

Hamline Elementary Family Handbook

Our Mission

Empower children to become critical thinkers, co-creators in their learning experiences, and to discover and explore their passions.

Our Vision

We are dedicated to being a school where learning is connected to the lives of students and their community. A place where students wonder, ask questions, investigate, and collaborate to create meaning. A place where instruction and curriculum cultivate student interest and strengths, and values students for who they are. Our commitment to creating equitable outcomes for every learner gives each student the tools they need to succeed within, and beyond, the classroom.

Our Why

At Hamline Elementary we believe in the capacity and brilliance of every child, and our collective ability to impact learning.

Hamline Welcomes You!

Parent and family involvement is a very important component of Hamline's educational objectives. Our mission to educate all children cannot be accomplished without you. We value family connection and input as we understand you are your child's first teacher. We welcome parents to volunteer in their child's classroom and stay connected with teachers and support staff. If you need to connect with your child's teacher or support staff please make sure to schedule a time with them as once students enter the building our focus is on welcoming them and starting the day off on a positive note. We appreciate your attention to this so we are able to give both you and students the undivided attention deserved.

Hamline to Hamline Collaboration

“Two campuses, one community, in the heart of our neighborhood.”

Hamline Elementary School is at the center of the vibrant and diverse Hamline Midway neighborhood. Our partnership with Hamline University is one of the many things that makes Hamline Elementary especially unique. We believe that college and careers begin in kindergarten and it is never too early to explore passions and interests.

The Hamline to Hamline Collaboration, the first of its kind in the nation, places more than 50 college tutors in classrooms each week and the Hand in Hand Mentor program partners faculty and college students with many of our students on a weekly basis. Our Academic and Athletic Pairings program provides students with ongoing access to the University campus by partnering grade levels with different departments to enrich and expand learning. The opportunities and experiences this partnership brings are endless and as students see themselves as part of a college campus, learning, connections and big dreams for the future begin.

PERSONALIZED LEARNING/IPAD INFORMATION

Hamline Elementary students and staff experience a 1:1 personalized learning environment, where there is one iPad for each student. In addition to traditional teaching methods teachers are able to differentiate learning by creating lessons and activities on iPads. We keep iPads at school to ensure they are readily accessible to each student and to best meet learning needs.

Grades PreK-5 use Seesaw as the learning platform. Caregivers are able to access these learning platforms to see what students are doing, make comments, as well as communicate with the teacher. More information around connecting to Seesaw will be given by your child's teacher.

SCHOOL ARRIVAL AND DISMISSAL

9:15 A.M. – 4:00 P.M.

As much as we love seeing students come through our doors each day, no student should arrive at school before 9:15 a.m.. We simply do not have the staff to monitor students prior to the start of the day at 9:15.

Morning Drop Off:

If you are dropping off in the morning, please pull into the Hubbard parking lot between 9:15-9:35. Staff will be waiting at the doors to welcome them. **No student should be dropped off on the Englewood** side of the building as buses are dropping off and it is a safety issue.

Dismissal:

Dismissal begins at 4:00. Students who are picked up are dismissed to the gym and remain there until the caregiver pulls up in the car line on the Hubbard side of the building. Caregivers pull into the car line and students are called over the radio when staff sees you pull up. Typically everyone is called out by 4:15. If you prefer to not go through the car line you are also able to park on Hubbard, walk up to the door and staff will call your child out.

Early Pick Up:

If a student is to be picked up from school at any time during the day, or if a change in dismissal routine is needed please email the teacher, send a note with your child or call the office before 3:00. After 3:00 it can become challenging to get word to the teacher to change the dismissal routine so we appreciate as early notice as possible.

All caregivers who are picking up early must come directly to the office, sign the student out and the clerk will call your child's classroom. Please note that once we have hit 3:40 it becomes very difficult to connect with classrooms as the dismissal process has started. You may be asked to wait for your child in the lobby to collect your student as classes are called down for dismissal.

Please Note:

- Only those that you have listed on Campus can pick up your child. Legally, we can not release any student to anyone who is not on Campus. If you need to add trusted people to Campus please work with our clerk to do this. If there is an occasion in which you need to have someone, other than those listed on Campus, pick up your child you must speak directly to your child's teacher or the clerk to confirm approval.
- There is no staff available to watch children past 4:15. If there is an emergency please let us know prior to 4:00 so we are aware.
- Students are not allowed to ride a bus other than the bus that is assigned to them. If a child is to go home with a friend after school, parents must make their own arrangements for transportation.

ATTENDANCE AND TARDINESS

School attendance is mandatory in the state of Minnesota in order to make certain all children acquire the necessary skills for success as an adult. Establishing good attendance patterns in the elementary years is one of the best ways to ensure a

student will stay in school through graduation. Absences **MUST** be reported to school each day preferably before 10:30a.m.. You can report an absence by calling the attendance line at 651-744-4653.

Excused Absence

- Sickness-doctor note after 3 days absent
- Medical appointment
- Religious holidays
- Extreme family emergencies (i.e. death in family, house fire, homelessness etc.)

Unexcused Absence

- Staying home to baby-sit
- Oversleeping
- Missed bus or suspended from bus
- Too cold/too hot
- Needed at home

Pupil Fair Dismissal Act, MN Statutes Section 120A.40 and Ramsey County Family Truancy Intervention Program (FTIP).

We work very hard to support families in having good attendance as we know that there can be barriers at play. That being said, when students are chronically absent from school we are obligated to follow procedures laid out by Ramsey County.

Students with unexcused absences shall be subject to discipline in the following manner:

- Students with 3 unexcused absences or 5 out-of-building tardies will be sent a written notification (Attendance Alert Letter), regarding the school attendance issue with a warning that failure to improve will result in a referral to Ramsey County Family School Attendance Matters Program (SAM).
- Students with 5-7 unexcused absences or 10 out-of-building tardies will be referred to SAM. This will result in a group meeting at school with parents, where someone from Ramsey County Attorney's Office will be present to outline school attendance laws.
- Students with 8-10 unexcused absences or 20 plus out-of-building tardies will be referred to a School Attendance Review Team (SART) hearing for a court hearing.

- Students with 15 consecutive days of unexcused absences will be dropped from school enrollment.

Before and After School Care

Hancock Recreation Center

We are fortunate to be connected to, and partnered with Hancock Recreation Center. Hancock Recreation Center offers educational programs, after school activities, open gym, tot time, family events, youth athletics, field rentals, rental space for parties, meetings, and events, and so much more. **Rec Check** is a free after school program for children in grades 1-5 and families must register if interested in this. For more information about Hancock Rec Center and their after school program please call 651-298-4393 or go to their website at [Hancock Rec Center](#).

The Hancock Recreation Center, though connected to us, is independent from St. Paul Schools. Hamline Elementary School does not have any responsibility for children who attend Rec. Center programs. Please call 651-298-4393 to discuss supervision of your child with the Recreation Center staff.

Extended Day Learning(EDL)

Extended Day Learning(EDL) is offered after school on Mondays and Wednesdays from 4:15-5:45 and starts in October. Extended Day for Learning (EDL) offers students fun, engaging activities to strengthen academic and social emotional skills. Licensed teachers and community partners provide a variety of experiences such as Instrumental Music(for older grades), Lego League, Arts, STEM and Math/Literacy experiences to get students excited about learning while making new friends and improving their skills. Registration information will be sent home in September.

Discovery Club

Discovery Club is another fun and nurturing child care program for students in grades PreK-5 that supports learning and development before school, after school, on non-school days and during the summer. Discovery Club is not located at Hamline but at the Rondo building. Students are dropped off at that location by

their caregivers and bussed to Hamline by 9:15. Space is limited. For a list of fees, locations, and to register or join the waitlist, visit spps.org/discoveryclub or call 651-632-3793.

SCHOOL VISITS - DURING SCHOOL DAY

Hamline welcomes parents as partners in their child's education. If visiting during the school day please make prior arrangements with your child's teacher for your visit as once the day begins teachers will be focusing on instruction and starting the day out on a positive note with students.

All visitors must report to Hamline Elementary office and receive a Visitor's Sticker to wear while they are in the building. If you are a regular visitor/volunteer please sign in and sign out when you come in and go out.

MEAL INFORMATION

All students are eligible to receive free breakfast and lunch under the Minnesota Free School Meal program. As students arrive at school, they can grab their breakfast and eat in class. Hot and cold breakfast options are available.

Single Item Purchases and Second Meals

Second meals, incomplete meals and single items, such as milk only, must be purchased. The 2023-24 meal and milk prices are:

- Student Second Breakfast: \$2.85
- Student Second Lunch: \$5
- Milk Only: \$0.50
- For a complete list of prices, visit <https://www.spps.org/about/departments/nutrition-services>

Application for Educational Benefits

While all in-person students will receive free breakfast and lunch under Minnesota's Free School Meals program, **it remains critical that all families complete an Application for Educational Benefits each school year.** These applications determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits. The application can be completed online at schoolcafe.com/spps. Paper applications are available at school. We are happy to support you in filling out the application at our Open House on August 28th.

SAFETY DRILLS

Throughout the school year our school practices safety drills in order to be prepared in case of emergency. These drills can be a little scary for some students, but we work with students ahead of time to assure them that these are drills and that they are not in any danger. If your child is sensitive to this type of drill please let us know so we can talk with them prior to the drill, and calm any fears or make additional arrangements. If you would like to know when the drills take place, so you can talk to your child/children, contact your child's teacher to let them know.

TELEPHONE MESSAGES

In order to reduce interruptions to the learning day we do not forward calls to the classroom during the school day. This reduces interruptions to learning and supports teachers in focusing on instruction. If you need to communicate with your child's teacher or to your child during the school day please call the office and you can leave the message with the clerk. We will work to get the message to the teacher and/or child.

CELL PHONES

Students are expected to turn in their cell phones during the school day to their teacher. Cell phones are kept in a safe place until dismissal time. This practice reduces distractions from learning and helps us to reduce incidents in which cell phones are lost or stolen. We can not be responsible for cell phones unless they are turned in so we are able to keep them secure. If you need to get in touch with your child during the school day please call the office and we can relay a message or have your child call you. Cell phones should not be used during the school day.

HEALTH SERVICES

SCHOOL NURSE

Families are urged to inform the school nurse of any existing health concerns-emotional and/or physical. A student may be given medications during the school day when the medication is necessary for the health of the student, and cannot be administered at home. All medications required during the school day must be administered by a school nurse or health assistant. In the absence of a school nurse, the principal or designated staff member will deliver approved medications. A written order by a health care provider and written authorization

by the parent/guardian must be provided to the school. The medication must be in an appropriately labeled container by a pharmacist or a physician. Students using inhalers must also have a doctor's order.

ILLNESS/INJURY DURING THE SCHOOL DAY

Please make sure to update your child's emergency contact information so school can reach a person in the event of an emergency. If a contact person cannot be reached and the child is seriously injured, paramedics will be called.

IMMUNIZATIONS

State law requires all new students to provide proof of immunizations. Please check in with your health care provider to make sure your child's immunizations are up to date before school starts in the fall. Visit [Health and Wellness](#) or call our school nurse for more information.

WELLNESS POLICY

The [Wellness Policy](#) encourages movement throughout the school day to increase activity and engagement in learning. Celebrations involving food are limited to once per month. We are not able to allow treats to come from home to share with classmates. This includes store bought cupcakes, cookies, cakes, etc... We understand that on special occasions such as birthdays it can be fun to send these items, but we must follow the Wellness Policy linked above. Students are not to share food with one another to follow the health plans of students with special dietary needs.

FIELD TRIPS

Field trips are an integral part of learning at Hamline. In addition to filling out the iUpdate forms in [Campus Parent Portal](#), field trip forms are also sent home for parents/guardians to sign prior to a field trip in which students are leaving school grounds. Students will not be allowed to go on field trips without signed permission slips. Verbal permission is not allowed.

Recess

Children will go outside for fresh air and exercise, weather permitting, for approximately 20 minutes daily. During the winter months, if your child is in need of outdoor clothing please let us know and we can support them in getting this.

Saint Paul Public Schools uses the National Weather Service (NWS) wind chill chart to determine whether recess will be held outside. Wind chill is the temperature it feels like on your skin when the wind is blowing. The stronger the wind, the colder it feels.

Schools will keep students inside if the wind chill is expected to be colder than -10 degrees below zero. Regardless of the wind chill, students who do not have the appropriate winter clothing will not be able to participate in outdoor recess. Please review [SPPS Weather Guidelines](#).

SCHOOL MATERIALS

School supply lists can be found on our [webpage](#). If you are unable to purchase school supplies, they will be provided.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

PBIS, is a three-tiered approach to ensure that ALL students' needs are being met. We believe that all students want to succeed, and when given the opportunity, can and will learn to their potential.

Schools are successful when they help children grow academically, socially and emotionally. For this to happen it is imperative that we have a safe, consistent and proactive environment that is conducive to growth. By setting forth clear, consistent expectations, directly teaching students about those expectations, and positively reinforcing expectations, it is our goal to create this atmosphere for learning school-wide.

At Hamline Elementary School, we expect that everyone will conduct themselves with courtesy and respect. Every student and staff member at Hamline is entitled to learn and work in a safe, equitable school environment. To ensure this, Hamline is working to establish clear systems of support, practices, and policies that align with the mission of creating the most positive, safe environment for all. [Rights and Responsibilities Handbook](#)

ASSEMBLIES

Monthly assemblies will be held to build community and celebrate successes. Parents are welcome and encouraged to attend. Each month we focus on a different skill/competency. The competencies that we believe every child should leave Hamline with and are our focus throughout the year are: Creators, Communicators, Collaborators, Self and Community Aware and Critical Thinkers. As much as possible students lead the assemblies and grade levels perform. Teachers will notify you when assemblies will be held, usually the last Friday of each month.

WEAPONS

Weapons, whether real or toys are not allowed at school. Saint Paul Public School Board policy states: "Weapon" means any firearm, whether loaded or unloaded or any device designed as a weapon or capable of producing death or bodily harm." Hamline School Administration will review each weapons incident. Parents/guardians will be contacted regarding disciplinary action.

Policy 506.06 Search of Student Lockers, Desks, Personal Possessions and Student's Person

Lockers and Personal Possessions Within a Locker

- Pursuant to MN Statutes, school lockers are property of the school District. Inspection of interior of lockers may be conducted for any reason, at any time, without notice, without student consent, and without a search warrant
- Personal possessions within the locker may be searched only with reasonable suspicion.
- As soon as practical, school officials must provide notice regarding search of personal possessions

Desks

- Similar to lockers, desks are property of the school district and may be searched at any time.

Personal Possessions and Student's Person

- Personal possessions of students and/or a student's person may be searched when school officials have reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

RACIAL BIAS AND SEXUAL HARASSMENT

415.00 I.

DISCRIMINATION, HARASSMENT, VIOLENCE, AND RETALIATION POLICY

PURPOSE

Saint Paul Public Schools (“the District”) believes in the dignity of its students, staff, and all other District personnel. To that end, the District strives to maintain a learning and working environment that is free from discrimination, harassment or violence on the basis of race, color, national origin, creed, religion, marital status, familial status, sex, sexual or affectional orientation, gender identity and expression, status with respect to public assistance, age, disability, membership or activity in a local commission as defined by Minn. Stat. § 363A.03. The District also strives to maintain a learning and working environment that is free from retaliation. The District will act to investigate all complaints of violations of this policy. In responding to violations of this policy, the District will take appropriate and proportional action to protect all victims, deter similar future behavior, and accomplish the District’s core mission to educate and promote growth.

GENERAL STATEMENT OF POLICY

- This policy applies to students, teachers, administrators, and all other District personnel.
- The policy of the District is to maintain a learning and working environment that is free from discrimination, harassment, or violence on the basis of race, color, national origin, creed, religion, marital status, familial status, sex, sexual or affectional orientation, gender identity and expression, status with respect to public assistance, age, disability, membership or activity in a local commission as defined by Minn. Stat. § 363A.03. The District prohibits any form of discrimination, harassment, or violence on the basis of race, color, national origin, creed, religion, marital status, familial status, sex, sexual or affectional orientation, gender identity and expression, status with respect to public assistance, age, disability, membership or activity in a local commission as defined by Minn. Stat. § 363A.03.
- The policy of the District is to maintain a learning and working environment free from retaliation. The District prohibits any form of retaliation.
- The District prohibits any form of malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and

sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

TRANSPORTATION

Minnesota Statute 123.801 provides that transportation is a “privilege and not a right”. Students shall be required to conduct themselves in a manner which is consistent with established standards for behavior as listed in the [Rights and Responsibilities Handbook](#). While Minnesota statutes require, or allow the District to furnish transportation to eligible students, it does not relieve parents of transported students from the responsibility or supervision of their child before they board the bus. The child is the school district’s responsibility after boarding the bus. The District’s responsibility shall end when the child is delivered to the regular school bus stop at the close of the school day.

In cases where transported students do not conduct themselves properly on the bus, the unacceptable student conduct will be conveyed by written report to the school principal. Parents will be notified, about their student’s behavior. Students who cause serious or repeated disciplinary problems on the school bus may have their riding privileges suspended. During a bus suspension a student will not be allowed to go on any field trips if it is necessary to ride a school bus to the field trip. If a student has repeated bus incidents they may be suspended from riding the bus, they will need to attend Saturday school, with a parent, in order to resume riding privileges.

BUS RIDING

Children are allowed to only ride their assigned bus to and from school. Bus drivers are not allowed to accept any children on their route unless they are regularly assigned to their bus. *A note from a parent does not change this procedure.* This is a policy of the Saint Paul Public Schools and will not be deviated from because of safety concerns.

Teachers put students on their designated bus every day unless a note is sent informing the teachers of other arrangements. We can not rely solely on a student informing us of a change. We must hear from caregivers if there is a change.

If you should need to know the status of your child’s bus you can call the district’s transportation office at 651-696-9600. You can also download the Bus App. More information about transportation and how to get the Bus App can be found at: <https://www.spps.org/about/departments/transportation>

Requests for route changes must be submitted to the office. A change in address or stop will take approximately 3 to 5 working days to be processed. Students may only be picked up from one address and dropped off at one address every day.

Parents or guardians may not ride the school bus except when acting as a chaperone or volunteer on a field trip. Students who live in the neighborhood and are walkers may not ride the school bus except for class field trips.

PICK UP & DROP OFF

School drop off and pick up is on the **Hubbard** side of our building. Staff will be there to greet students as they arrive from 9:15-9:30. Just pull into the lot and follow the car line. We ask that if you are dropping off you **do not drop** on the Englewood side of the building as there will be buses pulling in and out which can be dangerous for little ones as the buses block the parking lot entrances. If you would like to walk your child into school please park on the Hubbard side of the building and enter through cafeteria doors.

If you are picking up at 4:00, the same area on the Hubbard side of the building is used for pick up. Pull into the lot on the Hubbard side of the building and students will be led to your car as staff radios your arrival. All students must be picked up by 4:15.

Once we get into the swing of things the car lines move quickly. I appreciate your attention to dropping off and picking up on the Hubbard side of the building.

****A special request, please do not get out of cars and leave in the carline as it creates a backup.**

STUDENTS RIGHTS AND RESPONSIBILITIES

The Students Rights and Responsibilities Guide is available to every family in the Saint Paul Public Schools. Every student at Hamline will have the opportunity to receive a quality education and develop their full learning potential in a safe and positive environment. This can only take place in a school where students' rights

are protected. A list of expectations and conduct standards and the minimum consequences of violation of these rules are listed in [The Rights and Responsibilities Handbook](#). Hamline staff and administration will follow these district guidelines. Students who violate these rules will be disciplined and the parent/guardian will be notified. If students are dismissed, it will be in accordance with the Minnesota Pupil Fair Dismissal Act (sections 121A.40 to 121A.56).

MINNESOTA COMPREHENSIVE ASSESSMENTS (MCA)

The Minnesota Comprehensive Assessments are reading and math assessments are given in the 3rd through 5th grades. These assessments are used as benchmarks to evaluate how well students are being prepared for state graduation requirements. Testing will occur each spring. Parents have the right to opt their child out of testing.

PARENT/TEACHER/STUDENT CONFERENCE DATES

Conferences will be scheduled between you and your child's teacher at a time that works best for you. You will receive information about scheduling as we move closer to conference time. Conferences are held in November and March.
*You may call your child's teacher at any time to schedule a conference.

PARENT AND COMMUNITY INVOLVEMENT

VOLUNTEERING

Hamline Elementary welcomes families and community members to work with our students and staff. There are many opportunities and many different ways to volunteer. If you are interested in volunteering, let your child's teacher know. Volunteers must complete a background check.

THE PARENT RESOURCE CENTER

Hamline Elementary School is committed to welcoming parents and providing space for parents to gather. Hamline opens its Parent Resource Room daily and is a place where parents can connect, find resources, and get questions answered.

PARENT TEACHER ASSOCIATION (PTA)

Hamline Elementary has a strong Parent Teacher Association called the Husky Pack that works diligently to advocate for students, families and the school community.

Our PTA accomplishes this in many ways:

- Monthly meetings to discuss priorities for school and how identified goals and plans will move forward.
- Fundraising through different events throughout the school year.
- Coordinating different family events throughout the school year to support connectedness in our learning community.

We would love for you to become a part of the PTA. All are welcome as your perspective in our school community is encouraged, honored and appreciated.