Hiawatha Community School

Mercedes Walker, Principal
Kimberly Enck, Assistant Principal

Hiawatha Campus

4201 42nd Avenue South, Minneapolis, MN 55406
School Hours: 9:30 A.M. to 4:10 P.M.
Telephone Numbers:

Main Office:	612-668-4610
FAX:	612-668-4620
Attendance/Health:	612-668-4610
Social Worker:	612-668-4626

Howe Campus

3733 43rd Avenue South, Minneapolis, MN 55406
School Hours: 9:20 A.M. to 4:00 P.M.
Telephone Numbers:

Main Office:	612-668-4640
FAX:	612-668-4650
Attendance/Health:	612-668-4640
Social Worker:	612-668-4651

Transportation: 612-668-2300

MINNEAPOLIS PUBLIC SCHOOL MISSION STATEMENT

Minneapolis Public School exist to provide a high quality, anti-racist, culturally responsive education for every Minneapolis student.

HIAWATHA COMMUNITY SCHOOL'S MISSION STATEMENT

To maximize individual student potential through the use of technology, differentiation, critical thinking, and high expectations within a nurturing and diverse community of learners.

Please read the handbook with your student

Arrival & Dismissal: Procedure is slightly different at each campus

School Doors Open 9:10a.m. for Howe and 9:20a.m. for Hiawatha

Hiawatha: Busses arrive on the 42nd Street Side of the building, please **do not park** in this area.

Bus: Students arriving by bus will unload from the bus at 9:20am and enter door 1, staff will be welcoming students. Students will be offered breakfast then head to their classroom.
Drop-Off: Students dropped off, caregivers please park on 43rd St and walk to door 20. Staff will welcome students at 9:20a.m. and offer breakfast.
Bike/Walk: Student biking to school should park their bike at the bike rack located on the 42nd Ave side of the building and enter door 20. Students walking, please enter door 20. **Please do not arrive before 9:20a.m.**
Dismissal: (Hiawatha 4:10p.m.) Students riding the bus will be escorted by staff to their bus. Students picked-up and biking/walking will be excused through door 20 once their caregiver fills out the Sign-Out Form: Hiawatha Elementary alerting staff of their presence. **Please arrive by 4:15p.m.**

Howe: Busses arrive on the 44th Ave Side of the building, please **do not park** in this area.

Bus: Students arriving by bus will unload at 9:10a.m. and enter door 6 on the 44th Ave side of the building, staff will be welcoming students. Students will be offered breakfast then head to their classroom.
Drop-Off: Students dropped off should be dropped on 43rd Ave and enter door 1. Staff will be waiting to welcome students at 9:10a.m. and offer breakfast.
Bike/Walk: Students biking to school should park their bike at the bike rack located on the 44th Ave side of the building and enter through door 6. Students walking, please enter door 1. **Please do not arrive before 9:10. **Must have a Bike/Walk slip signed by caregiver if not accompanied by an adult****

Dismissal: (Howe 4:00p.m.) Students riding the **bus** will be escorted by staff to their bus. Students **biking/walking** will check out with staff before leaving the building. Students **picked-up** will be excused through door 1 once their caregiver fills out the Google form **Howe Caregiver Pick-up open at 3:30pm** alerting staff of their presence. **Please arrive by 4:05p.m.**

Assemblies: Arrive on time. Enter quietly with calm, safe bodies. Sit with your class and be an active listener. Participate respectfully and stay seated until dismissed. Exit quietly with calm, safe bodies.

Assessments/Testing: MPS has a detailed assessment calendar available on the district website www.mpschools.org
A school test calendar is also found on the school website https://hiawatha.mpschools.org Assessment data is used to support academic planning for each student. Caregivers may choose to have their student opt-out of MCA testing.

Attendance: It is important students attend school every day.
Absent: If your student is going to be **absent** for any reason, **please call** the main office or use **Parent Portal** to report. A call will go home if a student is absent and the school was not informed. Contact the main office if you need assistance signing up for **Parent Portal**.
Tardy: If a student is **tardy** - arriving 10 minutes after bell time (Hiawatha bell 9:30 - Howe bell 9:20) - please come to the main office for a pass to class. If your student arrives late 3 times in one week or 5 times in one month, a tardy letter will be sent home. This does not include excused reasons (doctor appointments, family emergency, etc.). **Early dismissal** is treated the same as tardy above.
Unexcused: If your student is absent and is marked **unaccounted for/unexcused** (no call or for an unexcused reason), on the 3rd account a letter will be sent home.
Letters Home: The intent of the letter is to **inform** caregivers and **offer support** if needed.
Please try to schedule appointments and vacations (**5 vacation days excused per school year**) outside school hours and calendar when possible.

Biking/Walking: We encourage all students to bike or walk to school. Students not accompanied by an adult must have prior approval for the student to leave school grounds unaccompanied at the end of the school day. Please see Arrival & Dismissal procedures on page one of the handbook for more information. Students are asked to go straight home after school, they must be accompanied by an adult to stay and play on the playground.

Breakfast & Lunch: We encourage all students to eat breakfast (at home, at school, or both). School breakfast and lunch meals are free to all students. Students are still required to enter their PIN (student ID number) when getting a school meal. Students bringing a meal from home are not required to enter their PIN unless they also want school lunch. Please make sure meals from home are nutritious and healthy. **Do Not Send** – soda/sugary drinks, large bags of chips or snacks (please only send single servings) or glass containers. Thank you.

Bus/Transportation: Minneapolis Public Schools provides bus transportation to and from school for children residing in the Hiawatha Howe bussing area. The transportation department will send information to the caregiver when routes are updated for those students assigned to a bus.

Bus/Transportation Expectations: Please be respectful on the bus, not being so could result in the loss of bus privileges.
Arrive 10 minutes early to the bus assigned time (with the My Ride app, you can see where the bus is located). It is recommended caregivers accompany younger students to the bus stop at least the first week of school. Stay back from the curb and wait for the bus to come to a complete stop. Use a calm, safe body when entering/exiting the bus. Find your seat and stay seated the entire ride. Wait for the bus to come to a complete stop before standing to exit.
Riders MUST: Follow driver instructions – Use indoor voices – Always stay seated while the bus is moving – Open windows with permission – If crossing the street, make sure the driver can see you. **Also, NO pets, NO toys, NO food or drink on the bus.**

MPS Transportation: 612-668-2300

Clothing/Seasonal Gear: Please **label clothing** in case items are misplaced/lost. Clothes should be comfortable for recess and physical education class, please wear sneakers or leave a pair at school. Layering clothes is recommended for warm/cool weather. Students will be outside for recess **everyday for 30 minutes** unless it is raining or temperature is zero windchill or below. Winter gear needed are jacket, boots, snowpants, hat, mittens/gloves. If you need help acquiring any winter gear, please contact the school social worker. Please be sure any written messages/advertisements on clothing is school appropriate.

Communications from School: Information is delivered in multiple formats. Here is what to expect.
Your student's teacher will email a weekly newsletter. Your principal will send a weekly update which may point you to an email with additional attachments (flyers, notices, community events, etc.). When there is a field trip, expect to sign and return a permission slip.
See **Hiawatha Howe PTO's website** to sign up to receive their newsletters at: **www.huskygiving.org**

Talking Points **https://mplsk12mnus.finalsite.com/departments/it/family-tech-support#talkingpoints**
Talking points is an app used by both teachers and families. It automatically translates messages from English to families' home languages. Families can use standard text messages or the talking points app to respond to messages from teachers.

Here's how TalkingPoints works. You will receive the message through SMS text or a parent app. You can reply back through either method. You can also reply with an emoji. 😊 Please give it a try!

- TalkingPoints is free! There's no charge if you have an unlimited texting plan. If not, standard text messaging fees apply.
- You can unsubscribe at any time by texting GOODBYE.
- You can also join my class by downloading the TalkingPoints for Parents Mobile App in the app store on iPhone or Android!

Conferences: Teacher/Caregiver conferences are an opportunity to discuss your student and their progress and are held twice in a school year. Look for a notice to sign up electronically to meet with your student's teacher in October and February. Conferences are offered in-person, virtually, or via a phone call.

Contact Information: Please see page one of the handbook for general contact information. For the school staff directory, please go to the school's website https://hiawatha.mpschools.org/
For **MPS District contact**: website https://www.mpschools.org/ or general number: 612-668-0000 Location: 1250 W. Broadway, Minneapolis, MN 55411
Superintendent Dr. Sales-Adams Lisa.Sayles-Adams@mpls.k12.mn.us Associate Superintendent Dr. Shawn Harris-Berry Shawn.Harris-Berry@mpls.k12.mn.us
Dismissal: Please see Arrival/Dismissal procedures on page 2.

Distractions from Learning: Every effort is made to make school a calm, inviting place to learn. Please do not send your student to school with items that maybe distracting to themselves or others, this includes electronic devices (phones, watches, etc.) No pets or toys without prior approval from school administration and/or teacher. Distracting items may be taken from the student and given back at end of day. If the items are brought to class again, they will be held for a caregiver to pick up from school.

Electronic Device Policy: We encourage all personal electronic devices to stay at home. MPS is not responsible for lost or stolen items. Please be aware, we require all cell phones to be kept in the student's locker during school hours. Watches may be worn, but please silence messages during school hours. We will help your student contact you if the need arises. Please contact the main office if you have a message for your student. Policy steps: **First Occurrence** of electronic device mishandling, the device is taken from the student and given back at the end of the school day. **Second Occurrence,** the device is taken from the student, a call is made home, then given back at the end of day. **Third Occurrence**, the device is taken from the student, a call is made home, the caregiver must pickup the device from school.

Emergency contacts: Please review the information we have on file for your student. A data page will be shared at Open House or sent home the first week of school. You are encouraged to log onto **Parent Portal** to review and update information directly. Please contact the main office if you need assistance signing up for **Parent Portal**. https://minneapolismn.infinitecampus.org/campus/portal/parents/mpls.jsp
https://mplsk12mnus.finalsite.com/departments/it/family-tech-support#parentportal

Environmental Health & Safety: Environmental Health & Safety is committed to providing a safe and healthy learning and working environment for students, staff, and the community who enter our buildings.
Please visit https://www.mpschools.org/departments/operations/environmental-health-safety to review the annual notifications and MN Parent Right-to-Know form.

Evacuations: If an emergency occurs where the school needs to move to their designated evacuation site, families will be notified.
Hiawatha Campus evacuation site: St. Peder's Lutheran Church, 4600 42nd St. E., Minneapolis, MN 55406
Howe Campus evacuations site: Sanford Middle School, 3524 42nd Ave S, Minneapolis, MN 55406

Expectations: Hiawatha Howe Husky Student Expectations
Come to school on-time and ready to learn – Respect yourselves, others, and property – You are responsible for your actions – Move and act safely on school grounds, including the school bus – Cooperate with others and do your best.
Please see the behavior policy will be available on the District website: Minneapolis Public Schools : Policies & Regulations
Minneapolis Public Schools Student Rights and Responsibilities Handbook:
https://resources.finalsite.net/images/v1788880473/mplsk12mnus/shfoirdjcsm1usyrt90z/MPSStudentHandbook26-27-English.pdf

Family Involvement: There are many ways to be involved with your student's school life.
Hiawatha and Howe school and Hiawatha-Howe PTO offer may activities though out the year. These are times when families and staff have a chance to get to know each other.
Some examples are: Open House – Teacher/Caregiver Conferences – PTO Meetings and Events (Move-a-thon, School Dance, Service Night, Spring Celebration) – Chaperone Field Trips.
View school calendar: **https://hiawatha.mpschools.org/about/calendar**
Visit Hiawatha-Howe PTO at: **www.huskygiving.org**

Field Trips: Students need to have a signed permission slip to attend all field trips.
Classes take trips throughout the school year to different events and facilities which correlate with their educational program. Field trips can be an important part of a student's learning experience. They enhance concepts taught in the classroom and provide the opportunity for students to explore the world beyond the classroom. Students are expected to make safe choices and follow the bus expectations (see page 4). Students who struggle to make safe choices at school may need to be accompanied by their guardian or stay at school.

Health Office: Health office phone: 612-668-4645 Health office fax: 612-668-4638 In case of illness, please call the attendance line at 612-668-4640 to report the absence. Please contact the health office with any concern related to your student's health. If your student needs to take **medication at school**, over-the-counter or prescription, the Health Related Services form needs to be completed by your child's doctor and submitted to the health office. Please **do not send** students to school who have a **temperature of 100 or more**, have taken **fever reducing medicine** within 24 hours of their arrival, or recently **vomited**/stomach issues. A call will go home for the student to be picked up if these conditions are present. The health office will notify families when a student has more than a minor illness or injury and always when there is an injury to the head.

Hours: Hiawatha and Howe have a 10-minute delay in start/end time so they can share transportation.
Hiawatha Office hours: 8:00am – 4:30pm Hiawatha Student bell hours: 9:30am – 4:10pm
Howe Office hours: 8:00am – 4:30pm Howe Student bell hours: 9:20am – 4:00pm

Illness: See Health Office information above.

Library Books/Media Center: Books and other materials, such as magazines and reference materials, are available for both classroom and personal use. Students will have an opportunity to check-out books from the library. When your student brings materials home, please take good care of them and return them each week. Books/materials can be checked out for another week if there isn't a wait list. If books/materials are lost, you will be asked to replace or pay the cost of replacement.

Lost & Found: **Please put your student's name on items**.
Most items in our lost & found are jackets, sweatshirts and gloves/mittens. Labeling these items with a student name is very helpful in returning items to their owner. Items found are placed in Lost & Found and students are encouraged to check for missing items. Family members are also welcome to look for items, especially during school events. Items not claimed are brought to a donation site quarterly. Communication will go out from the principal when unclaimed items will soon be donated.

Lunch/Breakfast: **See also Breakfast/Lunch on page 3**

Medications: **Please see Health Office on page 7** Health Related Services form (needed for any medication distribution at school)

Parent Portal:
With Parent Portal you can report an absence, see class schedules, review grades, and update contact information. Contact your student's school with questions.
https://minneapolismn.infinitecampus.org/campus/portal/parents/mpls.jsp
https://mplsk12mnus.finalsite.com/departments/it/family-tech-support#parentportal

PTO: Hiawatha Howe PTO www.huskygiving.org
There is a very active Parent Teacher Organization at Hiawatha and Howe Schools. PTO holds monthly meetings at one of the school campuses from 6:00pm-7:30pm. (see the school calendar for meeting dates) Childcare is provided and participation is encouraged. It's a good way to meet other families and staff. PTO coordinates events for fundraising and family fun. To stay up-to-date on news and events, go to the website above and sign-up to received their emails/newsletters.

Recess: Students are outside 30 minutes every day unless it is raining or temperature reads zero or below windchill.
Hiawatha Howe staff supervise recess. In case of inclement weather, students will have in-door recess. Student **recess expectations** are: All students go outside with their class – Follow directions – Make safe choices – Stay within defined playground area – Be respectful and share equipment – Do not chase balls into the street, ask for help – Use school-appropriate language.

Report Cards: There are 4 report cards which are sent home/on Parent Portal (one at the end of each quarter)
Students are assessed based on grade level MN state standards. Please reach out to teachers if you have questions.

Safety Drills: Every year there are 5 evacuation drills – 5 in-building emergency drills – 1 inclement weather (tornado) drill
Students will be given explicit instructions by their teacher. Our goal is to ensure all staff and students are prepared in the event of an emergency. Staff use developmentally appropriate language with the children to ensure understanding and seriousness but to avoid frightening. Additional information is available upon parent request.

Safety Patrols: Students in grades 4 and 5 have the opportunity to apply.
Students are trained by staff to responsibly and safely cross pedestrians and bikers coming onto, or leaving, school property during arrival and dismissal. All students should be reminded not to cross until the safety patrol flags are down. When the weather is severe, patrols may be out for a shortened time or not go out at all.

Supplies: You can find the school supply list on the school website: https://hiawatha.mpschools.org/

Student Council: Students in grades 4 and 5 have the opportunity to apply.
Student Council sponsors activities and events that foster service learning and school spirit.

Transportation/Bus: Please see sections **Bus/Transportation** section on page 4.

Volunteer: We have many opportunities to volunteer at Hiawatha and Howe.
We request you visit the MPS Volunteer site at: www.mpschools.org/community/volunteer to complete a volunteer application. You can also email huskyvolunteering@gmail.com to inquire about available opportunities or for questions about the process.

Online orientation, MPS volunteer expectations, and the link to complete a volunteer background check request form are located on the MPS Volunteer page.
https://www.mpschools.org/community/volunteer

Walking/Biking: Please see **Biking/Walking** section on page 3.

Kindness is our #1 value at HHCS.
Every child deserves to belong at school.



Thank you to all our Husky families.
We are grateful to be partnering with you around your student's education.

Hiawatha School 612-668-4641
4201 42nd Ave S
Mpls, MN 55406
Hiawatha.school@mpls.k12.mn.us

Howe School 612-668-4640
3733 43rd Ave S
Mpls, MN 55406
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