Radio Frequency Notice
    - Annual Asbestos Notice
- FERPA Notice
- Harassment and Violence Prohibition Policy 4002
- Internet & Email Use - Parent Notice
- McKinney Vento Rights
    - English
    - Hmong
    - Somali
    - Spanish
- Media and Yearbook Release
- Searches of Students, Lockers, Desks, etc. Policy
- Special Education Records Notice
- Testing: Statewide Testing Notice and opt Out Form for Parents
- Wellness Policy Notice

MINNEAPOLIS PUBLIC SCHOOLS
Urban Education. Global Citizens.

2100 W. 26th Street
Minneapolis, Minnesota 55405
Phone: 612.668.2720

Holly Kleppe
Principal
Ella Baker Global Studies and Humanities

Please sign and return the Student Handbook Agreement form included in this newsletter. By signing the form, you acknowledge that you have read and understood the information provided in the handbook and agree to follow the rules and policies outlined.

Thank you for your partnership in your child's education. We are excited to work together to create a positive and enriching learning environment for all our students.

We, the student, and parent/caregiver verify and accept the following by signing the appropriate spaces below that we have read, understand, and agree to follow and be held accountable to the rules, policies, procedures, and other information provided in the Ella Baker student handbook for 2024 - 2025 school year.

(Student Printed Name) _____

(Student Signature) _____ (Date) _____

(Parent/Caregiver Signature) _____ (Date) _____