

2026-27

Elementary Family Handbook

South St. Paul Public Schools

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Translated Handbooks

The 2026-27 Family Handbook is available in Spanish on the district website at sspps.org/resources/school-year/handbooks or from your school office.

El manual para la familia 2026-27 está disponible en español en la página de internet del distrito en: sspps.org/resources/school-year/handbooks

Welcome to the 2026-27 School Year

SSPPS Families and Staff,

Welcome to the 2026-27 school year! As we come together to support our students, staff, and community, I am filled with pride and optimism for what lies ahead. At the end of last school year and over the summer, South St. Paul Public Schools adopted a new strategic plan that will guide our work through 2030. Centered on our mission to Engage, Educate, Empower, the plan focuses on fostering academic growth, supporting staff excellence, cultivating inclusive opportunities, and living out our core values of Pride, Respect, Resilience, Integrity, Collaboration, and Equity.

Our goal with this Family Handbook is to enhance communication between school and home, improve understanding of district policies and procedures, and ensure consistent implementation across all schools. It serves as a centralized resource for key district information for all SSPPS families. In addition to this handbook, we provide a separate Student Rights & Responsibilities Handbook, which outlines student behavior expectations and consequences. This important resource will be reviewed with students at the start of the school year and is also available for families to read online at sspps.org/handbooks.

As you and your student prepare for the first days of school, I encourage you to take time to review the information in this handbook. It includes important updates, forms, and resources, as well as ways for you to get involved in our school community. Thank you for being a valued part of the Packer family. Together, we are building a welcoming and empowering educational environment for every student.



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

District Mission and Core Values

Mission

Engage, Educate, Empower!

Vision

Nurturing an inclusive Packer community of lifelong learners

Strategic Priorities

Packer Performance *Fostering Growth and Achievement*	Packer Pride *Celebrating Core Values and Community*	Packer Promise *Cultivating Inclusive Opportunities for All*
• **Focus on Growth:** Cultivate an environment that encourages continuous improvement, academic success, and high performance. • **Support Staff Excellence:** Empower and support staff as they learn and collaborate to drive student achievement. • **Expand Opportunities:** Offer diverse academic and extracurricular experiences that inspire curiosity, critical thinking, and personal growth.	• **Align Actions with Core Values:** Ensure every decision and action reflects our commitment to our community values of Pride, Respect, Resilience, Integrity, Collaboration, and Equity. • **Promote District Strengths:** Showcase what makes our district unique and welcoming, attracting students, families, and staff. • **Celebrate and Promote Hard Work and Engagement:** Recognize and appreciate the dedication of students, families, staff, and community members in fostering a thriving and supportive educational environment.	• **Cultivate a Welcoming Environment:** Build a safe, inclusive, and supportive learning community where everyone feels valued and heard. • **Communicate Transparently:** Foster trust by delivering clear, consistent, and transparent communication that encourages engagement and strengthens relationships. • **Expand Pathways to Success:** Provide diverse opportunities for students to explore their academic and personal goals, unlocking their full potential for success in school, careers, and life. • **Foster Belonging:** Strengthen connections through shared experiences that create a sense of pride and belonging within our schools and community.

SSPPS Core Values

Pride
A welcoming, inclusive and supportive Packer community that honors and celebrates its rich history while collectively inspiring new traditions.

Respect
Recognizing and celebrating the goodness in oneself and others, seeing our differences as strengths and showing care and appreciation for people, property and the entire South St. Paul community.

Collaboration
Building community together through trust, hard work, innovation, and a shared commitment to building the South St. Paul that our community aspires to be.

Integrity
Being thoughtful, honest, transparent in our words, and actions, and accountable for our decisions.

Resilience
The courage to adapt, change and persevere when presented with challenges and opportunities.

Equity
A safe and supportive environment that provides opportunities for all to be seen, heard, and valued.



Important Dates

First Days of School

- Grades 1-5, 6, 9-12: Tuesday, September 1, 2026
- Grades K, 7-8: Wednesday, September 2, 2025
- 4-year-old Preschool: Thursday, September 3, 2025
- 3-year-old Preschool: Wednesday, September 9, 2025

Elementary and Preschool Family Connection Days

Thursday, August 27, 2026
8:00 am - 8:00 pm

Friday, August 28, 2026
7:30 - 11:30 am

Elementary Open Houses

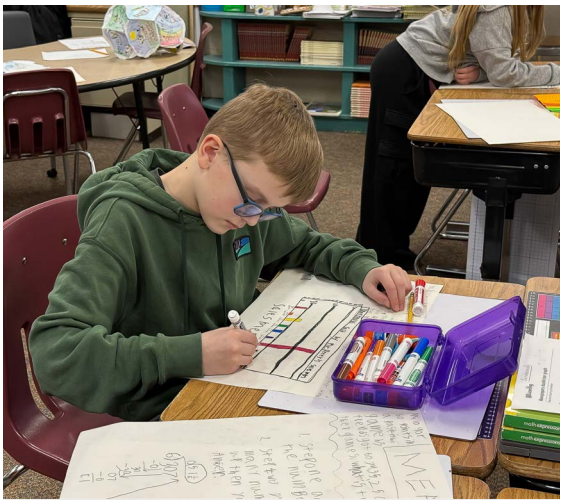
During this time there are no family connection meetings, but families are invited to explore the buildings, meet staff, and engage in fun activities for their student.

Thursday, August 27, 2026
5:00 - 6:00 pm

Kids' Choice Family Connections

Thursday, August 27, 2026
8:00 am - 1:30 pm





Academics

At South St. Paul Public Schools (SSPPS), our top priority is to create a safe, welcoming, and culturally inclusive environment for all students and staff. The Educational Services team aims to foster a learning environment based on mutual respect, problem-solving, and restorative practices among students and staff at every school. Our approach is informed by evidence-based research using a variety of strategies aimed at fostering a positive and supportive learning environment.

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Packer Pathways

Packer Pathways are dedicated to preparing each and every student for their future through high-quality, individualized programs, services, and personalized learning tailored to every stage of their educational journey. Covering early learning, elementary, middle, and high school, this comprehensive plan provides students with opportunities to explore real-world experiences, interactive discussions, guest speakers, enriching field trips, and flexible curriculum options, allowing students to fully engage with their learning paths. The development of the Pathway to Packer Promise is the result of extensive feedback from our stakeholders, ensuring it aligns with the collective goals and values of our learning community.

Elementary

Students in elementary schools will have five specialist classes included in their normal school schedule: Visual Arts, Music/5th Grade Band, Physical Education, Media Arts, and Science. Along with specialist classes, each elementary school offers a rich array of before and after school extracurricular opportunities aimed at cultivating well-rounded students to explore and grow their passions. Visit our website to learn more about the full Pre-K through Grade 12 Pathways.

Multi-Tiered Systems of Support (MTSS)

MTSS is a framework to make sure students get what they need socially, emotionally, behaviorally, developmentally, and academically. At SSPPS, we provide students access to layers of support with the understanding and belief that every student can learn and thrive. In addition, MTSS engages an anti-bias and socially just approach to examining policies and practices. There are five core components in the framework.

- Infrastructure for Continuous Improvement
- Family and Community Engagement
- Multi-Layered Practices and Support
- Assessment
- Data-Based Decision Making

Each building in SSPPS has universal screening in place to review students who may be at risk for not making progress without intervention or support. Teams at each building review academic, social, emotional, and behavioral data to determine supports for students. If students are not making progress, then each building has an Individual Student Team (IST) that meets with the goal of understanding the student's specific needs and developing a plan to matched to the needs.

Talent Development & Advanced Academics

SSPPS offers a K-8 Talent Development program that provides equitable access in developing talents in students of all abilities, races, ethnicities, languages, gender, and socioeconomic circumstances. This initiative is aimed at nurturing and honoring the unique talents and abilities of all our students while providing depth, complexity and acceleration to students who need advanced instruction. At its core, this program is designed to not only identify, cultivate, and celebrate the diverse strengths of each of our students, but to provide specialized opportunities and tailored support as we aim to empower each student to reach their full potential and excel both academically and personally. Through this program, we envision a learning environment where every student feels inspired, valued, and equipped to thrive.

Talent Development TOSA
Jake Knaus
jknaus@sspps.org

Catalyst Approach

Catalyst is committed to empowering students and staff to recognize themselves as leaders with a responsibility to learn, grow, and contribute to a culture where everyone plays a role in building relationships and disrupting inequity. Guided by the vision that every student is surrounded by leaders who understand, nurture, inspire, and support them, Catalyst promotes a community grounded in leadership, connection, equity, and service. Through its core values, Catalyst encourages individuals to seek leadership opportunities in everyday moments, build strong relationships, advocate for equity, speak up with courage, persevere through challenges, inspire others through service, and consistently provide high-quality support and experiences.

Positive Behavior Intervention and Supports (PBIS)

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

Special Education Services

Children with disabilities are eligible for special education and related services from birth to age 21 as defined in federal law, P.L. 101-476, Individuals with Disabilities Education Act (IDEA) and Minnesota State Board of Education Rules, Chapter 3525.0200. Families can expect their referral to be processed by the Child Study team in a timely manner and according to due process requirements. Contact your building principal or the office of Student Services, at (651) 457- 9496 for further information and assistance.

Home Schooling

The South St. Paul Public School District recognizes the right of the parent(s)/guardian(s) to decide the appropriate educational setting for their child. This may include the option of homeschooling. Homeschooling is an option for the parent(s)/guardian(s) to be the sole provider of the education of their child in all subjects. The only situation where an exception would be made is if a family objects, for religious reasons, to the course content in a health education class. In this case, health education could be taught as a single home schooled course, with all other courses taken at the school. In choosing this option, the adult family members are responsible for meeting the requirements as prescribed by the State of Minnesota. If you are interested in this option, please contact the District's Enrollment Specialist at enrollsspps@sspps.org.

Elementary Attendance

Kaposia Education Center

- Attendance Line: (651) 457-9422
- kecattend@sspps.org

Lincoln Center

- Attendance Line: (651) 457-9498
- lcattend@sspps.org

Attendance

School attendance is mandatory in the State of Minnesota in order to make certain that all children acquire the necessary skills for success as adults. Establishing good attendance patterns is one of the best ways to ensure a student will stay in school through graduation.

Dakota County Guidelines

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

Notification of Absence

Parents/guardians are to call or email the Attendance Line before school begins to report an absence. Please leave the student's first and last name, teacher name/grade, reason for absence, and a name and phone number where you can be reached on the day of the absence. If you do not call the school or the school is unable to contact you regarding the absence, you must provide your child with a note when they return to school, verifying

the absence. If your student will be gone (vacations, surgery etc.) or needs to leave for an appointment, please notify the attendance office ahead of time via a note or phone call to the attendance line.

If an absence has not been reported, the District's-computerized notification system, ParentSquare, will attempt to call the student's parent/guardian at the number listed in the Campus Parent Portal. A return call is expected to verify the absence. All absences are considered unexcused until verification can be made. Verification must be made within a reasonable amount of time. All absences are considered unexcused until verification can be made. At the Secondary Building, the automated attendance alert calling system will automatically place two phone calls to the parents/guardians, one in the morning and one in the evening, to notify them of their child's absence regardless if the absence has been phoned in or not.

Report an Absence in ParentSquare

You can also report absences through ParentSquare. Submit upcoming absences, attach doctor's notes or travel details, and view past and upcoming absences from your personal dashboard. Step-by-step instructions are available on our website: www.sspps.org/dept/comms/parentsquare.

Tardiness

Tardiness is considered anytime a student arrives to class late without an excuse note from the office. Upon arriving at school after the second bell has rung, the student must report to the office for a pass. Students will not be allowed to report to class without a pass.

Examples of Excused Tardiness

- Illness
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical or dental treatment
- Court appearances occasioned by family or personal action
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member

Examples of Unexcused Tardiness

- Oversleeping
- Ride did not come
- Babysitting
- Missing the bus
- Shopping
- Parent work schedule
- Out to breakfast
- Consistent early release: Although consistently picking up a child from school does not technically equate to a tardy, a child who is consistently missing parts of their day can impact the child's overall education. We ask that you only pick your student up early from school for emergency or a doctor/dental appointment reasons only.

Leaving Prior to the End of the Day

Please make every effort for your child to attend every minute of each school day when they are healthy. Habitually picking up your child early to avoid traffic or pick up other children at other schools should be avoided. Elementary staff are teaching students until the end of the school day and every educational minute matters. When making doctor or dental appointments, please ask for times before or after school is in session.

Doctor Notes

Please make every attempt to schedule doctor/dentist/counseling appointments outside of the school day. Doctor/dental/counseling appointments may require a note verifying the appointment date and time, doctor's name and number for the student. Students must check in at the office when they return to school.

Excused Absences

The responsibility for excusing a child from school rests with the parent or guardian. The school reserves the right to accept or deny requests for excuses based on its policies. When absences are excused, students are expected to complete make-up work. Students will be given a period equal to the length of their absence to submit make-up assignments. For instance, if a student is absent for one day, they will have one day to turn in the make-up work.

Acceptable reasons for being absent as referenced in Student Attendance Policy 503:

- Illness (school may request doctor verification or that the child is brought to school to be seen by the school nurse)
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a close friend or relative
- Medical, dental, orthodontic or counseling appointments (Please avoid school hours if possible)

- Court appearance occasioned by family or personal action
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc
- Official school field trip or other school-sponsored outing
- Suspensions are to be handled as excused absences and students will be permitted to complete makeup work
- Religious holidays

Religious or Cultural Observances

The school will make reasonable efforts to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony.

Unexcused Absences

Unexcused absences are those student absences which are not approved by the parent/guardian and/or school district.

Examples of absences that may be considered unexcused:

- Families taking students out of school on a consistent basis
- Any absence in which the student/parent failed to comply with any reporting requirements of the school district's attendance procedures
- Work at home
- Vacations with family (NOTE: Family vacations may be excused with prior arrangement.)
- Staying home to babysit
- Oversleeping
- Missing the bus
- Lack of transportation: Vehicle is not working.
- Loss of bus riding privileges
- Too cold, or weather related - If school is in session, students are expected to be at school
- Needed at home

Medical, dental, orthodontic or counseling appointments that do not require a full-day absence.

All absences not authorized by the parent/guardian or school are considered unexcused.

- Any student who leaves school for any purpose without permission from the office will receive an unexcused absence.
- Parents/guardians may not excuse a student for leaving the building if the office has not been notified prior to the student leaving.
- Students who become ill must report to the Health Office for proper release. Failure to comply will result in an unexcused absence.

In some cases it may be required that a verification of illness from a doctor be presented to the school.

Consequences of Unexcused Absences

Students with unexcused absences shall be subject to discipline in the following manner in accordance with MN Statute 260C.007 Subd 19 Habitual Truant.

School Safety & Security

South St. Paul Public Schools (SSPPS) is committed to the safety of every student, staff member and person who enters our buildings. From the time they arrive in the morning to the time they leave in the afternoon, the wellbeing of our students and staff remains our top priority. There are a number of key components that go into this work.

District and school leaders continue to partner with local law enforcement and other agencies to plan, prepare, and implement a safe and supportive learning environment. For more information on the District's Safety and Security work and the Standard Response Protocols we have in place, visit our website at www.sspps.org/about/safety-security.



Communicating Emergencies

SSPPS places a high value on the connections we have with students, families, and the community. We communicate in a variety of ways to help grow these important relationships. While the district strives to be proactive, accurate and timely in communication with families and our greater SSP community, there may be times when circumstances dictate longer notification or response times. There may also be certain information that the district is unable to share due to data privacy reasons. The district will use a variety of communication channels when there is a need to move into a Lockdown, Secure, Evacuate or Shelter:

- ParentSquare (texts, emails, phone calls)
- Website
- Social Media (when warranted)

The district will not typically communicate with families when there is a need to move into a Hold as those are usually low level incidents where classrooms operate as normal, but hallways are kept clear to allow staff or medical personnel to deal with a situation. **To ensure you are receiving messages from the District, please make sure your contact information is up-to-date in the Campus Parent Portal** ***(more information on page 15).***

Evacuations/Reunification

In the event building and district leaders make the determination to evacuate a school to another location due to a severe fire or other inhibiting emergency, district leaders will communicate the evacuation plans and options families have for their student's safe release home. Photo IDs will be checked and only adults listed as emergency contacts will be allowed to take students from the evacuation areas. Students will only be released to a non-family member with approval by a parent/guardian.

Emergency Drills

Each school is required, per MN Statute, to perform five lockdown drills, five evacuation drills, and one severe weather drill each school year. One lockdown and one evacuation drill must each be completed within the first 10 days of school.

The primary objective of a drill is for participants to build muscle memory, and practice an action to use in various events or situations. A secondary objective is for school staff to validate procedures, clarify roles and identify operational process gaps. Drills are for staff and students, and are educational opportunities to practice life safety skills. For example, an evacuation drill is conducted at schools worldwide regularly. A fire alarm goes off, students line up and head outside. There is no trauma in these events because there is no simulation of a threat or hazard. Schools do not light fires in the hallways to simulate an evacuation due to fire. Lockdown drills are similar. There is no simulated violence needed to conduct them. The only information needed is for the protocol to be enacted, "Lockdown, locks, lights, out of sight," and then students and staff perform the proper functions.

Emergency School Closings

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

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

The most compelling reason for closing schools involves the safety of students and employees.

Decisions about school closings, early releases, and late starts will be made as early as possible to allow for appropriate notification. For more information, visit our website at www.sspps.org/newsroom/emergency-closing.

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

Emergency notification methods:

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

Late Starts and Early Dismissals

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

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

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

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

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

Evening Cancellations

Decisions to cancel after-school and evening activities will be made by 3:00 pm, if possible, and are not necessarily tied to a school closing.

E-Learning

E-Learning Days occur when the district or a specific school must close due to inclement weather or other emergency situation. Students will learn from home through a variety of lessons communicated through the student's school or teacher(s). Specific details regarding the expectations for the given E-Learning Day will be shared when the emergency closing is announced.

Student/Family Information

Student Rights and Responsibilities Handbook

Every student and employee of South St. Paul Public Schools is entitled to learn and work in a safe school environment that is aligned with the core values, mission, and vision of the district. Parents/guardians, teachers, staff and administrators are expected to mutually support each other in efforts to help students exhibit responsible behavior within the school community as part of learning basic life skills. Students are taught ways to handle differences in a non-violent manner and are expected to use those methods to handle disputes or conflicts. Our desire is that every child that comes to our school has the right to feel safe and free to be who they are without feeling any more or less significant than any other student in school.



To ensure this safe environment, the District's Student Rights and Responsibilities Handbook establishes clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. Students are expected to behave in accordance with federal, state and local laws, district policies and guidelines, and in a way that respects the rights and safety of others.

Balloons (Latex) and Flowers

Balloons and flowers of any kind are **not allowed** in school due to various student allergies and the difficulty of transporting home.

Chemical/Tobacco Free Schools

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

Classroom Snacks

The District's Wellness Policy #534 encourages physical activities rather than food for classroom celebrations and parties. Families wanting to send snacks to the classroom, are encouraged to send healthy food choices. If you choose to send a healthy snack, please be sure to collaborate with the classroom teacher in advance to be incorporated into the class plans for the day. They need to be small and purchased from a store. We have seen an increase in very severe allergies so please do not send balloons or flowers of any kind, or products that contain peanuts.

Unhealthy food (cupcakes or candy) or drinks (energy drinks, pop or coffee) should not be brought into school for breakfast, snack, lunch, or to celebrate your child's birthday.

Non Food Ways to Celebrate

- Donate a book with your child's name in it
- Donate funds for playground or special area equipment
- Volunteer in your child's classroom

Healthy Food Ways to Celebrate

- Yogurt, fruit with granola topping
- Baked chips with low fat dip
- Apple with caramel
- Crackers and cheese

Digital Parenting Resources

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

Employed Parent/Guardian's Right to Attend School Conferences/ Activities

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

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

Field Trips

The district supports and approves student field trips and travel beyond the classroom that are properly planned, well organized, and carefully supervised. Students participating in approved field trips and travel will be able to make up work from classes missed or prepare assignments in advance.

A signed parent/guardian permission form is required for students to participate in field trips off of school property. Students without parental/ guardian permission will be supervised in school for the duration of the field trip. Students need to be in school even if not attending a field trip. Emergency information must be on file in the office for a student to attend a field trip. The school nurse does not accompany students on field trips. If you have specific health concerns, please talk with the school nurse to develop a health plan for field trips.

NOTE: No student will be denied a school-sponsored field trip due to the inability to pay. For scholarship opportunities, please contact your school principal.

Harassment/Violence

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

Lockers

Students will be assigned a locker that will be located either inside their classroom or just outside in the hallway. Depending on the amount of students and lockers available, there may be two students per locker. Students are expected to keep their outdoor gear (coats, hats, scarves, boots, etc.), backpacks, and any items unneeded during the school day in their locker.

Media Center

The Media Center offers a wide variety of resources for our students and teachers. More than 10,000 books and reference materials and computers are available to students and teachers for instructional and research uses. Each class visits the library at least once per week. Kindergarten students are allowed to check out one book; 1st through 5th grade students are allowed to check out two books. The school will communicate fees to families for lost or damaged books.

Online/Technology Acceptable Use

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

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

School Issued Devices

South St. Paul Public Schools' goal is to help students develop the skills and knowledge necessary to responsibly navigate our changing world. Students will have devices available to them during the school day and will not take the devices home. The type of device used is dependant on grade level:

- Kindergartners-1st graders: Chrome Tablets
- 2nd graders: Touch-screen Chromebook
- 3rd-5th graders: Chromebooks

Parental Custody/Restricted Contact

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

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

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

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

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

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

South St. Paul Public Schools believes the use of personal electronic devices is a privilege and can be an acceptable communication and educational tool that requires responsible use by all students. Use of electronic devices including, but not limited to, cellular phones, smartphones and smartwatches, digital cameras, laptop computers, tablets and other personal electronic devices capable of transmitting data or images.

In elementary, students may bring a cell phone or smartwatch to school for family communication before and after the school day. Cell phones or smartwatches should be turned off when students enter the buildings and placed in their backpack throughout the school day. They may be turned back on when students exit the building. Cell phones or smartwatches can be turned on and used on the school buses to play games or listen to music. Cell phones or smartwatches may not be used to video other students.

Pets

Please **do not** bring family pets into the school or on school property, for visitation/sharing. Student allergies and uncharacteristic, nervous responses by animals create health and safety concerns at school.

Report Cards and Conferences

Report Cards

Report Cards are issued within one week after the end of each semester. Report Cards will be communicated online and via paper copy. Teachers will communicate to parents/guardians of students who are not making adequate progress.

Conferences

Conferences are held for the teacher, student, and parents/guardians to discuss the child's academic and social strengths and needs. This team is focused on helping the student become more aware of individual goals early in the year. As the year progresses, communication between home and school is ongoing.

During the school year, additional conferences may be held as requested by school personnel or parent(s) or legal guardian(s).

Statewide Testing Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please complete and return the Statewide Assessment: Parent/Guardian Decision Not to Participate Form to your building principal.

Student Information Release

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

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

Visitors

All district school buildings are secured during the school day. For the safety of the students and staff, all exterior doors are locked during the school day except for the main entrance.

Individuals wishing to visit the school during the school day should adhere to the following expectations:

- All visitors, including parents/guardians must first sign in at the main office, show their photo ID and receive a visitor badge.
- Visitors must coordinate with the classroom teacher, secretary or administrator to schedule a visit. Visitors are asked not to loiter in/or around the buildings, without purpose, to avoid interrupting the academic flow of the school day.
- When requesting to eat lunch with your child, due to space restrictions, parents/guardians need to call the main office and reserve a spot to eat lunch with your child.
- Adult visitors are role models in our buildings and should abide by all school and district rules and codes of conduct.
- All visitors must sign out in the office upon departure from the building.
- Visitors who have not received permission from the office to be in the building will be asked to leave the premises. Failure to comply will be considered trespassing and the police will be contacted if necessary.

- Should an attempt be made by an unauthorized person to remove a child from school, the principal will immediately notify the custodial parent/guardian and contact the police if necessary.

As a guest in our building, it is expected that visitors remain in visual contact with a school employee when with students. For the protection of our students, as well as our visitors, it is expected that visitors refrain from physical contact with our students and do not discipline them.

Family Communications

South St. Paul Public Schools places a high value on the connections we have with students, families and the community. We communicate in a variety of ways to help grow these important relationships. Families who do not have internet access should contact their respective schools to arrange to receive information in other ways.

Website

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

Newsletters

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

- **SSPPS District eNews -** A monthly electronic newsletter containing information and stories sent to all district families via email the Wednesday following a SSPPS School Board business meeting.
- **Six Times -** A printed newsletter mailed to all residents in the district and to families who open-enroll into SSPPS four times each year.

If you do not receive the District eNews to your inbox and would like to sign up for it. An electronic form can be found at: https://www.sspps.org/departments/communications.

School Newsletters

Weekly newsletters are sent on Fridays by each school. These newsletters include upcoming events, reminders, and resources for families. It also includes important messages from the principal specific to your student's school. *This is the primary school-wide communication to all families.*

Social Media

Stay connected to SSPPS through social media!

Like our Facebook page (/SSPPS6) to see news, photos, videos, events and emergency notifications.

Follow us on X (formerly Twitter) (@SSPPS6) for district news and emergency notifications, real-time updates and more.

Follow us on Instagram (@SSPPS6) to get a glimpse of the student experience and achievements and quick stories of life in SSPPS.

Subscribe to the SSPPS YouTube channel (SouthStPaulSchools) to be the first to see district produced videos and watch school board meetings.

Connect with us on LinkedIn (South-St-Paul-Public-Schools) to see employment opportunities, follow progress on our strategic plan, and other district news.

ParentSquare™

Parentsquare For School To Home Communications

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

With ParentSquare users can:

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

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

Beginning in the 2024-25 school year, students will begin to use the add-on StudentSquare for communication with coaches, advisors, and teachers. More details on the SSPPS website at: www.sspps.org/departments/communications/parentsquare.

Peachjar eFlyers

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

Calendars

The district's online calendars have the most current information about important dates in the district and events at your students' schools. Customizable online calendars show the events that are most important to your family, which can be downloaded to your personal or mobile calendar. Find information on how to customize calendars for your devices at https://www.sspps.org/resources/calendar.

Student Information Access

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

Infinite Campus

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

Student/Family Support

SSPPS understands the importance of parent and family involvement in schools and its contribution to student success. To help engage and support families, the following support services are available.

Cultural Liaisons

Our cultural liaisons help to make sure all of SSPPS families feel welcome and heard at our schools and the district is able to communicate well with families about their school, learning and student progress. Additionally, the liaisons serve to reduce language and cultural barriers so that all of our students can thrive and know they have a team of support around them. Visit your school office or our website at https://www.sspps.org/departments/equity for more information.

Language Access Plan

South St. Paul Public Schools is committed to equitable communication with all families. The district's Language Access Plan provides interpretation and translation services to ensure families can access information, participate in their child's education, and engage fully in school programs, regardless of their preferred language. View the full plan on the website: www.sspps.org/dept/ed-services/interpretation-translation.

Translation & Interpretation

The district provides translation and interpretation services to meet families' language needs at school and with district-related programs or communications. If you would like language assistance with a message you have received; an interpreter for a school meeting, conference or phone call; or want to know more about the district's translation and interpretation services, visit your school office or our website at https://www.sspps.org/departments/equity.

SSPPS Licensed School Counselors

Licensed School Counselors help every student thrive academically, emotionally, and socially. In partnership with students, staff, family, the school counselors strive to prepare students to become effective learners, achieve success in school, live successful and rewarding lives, and develop into contributing members of our society. The goal is that each and every student builds the skills they need to be successful in the classroom and beyond. Visit the Student/Family Support Webpage to see the school counselor for your student's school https://www.sspps.org/departments/student-services/support.

SSPPS School Psychologists

SSPPS Licensed School Psychologists work as the lead of the multi-tiered systems of support (MTSS) model at each school. They ensure assessment practices are applied across all levels of the system for a deeper understanding of each student's needs for academic and social-emotional success. They work closely with staff, students, and families to conduct special education evaluation and support teachers in addressing needs of students who may have a disability. Visit the Student/Family Support Webpage to see the school psychologists for your student's school https://www.sspps.org/departments/student-services/support.

SSPPS School Social Workers

The role of a SSPPS School Social Worker is to assist students, families, and staff with methods and resources to address issues contributing to achievement, social emotional adjustment, and attendance in school. Licensed social workers are available to intervene in problematic behaviors in early stages to address outside challenges that may be contributing to the problematic behavior. Visit the Student/Family Support Webpage to see the school social workers for your student's school https://www.sspps.org/departments/student-services/support.

SSPPS Family Support Workers

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

HELPme App



SSPPS is excited to partner with STOPit Solutions to bring HELPme, a 24/7/365 technology platform, into our school community. HELPme is designed to provide invaluable assistance to our students, families, and staff, offering a private and accessible way to access a wide array of resources and support. Users can make anonymous requests and reports through the app or web-based platform. The best way to use the tool is to download the app. Search for HELPme in the Google Play or Apple App store. Once downloaded, searching for our schools in the app or on the web-based platform use the access code: SSPpackers. To learn more about HELPme or to find a link to download the app visit: https://www.sspps.org/departments/student-services/helpme.

Educational Benefits

Educational Benefits and Other Benefits for Families

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

- Internet Services
- Phone Services
- MTC Bus Passes/Lime Access
- Science Museum of Minnesota
- Minnesota Children's Museum
- SUN bucks (Summer EBT)
- Amazon Prime
- YMCA; and much more

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

For more information on available discounts for qualifying families and the different ways you can complete an Application for Educational Benefits, visit the District's website at https://www.sspps.org/departments/nutrition/edbenefits or contact our Student Nutrition Office at (651) 457-9456.

Educational Benefits- Additional Information

- All SSPPS families are asked to complete the Application for Educational Benefits regardless of income or eligibility. Applications for Educational Benefits are approved annually.
    - If your family was approved in the 2025-26 school year, you will need to reapply to ensure no disruption of benefits for the 2026-27 school year.
    - NOTE: If at any time during the school year your family income status changes (e.g. laid-off, furlough, government shutdown, seasonal work) you are encouraged to complete a new application for educational benefits.
- Milk alone is not provided for free even if a student qualifies for meal benefits- Milk can be purchased for $.50.
- Foster children who are the legal responsibility of a foster care agency or court are eligible for Educational Benefits regardless of household income. Please complete an application identifying the children who are in foster care.
- Children in households participating in WIC may be eligible for Educational Benefits. Please fill out an Application for Educational Benefits.
- You may apply if someone in your household is not a U.S. citizen.
- Include all people living in the household in the application, related or not (e.g., grandparents, other relatives or friends)
- If your income is not always the same, list the amount you normally get. If you normally get overtime, include it, but if you get overtime only occasionally, ***do not*** include it. You may provide your annual income amount.
- Information you provide on the form, and your child's approval for educational benefits, will be protected as private data. More information on the back of the application.
- Information given in the application will be verified, you may be asked to provide written documentation.

Students of those families who qualify for educational benefits also receive financial assistance for participation in activities and athletics. Your approval letter can also qualify for household discounts on some services and activities throughout the state of Minnesota. For more information, see district website at https://www.sspps.org/departments/nutrition/edbenefits.

Food & Nutrition

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

Healthy Breakfast

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

- Elementary Students have access to a Grab N' Go breakfast that they will take to the classroom to eat.

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

Healthy Lunch

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

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

Student Meal Prices

Meal	Cost
Breakfast (includes milk)	FREE
Lunch (includes milk)	FREE
Milk	$0.50
Students receive one free breakfast and lunch per day. Additional meals are purchased at full cost as noted below.	
Additional Breakfast	$2.25
Additional Lunch	$5.00

(Note: Meal costs may be adjusted as directed by the state and federal government. Visit the nutrition services webpage by clicking here for the most recent information.)

Student PIN Numbers

All SSPPS students and staff will use a Meal PIN for school meals. Elementary students will receive their Meal PIN either at the Open House held before school starts or in their classrooms on the first day of school.

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

Online Meal Account

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

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

Families will need to create an account with SchoolCafé. Instructions are available on the district website under SchoolCafé - Student Meal Payment System. Learn more about SchoolCafé at https://www.schoolcafe.com/southstpaul.

Interactive Online Menus

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

Equitable Lunch Protocols

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

Parents/guardians may sign up to receive low balance notifications via email in SchoolCafé. For additional questions about account balances or activity, or to apply for educational benefits, visit the district website https://www.sspps.org/departments/nutrition/edbenefits or contact the Nutrition Services Department at (651) 457-9477.

Health Services & Wellness

Immunization Requirements

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

SSPPS has a NO SHOT- NO SCHOOL policy in compliance with Minnesota School Immunization Law. State law requires students entering early childhood programs, kindergarten, 7th grade, 12th grade, and those newly enrolled to SSPPS to show proof of required immunizations or to file legal exemptions from immunizations with the school. Families will be contacted if immunization information is needed in order for their child to attend school. Updated or new immunization information should be sent to the school health office as soon as possible to allow time for processing.

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

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

On-Site Health Services

The Mission of SSP Health Services is to promote optimum health status to strengthen educational potential for all students. School Health Services provides care that promotes students' academic success by:

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

A Licensed School Nurse (LSN) or Registered Nurse (RN) is on staff at each district school building during regular school hours. Nursing care is provided for students who become ill or injured during the school day, need medications or treatments, or have other medical needs. If your child has a health condition that requires medical attention during the school day, please contact the Health Office to arrange a conference to discuss how these needs can be met during school hours.

Illness

Students should not come to school if they have had:

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

Notify the Health Office if your child develops a communicable disease (e.g. strep throat, chickenpox, head lice, impetigo, scarlet fever, pink eye, etc.). Note: If you take your child in for a throat culture, DO NOT send them back to school until the results are negative, or they have been on an antibiotic for 24 hours.

Other Health and Wellness Guidelines

- Please send a note from the doctor if your child has any activity limitations or will need to remain out of physical education or indoors at recess for more than three days. Notes from parents/ guardians to stay indoors because of cold weather will not be accepted unless medically ordered to do so.
- Children should be dressed appropriately for the season and specific weather as they go outside most days for recess.
- If your child has an accident in which their clothing has obvious blood or other bodily fluids on it, the parent will be asked to bring in a change of clothing if none is available in the Health Office. This is to keep other students and staff safe from potential contact with possible blood transmitted pathogens.

- It is important that your child eat a nutritious breakfast every day. NOTE: Free breakfast is available for all students prior to the start of school.
- Please read communicable diseases notifications emailed or sent home with students and follow recommendations for each specific illness.

If your child becomes ill or is seriously injured during the school day, the Health Office will notify the parent/guardian so arrangements can be made for your child to be taken home. Emergency contact information must be kept current, to include home, parent/guardian work, and daycare phone numbers. A note or phone call to the Health Office about a change in work or home phone numbers is important. Students will not be released unless accompanied by a responsible adult. It is expected that students will be picked up within one hour of the call to the parent/guardian.

Children with Chronic Health Conditions

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

Health Concerns Shared with Transportation Company

If a student's health concern information is not to be shared with the contracted transportation company, the parent/guardian is obligated to notify the District. Questions should be directed to the school nurse.

Medication

Some students may require prescription and non-prescription medication during the school day. Medication may only be administered by a licensed school nurse or delegated trained school personnel. District procedures and Minnesota State guidelines require the following:

- Each year, at the beginning of the new school year, a form must be completed and placed on file with the school nurse for any student to receive any medication or medical treatments during school hours. New forms are required whenever there are changes in medications, dosages or times medication is to be given.
- ALL medications need to be FDA approved. If there is a question about FDA approval, parents/guardians are to check with the Licensed School Nurse.
- Medication may only be administered by a Registered Nurse (RN) or Licensed School Nurse (LSN), or in the absence of the nurse, a health assistant or someone designated by the school nurse.
- Medication to be given in schools must be supplied in the original prescription bottle. The pharmacist should prepare a container of the medicine with the appropriate labeling for school use.
- Written parent permission AND written physician orders are required for any prescribed or over the counter medications, including oxygen, to be given in school. The medication administration must be at the discretion of the Licensed School Nurse. Forms are available in the Health Office and online at https://www.sspps.org/departments/health-wellness.
- All medication must be accompanied by specific instructions, including student name, medication name, dosage, time of day, and length of time needed. Medications should be given at home whenever possible.
- All medicine will be kept in a locked area or cabinet and dispensed in the health office, except in special circumstances, which must be approved by the school nurse.
- For the safety of all students, it is recommended that parents bring their child's medication to the health office directly. If this cannot be done, we require a phone call to the health office alerting the staff of the amount and date the medication was sent.
- Parent(s)/Guardian(s) of students requesting that any prescription or over the counter medication be administered during school hours by school personnel are required to provide:
  - A written parental release for the administration of medication,
  - A signed statement from the licensed prescriber stating the name, dose, and frequency of the medication to be given,
  - Medication in the original container or pharmacy-labeled container

Self-Carry Medication

Doctors' orders and Licensed School Nurse authorization are needed for an elementary student to self-carry medication at school. An authorization/agreement form is available in the Health Office.

Cough Drops

Cough drops must be provided by the family and accompanied by a permission slip. A note from the parent/guardian and the cough drops must be given to the classroom teacher.

Medical Devices

Medical devices (crutches, wheelchairs, neck braces, arm/leg slings, etc) need to be provided by the family or physician and require a doctor's note indicating restrictions and length of use.

Health Screening

If a vision or hearing screening is warranted, the district may provide the appropriate screening. If a parent/guardian does not want their child screened they need to contact the school nurse to opt out.

Personal Hygiene

It is the responsibility of the parent/guardians to educate their children on proper personal hygiene techniques. Elementary staff may reach out to inform families when issues of personal hygiene are affecting students negatively in school.

Do Not Resuscitate/Do Not Intubate (DNR-DNI) Orders

When any student experiences sudden illness or injury, the role of an employee is to render emergency health care to preserve life and prevent disability. In life-threatening emergencies, the emergency medical system (911) will be activated. Per District Policy 518, district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.

Medical, Health & Accident Insurance

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

Legal Notifications

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

Health and Safety Notifications

Asbestos

The Asbestos Hazard Emergency Response Act (AHERA) requires that the district notifies building occupants annually regarding asbestos-related activities. Until the late 1970s, asbestos was commonly used in building materials, such as floor tile, fireproofing, and insulation. In the late 1980s, all school buildings were inspected for asbestos-containing building materials by EPA-accredited inspectors. Based on the results of these inspections, management plans were developed for each school where asbestos was found. AHERA also requires that districts conduct periodic surveillance inspections every six months to evaluate the condition of asbestos-containing materials, and to re-inspect buildings every three years to re-quantify all remaining asbestos-containing materials.

Indoor Air Quality

To help maintain our healthy school environment and comply with requirements established by the Minnesota Department of Education, SSPPS has developed and implemented an Indoor Air Quality Management Plan. Inspections of district buildings are performed regularly to detect problems and help prevent future problems from occurring. General information regarding school indoor air quality is also available from the Department of Health at www.health.state.mn.us/communities/environment/air/schools/

Lead in Drinking Water

SSPPS conducts Lead in Drinking Water testing per the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guidance for Minnesota's Schools" publication, and Minnesota Statute 121A.335. If results of any test are over the EPA-established action level for lead, the affected fixtures are taken out of service, repaired, or replaced, and then re-tested to verify the repair or replacement was effective. Some fixtures are not meant for drinking water, like bathroom sinks, custodial slop sinks, lab sinks, or most hose connections, so those are not routinely tested. Please only take drinking water from hallway water fountains and bottle fillers, break room sinks, elementary classroom water fountains, or other fixtures that are clearly meant for drinking water.

Pesticides/Herbicides Application

As needed, SSPPS applies certain pesticides and herbicides on school property. To be notified prior to pesticide or herbicide application, contact the Buildings and Grounds Department.

Herbicides

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

Pesticides

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

More Information

Testing and reports are public information. You can receive a copy or learn more about the health and safety notifications in this handbook by contacting the SSPPS Buildings and Grounds Office at (651) 457-9431 or mfenton@sspps.org.

Educational Program Notifications

Title I

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

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

504 Plans

Section 504 is part of the Rehabilitation Act of 1973. Section 504 protects individuals from discrimination based upon their disability. The South St. Paul Schools, through its policies and practices, follows the nondiscriminatory procedures of Section 504. Parents wishing information concerning 504 planning should contact, Director of Student Services at (651) 457-9481.

Homebound Instruction

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

Pledge of Allegiance

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

Statement of Family/Student Rights

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

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

Students Experiencing Homelessness

The McKinney-Vento Homeless Assistance Act, part of the federal Every Student Succeeds Act (ESSA), ensures educational rights and protections for children and youth experiencing homelessness. To ensure that these children have access to educational programs, school districts are required to implement transportation provisions. School districts must within reason provide students experiencing homelessness with transportation to and from their school of origin. If you have questions about the McKinney-Vento Homeless Assistance Act, contact the office of Student Services, at (651) 457-9481.

Enrollment Information

Families new to the South St. Paul Public Schools (SSPPS) can enroll online at www.sspps.org/enroll. On this site you will find information about enrollment, school attendance boundaries, open enrollment, intradistrict transfer, free/reduced meals, and child care. Have questions or need help enrolling? Email our Enrollment Specialist at enrollsspps@sspps.org for help enrolling or to learn about additional programs and services available to you and your family.

Open Enrollment

Families residing outside of South St. Paul Public Schools are able to enroll in SSPPS through Minnesota's Statewide Enrollment program. Learn more at SSP Open Enrollment.

Kindergarten Enrollment

A student must be five years of age on or before September 1 of the school year for which admission is sought. Children who become five years of age on September 2 through November 1 of the school year for which admission is requested, may apply for Early Entrance to Kindergarten.

Early Childhood Screening must be scheduled prior to applying for Early Entrance to Kindergarten. To schedule a screening appointment, call 651-457-9418. The Early Entrance to Kindergarten Application must be received at the elementary building by April 15 for consideration for the following school year. For questions or to receive the application, please contact the school office.

Family Involvement

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

In alignment with the district's strategic priorities, the district is continuing to place a strong emphasis in 2026-27 to help build engagement with staff, students, and family/community. Watch for these and other opportunities to be announced on school and district websites and through various school and district communication channels.

Parent-Teacher Associations and Advisory Groups

Family involvement at the school level is positively related to a student's achievement and success. In our elementary schools, Parent/Teacher Associations (PTA) meet monthly in each building. See the principal's weekly newsletter and the District calendar for details. All parent(s)/guardian(s) are welcome and encouraged to attend. There are also Advisory Groups families can join to give feedback and help guide the district and departments in their decisions. Contact your school office or visit https://www.sspps.org/get-involved to see the many ways you can be involved.

Partnerships

Working in partnership is a key component to the South St. Paul Public School's mission, and it is one of the five primary initiatives of our strategic plan to leverage local resources to meet student needs. The power of partnership is in its ability to serve as a multiplier for the involved parties, providing greater benefit together rather than working alone. Learn more about district partners at https://www.sspps.org/partnerships.

School Resource Officers

South St. Paul Public Schools partners with the South St. Paul Police Department to include two School Resource Officers (SROs) in our schools during the school year. Their office is located at the Secondary Building, but the officers travel to the other buildings periodically. The purpose of the School Resource Officers is:

- **Enhanced Safety and Security:** SROs provide a visible law enforcement presence on the school campus which can deter potential threats and respond quickly to emergencies, ensuring the safety of our students and staff.
- **Builds Positive Relationships:** SROs can foster positive relationships between students and law enforcement, promoting trust and understanding, and serving as role models and mentors.

Volunteers and Chaperones

Volunteers/Chaperones are welcomed and encouraged in SSPPS. Volunteer opportunities are determined and communicated by building/department administration and/or the classroom teacher. All volunteers and chaperones are required to complete a Volunteer Application Form and complete a background check. These checks are only kept on record for the current school year. You must fill out a new background check each year. You can receive a form and background check consent at your student's school office. The fee for the background check is paid by the district. Please be proactive, it can take a week or more for the background check to be completed.

SSPPS Community Education

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



Early Education

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



Youth Programs

A variety of fun and educational activities are offered through Kids' Choice school-age care (gr. K-5 school year), Kids' Choice Summer program (gr.K-7 in the fall) and enrichment classes (grades K-12). These opportunities are available before and after school, on many school release days, and all summer.



Adult Programs

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



SSP Senior Center

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

SSP School Board

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The SSP School Board strives for excellence in governance, operates in partnership with the Superintendent, who strives for excellence in management, and both partner for excellence in consultation with staff, students, families, and the public.

The SSP School Board meets twice per month. Work Session meetings are open to the public and begin at 5:00 pm. The second Monday of month, the work session will be held at the SSPPS District Office (104 5th Ave S). The fourth Monday of the month, the work session will be held at SSP City Hall (125 - 3rd Avenue North). Business Meetings take place the fourth Monday of the month and are open to the public. Meetings begin at 6:00 pm at SSP City Hall (125 - 3rd Avenue N). Meetings can be viewed in person, on television, or web-streamed visit for more: https://www.sspps.org/about/school-board/meetings.

Current Board Members



Anne Claflin
aclaflin@sspps.org



Paul Cumings
pcumings@sspps.org



TBD
tbd@sspps.org



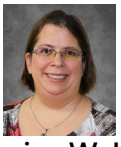
Tim Felton
tfelton@sspps.org



Wendy Felton
wfelton@sspps.org



Kim Humann
khumann@sspps.org



Monica Weber
mweber@sspps.org

Student School Board Representatives

- Josie Albin
- Sophia Arrivillaga
- Monica Schmidt

Student Voices

The South St. Paul School Board has made it a priority to increase opportunities for student voices in their work.

Student School Board Representatives

Student School Board Representatives serve as the liaison between the School Board and our students. They work closely with the Board to provide input and share student perspectives. Each spring two or three representatives are chosen each year.

Superintendent Advisory Council

The Elementary Superintendent Advisory Council is made up of 4th grade students from both Kaposia Education Center and Lincoln Center. Throughout the school year, council members meet with the Superintendent to share ideas, provide feedback, and discuss ways to enhance the overall student experience in our schools. The council serves as an important two-way communication channel between students and district leadership.

District Directory

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

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

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

Student Services
Phone: (651) 457-9481
sspps.org/departments/student-services

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

Community Education & Adult Basic Education
Jeanne Zehnder, Director

Central Square Community Center
100 7th Avenue North
Phone: (651) 306-3632, Fax: (651) 457-9485
communityed.sspps.org

Early Learning & Early Childhood Screening
Kristen Sammartano-Weeks, Coordinator

Family Education Center
104 5th Avenue South
Phone: (651) 457-9418, Fax: (651) 457-9485
earlylearning.sspps.org
Office Hours: 7:00 am - 4:00 pm

Arrival and Dismissal

Beginning of the School Day

Arrival

- Students are not to arrive until 10 minutes before school begins. There is no outside supervision before this time.
- Students are assigned certain doors in which they can enter the building to ensure student safety and order. See Building maps for exact locations.
- After the first bell, students are expected to report directly to their classrooms and be prepared to start their learning day prior to the second bell.
- Students are not allowed in the halls, classrooms, or playground before the first bell, and may not drop off coats or bags at their lockers or in their homerooms on the way to breakfast.

Breakfast

- All students will be provided a "Grab-n-Go" breakfast from the cafeteria or the breakfast cart near their entrance door. Students will immediately report to their classrooms prior to the start of their school day.

End of the Day

Dismissal

- It is important that students stay in class dismissed by their teacher. Important learning takes place the entire school day.
- Please make arrangements for student pick-up within the first 10 minutes after dismissal. Supervision of students ends after school.
- If students are consistently not picked up after the school day, school administration may contact families about developing a plan to ensure your child is picked up or supervised after the school day.
- Without written notice, the school will follow pre-arranged plans for dismissal.
- Students are expected to go straight home and not to loiter on school property.
- The elementary playground is closed after school for Kids' Choice usage until 5:00 pm

Important Reminders

- In order to keep students safe and aid with traffic flow, please only use designated drop-off and pick-up areas for that purpose by pulling your vehicle forward and staying with your vehicle. These areas are designated as no parking during arrival and dismissal. Absolutely no, idling, or parking in designated bus pick up zones.
- Please remember to use the cross walks and do not cross in the middle of the street. It is very dangerous to have small children walking through traffic in a parking lot, or crossing busy streets without the crossing guards.

Pick-Up Students During the School Day

Children requiring an early dismissal must be signed out in the office. The following procedures are intended for the well-being and safety of all SSPPS children:

- Please plan ahead. Let our front office staff know about any early pick to begin the day. Please expect delays if we are not notified of an early pick up.
- A Photo ID is required and will be reviewed before a student will be released during the school day.
- Teachers will not release children from class unless requested from the office.
- Children will be called to the office to meet parents/guardians or those individuals listed on the student's non-household relationship list to be dismissed early for a pre-arranged appointment during the school day.
- For the protection of your child, teachers must have a note from the parent or guardian each time you are requesting your child be dismissed early from school.
- In the event of an emergency, please notify the office as soon as possible.
- Due to the busy nature of our elementary offices towards the end of the school day, we ask that if you need to pick your child up early, do it prior to 30 minutes before the school day ends.

If a grade level event is scheduled at the end of the school day and a parent/guardian wants to take their child home after the event but before the official end of the school day, instructions will be given by the school prior to the event.The teacher will then submit the sign-out form to the office immediately at the end of the day. (Please refer to the list of excused and unexcused tardies and absence reasons noted above.) ***No student will be allowed to leave the building with a non-custodial or unauthorized adult.***

Kaposia Education Center



1225 First Avenue South
Phone: (651) 451-9260
Español: (651) 306-3667
Fax: (651) 457-9453

Attendance: (651) 457-9422
KECAttend@sspps.org
kaposia.sspps.org

School Hours: 9:00 am – 3:35 pm
Drop-off Students: 8:50 – 9:00 am
Pick-up Students: 3:35 pm – 3:45 pm

School Directory

Terry Bretoi
Principal
tbretoi@sspps.org

TBD
Asst. Principal
tbd@sspps.org

TBD
Principal's Admin Asst.
tbd@sspps.org

Amanda Stodghill
Building Admin. Asst.
amanda.stodghill@sspps.org

Katherine Berlin
Equity & Instructional Coach
kberlin@sspps.org

Daisy Medina-Cuenca
Cultural Liaison
dmedina-cuenca@sspps.org

Kayla Rogers
School Nurse
651-457-9424
kayla.rogers@sspps.org

Chelsea Langerude
Health Assistant
clangerude@sspps.org

Kori Charbonneau
Counselor
kcharbonneau@sspps.org

Jennifer Birkhofer
School Psychologist
jbirkhofer@sspps.org

Rhea Robinson
School Social Worker
rhea.robinson@sspps.org

Todd Hundt
Kitchen Manager
thundt@sspps.org

Alicia Perez
Family Support Worker
APerez@360communities.org

Arrival (9:00 am)

When dropping off students for school at 8:50 am, please drop at your child's location on the school side of the street ONLY. If you have older elementary aged students, please drop at the youngest child's drop off location.

- **Buses-** The Kaposia parking lot will be closed from 8:40 am-9:00 am and 3:25 pm-3:45 pm to vehicles entering the parking lot or until all buses have dismissed.
- **Walkers-** Students who walk to school may enter at their assigned grade level door.
- **Older Siblings-** Older siblings may enter with their younger sibling or report to their assigned grade level door.
- **Bikers-** Bikes may be locked to the bike rack located on the east side of the building, and enter through the main entrance. The school is not responsible for damaged or stolen bicycles. Scooters, skateboards and rollerblades are not allowed on school grounds due to safety and storage issues.

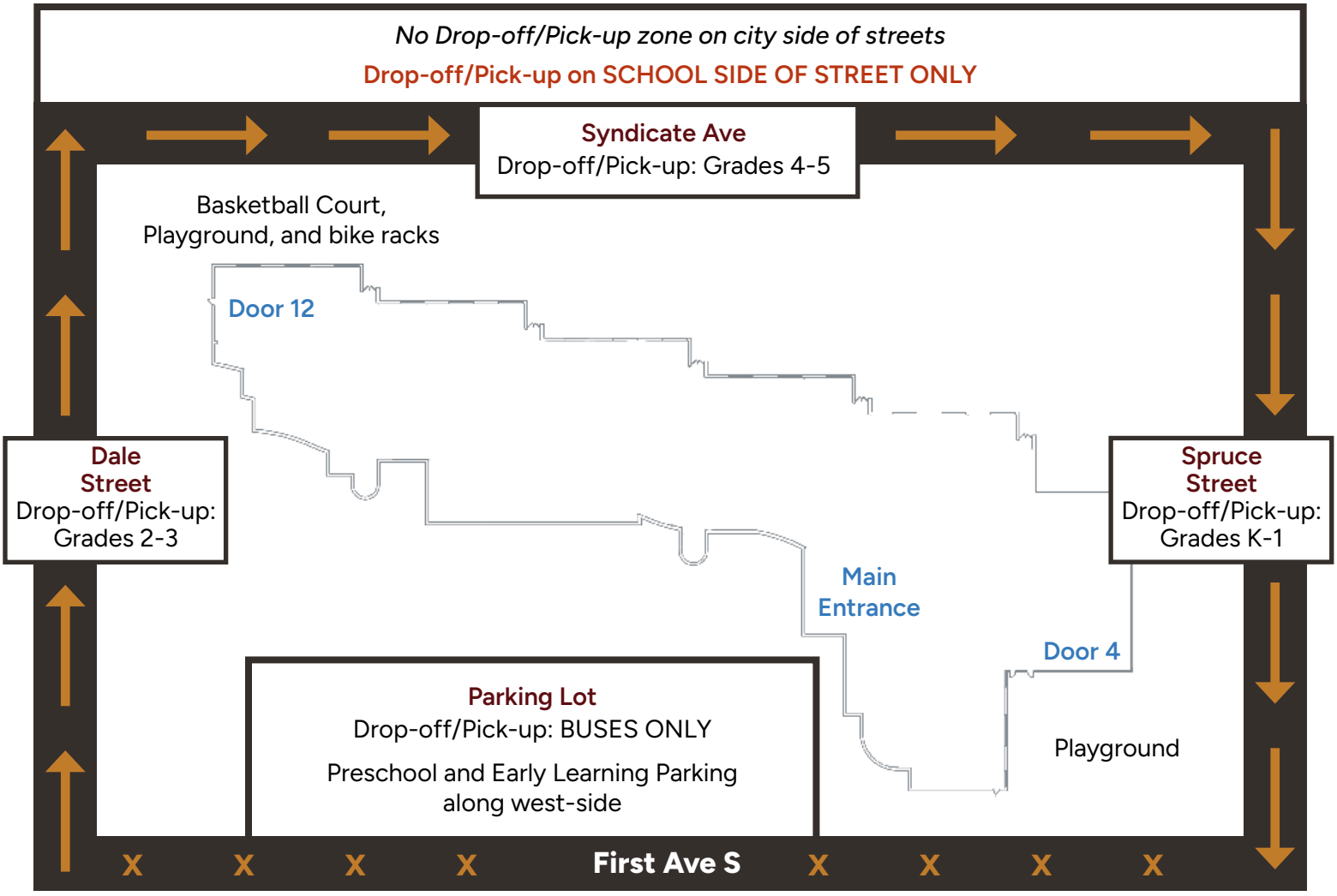
Grab & Go Breakfast served starting at 8:50 am at the door students enter through.

Dismissal (3:35 pm)

Students will exit the building from their assigned classroom door locations and be delivered to their corresponding dismissal locations in the dismissal chart.

- **Walking Buddies-** All students walking home with younger siblings or relatives should meet and exit from the gymnasium.
- **Buses-** Students will be dismissed from the gym onto the school buses at the end of the day.
- **Transportation and DayCare Vehicles-** All transportation vehicles, such as day care and/or taxi services should park in the designated parking stalls at the north end of the parking lot. Drivers should park and meet students at Door 1, the main entrance. Students should be escorted to vehicles using the crosswalk.
- **Older Siblings-** Older students in grades 2 will be released in the building to meet their younger sibling (GK & G1) by door 4. Students in grade 3-5 who have a younger sibling in Kindergarten or grade 1 will be released from the east side of the building at 3:35 pm to walk to Spruce Street to be picked up or wait along the Waiting Wall for their younger sibling.
- **Safety-** Students and families MUST use the sidewalks and cross with the patrols or crossing flags.

Kaposia Arrival and Dismissal Map



Arrival Chart

Grade Level	Location	Time	Door
PreSchool	KEC Parking Lot	9:10 am or 12:35 pm	Main (1)
K-1	Spruce Street	8:50 am	4
2-3	Dale Street	8:50 am	12
4-5	Syndicate Avenue	8:50 am	12
Buses	KEC Parking Lot	8:50 am	Main (1)

Dismissal Chart

Grade Level	Location	Time	Door
PreSchool	KEC Parking Lot	11:55 am or 3:25 pm	Main (1)
K-1	Spruce Street	3:35 pm	4
2-3	Dale Street	3:35 pm	12
4-5	Syndicate Avenue	3:35 pm	East Doors
Buses	KEC Parking Lot	3:35 pm	Main (1)

Important Notes

- **Older siblings** will be dropped off and picked up at the youngest sibling's drop off and pick up location
- **Students and families** MUST use the sidewalks and cross with the patrols or crossing flags
- **Parking Lot** will be closed from 8:40-9:00 am and 3:25-3:45 pm to vehicles entering the parking lot or until all buses have dismissed
- **Bikes** will be locked up at the bike rack located on the east side of the building
- **Walking buddies:** Meet and exit at the gymnasium

Lincoln Center



357 9th Avenue North
Phone: (651) 457-9426
Fax: (651) 457-9423

Attendance: (651) 457-9498
LCAttend@sspps.org
lincolncenter.sspps.org

School Hours: 8:20 am – 2:55 pm
Drop-off Students: 8:10 – 8:20 am
Pick-up Students: 2:55 pm – 3:05 pm

School Directory

Sofia Bossard
Principal
sbossard@sspps.org

Jessica Bernard
Asst. Principal
jbernard@sspps.org

Carolyn Roe
Principal's Admin Asst.
croe@sspps.org

Vicki Menzie
Building Admin. Asst.
vmenzie@sspps.org

Aleda Hinojos
Equity & Instructional Coach
ahinojos@sspps.org

Tere Castellanos
Cultural Liaison
mcastellanos@sspps.org

Kayla Rogers
School Nurse
651-457-9424
kayla.rogers@sspps.org

Jenny Schloesser
Health Assistant
jschloesser@sspps.org

Heather Gysbers
Counselor
hgysbers@sspps.org

Anna Claire Rauschnot
School Social Worker
arauschnot@sspps.org

Susan Bergquist
School Psychologist
sbergquist@sspps.org

Jessica Butcher
Kitchen Manager
jbutcher@sspps.org

Alicia Perez
Family Support Worker
APerez@360communities.org

Arrival (8:20 am)

DROP-OFF - please adhere to the following procedures for morning drop-off

- **Buses-** Buses will drop students at the 4th Street bus lot.
- **Vehicle drop-off-** Drop-off students on the school side of the street nearest their entrance door. Parking lots are closed for student drop-off.
- **Walkers-** Use the same entrance locations as noted with Vehicle Drop-off. In addition, students should wait at the corners to be crossed by a patrol (on duty at 8:00 am).
- **Bikers-** If students ride their bike to school, they will need to lock their bike to the bike rack and enter through their grade level door. The school will not be responsible for damaged or stolen bicycles. Scooters, skateboards, and rollerblades are not allowed due to safety and storage issues.

All students will be provided a "Grab-n-Go" breakfast and will immediately report to their classrooms prior to the start of their school day.

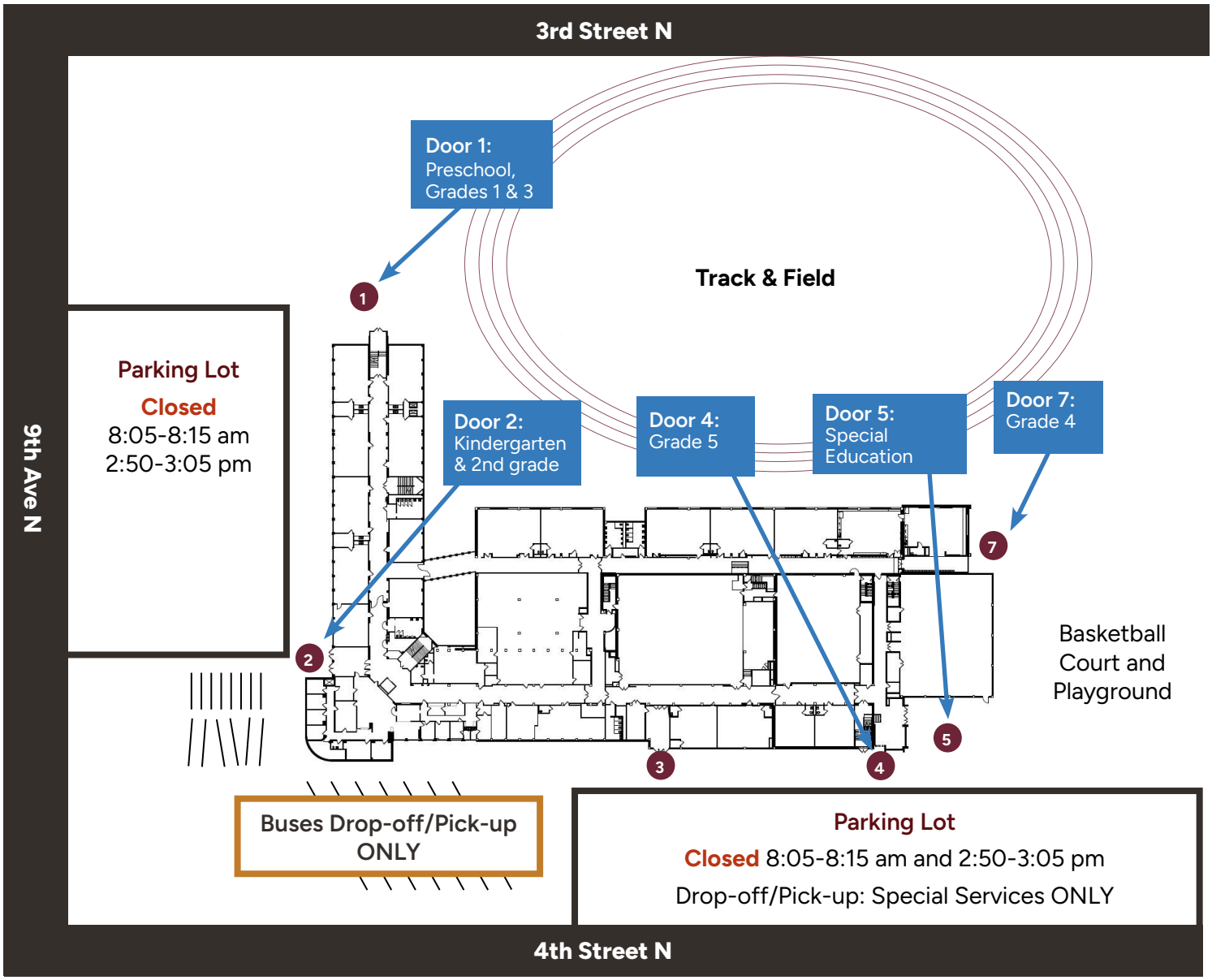
Dismissal (2:55 pm)

PICK-UP: please adhere to the following procedures for afternoon pick-up

- **Buses-** Students will line up for their bus in the school gym and be walked by a staff member to the correct bus when it arrives to pick up students.
- **Vehicle pick-up-** Pick-up students on the school side of the street nearest the door they are released from.
- **Walkers-** Use the same locations as noted above with Vehicle Pick-up. In addition, students should wait to be crossed by a patrol (on duty at 2:45 pm).

Parking: Parking is available for families in the 9th Avenue North lot. The parking lots are closed from 8:05-8:15 am and 2:50-3:05 pm for student safety. Vehicles will not be allowed in or out of the parking lots at those times

Lincoln Arrival and Dismissal Map



Arrival/Dismissal Chart

Grade	Grade Level/Teacher- Door #
PreSchool	Door 1 (9th Ave Parking Lot) Drop off: 8:30 am or 12:00 pm Pick up: 11:15 am or 2:45 pm
K	Door 2 (Main Entrance)
1	Door 1 (9th Ave Parking Lot)
2	Door 2 (Main Entrance)
3	Door 1 (9th Ave Parking Lot)
4	Door 7 (Nearest Playground)
5	Door 4 (Near Bus Loop)

Important Notes

There is no vehicle drop-off or pick-up of students allowed from the parking lots.

The 3rd Street driveway and the 4th Street parking lot are for authorized vehicles only and should not be used for the drop-off and pick up of students.

Please continue to follow our past practice of using 3rd Street and 9th Avenue for drop off and pick up of students.