



Benjamin E. Mays IB World School

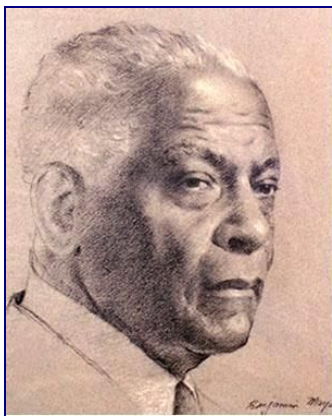
AN INTERNATIONAL BACCALAUREATE
PRIMARY YEARS PROGRAMME SCHOOL

2019-2020 Family Handbook

| | |
|---|---|
| <p>We welcome you and your family to one of the finest schools in the city of St. Paul. Our staff understands that families are our students' first and most important teachers.</p> <p>We need the partnership of all of our families to make schooling a positive and successful experience for all our students. We encourage families to take part in school activities and to visit the school often.</p> <p>We hope that this format provides you with the information you need in a way that is easy to read. Along with the calendar pages, you will find school information, school policies, and district policies.</p> | <p style="text-align: center;">COMMUNICATION IS KEY!</p> <p style="text-align: center;">We prefer WRITTEN communication, but phone calls as needed are okay.</p> <p>Main Office. 651-325-2400 Fax 651-325-2401 Report Absence/Sick. . 651-325-2499 Nurse 651-888-7606 Cafeteria 651-325-2679</p> <p style="text-align: center;">http://www.spps.org/mays</p> <p style="text-align: center;"><i>Benjamin E. Mays IB World School Weekly Highlights</i> email sent to families mid-week. To receive the email, include your email address when completing iUpdate or contact the office.</p> |
| <p>Bienvenido a el 2019-2020 calendario y un manual para las familias. Esperamos que con este nuevo formato dara usted la información que necessita en un manera mas fácil para leer. Las páginas siguiente del calendario, usted descubrirá información de la escuela y el distrito; los politicas y policias. Por favor leer estas páginas porque contiene información importante. Si usted tiene prequntas llamar a este número 651-325-2400. Si necesita, llama el distrito ELL y podemos buscar un interprete hispano.</p> | <p>All staff members have a voicemail box for you to leave messages. Please ask for their voicemail extension when calling. Calls will not be transferred into the classroom when class is in session; the only exception is if it is a teacher's preparation time.</p> <p><u>In case of an emergency please do not leave a message in voice mail, but talk directly with office staff.</u> That way the message can be relayed to the teacher and/or student.</p> |
| <p>Nyob zoo xyoo 2019-2020 tsev kawm ntawv cov niamtxiv phau ntawv qhia txoj kevcai kawm ntawv hauv tsev kawm nroog St Paul!</p> <p>Peb vam hais tias phau ntawv no yuav qhia rau koj paub txog tsev kawm ntawv lub luag hauj lwm thiab yuav yooj yim rau koj nyeem. Nyob rau nram qab koj yuav pom xwm txheej txog tsev kawm ntawv cov kev cai.</p> <p>Thov nyeem cov ntawv no vim tseem ceeb heev rau nej cov ua niam ua txiv yuav tsum tau paub txog. Yog koj muaj lub noog hu rau 651-325-2400. Ua tsaug.</p> | <p style="text-align: center;">SCHOOL HOURS 7:30 a.m. – 2:00 p.m.</p> <p style="text-align: center;">OFFICE HOURS 7:15 a.m. – 2:15 p.m.</p> |

Benjamin E. Mays IB World School Mission

Through rigorous intercultural and interdisciplinary studies, students will be empowered with communication and leadership skills necessary to become productive global citizens who are inquiring, knowledgeable, and caring.



Benjamin E. Mays
1894-1984

School Challenge

The world belongs to us,
And we will accept the challenge
To represent the global community in a **caring** way.

We are the ultimate students.
We renew our quest for excellence everyday
By being **inquirers** and **critical thinkers**.

We pledge to be **open-minded, well-balanced,**
And to live by high ideals and **principles**.

We strive to be responsible **risk-takers**
Who believe that *"It is not a disgrace not to reach the stars,
But it is a disgrace to have no stars to reach for."*

Knowledge will be our goal.
Reflection and **communication** will be our means
For making this world a better place.

We are the ultimate students.
The world belongs to us,
The future belongs to us and

TODAY BEGINS WITH US!

*The quote in italics is from our school's namesake, Dr. Benjamin E. Mays.
The words in **bold** represent the Learner Profile of the International Baccalaureate Organization.*



WHAT IS THE IB/PYP PROGRAMME?

The **International Baccalaureate Primary Years Programme (PYP)** focuses on the total growth of the child, touching hearts as well as minds and encompassing social, physical, emotional, academic and cultural development.

INTERNATIONALISM

The IB/PYP promotes international-mindedness through the **Learner Profile, which defines the type of learner IB hopes to develop worldwide**. The Learner Profile attributes are:

| | | | | |
|---------------|-------------|---------------|-----------|------------|
| Knowledgeable | Open-Minded | Communicators | Inquirers | Principled |
| Reflective | Balanced | Risk-takers | Caring | Thinkers |

THE CURRICULUM FRAMEWORK

The curriculum framework consists of five essential elements: concepts, knowledge, skills, attitudes, and action. The knowledge component is developed through inquiries into six trans-disciplinary themes of global significance, supported and balanced by six subject areas. The curriculum framework is further structured around three interrelated questions:

1) *What do we want to learn?* = (The Written Curriculum)

Trans-disciplinary Themes:

- | | |
|-----------------------------------|------------------------------|
| 1. Who We Are | 4. How We Organize Ourselves |
| 2. Where We are in Place and Time | 5. How the World Works |
| 3. How We Express Ourselves | 6. How We Share the Planet |

2) *How best will we learn?* = (The Taught Curriculum)

All IB World Schools utilize the Inquiry Process, this consists of in-depth investigations into important ideas and concepts that require a high level of involvement from our students. These ideas and concepts are related to the world beyond our school and provide a connection to the world that is engaging and challenging.

3) *How will we know what we have learned?* = (The Learned Curriculum)

The prime objective of assessing students' learning and performance is to give feedback to:


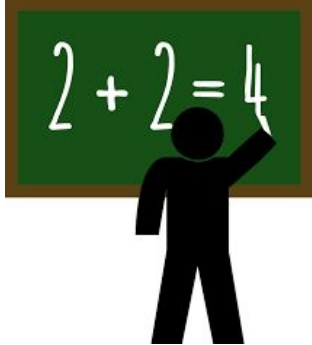


- | | |
|-----------------|--|
| <i>Students</i> | - to encourage the start of lifelong learning |
| <i>Teachers</i> | - to support their reflection on what to teach and how to teach it |
| <i>Parents</i> | - to highlight their child's learning and development |

Benjamin E. Mays IB World School

2019-20 Family Friendly SCIP

Through rigorous intercultural and interdisciplinary studies, students will be empowered with the communication and leadership skills necessary to become productive global citizens who are inquiring, knowledgeable, and caring.

A tool we use to improve our school is the SCIP (School Continuous Improvement Plan). Our SCIP document, is formed by staff and parents working together to review data, set goals, and create a plan for the school year. This year our SCIP has two main areas of focus: **Standards-Based Curriculum, Instruction, & Assessment (Reading & Math) and Culture, Climate, & Behavior.**

| | |
|--|---|
|  <p style="text-align: center;">Literacy</p> | <p><u>Independent Reading</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teacher will use strategies that engage your student during independent reading time. <p><u>Phonics / Word Study Instruction</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teachers will be using daily phonics and word study activities to ensure your student understands how words work and their relationship with other words. <p><u>Standards-Based Unit Assessment in Reading</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teachers will be assessing and grading your student using the standards set by the state. <p><u>Small Group Reading Instruction</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teachers will be using assessments to create stronger small group instruction for your student. |
|  <p style="text-align: center;">Math</p> | <p><u>Math Fluency Instruction</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teachers will implement math fluency (facts) into daily instruction. <p><u>Math Standards Unpacking and Alignment</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teachers will meet with other teachers to better understand and align the standards and benchmarks in math. <p><u>Purposeful Questioning and Mathematical Discourse</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teachers will engage your student in whole class questioning and discussions during math time. |
|  <p style="text-align: center;">Restorative Circles</p> | <p><u>Restorative Circles (Restorative Practices)</u></p> <ul style="list-style-type: none"> <input type="radio"/> Teachers will lead community-building circles twice a day in classrooms with your student. <input type="radio"/> Staff and students will participate in repair-of-harm circles |
|  | <p><u>IB/PYP</u></p> <ul style="list-style-type: none"> <input type="radio"/> New, enhanced IB Planners will be used by teachers. This will help create better delivery of the IB curriculum with a focus on inquiry. Inquiry is culturally responsive, nurturing interest and critical thinking by encouraging questions and exploration. |

A complete version of our SCIP can be found at spps.org/mays or spps.org/scip. Translations are available upon request.

Parent Right to Know

School districts must notify parents of children attending Title I schools that they can request information regarding their children's teachers, including, at a minimum, information on (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications.

[ENGLISH]

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 lawv tus me nyuam thiab cov neeg uas pab tus xib fwb qhia ntawv seb lawv txawj thiab kawm ntawv siab npaum li cas. Cov niam txiv uas xav paub txog tej li hais no muaj peev xwm sau tau ntawv 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 nyuam tus xib fwb qhia ntawv.

- Kev qhia seb tus xib fwb txawj npaum 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 puas yog tus xib fwb ntawd los qhia rau lub caij maj ceev es thiaj 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 ntawm cov pab tus xib fwb (paraprofessional). Yog tau no lawv txawj thiab kawm ntawv siab li cas.

[SOMALI]

Xuquuqda ay Waalidku u leeyihiin inay Ogaadaan Macluumaadka Macallimiinta iyo Shaqaalaha Kale

Sida uu qabo qaanuunka loo yaqaanno "Every Student Succeeds Act" oo micne ahaan ah "Qaanuunka Guusha Arday Walba", waalidiintu waxay xaq u leeyihiin inay codsan karaan macluumaad ku saabsan xirfadda macallimiinta iyo shaqaalaha kale ee carruurtooda wax bara. Waalidiinta raba inay helaan macluumaadkan, qoraal ha u soo diraan qaybta shaqaalaynta mas'uulka ka ah oo la dhaho Human Resource Department. Codsigaaga 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 macallimaddu buuxiyeen shuruudaha maadada iyo fasalka ay dhigayaan la xiriira ee uu gobolku ka rabo islamrkaana khihrad u leeyihiin maadada ay barayaan.
- In macallinka ama macallimaddu haystaan oggolaansho ku meel gaar ah inta ay soo buuxinayaan shuruudihii laga rabay ee dhinaca wax barista iyo in laga qaaday ama laga fasaxay shuruudahaas hadda.
- In macallinka ama macallimaddu ay barayaan maaddooyinka ay u haystaan shatiga islamarkaana takhasuska u leeyihiin.
- In uu ilmahaagu helo kaalmada macallin-kalkaaliye, iyo weliba nooca waxbarashada kalkaaliyahaas.

Parent Right to Know (continued)

[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.

[KAREN]

မိဘတို့၏အခွင့်အမ်းဆိုင်ရန်အတွက် မိဘများ၏အခွင့်အမ်းများ

၀ Every Student Succeeds Act (ကွဲပြားမှုရေးရာဇာတ်လမ်း)အမိန့်နှင့်, မိဘများ၏အခွင့်အမ်းဆိုင်ရန်အတွက် ကုန်သွယ်ရေးဦးစီးဌာနသည် အဖိတီးကျိတ်ညှစ်မှုဆိုင်ရာပညာရေးဦးစီးဌာနကို ပေးအကူအညီပေးသည်။ မိဘတို့၏အခွင့်အမ်းများ အကျိုးအမြတ်ရှိစေရန် ကြားကွဲရေးဦးစီးဌာန Human Resource Department, Attn: ESEA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299 နှင့် လိုက်နာပေးမည်။ နှစ်စဉ်စစ်ဆေးမှုအားလုံးအပေါ်မူတည်၍ လူမှုဝန်ထမ်းဦးစီးဌာနနှင့် လူမှုဝန်ထမ်းဦးစီးဌာနတို့ကို ပေးအကူအညီပေးမည်။

- ☐ မိဘတို့၏အခွင့်အမ်းဆိုင်ရန်အတွက် ကွဲပြားမှုရေးရာဇာတ်လမ်းအောက်တွင် အခြားအချက်အလက်များကို စစ်ဆေးရန် စီစဉ်ပေးမည်။
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Student Dress

Rights/Opportunities

- Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety, causes an interference with school work, or creates classroom or school disorder.

Responsibilities

- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory. Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted. Clothing that displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.
- Students are responsible for abiding by the school principal's mandated minimum standards of cleanliness and neatness. For more details, see Board Policy 501.03 at spps.org/boardpolicies.

GENERAL POLICIES



ARRIVAL

The school day for students is 7:30 a.m. – 2:00 p.m. Students are not allowed in the school before 7:15 a.m. and should not be dropped off before that time. Before 7:15 a.m. there will be no adult supervision for your children. Remind your student that once they enter the school doors the 3Bs are in effect; Be Respectful, Be Responsible and Be Safe. They should wait patiently, then enter in a calm manner and head to B2G or their classroom.

BREAKFAST TO GO (B2G)

Breakfast is free to all students. Upon arriving, students will select their “Breakfast-To-Go” and bring it back to their classroom. Breakfast-To-Go is a great way for students to start their day! B2G allows students to select a school breakfast to eat in the classroom while teachers take attendance, collect homework, and perform their morning meeting with their students.

For more information contact SPPS Nutritional Services at (651) 603-4950 or <http://ns.spps.org>

CLASSROOM VISIT GUIDELINES

At Mays we have an open door visiting policy. The partnership between home and school is a fundamental building block to the education of our students. We invite you to visit our classrooms at any time. Because our mission is to teach, and we need to operate in a safe environment, the following guidelines are in place.

- All visitors first report to the school office, sign in, and put on a visitor’s pass before going to a classroom.
- Be respectful of student instruction and work time by limiting your time in the classroom (i.e. 30 minutes per classroom), unless you have made arrangements in advance with the classroom teacher.
- Please do not start a conversation with a teacher while students are present. When students are present, our teachers’ job is to teach. They need to be able to direct their full attention to their students. Please do contact a teacher (call the office at 651-325-2400, email, or send a note with your child) with any questions or concerns you have. Teachers should respond within 24 working hours. Communication between home and school is important!

Before & After School

- There are numerous before & after-school programs for students, just ask in the office to see what is available.

EMERGENCY PROCEDURES...

Any changes in phone number or address should be given to the office immediately.

If a child is injured or becomes ill during school hours, the school nurse or other school personnel will attempt to reach the parents at home or work. A parent will be requested to pick up their child. If the guardians cannot be reached, the emergency number listed on your emergency card will be called. If no help is found and the child appears seriously injured, he/she will be taken to the hospital listed on your emergency card or to an appropriate St. Paul hospital. IT IS ESSENTIAL THAT A CURRENT EMERGENCY NUMBER BE RECORDED IN THE OFFICE RECORDS. Please keep the office updated of changes.

EMERGENCY SCHOOL CLOSING

In the event of severe weather, the listing of school closings can be found on the school website <http://spps.org/mays> or either AM radio or the local morning TV news program. IT IS ESSENTIAL THAT FAMILIES DISCUSS WITH THEIR CHILDREN WHERE THEY ARE TO GO IN THE EVENT THAT SCHOOL IS CLOSED DURING THE DAY AND NO ONE IS AT HOME TO RECEIVE THEM.

DISCIPLINE

SAINT PAUL PUBLIC SCHOOLS

- Classroom and school violations will be handled in accordance with the school's Discipline Plan, the Saint Paul Public Schools' Rights & Responsibilities Handbook, and Saint Paul Public Schools' District Board policies.

WEAPONS

- Weapons or toys that resemble weapons, such as squirt guns, knives, etc., are strictly prohibited.
- Possession of these items could mean suspension and possible referral to the district for expulsion.

ELECTRONIC DEVICES & OTHER ITEMS



- ❑ Students must not bring pagers, Game Boys, electronic games, MP3 Players, personal iPads, or iPods.
- ❑ Cell phones....
- ❑ Game cards and large sums of money should also not be brought to school.
- ❑ If any of these items are discovered, they will be given to Administration.
- ❑ The items will only be returned to the student's parent/ legal guardian.
- ❑ *The school will not assume responsibility for any electronic devices that are lost or stolen. Administration will not take time to investigate the theft of electronic devices that are not allowed in school.*

ABSENCES AND TARDINESS

- To report an absence/tardy call 651-325-2499
- To request an excused absence for an extended period of time, fill in a "Vacation Approval Form" which you can pick up in the office.
- When students return to school from an absence, they must bring a written note from their parent/legal guardian explaining the reason for the absence.
- Students who arrive between 7:31 a.m. and 10:44 p.m. will be tardy.
- Students who enter the building after 7:31 a.m. need to report to the main office.
- Students arriving after 10:45 p.m. receive a full-day absence in accordance with the Ramsey County Attendance Policy.
- Students must receive authorization from the office to leave the building before regular dismissal time. Students leaving school early must have a valid excuse. Students are dismissed at 2:00.
- Authorized adults must sign the visitor's log in the office stating the time and date for early dismissal.

TRUANCY

- A student will be counted as truant when the student is expected to be at school and he/she is not.
- A student will be counted as truant when the child leaves the school grounds without permission.
- Truancy is a violation of Minnesota State Law that requires compulsory attendance for youth between the ages of seven and sixteen (MN State 120 110, Subd. 1).

SCHOOL NURSE & EMERGENCY PROCEDURES

The school nurse is located on the upper floor just beyond the main office (651-888-7606). Please contact the school nurse if your child has a health concern that might make it hard for them to concentrate or learn at school. You are encouraged to share health concerns with your child's teacher(s) directly. Together, you and the nurse can decide what is important for your child's teacher(s) to know to help your child be successful in school.

Signs of Illness

Students and families may not be sure if a child is too sick to attend school. Ordinarily we ask that children be sent to school even if they seem a little tired or irritable in the morning as long as they do not have any of the signs or symptoms listed below.

Keep your child home if he or she:

- Has a fever of 100 degrees or more during the previous evening or night or in the morning.
- Has vomited or had diarrhea during the night or in the morning.
- Has a rash that may be caused by a disease or if the cause is unknown, check with your family physician before sending the student to school.

Missing School for Illness:

- Please call the school attendance line daily to report the reason for absence.
- If a student will be absent for more than one day, parents can contact the school for homework.
- If a student will be out of school for three weeks or longer due to an illness, injury or surgery the student may qualify for Homebound Services. Contact the Health Office at the school to obtain information about this service.

MEDICATIONS

- It's important that you contact the school nurse if your child needs medication or treatments during the school day. Children need a written physician's order to receive any medicine at school, including Tylenol.
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- All medication should be sent directly to the school nurse. The parent must supply the medication in the original prescription bottle. Whenever possible, medications should be administered at home.



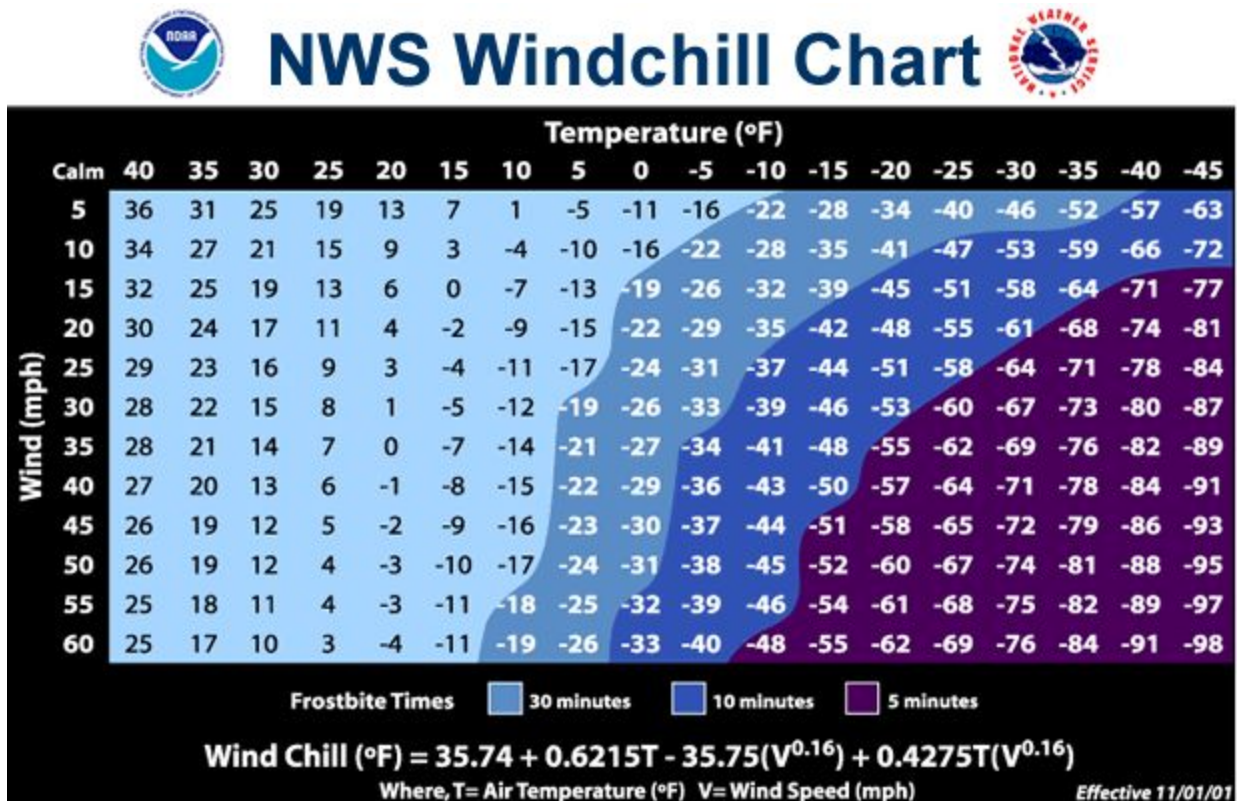
PLAYGROUND

Please be sure your child comes to school with appropriate outdoor clothing; gloves or mittens, hats, ear muffs, sweaters, jackets, coats, boots, sneakers, etc. as needed per changing weather conditions.

All students are expected to adhere to the following rules:

1. **Be safe and use all equipment safely.**
2. **Be in control of yourself at all times** (Fighting or rough play such as play fighting, tackling, kicking, wrestling, throwing of sand, snow, rocks, etc. will NOT be tolerated).
3. **Remain in the play area** unless given permission by a teacher to leave.
4. **Be friendly and treat everyone with respect** (no put-downs, obscene language, or threats).

Students will be kept inside if the wind chill is expected to be colder than -10 degrees below zero. Refer to the chart below.



STUDENT DEPARTURE



- **The school day ends for students at 2:00 p.m.**
- **Any student leaving before 2:00 p.m. needs to bring in a WRITTEN note the morning of the request to their teacher by 9:30 a.m.** so staff can coordinate accordingly. By Law a student is expected to attend a full day of school and receive all instructional time. Medical/dental appointments are excused, but please limit the amount of time away from school.
- In the event of an emergency/special circumstances, parents need to check in with the office. If we do not get proper notification, we have to follow the last information provided.
- Office staff may not be able to respond to last minute requests for changes in regular modes of transportation (***make all changes before 1:00***).
- Students are dismissed to their bus, walker, pick-up or program designation based on information provided by parents.
- If you **PICK-UP** your child, you must park in a legal parking spot, walk to the yellow doors, and properly sign them out. For student's safety they must be signed out, then escorted across the driveway. When picking up your child from school, please arrive by 2:00.
- There is no supervision for students who remain after school beyond 2:15 pm.
- If your child is not collected by 2:45 p.m., your child may be picked-up by a St. Paul police officer.
- If a parent arrives at school to pick-up a student at dismissal time, and the student is already on the bus, the parent will be asked to meet the student at their bus stop. It is a safety policy that while buses are on school grounds, only an identified staff member may take a student off the bus.

BUS EXPECTATIONS

Bus transportation is a privilege, not a right for Minnesota students.

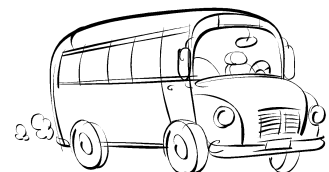
When students are suspended from bus privileges, they are still required to attend school on a regular basis. Also, the loss of bus privileges transfers to any St. Paul school and the record of any bus suspensions are maintained at the district office.

Parents please supervise your children at the bus stop before they get on the bus and have someone meet them in the afternoons when they get off the school bus. Parents are not allowed on the school bus. This is a state law and must be followed.

Students may only ride the bus they are assigned to.

ALWAYS FOLLOW AN IMPORTANT SAFETY RULE:

***Students must NEVER
Put their heads, arms, or legs out of the bus window!***



POSITIVE SCHOOL-WIDE BEHAVIOR MODEL (PBIS)

At Benjamin E. Mays IB World School, we expect that everyone will conduct themselves with courtesy and respect.

Every student and employee at school is entitled to learn and work in a safe school environment. To ensure this, the school has established a clear student discipline policy, consequences appropriate with the behavior, and practices to consistently apply the policies.

At school we have adopted a proactive approach to creating a positive learning climate called PBIS. PBIS (Positive Behavior Interventions and Supports) is a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments. PBIS is designed to infuse behavior models currently in place such as Restitution, Responsive Classroom, etc. Refer to our Matrix fact sheet of expectations for more details.

PBIS at school fosters respectful, supportive relationships among students and staff; reinforces positive academic and social behavior; and provides an opportunity for positive student-teacher interactions. A continuum of positive behavior support for all students within our school is implemented in all areas of the school including the classroom and non-classroom settings (i.e., hallways, lunchroom, bus). Attention is focused on creating and sustaining systems of support that improve teaching and learning for all students by making problem behavior less, while making desired behavior more effective, efficient and functional. (www.pbis.org)

School-wide 3Bs are:

BE Respectful
BE Responsible
BE Safe



LEADERSHIP & INVOLVEMENT OPPORTUNITIES

Our **Family Engagement Team** works to strengthen family/school relationships and student achievement. The Family Engagement Team works with stakeholders on such things as

- Mays CAFE (conversations that create change)
- Parent/Teacher Compacts (creating partnership over academics)
- Family Engagement Plan (a roadmap for engagement at Mays which is revised yearly)
- Academic Events (Take Your Parent to School Days focusing on Math, Reading, and IB)
- Family Events (Meet & Greet, Fall Festival, etc.)

We offer opportunities for parents and families to meet, to formulate suggestions and to participate in the education of their children. For more information, call the office and ask for the Family Liaison.

SCHOOL STRATEGIC PLAN – “School Comprehensive Improvement Plan” (SCIP)

All St. Paul Public Schools are required to have a *School Continuous Improvement Plan* (SCIP). This plan for our school is comprised of initiatives that focus on increasing student achievement and creating a positive and caring learning community for all stakeholders: students, staff, parents, and community members. You can find more specific information about our SCIP by visiting the school website at www.spps.org/mays

PTA

The overall mission of our PTA is (1) to support and enhance the education of our students and (2) to open communication, develop relationships, and increase parent involvement. To uphold this mission; PTA plans, organizes, and executes fundraising events each school year.

When does the PTA meet?

We have PTA meetings and events throughout the year. Check the family calendar and newsletters for meeting dates and times.

Can I join?

YES! We need you!

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