Maxfield Elementary School

380 Victoria Street North
St. Paul, MN  55104

Phone:  651-293-8680
       FAX:  651-293-5306

School Hours:
    7:30 a.m. – 2:00 p.m.

Office Hours:
    7:00 a.m. – 3:00 p.m.

Administration
    Principal: Ryan Vernosh
    Assistant Principal: James Walker

School Nurse
    Katie Adams

Support
    Counselor: Amy Robinson
    Social Workers: Laura Cole and GaoJoua Lor

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Includes Family Right to Know, Classroom Visits, Volunteers, and the Center for Culture, Families and Learning
Do not bring in treats for your child’s classroom. Given the number of children with significant food allergies, we request that you do not bring treats in for your child’s classroom. This includes birthday celebrations. We recognize that birthday celebrations may be a tradition in many families, but not all families celebrate birthdays so we ask that you hold your celebrations outside of the school day.
Regular attendance is crucial to success in school. Students who are regularly late to school or miss school almost always fall behind and have a difficult time catching up to their classmates.

It is expected that your child will attend school and be on time to school every day. If your child is absent, you must call the school at 651-293-8680. All absences require a phone call or written excuse from a parent or guardian. This excuse should include the child’s name, the date of the absence, the reason for the absence and the signature of the parent or guardian. If we do not receive a phone call or note of explanation, the absence will be considered unexcused.

The following are acceptable reasons for absences:
- Illness
- Religious holidays
- Extreme family emergencies, such as a death in the family, a house fire, etc.
- Scheduled doctor or dentist appointments

The following are unacceptable reasons for absences:
- Student needs to baby-sit
- Travel/vacation without prior approval from the principal
- Transportation problems (e.g., car won’t start)
- Missed the bus
- Overslept
- Weather

State law requires that children between grades K-5 attend school. After three cumulative days of unexcused absences, Maxfield staff will contact the parent or guardian by letter or phone call to share our concerns.

We celebrate perfect attendance so be sure your child arrives at school on time and is here everyday. We’ll be honoring our students with perfect attendance every month and at the end of the year.

**TARDINESS**
Children who are tardy miss important instructional time. Please help your child be on time every day. However, if you know that your child will be tardy, please call or provide a written excuse for the tardiness. Children who arrive late at school should report to the office before going to class. Habitually tardy students will be treated as truant.

**EXCESSIVE ABSENCES OR TARDINESS**
Families who have students experiencing excessive absences or tardiness will be referred to the Family Truancy Intervention Program (FTIP) for assistance. FTIP will send a letter to the family expecting them to attend a meeting with the Assistant Ramsey County Attorney. Families in the FTIP program will be monitored by the school’s attendance team. Further action by the County Attorney may be required if no improvement in attendance or on-time arrival is shown. Continued unexcused absences may result in a referral to the Ramsey County Child Protection office.

**MEDICAL AND DENTAL APPOINTMENTS**
Your cooperation in arranging regular medical and dental checkups outside of school hours is appreciated. If a student must be excused for such an appointment during the school day, please send a note to school stating the time the child will need to leave school and who will pick up the child. Your child will be expected at school before and after the appointment.
Arrival and Departure

Students may enter the school using the doors on Victoria Street beginning at 7:15 am. Students will be directed to the cafeteria beginning at 7:15 am for breakfast. Students who do not wish to eat breakfast should arrive at school no earlier than 7:15 a.m. To ensure the highest levels of school safety, all doors to the building are locked except for the entrance at 380 Victoria Street.

School begins at 7:30 am. Students are considered tardy if they are not in their classroom at 7:30 am. Tardy students must report to the office for a late pass.

School ends at 2:00 p.m. and students will be escorted in walk-lines by staff out of the building through a variety of doors. Parents choosing to pick up their children will need to wait by the cafeteria.

Teachers will dismiss only registered students to afterschool programs. All other students should leave the building promptly and go directly home. We are not able to provide safe supervision for children remaining after dismissal time (unless they are registered for and participating in an afterschool learning program).

Although we realize emergencies occur, we insist all children must be picked up by 2:10 p.m. Please make the appropriate arrangements to be on time.

RELEASE OF STUDENTS

Children who are leaving school early must be picked up at the main office. A child will be released to either of the child’s parents, his or her legal guardian, or any person for whom written permission is given by the parent or legal guardian. Please note: Students picked up early for reasons other than doctor’s appointments, illness, or extreme family emergency will be considered absent-unexcused for the rest of the day. We will NOT release a child to anyone not on the emergency contact list.

COURT ORDER

The exception to the release of students will be a court order denying this right. The order must be presented to the school and a copy kept on file. Children WILL NOT be released to a parent or individual if a court order denying contact with the student exists.

WALKING TO SCHOOL

School Patrol crossing guards are provided at various intersections around the school and neighborhood to help children walk safely to school. All students are expected to conduct themselves in a safe, orderly, and respectful manner.

If children do not follow the Maxfield Elementary School safe walking rules, the following could result:

- A reminder
- A warning
- Notification to parents
- Loss of walking line privileges
- Dismissal or suspension from school

Please discuss the importance of safe walking behavior with your children.
Some students attending Maxfield Elementary School may qualify for bus transportation to and from school. The Saint Paul Public School Transportation Department is solely responsible for route creation, pick-up and drop-off times. Neither school office staff nor school administration is able to determine the location of bus stops or the bus routes; that is the sole responsibility of the Transportation Department.

If you have questions about qualification criteria or concerns about student behavior, please call the school at 651-293-8680.

Students must follow these simple rules:
- Always remain in their seats
- Ride quietly and keep their hands and feet to themselves
- Follow driver directions

Bus rules are required to ensure the safe operation of the bus and to provide a safe environment for all students riding the bus. **Students choosing to act in an unsafe manner will be suspended from the bus.** Please encourage your child to always behave safely on the bus. Remember, according to Minnesota Statute M.S. 123.801, bus transportation is a privilege, not a right.

**BUS SUSPENSIONS ...**

🧬 If your child is suspended from the bus it is the parent’s responsibility to get their child to school.
🧬 It is an unexcused absence if your child does not attend school because they are suspended from the bus.

Students may not go home on a bus that is not assigned to them (not even with parental consent).

If you are moving, please inform the office at least 1 week prior to your move so that your child’s bus stop is ready. It takes at least one week to change a child’s bus stop.
EMERGENCY PHONE NUMBERS
We must be able to reach parents/guardians during the day, at home, at work, or through a neighbor or relative. Please be sure that the home and emergency phone numbers listed for your child are kept up to date by informing the office of any changes. Should your child become sick or injured at school, we will try to contact the parent/guardian first and then work our way through the emergency numbers. The child may not leave the school until a parent/guardian signs the child out in the school office.

School Nurse
A certified Nurse staffs the Maxfield Elementary School health office Monday through Thursday. When she is not in the building, teachers and office staff manage health issues. If your child has a chronic health problem (such as a heart condition, asthma or allergies), please contact the nurse early in the year so that this information is recorded on your child’s health record and procedures for managing this condition can be used in working with your child. It is also important to notify the school of any contagious conditions your child may contract, such as strep throat, head lice, or scabies. In this way, the nurse will be able to take appropriate measure to protect other students. Where public health is concerned, your cooperation is essential.

MEDICATIONS
Whenever possible, please have your child take medication before or after school. However, if a student is required to take a medication during school hours and the parent cannot be at school to administer the medication, then only the school nurse or designated person may administer the medication in compliance with the original container and the regulations that follow:

1. Written instructions signed by parent and physician are required and must include:
   - student’s name
   - name of medication
   - purpose of medication
   - time to be administered
   - dosage
   - possible side effects
   - ending date for administering medication

2. The school nurse will:
   - inform appropriate school personnel of the medication
   - keep a record of the administering of medication
   - keep medication in a locked cabinet

The parents of the student assume responsibility for informing the school nurse of any change in the student’s health or change in medication. The school district retains the discretion to reject requests for administration of medicine. A copy of this regulation will be provided to parents upon their request for administration of medication in the school. The prescribing of or lack of medication as determined by a physician will in no way affect the enrollment of a student in Independent School District #625. Students observed to be taking unauthorized medications will be reported to the school administration and their parents.
School Safety – Important Information

BRINGING IN TREATS – *Don’t bring in treats!*
It is a safety issue for our students both in terms of food allergies and the issue of childhood obesity. Do not send in or bring in store bought or homemade treats. Due to health rules, homemade treats may not be shared in classrooms. Thank you for your cooperation with this school district policy.

Also ... gum, candy and toys should not be brought to school. Leave them at home! These items will be confiscated and generally returned to parents. Additionally, the school reserves the right to ban any personal items that are not directly related to instruction.

VISITORS
Visitors to the building must stop in the school office to sign into the building. This policy helps us maintain a safe and secure building and minimizes disruption to classrooms. The school reserves the right to request identification from visitors. School staff is asked to direct visitors to the office if a person is not wearing a visitor’s tag.

FIRE & EMERGENCY DRILLS
Throughout the year, drills are occasionally held to acquaint students with the proper procedures in the event of a fire, intruder or other emergency at school. While we try not to frighten students, knowledge and preparedness can go a long way toward making them feel safe in their environment and equipped to handle potential emergency situations.

CHILD ABUSE REPORTING
Any Saint Paul Public School staff person who knows or has reason to believe a child is being neglected or physically or sexually abused is required by law, as mandated reporters, to report the information directly to the appropriate authorities.

OUTSIDE ACTIVITIES / DAILY RECESS TIME
Students go outside for recess for 15 minutes every day (except in extreme weather situations when any combination of air temperature and wind-chill equals zero degrees). Therefore, it is important that students dress for the weather every day. In winter, this means having a coat, hat, gloves or mittens, and boots. In order to be fair to everyone, children will be kept inside only with written orders from a physician or for disciplinary reasons.

PARENTS’ RIGHT TO KNOW ACT – Application of Pesticides
In accordance with Minnesota Statute M.S.121A.30, Parents’ Right to Know Act, all parents, guardians, and employees at this school are advised that an estimated schedule of applications of pesticides is available in the school’s office for review and copying. In addition, any parent or guardian who wishes to be notified of any variation from this scheduled application may be so notified by providing self-addressed, stamped envelopes to the school to be used throughout the year for mailing purposes. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II, or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by federal law.

WEAPONS
A weapon brought to school will result in immediate suspension and possible referral to the district office for expulsion. Toys which look like weapons will also result in administrative disciplinary action and should not be brought to school. Children should always ask their teachers and parents for permission before bringing non-instructional items to school.
Cafeteria: Breakfast and Lunch

Breakfast is free for all Maxfield Elementary School students who would like to participate. **School doors open at 7:15 a.m. for students who want breakfast.** Except for students arriving late because of a delayed bus, breakfast is not served after 7:30 a.m.

Students may bring a bag lunch and purchase milk. We request that families complete an application for free or reduced price lunches. Families who pay for lunch should send money or a check in an envelope with the child’s name and teacher’s name written on the envelope. The cafeteria will credit children for the number of lunches purchased and inform families when their children’s account is low or empty. Following numerous attempts to communicate with parents (e.g. phone calls, notes home), a student may receive an alternative lunch until a negative balance is rectified.

Pop/soda is not allowed. Please do not send it with your children.

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Emergencies - School Closings

School is rarely closed because of weather. If school is to be closed, the Superintendent of Schools will authorize a radio and television announcement by 6:30 a.m. (or as early as time permits) and continuing thereafter. Radio station WCCO (830 AM) will have the official school closing information. Information will also be posted on the school district’s website [http://www.spps.org](http://www.spps.org).

Also, if you have signed up to receive text messages, a text message will be sent announcing any school closures affecting Maxfield Elementary.

Please discuss with your children where they should go in the unlikely event that the school closes early and nobody is at home to receive them. It is also very important that you **provide the school office with current telephone numbers where you or an emergency contact can be reached at all times.**
Technology and Personal Electronics

Leave them at home ...

PERSONAL ENTERTAINMENT AND COMMUNICATION DEVICES
We do not recommend that children bring personal electronic devices such as cell phones, MP3 players, CD players, radios, and video-game players to school unless specifically approved by your child’s teacher.

Cell phones, iPods or MP3 players, etc. are not allowed during the school day. If a student has a device out during the school day it will be confiscated by staff. Depending on the level of disruption, the device may be returned to the student at the end of the day or the situation may require that a parent/guardian come into school to collect the device.

INTERNET USE
Computer and Internet instruction is used to complement curriculum and teaching at Maxfield Elementary School. The use of the Internet is a privilege. The Internet is used for educational purposes, and the proper use of the Internet is the joint responsibility of students, staff, and parents. As an Internet user, students agree to the following guidelines:

1. They understand that they will be working with a global audience. They will be polite and use appropriate language.
2. They will accurately represent themselves and will not reveal their name, address, or phone numbers or that of other students or staff members.
3. They will access information on the Internet that is appropriate for school. If they accidentally access inappropriate material, they will close the file immediately.
4. They will only use the Internet as an educational resource. All students must be under adult supervision while using the Internet.

Please note that inappropriate use of the Internet by a student will result in having their Internet privilege revoked.

During the school day, laptop computers may be checked out to individual students for their use and students may be assigned to work on a desktop computer. Students will be held responsible for the care and safety of computers in their use.

Theft or Damage to Personal Electronic Devices
Maxfield Elementary School is not responsible for investigating the theft of or replacing personal electronics brought to school that are stolen. Remind your children to ask you and their teachers before bringing anything to school other than necessary school supplies to avoid the loss of, theft, or damages to these items.
**Materials for Student Learning**

Textbooks, workbooks, science and art materials, and many other supplies are furnished free to Maxfield School students. **We expect that students will take good care of these items.** However, at some point, students may be asked to purchase some specific supplies, such as pens, pencils, rulers, crayons, Kleenex tissues, glue, and lined paper. No child will be denied access to programs if a family is not able to purchase school supplies.

**LIBRARY BOOKS**

Students will be given the opportunity to check out books from the school library on a regular basis. Children who do not return books on the identified due date may be denied further check-out privileges. Should your child have any unreturned library books, parents will be notified by the classroom teacher of the replacement cost or other alternatives. However, until the fee is paid, students will not be able to check out any additional books and this “fee notice” will carry over into a new school year and/or will follow your child if they move to a different school.

**Field Trips**

Field trips are outings facilitated by the school to complement learning at locations outside the school, such as museums or zoos. At the beginning of the school year, students receive a permission slip for their parent or guardian to sign. Signing the slip indicates that permission has been given for the students to attend all field trips during the entire school year. When a field trip is coming up, a note will be sent home with the student’s school papers.

Parents, grandparents and guardians are often encouraged to help on field trip outings as chaperones. Please keep your eyes open for these announcements and opportunities to help out. This is a fun way to get involved! There may be a small fee to help defray the cost of field trips. Teachers and chaperones supervise the students on the buses and during the field trip.

School buses are used for field trip travel. **Students suspended from the school bus due to behavior issues on their ride to and from school are not allowed to ride school buses for field trips.**
Harassment Policies

SEXUAL HARASSMENT, RACIAL HARASSMENT, AND RACIAL BIAS

Sexual Harassment
“Sexual harassment is unwanted and unwelcome sexual behavior which interferes with your (work or school) life.” (Definition from “Hostile Hallways”, AAUW Study 1993)

Sexual harassment includes words about sex or the private parts of your body, or a touch on the private parts of your body. Sexual harassment unreasonably interferes with a student’s or employee’s performance, or creates a hostile work or learning environment.

Board of Education policy against sexual harassment states: “No employee or student of the district shall be subjected to sexual harassment.” On October 5, 1992, the Board of Education adopted the policy against racial harassment. The Policy states: “The Board will not tolerate racial bias or racial harassment.” Furthermore, “The Board declares that its Policy is to provide an educational environment free of offensive, hostile, or intimidating actions or speech directed against any person because of the person’s race.”

Racial Harassment
Racial harassment involves words or actions about your race, ethnicity, or the color of your skin. It is injurious in that it causes embarrassment, hurts your feelings, or makes you feel bad, causes physical injury, or involves property damage. Racial harassment is motivated by or based on the other person’s prejudice or hostility toward your race. Racial harassment is usually racial name calling or statements with offensive racial stereotypes.

Racial Bias
Racial bias may occur in decisions, student recognition and selection for activities, expectations of students, and acknowledgment of cultural practices. It could also be a display or circulation of materials which are derogatory to a person’s race.

Solving the Problem
Students are told to tell the offending person you expect the behavior to STOP.
- Say “NO”
- Get away
- Tell a trusted adult (e.g. report the incident to a staff member)

If a student or District employee has said or done something which you believe is sexual or racial harassment, or racial bias, you need to report it. Report the sexual harassment or racial harassment or racial bias to the adult in charge, classroom teacher, counselor or principal. An investigation will take place and witnesses will be interviewed. If the investigation finds that you were harassed or treated with bias, the student or District employee will be disciplined in accordance with District policy.
Maxfield Elementary School is a Restorative Practices school. That means we seek to build relationships, foster a love of self and work to repair any harm when a student or adult makes a mistake. Rather than seek to punish a child, we seek for them to learn from the situation, fix whatever harm was done and then welcome them back into the classroom. This work is often done individually or in small groups and is complemented by the use of restorative circles.

The following items are key components to our restorative work.

**Our school and classroom expectations are represented by CARES.**

- **Cooperation** – children must have the opportunity to practice working together in many and varied ways through the day
- ** Assertion** – children must learn to stand up for their own ideas without hurting others and without negating others
- ** Responsibility** – the only way to learn to be responsible is to have many opportunities to practice being responsible
- ** Empathy** – children must learn to accept and respect differences in order to do conflict resolution and to build relationships with others
- ** Self Control** – the ultimate goal of discipline is that children will be in control of their own behavior and behave in an ethical manner

**Morning and Afternoon Circle**

Each day will begin with a class Morning Circle. The steps of a Morning Circle are Greeting, Sharing, Activity and News and Announcements (morning chart). It is a time for community building.

Afternoon Circle will allow for a community reflection about the day’s learning and help ensure a smooth transition home or to after school activities.

**Rules and Logical Consequences**

Students will share their **Hopes and Dreams** for the school year and then create rules so that their Hopes and Dreams can be accomplished during the year. Rules are modeled and practiced by the students throughout the school year. When rules are broken, students will be given one or more **Logical Consequences** for their behavior. The consequence given will be respectful, relevant, and realistic. The 3 Logical Consequences are:

- **Relaxation Station**
- **You Break it, You Fix it.**
- **Loss of Privilege**

**Guided Discovery**

Materials that will be used in the classroom are introduced to students through exploration and learning the expectations for their use in school.

**Academic Choice**

Students will make choices during their learning to enhance their understanding of all subjects.

**Classroom Organization**

Each room will have a suitable environment and materials that are appropriate for the students and subjects taught.

**Reaching Out to Parents and Guardians**

The school will work to keep families informed on their student’s social and academic growth and offer ideas to help families support their child’s growth.
Maxfield Elementary School follows the district guidelines outlined in the “Student Behavior Handbook: Rights & Responsibilities.” Summary copies of the Saint Paul Public Schools’ Student Rights and Responsibilities Handbook are available in the school office or can be viewed electronically (including multiple languages) at [http://www.spps.org/Rights_andResponsibilities.html](http://www.spps.org/Rights_andResponsibilities.html)

**Maxfield Elementary School: Overview of School-wide Behavior Expectations**

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<thead>
<tr>
<th>Classrooms</th>
<th>Playground</th>
<th>Cafeteria</th>
<th>Restrooms</th>
<th>Hallway</th>
<th>Library</th>
<th>Bus</th>
<th>Assembly</th>
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</thead>
<tbody>
<tr>
<td><strong>Be Cooperative</strong></td>
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<tr>
<td>Listen to staff and each other</td>
<td>Share equipment</td>
<td>Wait patiently for lunch</td>
<td>Wait quietly for your turn</td>
<td>Walk on the right side</td>
<td>Leave the library the way you found it</td>
<td>Take a seat quickly</td>
<td>Enter and exit quietly and orderly</td>
</tr>
<tr>
<td>Follow directions</td>
<td>Get in line order quickly</td>
<td>Sit patiently for your teacher to pick up</td>
<td></td>
<td>Face forwards</td>
<td>Keep the aisle clear</td>
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<td>Sit quietly with your class</td>
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<tr>
<td><strong>Be Assertive</strong></td>
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<tr>
<td>Be a friendly Scholar</td>
<td>Have a smart play plan</td>
<td>Raise your hand for help</td>
<td>Report problems in the restroom</td>
<td>Quiet voices</td>
<td>Be a problem solver</td>
<td>Report bus problems to the bus driver or a teacher</td>
<td>Report problems to your teacher or school staff</td>
</tr>
<tr>
<td>Work hard</td>
<td>Solve small problems peacefully on your own</td>
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<td>Clean up after yourself.</td>
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<tr>
<td><strong>Be Responsible</strong></td>
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<tr>
<td>Be prepared</td>
<td>Use and return equipment properly</td>
<td>Practice good manners</td>
<td>Flush</td>
<td>Stay in line</td>
<td>Return books on time</td>
<td>Sit seat to seat and back to back</td>
<td>Pay attention to the speaker or performance</td>
</tr>
<tr>
<td>Follow Directions</td>
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<td>Wash hands (1 pump of soap and two paper towels)</td>
<td>Go directly to your destination</td>
<td>Use book sticks</td>
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<td><strong>Show Empathy</strong></td>
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<tr>
<td>Help each other</td>
<td>Include others</td>
<td>Leave cafeteria clean</td>
<td>Leave it clean and dry</td>
<td>Quiet voice</td>
<td>Handle books with care</td>
<td>Help others find a seat</td>
<td>Clap and applaud for others</td>
</tr>
<tr>
<td>Treat others with respect</td>
<td></td>
<td>Invite others (kids sitting alone)</td>
<td></td>
<td></td>
<td>Title of books facing out</td>
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<tr>
<td><strong>Show Self-Control</strong></td>
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</tr>
<tr>
<td>Hands and feet to self</td>
<td>Play safe and fair</td>
<td>Stay on task and voices at level “2”</td>
<td>Stay on task and quiet voices</td>
<td>Hands and feet to self</td>
<td>Voices at level “1”</td>
<td>Be safe</td>
<td>Show a Calm body</td>
</tr>
<tr>
<td>Take turns</td>
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<td></td>
<td></td>
<td>Voices at level “2”</td>
<td>Hands and feet to self</td>
</tr>
</tbody>
</table>

C.A.R.E.S.
Maxfield Behavior Expectation Charts for: Classroom, Bathroom, Hallway, Playground/Recess, Lunchroom, Bus

**CLASSROOM:**
- Calm Body
- Self Control
- Do Your Job
- Follow Expectations
- Be Ready to Learn
- Listen
- Personal Space
- Support Others

**PLAYGROUND/RECESS:**
- Self Control
- Use Equipment Appropriately
- Line Up With Signal
- Keep It Clean
- Listen
- Personal Space
- Play Fair

**BATHROOM:**
- Do Your Business
- Feet On The Ground
- Wash Your Hands
- Clean Up
- Quiet Voices
- Get Back To Class

**LUNCHROOM:**
- Calm Body
- Walking
- Eat
- Clean Up
- Indoor talking voice
- Listen

**HALLWAY:**
- Calm Body
- Face Forward
- Walk On The Right
- Have a Pass
- Follow Expectations
- Quiet voices
- Look With Your Eyes, Not Hands

**BUS:**
- Stay in your seat
- Calm Body
- Follow Expectations
- Personal Space
- Indoor talking voice
- Use Manners
Responses to Student Misbehavior

CLASSROOM LEVEL RESPONSES TO BEHAVIOR

Relaxation Station
The purpose of using the relaxation station is for students to refocus and regain control. At Maxfield, we hope that eventually every student is able to demonstrate mastery of self-control. The relaxation station is an opportunity for scholars to reflect and re-engage with the rest of the class as soon as possible.

Staff members pay attention to the minor disturbances, rather than waiting for the child’s self-control to deteriorate. If students fail to self-correct after being given a reminder or redirection, the staff member will direct the student use the relaxation station. In every classroom there is a designated spot for students to sit quietly, not interacting with other students or disturbing other students learning. The goal is for the student to gain self-control, to refocus on the task at hand, and to return to participating with their class.

Buddy Rooms
Each classroom has a designated buddy room. The buddy room is used when students are unable to effectively use the relaxation station. The amount of time a child spends in a “buddy room” depends on the individual situation. If students refuse to go to a “buddy room” or disrupt the learning of other students while in the “buddy room” they will be referred to administration.

OFFICE REFERRAL PROCEDURES
Students are referred to administration if they are unable to appropriately use the relaxation stations or “buddy room.” In addition, students are sent to the Assistant Principal’s office for any infraction from the Student Behavior Handbook: Rights & Responsibilities that calls for a minimum action of dismissal, suspension, or notification of police. These include, but are not limited to the following:

- Possession of a weapon
- Assault
- Criminal sexual conduct
- Theft
- Willful damage of school property
- Use or possession of controlled substances

Sexual or racial harassment are possible grounds for dismissal, suspension, or notification of police. A form must be completed by district staff and turned in to the school office.

DISMISSAL AND SUSPENSION PROCEDURES
A dismissal from school is defined as exclusion from school for a period of up to one whole school day. A suspension is defined by Minnesota Statute as a period of exclusion exceeding one whole school day. For a complete listing of all possible infractions that could result in dismissals or suspensions, see the Student Behavior Handbook: Rights & Responsibilities. When students return from a dismissal or suspension, they must be re-admitted through the school office.

Parent/Guardian Responsibility if a Child is Dismissed or Suspended:
If a student’s behavior choice leads to a dismissal or suspension parents/guardians are expected to pick their child up from school at the time they are called.
Parent Involvement: The Home – School Connection

Communication between home and school is vital. We encourage you to call your child’s teacher whenever you have a concern. If the teacher is not available, you may leave a message on the teacher’s voice mail or send the teacher an email. Please follow these basic steps to resolve a concern about a specific incident or issue.

1. Communicate with your child’s teacher or the teacher involved in the incident or issue.
2. Problem-solve together with the teacher.
3. If this approach does not solve your concern, call the principal, Ryan Vernosh or the Assistant Principal, James Walker, at 651-293-8680.

Most notices about school and community events will be sent home on Thursdays in a special folder called the Home-School Connection Folder. Please check your child’s backpack for these items. Many teachers also send home folders containing homework and student work. Watch for these, too, and contact the teacher with any questions.

The Principal’s Newsletter is sent home every Thursday and provides information about new and upcoming events. We encourage you to read this newsletter with your child and to have a spot in your home where this and other school notices can be kept for easy review.

FAMILY NIGHTS
Maxfield Magnet School holds frequent family event nights throughout the school year. These nights include a family dinner, a program, and the Second Harvest food distribution. Check the calendar to see the program for each month and check your student’s Home-School Connection Folder for information regarding these events. Special events will be highlighted in the Principal’s Newsletter.

CONFERENCES
Parent/guardian-teacher conferences are scheduled two times per year; progress check-in conferences in November and March. Interpreters and transportation are available as needed. Conferences give families and teachers an important opportunity to review progress and to plan goals for the future. As the primary educator in a child’s life, it is very important that parents/guardians attend and actively participate in these conferences. Progress reports are distributed at conferences and at the end of the year.

CELEBRATIONS for Academic Achievement, Attendance, & Behavior
Celebrations are held throughout the year at Maxfield Magnet School. From Open House at the beginning of the year to several school-wide family events during the year, and the culminating Learning Celebration at the end of the year, student achievement and success are highlighted. Individual classroom celebrations in Reading, Writing, and Math are also held for students to present their completed pieces of work throughout the school year.

SPPS Board Policy:
603.02 HOLIDAY OBSERVANCES
Schools shall discourage programs and festivities arranged to celebrate holidays and other special days, and shall strive to eliminate them, except where such observances are required by law. On Martin Luther King’s birthday, Washington’s Birthday, Lincoln’s birthday, and Veterans’ Day, at least one hour of the school program shall be devoted to a patriotic observance of the day. Required program for observances shall be simple in nature and the natural outgrowth of the instructional program.
CLASSROOM VISITS
We encourage all parents to support their student’s education at Maxfield Elementary School. If you would like to visit your child’s classroom during school without prior notice to the teacher, please do the following:

1. Report to the main office and get a visitor badge.
2. Please wait while office staff contacts the teacher.
3. Withhold any conversation you may have for a teacher to non-instructional time. Maxfield Elementary School is making sure that we provide your child with high quality instructional practices. Therefore, we would appreciate it if you would withhold your conversations with teachers during the learning process. We ask that you make an appointment to talk with the teacher before or after school, or during their lunch or prep time. At least 24 hours advance notice is customary.

While Visiting:
1. Be respectful of student instructional time and work time.
2. Only three observers are allowed in a classroom at a time to lessen the disruption to instruction.
3. Please do not engage in dialogue or ask classroom teachers questions, unless they initiate it.
4. We welcome you to visit and check on your child, but excessive visits or disruptive behavior will result in a conference with the building administrator and possibly limits on the conditions of the classroom visits.

*Please note that classroom visiting is not allowed during testing. Please check the school’s newsletter and/or website for testing dates.

VOLUNTEERISM – We need you!
Because parental support is essential to our students' education, the teachers and staff at our school work to create an environment that is open and inviting to parents. Parents are welcome to accompany classes on field trips, help out in the classroom during events, and volunteer in other areas of the school including the library.

Our school welcomes other members of the community to assist in our school, most often through our tutoring program. Students who need academic support are matched with a tutor for one to four hours a week with an emphasis on consistency and relationship building. Students look forward to working with a tutor each week and receiving the extra attention.

If you are interested in volunteering at Maxfield Elementary School, see the Saint Paul Public Schools volunteer guide at www.spps.org/Volunteer.html or contact our school’s Volunteer Coordinator for more information.

**Volunteers who will be working with students outside of the classroom will be asked to complete a background check. This includes both parents/guardians and community volunteers.
Family Right To Know – Title One

PARENT’S RIGHT TO KNOW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Under the Every Student Succeeds Act, parents have the right to request information regarding the professional qualifications of their student’s classroom teachers and paraprofessionals. Parents who would like to receive this information should write to the Human Resource Department, Attn: ESSA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. You have the right to ask for the following information about each of your child’s classroom teacher(s).

- Information about whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Information about whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Information about whether the teacher is teaching (subjects or content) in which proper certification is held by the teacher.
- Information about whether the child is provided services by paraprofessionals and, if so, their qualifications.

[HMONG]
NIAM TXIV MUAJ CAI PAUB TXOG COV XIB FWB QHIA NTAWV
Raws li txoj cai Every Student Succeeds Act, cov niam txiv muaj cai nug kom paub txog cov xib fwb qhia ntawv uas qhia ntawv rau laww tus me nyunam thiab cov neeg uas pas li txov fwb qhia ntawv seb laww txawj thiab kawm ntawv siab ntau li cas. Cov niam txiv uas xav paub txog tej li hais no muaj peev xwm sau tau ntaww mus rau Human Resource department, Attn: ESSA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. Nej muaj cai nug txog cov nram qab no ntsig txog nej tus me nyunam tus xib fwb qhia ntawv.

- Kev qhia seb tus xib fwb txawj ntau li cas thiab puas muaj lai xee qhia ntawv raws li lub xeev txoj cai los qhia qib ntawv ntawd thiab qhia yam uas nws qhia.

- Kev qhia seb tus yug xib fwb ntawd los qhia rau lub caij maj ceev es thiay li tsis tag txawj txawj thiab muaj lai xee raws li lub xeev txoj cai los tau.
- Kev qhia seb tus xib fwb puas qhia yam uas nws muaj ntawv pov thawj los qhia.
- Kev qhia seb tus me nyuam puas tau txais kev pab los ntauw cov pab tus xib fwb (paraprofessional). Yog tau no laww txawj thiab kawm ntaww siab li cas.

[SOMALI]
Xuquuqda ay Waalidku u leeyihiin inay Ogaadaan Macluumaadka Macallimiinta iyo Shaqaalaha Kale
Sida uu qabo qaanoonka loo yaaqanno "Every Student Succeeds Act" oo micne ahaan ah "Qaanuunka Guusha Arday Walba", waalidintu waxay xaq u leeyihiin inay codsan karaan macluumaad ku saabsan xirfadda macallimiinta iyo shaqaalaha kale ee carruurtooda wax bara. Waalidinta raba inay helaan macluumaadkan, qoraal ha u soo diraan qaybta shaqaalaynta mas’uulka ka ah oo la dhaaho Human Resource Department. Codsiyagaha halkan ku soo hagaaji: Attn: ESSA Teacehr Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. Waxaad xaq u leedahay inaad codsato macluumaadkan hoose ee ku saabsan macallimiinta ilmahaaga wax bara:

- In macallinka ama macallimadu buuxiyeen shuruudaha maadada iyo fasalka ay dhigayaan la xiriira ee uu gobolku ka rabo islamkaana khibrad u leeyihiin maadada ay barayaan.
- In macallinka ama macallimaddu haystaan oggolaansho ku meel gaar ah inta ay soo buuxinayaan shuruudaha iyo lafayyay ee xinireertaynta fasalsi ay ugu caawinaan.
- In macallinka ama macallimaddu ay barayaan maaddooyinka ay u haystaan shiilka islamkaana takhasuska u leeyihiin.
- In uu ilmahaague helo kaalmada macallin-kalkaaliye, iyo weliba nooca waxbarashada kalkaaliyahaas.
**[SPANISH]**

**LOS PADRES TIENEN DERECHO A CONOCER LAS CALIFICACIONES DE MAESTROS Y PARAPROFESIONALES**

Bajo el acta Cada Estudiante Triunfa, los padres tienen derecho a solicitar información sobre las credenciales profesionales de los maestros del salón de su niño y paraprofesionales. Los padres que deseen recibir esta información deben escribir al Departamento de Recursos Humanos (Human Resources Department), Attn: ESSA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. Usted tiene derecho a preguntar la siguiente información de cada uno de(los) maestro(s) del salón de su niño:

- Información sobre si el maestro cumple con las credenciales y licencias del estado para los grados y asignaturas que enseña;
- Información sobre si el maestro está enseñando con una licencia de emergencia o provisional, por la que el estado lo ha eximido de los requerimientos de credenciales o criterios para obtener la licencia.
- Información sobre si el maestro está enseñando (asignaturas o contenido) en la cual tiene una certificación apropiada.
- Información sobre si el niño recibe servicios de paraprofesionales, y si sus calificaciones.
Cultural Wellness Center

The Cultural Wellness Center provides a resource center for Maxfield parents and families.

The Center focuses on reinforcing the important role of the family and culture in a child’s life. Center staff work with Maxfield staff and families to provide support, guidance, and resources so that children receive the most successful educational experience possible.

Some of the services provided by the Center include:
- Support in connecting with others in the community
- Cultural education classes, celebrations, observances, and self-study
- Connecting with community and institution based resources
- Support to increase parent involvement

Our Daily Affirmation ...

All Maxfield Elementary School students learn the following poem. Our goal is to give children an internal voice that reaffirms their brilliance and their value. Each classroom recites the poem using a “call and response” format.

I Am Somebody

I am Somebody!
I am capable and loveable.
I am teachable,
therefore I can learn.
I can do anything if I try.
I'll be the best that I can be.
Each day,
Each day,
Each day,
I will not waste time.
Because it is too valuable
And I am too precious and bright.
I am somebody.
I am somebody.
I AM SOMEBODY