



AMERICAN INDIAN MAGNET SCHOOL

Dear American Indian Magnet School Families,

Students, staff, parents, and community members are active in making the American Indian Magnet School a great place to learn and teach. It is important we work together as a team. This handbook provides useful information about many activities at the school. I hope this information helps you to take advantage of all the opportunities at the American Indian Magnet School. The information will help ensure that the safety and well-being of students and staff are maintained. Please read this handbook and keep it handy for future reference. Best wishes for an excellent school year.

Sincerely,

Ms. Julie Downwind, Principal

American Indian Magnet School

1075 East Third St., St. Paul, MN 55106

School Hours: 8:30 AM-3:00 PM

Office Hours: 8:30 AM. - 5:00 PM

Telephone: 651-778-3100

Fax: 651-778-3101

2024-25 Staffing Assignments

Principal	Julie Downwind	Family Liaison	Adela Holguin
Assistant Principal	Devon Smith	Elementary Counselor	Allicia Waukau-Butler
Lead Clerk	Vacancy	Middle School Counselor	Melanie Stewart
Attendance Clerk	Rogina Sullivan	American Indian Studies	Vacancy
Nurse	Machaela Nizinski		

Please visit <https://www.spps.org/aims> for a full list of all American Indian Magnet School staff.

SPPS Mission

Inspiring students to think critically, pursue their dreams, and change the world.

American Indian Magnet School Mission Statement

We are a school emphasizing an American Indian cultural perspective to provide a high-quality education for all.

Our school was created from the vision of elders and community members. Their goal was to provide an American Indian perspective and to welcome students of all backgrounds to a diverse school community. Our teaching approach is rooted in American Indian culture, language, traditions, values, history, and arts.

We have teachers who specialize in the Lakota/Dakota and Ojibwe languages and cultures, as well as science, physical education, and art.

Our school encourages parent and community involvement through culture fairs, drum and dance, powwows, and special events throughout the year. Students receive additional opportunities through AVID, American Indian AVID (middle school), and many after-school opportunities, including Flipside, Indian Youth Enrichment, and athletics.

AMERICAN INDIAN STUDIES

American Indian Studies (AIS) at American Indian Magnet School is a Native academic and cultural experience for students who are dedicated to being active participants in their own education.

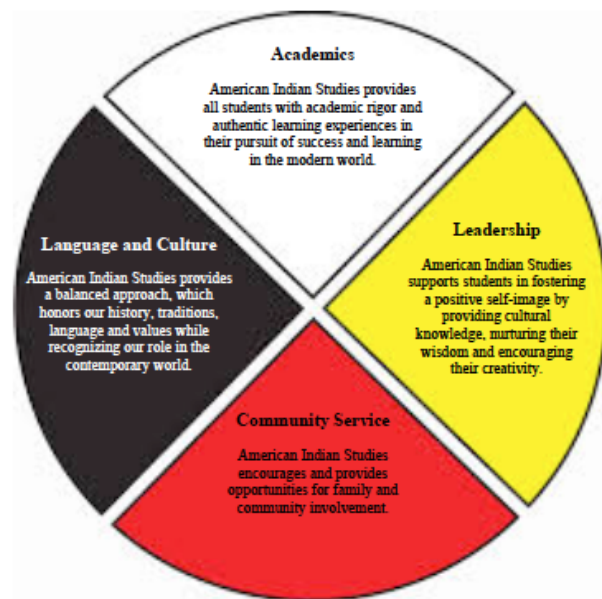
Students who enroll at the American Indian Magnet School (AIMS) commit to following the Ojibwe Teachings and the Lakota Virtues: Wisdom, Love, Respect, Humility, Courage, Compassion, Honesty, Patience, Resiliency, Generosity, and Truth. Students must also commit to meeting ACADEMIC requirements and CULTURAL INVOLVEMENT components.

ACADEMIC	Must be enrolled in, and earn credits in, AIS courses each term while attending the American Indian Magnet School.	Choose from the following: <ul style="list-style-type: none">• Lakota Language and Culture• Ojibwe Language and Culture• American Indian History or Art• American Indian AVID
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AIMS provides the opportunity for ALL students and cultures to learn American Indian history, literature, art, and language from a Native perspective. Both Ojibwe and Lakota/Dakota languages are offered at AIMS. All AIMS classes meet district and state content standards and have been developed as rigorous and culturally responsive courses.

Through collaboration with the Saint Paul Indian Education Program, we offer additional support for American Indian students, including attendance and grade monitoring, college and career exploration and social services.

AMERICAN INDIAN STUDIES PHILOSOPHY



Absences

Please call the school office at 778-3100 before 9:00 a.m. if your child will be absent for the day. Upon returning to school, students should present a note to the office staff explaining the

absence. When a student is absent three or more days and can do school work, the parent may request assignments and materials from the school office; or, student work may be available using Seesaw or Schoology. Students will be expected to make up the work missed within seven (7) days of being assigned. Please communicate planned absences of three (3) or more days at least one week in advance when possible. If absences become chronic (five or more days), the student will be referred to the Student Success Team.

Arrival & Dismissal Times

The school doors open at 9:15 AM. Walkers and car riders must be dropped off at the Earl Street entrance (Door 4) and cross at the crosswalks. Students arriving on buses are immediately allowed in the building to eat breakfast. The school day officially begins at 9:30 AM.

Parents must make other arrangements for their child before 9:15 AM. We have NO supervision before 9:15 AM or after 4:00 PM.

Athletics Grades 6-8

Before playing a school sport a health/sport physical is required and the form is available from the athletic director.

All student spectators must be accompanied by a parent/guardian and adhere to the MN State High School League Code of Conduct concerning Sportsmanship.

There is a \$10.00 fee for athletics this year. Registration for sports can be found at this [link](#).

Attendance

Daily attendance is very important to the academic progress of each student. If there is a problem interfering with your child's attendance, please contact the main office. All students upon registering for school are required by law to attend school.

Please arrange family trips and medical appointments outside of the school day. Family vacations and babysitting are considered unexcused absences.

Breakfast to Go

American Indian Magnet School participates in a free breakfast program. All students are welcome to enjoy a nutritional breakfast every morning. Breakfast begins at 9:15 AM and ends at 9:35 AM. Accommodations are made for late buses. Breakfast is eaten in the classrooms.

Bullying & Harassment

Students exhibiting bullying & harassment behavior during school will be disciplined according to the [Saint Paul Public Schools Rights and Responsibilities Handbook](#). Online social networking (i.e., TikTok, Snapchat and other social media sites) are not allowed to be accessed during the school day due to data privacy concerns.

Bus Transportation

Saint Paul Public Schools provides busing for students who live over 1 mile from the school. Minnesota law states that transportation by school bus is a privilege, not a right (see Bus Safety Regulations at SPPS Transportation). The following guidelines are designed to help accomplish this goal.

- The Saint Paul Public School District will not tolerate disruptions, abusive language, aggressive or dangerous behavior, vandalism, and chemical usage including smoking/vaping on school buses.
- Children may only ride their assigned bus. They may not ride any other bus home. Parents: do not send a note to the school or teacher requesting that your child ride home with a friend or relative. Transportation DOES NOT allow students to ride any other bus than the one assigned.
- Principals are responsible for enforcing bus safety rules and students will be suspended from the bus if necessary. If students are suspended, parents are responsible for student attendance at school. An absence is unexcused if students are unable to arrive at school due to bus suspension.

Cell Phones & Electronics

Students are not to have cell phones, headphones, or other electronic devices not issued by the school during school hours, 9:15 AM – 4:00 PM. Each classroom will have a location to put cell phones for students who bring them. If the student chooses not to place their cell phone in the classroom cell phone holder and the cell phone is seen or heard, the device will be confiscated and held until the end of the day. Students refusing to surrender the phone will be directed to administration and a parent/guardian will need to come to school to retrieve the phone.

Important cell phone note - students may not use their cell phone to take pictures or video of anyone. Please note: administration will not search for lost or stolen electronics (including cell phones).

Change of Address/Work/Phone

Please notify the school office promptly of any change in address or phone number at home, work, or emergency contact. This is very important in the event of an emergency.

Communication

Several options are available for communication between home and school.

Phone: 651-778-3100

Email (staff: first [name.lastname@spps.org](mailto:firstname.lastname@spps.org))

Notes from teachers

Text from school and/or teachers

Website: <https://www.spps.org/aims>

You can keep track of your child's attendance, assignments, and current grades by regularly checking Parent Portal. Infinite Campus Parent Portal is available online or by using an app on your smart phone. Talk to the main office to get an account set up for all your children enrolled in Saint Paul Public Schools.

Conferences

Parent-teacher-student conferences are scheduled twice a year and can be virtual or in-person. This is an important opportunity to discuss your child's progress with teachers. Please contact

your child's classroom teacher if you are unable to attend the regularly scheduled time. Additional conference time can be scheduled by contacting your child's teacher.

Curriculum 6-8 (Secondary)

All students receive instruction in the core subjects: English Language Arts, Physical Education, Health, Art, Mathematics, Science, and Social Studies. In addition, specialists provide regular instruction in: American Indian Culture and Language (Ojibwe & Lakota/Dakota). SPPS curriculum adheres to state standards and national guidelines.

Curriculum K-5 (Elementary)

All students receive instruction in the core subjects: Literacy (Reading, Writing, Phonics), Mathematics, and Social Studies. In addition, specialists provide regular instruction in: Science, Physical Education, Arts, and American Indian Culture and Language (Ojibwe and Lakota/Dakota). SPPS curriculum adheres to state standards and national guidelines.

Data Privacy

Access to student records is limited to parents and legal guardians designated in our district database (Campus) and professional staff. In addition, students are not to take pictures of one another while at school. Release of student records to an outside source is strictly controlled by district policy. Limited personal information about students may be released or made public without the consent of parent/guardian if it is designated as student directory information. Anyone not listed as a legal guardian in our database will not be given information.

Dismissal Changes

Parents needing to make alternative dismissal arrangements for their child(ren) should notify the school office before 2:00 PM to allow messages to be delivered to the classroom. If you do not contact us before 2:00 PM, we cannot guarantee a change in dismissal can be made.

Dress Code Guidelines

According to the Saint Paul Public Schools Rights and Responsibilities handbook, "Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, students' dress cannot be a health and/or safety hazard, obscene, sexually explicit, or discriminatory. Clothing that displays references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors is not permitted. Students are responsible for abiding by the school principal's mandated minimum standards of cleanliness and neatness." For more detail see Board Policy 501.03 and Board Policy 501.04. In addition, "Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety causes an interference with work or creates classroom or school disorder."

As always, students should arrive at school prepared and ready to learn. Teachers and administration thank you and ask for your support. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, the administration will make the final determination.

Early Childhood Screening

Children five years of age by September 1 must be screened before they can enter kindergarten. The purpose of the screening is to alert parents to any health or developmental concerns a full

year and a half before the child enters kindergarten. Given early attention, many health and developmental problems can be resolved before a child starts school. At the screening, a professional guides each child through activities to determine physical coordination, speech, and learning development. Parents complete a survey and discuss screening results with a professional.

Emergency Closing

In the event of severe weather, refer to the SPPS website at www.spps.org for school closing announcements. Families must discuss emergency plans with their children if school is closed and parents are already at work.

Emergency Drills

Drills for fire, severe weather, or other emergencies are conducted regularly during the school year. Students are reminded that similar drills at home are good safety measures.

Emergency Forms

Each student is required to have iUpdate completed every year.

The 2024-25 Back-to-School iUpdate opens August 1, 2025. Updating your information in iUpdate will ensure that you receive proper services, eligible transportation, and important communications by U.S. mail, phone, email or text. Families will receive phone calls and text message reminders to complete iUpdate. One parent or guardian from each primary household is expected to complete iUpdate.

Parents or guardians can log in to Campus Portal to complete iUpdate at <https://www.spps.org/ONESTOP> by using their One Stop username (the letter 'g' followed by six numbers, gXXXXXX) and password. Families can retrieve their usernames and reset their passwords at <https://www.spps.org/ONESTOP>

- An email address or mobile phone number must be listed in the child's school record.
- Update household and contact information (phone number, email and home address) to ensure they receive important information by U.S. mail, phone, email or text.
- Report home, alternative or day care addresses for school bus transportation.
- Complete annually required forms, including the Technology Use Agreement (for student iPad use), field trip and media permission forms.
- As part of the iUpdate process, we ask families to continue to fill out the free and reduced lunch forms as AIMS funding remains tied to these forms being submitted.

Families new to SPPS can obtain their One Stop username and password by:

- Contacting AIMS main office at 651-778-3100
- Go to spps.org/onestop for additional support.

Extra Curricular Programs

Saint Paul Schools Community Education and St. Paul Parks & Recreation Department sponsor extracurricular offerings throughout the year. Information is regularly mailed out, or call the

Community Education Department at 651-767-8179 for current programs.

Field Trips

Field trips are an excellent source of learning for students. Most classes participate in field trips during the year. A generic permission slip is included in the iUpdate process that families fill out every year). This covers both walking and bus field trips and must be signed by a parent and returned for a child to participate for the entire year. In addition, classroom teachers will send home specific field trip slips informing you of a particular field trip. Students will be held back from field trips if we do not have a signed permission slip. We will not take verbal permission in place of the signed field trip form.

Flipside After-School Programming

Students are eligible to attend the Flipside after-school program after parents complete an application. Please look for an application during September and January. If you do not receive an application, or for more information, please call us at 778-3100 and ask for an application. Busing may be provided.

Fragrances

Wherever possible, all products will be fragrance-free. All employees, students, and visitors are asked to abstain from wearing fragranced products while attending school or any school function.

Gym Shoes

Students are required to wear gym shoes for physical education classes. It is recommended that students bring a pair to keep at school in their locker. Shoes must be worn in the building.

Health Services

American Indian Magnet School has a school nurse on duty each day of the school week. First aid equipment is available in the health office and each classroom. Vision and hearing screenings are conducted annually for specific grade levels. Health records are maintained at school. When an emergency or significant illness occurs at school, the parent or guardian is contacted. If a parent or guardian is unreachable, another person whose name appears on the iUpdate emergency form is contacted. However, in instances where immediate medical attention is needed, the school will call 911 for emergency personnel and ambulance service. The parents or guardian will be called immediately after the emergency personnel have been contacted. If necessary or requested, the family physician will be consulted.

Immunizations

State law requires that all children K-12 have immunization dates (month and year) on their school health records. This is for diphtheria, pertussis, tetanus, polio, measles, and rubella.

Lockers (Elementary)

All students in grades K-5 are assigned a locker in the hallway outside of their classroom to hold

coats, backpacks, books, etc. Students are not provided locks. Please do not bring valuables to school..

Lockers (Secondary)

Middle school students will receive a lock at the beginning of the year. The locks are school property and must be returned at the end of the year.

Lost and Found

Lost clothing and articles are located in our Lost and Found area near the entrance. Small items are kept in the office (jewelry, keys, etc.). Unclaimed items are donated to charity four to six times a year. Please check regularly at open house, conferences, and events.

Please remember to:

- Clearly, label your student's coats, jackets, sweaters, caps, and boots with full name and grade.
- Try to locate the item immediately upon discovering it is lost. Don't let too much time lapse.
- Do NOT bring articles of sentimental or monetary value to school.

Meals

Students can receive a complete, hot lunch each day at school. Monthly menus are available online at: <https://www.schoolcafe.com/menus>. Breakfast, lunch, and milk are free for all AIMS students. Lactose-free milk is available upon request from the parent for students who cannot tolerate lactose milk. A written request from the parent must be on file in the cafeteria office in order to receive lactose-free milk. Meals brought from home: Saint Paul Public Schools has a wellness policy that encourages students to eat a healthy lunch. We encourage parents to send a well-balanced meal to school. Students do not have access to a microwave at school. Foods from home are not to be shared with other students.

Medications

If it is necessary for your student to take medication in school, please contact the school nurse and obtain a form, which gives authorization to administer medication by school personnel. Both you and your physician must fill out this form. Medication will not be administered without this authorization. This includes non-prescription drugs like aspirin or Tylenol. All medications must be in their original prescription container, not in an envelope, plastic bag, etc. Medications must be turned in to the school office and not carried around school. Please call the school nurse at 651-778-3100 regarding any questions.

Parental Transporting of Students

If you transport your child by car to school, please drop them off outside the Earl Street door at 9:15 AM. After 9:30 AM. You may pick your child up outside the Earl Street door (Door 4) starting at 3:50 PM. Student who walk or are picked up are released at 3:50 PM. All parents and visitors should only park in designated parking areas – not in the bus lane.

Pictures

Our school contracts annually to have pictures taken of each child early in the school year. Information regarding prices and dates is distributed by a bulletin from the school and sent home with your child. Class pictures may also be taken in the spring on an optional basis.

Recess

Pre-K - 5th grade students go outside for recess with their classroom teacher. On days when the temperature is extremely cold or when it is raining, students remain inside. Adult monitors are outside with the students at all times. The students must be dressed for the weather. We recommend hats, gloves, snow pants, scarves, and boots for winter snow activities.

Release of Student During the Day

In the interest of student safety, students will only be released to the parent from the office area. If you find it necessary to take your child out of school early, please report to the office. Any restrictions on who may pick up or contact a student at school must be indicated on the student's emergency form ([see iUpdate](#)).

Report Cards

At the elementary level, there will be three formal reporting periods during the school year with conferences ending the first and second trimesters (November and March) and a final report card stating the students' progress.

Middle school students will be graded quarterly (four times per year). Students will also receive mid-quarter progress reports to alert parents and students before the final quarter grades are given. Conferences will occur at least twice in the year, but please check Parent Portal regularly and contact your student's teachers if you have concerns. We want to work with you in supporting your students as they transition to middle school and high school.

School Climate

We strive to ensure all students are able to learn in a safe and positive environment. A school-wide behavior plan is used and high expectations for appropriate student behavior are maintained for all AIMS students. The behavior plan includes many positive incentives for students who manage their behavior. Communication with parents is key to our positive behavior plan. The St. Paul Public School [Rights and Responsibilities Handbook](#) guides the administration in matters of student discipline. Please take time to read through the handbook with your student.

School Hours

The school day is 9:30 AM to 4:00 PM. Breakfast is served starting at 9:15 AM through 9:35 AM. Students need to be in their classrooms by 9:30 AM or they will be considered tardy. No students are allowed in the building before 9:15 AM. This request complies with Saint Paul Public School's policy. Unless students are enrolled in the Flipside after-school program, all

students must be picked up by 4:00 PM. We do not provide daycare for students left after 4:00 PM. If parents cannot be reached and the students are left after 4:15 PM, SPPS Emergency Command Center (ECC) will be contacted for assistance.

School Supplies

Each student assumes responsibility for the care and proper use of books and other materials and equipment used by them at school. A supply list is sent home in the spring of each school year describing what items a student will need. A reminder is also posted on the website.

www.aims.spps.org

Sexual and Racial Harassment

Saint Paul Schools has a sexual and racial harassment policy: Harassment includes physical or verbal conduct, or communication directed at an individual that is based on an individual's race, creed, gender, marital status, national origin, age, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, or disability; and has the purpose or effect of creating an environment that is intimidating, hostile, or offensive with respect to that individual; or otherwise adversely affects the individual's employment, educational opportunities, or access to a benefit from the school district.

Standardized Testing

Students in grades 3-8 take multiple assessments throughout the year (i.e., MCA). Results are shared with parents as they become available. Please discuss these results with your student's teachers at conferences.

Student iPad

Students attending AIMS will receive an iPad, case, and charger to use during the school year. It is the student's responsibility to take care of the iPad, and to bring their iPad with them charged to school every day. If there is an issue logging into your iPad, please contact your child's teacher for instructions. If your iPad is broken or damaged, please let your child's teacher know so they can help to get it fixed. Students are only allowed to use school-issued devices during the day and should not be bringing different tablets or computers.

Student Placement in Classrooms

Elementary classroom teachers, in consultation with administration, make decisions regarding student placement. All parent requests will be considered, but not guaranteed. These requests need to be submitted in writing and received by May 5th. Please consult with your classroom teacher regarding any unique needs of your child that should be considered regarding placement.

Student Records

State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records or those of their children upon proper identification. The law requires release of all student information to a non-custodial parent unless prohibited by court order. Exceptional circumstances should be referred to the Student Data Management Department, 651-632-3764.

Telephone

Students' use of the phone should be for emergencies only. Arrangements for after-school activities and visiting friends should be made outside of school time. If an emergency arises, messages to students should be made before 2:00 PM to allow messages to be delivered to the classroom. Teachers can normally be reached in the morning and during their prep. For specific times, check with your child's teacher.

Tobacco/Alcohol/Cannabis and Drug Free

Saint Paul School buildings, grounds, and vehicles are tobacco, alcohol, cannabis, and drug-free. The use of tobacco products, vape pens, alcohol, or drugs is not allowed by anyone using the facilities.

Treats

If you send a treat for the students in your child's classroom, the treat must be commercially prepared and packaged. Treats should be provided for all students in the classroom and given to the teacher. Treats are a nice way of showing your child and their classmates your care and concern for their school success. Treats should be in compliance with the [District Health and Wellness Policy](#).

Visitors

In the Morning:

All adults who are not SPPS staff will be asked to say goodbye to their children at the door. If families want to escort their students into the building to class or breakfast, they will be asked to sign in and wait for available staff to escort them.

Visiting Throughout the Day:

Families are welcome to visit the school. All guests will be asked to sign in and wait for available staff to help escort them.

We want AIMS to be a welcoming place for our families and need to layer in this added measure to ensure the safety of our students. Please know this precaution comes from the spirit of caring.

Volunteers

American Indian Magnet School is always looking for volunteers. Our current volunteers are comprised of parents and community members. Please consider volunteering your time and talents. Contact Adela Holguin, Family Liaison, 651-778-3100 if you would like to offer your talents and skills to our students. All volunteers must pass a background check to be in the presence of students. This also applies to volunteers on field trips.

Walkers

Students walking to school should walk safely and calmly along the city sidewalks. Walkers will be dismissed from the Earl Street door (Door 4) at 3:50 PM. If you have siblings walking

together they can meet each other at the Earl Street door. Please let your children know this is where they can meet.

** Families picking up their children from school will pick up at the Earl Street door as well.

SIGNATURE ACKNOWLEDGEMENT

I have received a copy of this handbook and I understand that it is my responsibility to read and comply with the policies contained within and any revisions made to it.

Student's Name (print)

Parent's Name (Print)

Parent's Name (Sign)

Date