Crossroads School Mission Statement

Crossroads School community facilitates lifelong learning and individuality by providing a child-centered, safe, supportive community in which all learners can reach their full potential.

Crossroads School Vision Statement

Our vision is a school community where:

- Students feel challenged, trusted and successful.
- Learning is meaningful, productive and engaging.
- Every student, family and staff member feels safe, supported, respected and valued.

Crossroads School Expectations

- Respect
- Responsibility
- Cooperation

Crossroads School Rules

1. Listen and follow directions.
2. Keep hands and feet to self.
3. Use appropriate language, body language and tone of voice.
4. Be on time with proper materials.
5. Do your best work.
ABSENCES
If your child is going to be absent from school you MUST:

- Call the “Attendance Hotline” at 651-744-4513 by 9:00 a.m. Please state your child’s name, the reason for absence and their teacher’s name. This must be done EACH DAY the student is absent.
- If you do not have a telephone, please send a note when your child returns to school stating your child’s name, the reason for the absence and their teacher’s name.
- It is the parents’ responsibility to notify the school whenever their child is absent or tardy from school. Any student absence without a valid reason will be marked unexcused.
- Saint Paul Public Schools automated phone system will notify families at the end of each school day if your child is absent and a parent has not called in to notify the school.
- After three unexcused absences, a letter regarding attendance will be sent to you from Crossroads School.

ARRIVAL PROCEDURES
- There is NO supervision for students before 8:10 AM and students are not allowed in the building.
- Breakfast begins at 8:10 AM and students may enter the school building.
- At 8:15 AM students may go directly to their classrooms.
- The school day officially begins at 8:30 AM.
- Students should be in their classrooms ready to work at 8:30 AM every morning.
- Please make sure your child arrives to school on time each day.

BEHAVIOR SUPPORT PLAN
Crossroads School believes that every child can demonstrate respect, responsibility and cooperation within a supportive learning environment. Our plan focuses on promoting positive behaviors through planning and implementing school-wide systems that provide the structure and stability that each student needs to be successful. These systems include established procedures and routines in all areas of the school.

Please refer to the Crossroads’ Student Conduct Handbook or Saint Paul Public Schools’ Student Behavior Handbook: Rights & Responsibilities booklet for more information. These publications will be sent home within the first few weeks of school.

BICYCLES, SKATEBOARDS AND ROLLER BLADES
For safety reasons, students are not allowed to ride bicycles or skateboards, or wear roller blades to school.

BOOKS AND SUPPLIES
- All textbooks are loaned to students free of charge with students responsible for loss or damage.
- Each grade level has a recommended list for other school supplies.

BREAKFAST
- Breakfast To Go starts at 8:10 AM and ends at 8:30 AM.
- Breakfast will not be served after 8:30 AM.
- Breakfast is FREE for all students and all students eat in their classrooms.
CELL PHONES
• Students are not allowed to carry cell phones during the school day at Crossroads School.
• If a student must have a phone for before or after school emergencies, the student must:
  1. Bring the cell phone directly to the school office upon arrival to school and sign it in.
  2. At the end of the school day the student must return to the school office and pick it up.
• It is a general school policy that cell phones are NOT allowed at school.
• If a staff member sees a student with a cell phone during the school day, he/she will take the phone and turn it in to the school office where a parent may pick it up.

COURT ORDERS
• Crossroads School must have a current copy of court orders on file in the school office in order to enforce them.
• Court orders must be updated yearly in the school office in order to remain active.

DATA PRIVACY
• Saint Paul Public Schools considers the following information regarding students to be public data:
  ➢ name, birth date, school, grade, dates of enrollment, awards and extracurricular information.
• All other information is private data and can be released only under circumstances allowed by law.
• Please refer to Saint Paul Public Schools Student Records and Your Rights pamphlet for more information. Please contact Crossroads School office or go the Saint Paul Public Schools website www.spps.org for a copy of the pamphlet.

EARLY STUDENT PICKUP
• Please remember, early pickup is STRONGLY DISCOURAGED. This shortens your child’s instructional day and interferes with their academic learning.
• On those rare occasions/emergencies when you must pick up your child early please follow these procedures:
  ➢ If a student is being picked up for early dismissal it must be done before 2:30 PM.
  ➢ Once you arrive, stop in the school office and school personnel will contact your child’s classroom.
  ➢ All students must be signed out in the office before leaving the building.
  ➢ Unless these procedures are followed, students will proceed to their regular dismissal.
• Please send a note with your child or call the school as soon as possible to inform us if you plan to pick up your child early.
• Please do not leave messages regarding early pickup on voice mail for any staff person after 11:00 AM.
• The school must have direct communication from a parent or guardian in order for a child to change their regular pick up time.
• The school will not accept dismissal changes from a student.
• Students’ instructional day ends at 2:50 PM and attendance is taken through the end of the last period.
• Repeated early dismissal can directly affect your student’s academic success and result in truancy concerns.
EMERGENCY Information/ iUpdate
The emergency information system has changed

• Every Fall, each household must log on to the district Campus Portal (spps.org/onestop) in order to complete each child’s individual iUpdate information.
• The iUpdate forms will include: yearly permission for Type I and II field trips, Internet usage, media release and emergency contact information.
• It is imperative that the school has accurate information on each student throughout the year.
• If any information changes, i.e. address, telephone numbers or emergency contacts, a parent must notify the office immediately and also correct their information in iUpdate.
• If you need help obtaining your username or password, please contact the Crossroads School office at 651-767-8540. For more information and instructions, visit spps.org/onestop or contact the iUpdate support line at 651-744-5145.

END-OF-DAY DISMISSAL PROCEDURES

• Parents who wish to pick up their student from school, for any reason, during the school day need to sign them out in the school office. If parents are picking up their student at the end of the day, please sign them out between 2:50 and 3:10 PM at the dismissal station in the gym.
• The safety of all children is of the highest priority at Crossroads School and we expect every parent or guardian to sign their child out in the building before leaving school.
• Students will NOT be taken out of the bus lines or off of the school buses.
• Please do not pick up your student in the parking lot or the adjoining street. This policy is in place for safety reasons; we have no way of knowing who is picking up your child if you do not come in the building and sign them out.
• Walkers will be dismissed at 3:00 PM to walk directly home. If you do not want your child to walk home, please notify the school before 2:30 PM and come into the building and sign your child out.

Changes in Student Dismissal

➢ Parents must notify school before 2:30 PM if a child is changing their regular dismissal routine.
➢ The school must have direct communication from the parent/guardian in order for a child to change from their regular procedure home.
➢ The school will NOT accept dismissal changes from a student.
➢ Please do not leave messages regarding a change in transportation on the voice mail.

FIELD TRIPS

• At the beginning of each school year, parents must complete the appropriate iUpdate forms on-line (spps.org/onestop) that includes permission for your student to be able to attend field trips.
• Parents and guardians will be informed, in writing, each time a field trip is planned for their child’s class. If your child needs any special accommodations for the trip, please contact your child’s teacher.
• If you would like to attend as a chaperone, you must have a completed background check on file in the school volunteer office. Background checks can take up to 5 days to process. Please contact Sylvia Perez in the Crossroads Volunteer Office at 651-744-4556 for more information.

FOOD

• The only food students should bring to school is their lunch from home or class snacks requested by the teacher.
• Exceptions to this rule would be if the classroom teacher sends a note requesting snacks for a special event.
• Please refer to the district’s Wellness Policy for specific details on the types of foods allowed at school.
FOOD SERVICE (continued)

- The cafeteria personnel have the responsibility to sell lunch credits to the students.
- Some students may have credit left over from the last school year that may be used this year.
- Credits transferring from the student’s former school will be taken care of through the cafeteria supervisor.

Prices for the 2018-2019 school year are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast To Go</td>
<td>Free</td>
</tr>
<tr>
<td>PreK – 5th Grade Student Lunch</td>
<td>$2.40</td>
</tr>
<tr>
<td>All Grades Reduced Price Lunch</td>
<td>No Charge</td>
</tr>
<tr>
<td>Adult or Child Guest (Choice Bar)</td>
<td>$2.50</td>
</tr>
<tr>
<td>Adult or Child Guest (Full Lunch)</td>
<td>$4.10</td>
</tr>
<tr>
<td>Student 2nd Lunch</td>
<td>$4.10</td>
</tr>
<tr>
<td>Extra Milk</td>
<td>$.50</td>
</tr>
</tbody>
</table>

- Checks should be made out to the Nutrition Services.
- Send lunch money to school with your child in an envelope with their name, teacher’s name, room number and student’s PIN.
- Your child will bring home a notice from the cafeteria supervisor when the account is getting low or you may check your child’s account on-line.
- A main entree is offered each day in addition to a salad or sandwiches. The milk selection is: skim, chocolate or 1% milk. Lactose-free milk is available with a doctor’s note.
- If your child brings their lunch to school or needs an extra beverage, please make every effort to send juices, milk or water. **Pop/soda is not allowed at school.**
- If you have questions or concerns, please call the school cafeteria supervisor at 651-744-4575 or go on-line to the district web site at [www.sppscafe.org](http://www.sppscafe.org) if you have questions regarding your account.

GRIEVANCE PROCESS

If you have any questions or concerns about your child’s education, please contact your child’s teacher first. Teachers are in the building from 8:15 AM to 3:15 PM daily. We are here to assist you with any questions or concerns you may have, so please contact us.

After the teacher has been consulted and you still have concerns that you feel aren’t being addressed, please contact Celeste Carty, principal, or Kimberly McVay, assistant principal. We will make every effort to get back to you within a 48-hour period.

HARASSMENT

In the Saint Paul Public Schools Student Behavior Handbook: Rights & Responsibilities, harassment is defined as “participating in, or conspiring with others to engage in harassing acts that injure, degrade, disgrace, or threaten other individuals.”

Harassment policies of the Saint Paul Public Schools are available from the school office. If you have any questions regarding St. Paul Public Schools Harassment Policies, please contact Celeste Carty, principal, or Kimberly McVay, assistant principal.
HEALTH SERVICES
The Health office is open five days a week.

If your child becomes ill during the day, the health office will monitor his or her condition and inform you if the child needs to be sent home. In general, please do not send your child to school if any one of the following problems exists: **temperature greater than 99 degrees Fahrenheit, bad cough or pink eye.**

Please contact the health office immediately if your child has strep throat, chicken pox, measles, pink eye, head lice or any other health problem that may be contagious. We make every effort to notify parents when their child has been exposed to an infectious condition. The health office can be contacted at **651-888-7616.**

HOMEWORK POLICY (Saint Paul Public Schools Policy)
Homework is a necessary and integral part of the learning process; therefore, it is expected that every student in the Saint Paul Public Schools will receive regular homework assignments.

Required homework may be assigned as preparation, practice, extension and/or creative expression. The frequency and amount of homework should reflect the learning level and individual needs of the student. Teachers are responsible for implementing the homework policy in their classroom, and principals are responsible for assuring compliance.

INSTRUMENTAL MUSIC PROGRAM
The Saint Paul Public Schools elementary instrumental music program is for students in the fifth grade. The program takes place after school in conjunction with our after-school program. (*Subject to our ability to have sufficient staffing in order to offer the EDL program after school.*)

INTERSESSION
At the core of Crossroads School’s year-round education program is Intersession. Intersessions are offered three times a year for all-day kindergarten students through fifth grade. Parents **MUST** pre-register their child for Intersession in order for them to attend. Registration information comes home in the students’ Thursday Communication Folder. Registration forms are also available on-line and may be faxed. Our fax number is **651-312-9003.**

There is a **$50.00** registration fee per student for each Intersession. No family will have to pay more than a maximum of **$125.00** per Intersession. Payment plans and partial scholarships are available upon request. Please contact the principal for more information regarding scholarships. If you have general questions regarding Intersession, please contact the school office at **651-767-8540** for information.
LEAVE-AT-HOME LIST
It is important that students are able to focus on their academic learning while they are at school. We work to eliminate distractions and develop an environment conducive to learning. Therefore, we have developed a list of items that should NOT be brought to school. These items are not necessary for the academic success of our students and will not be allowed at school:

- Electronics (Tablets, iPods, etc.)
- Toys and trading cards
- Items of significant value
- Gum, candy, pop
- Food (other than lunch and teacher-requested snacks)
- Bicycles, skateboards and light lasers
- Baseball bats and hockey sticks
- Footballs, basketballs, soccer balls, baseballs and softballs (gym equipment is available at school)
- Locks
- Shoes with wheels
- Spinners
- Slime

LIBRARY
Students are allowed to check out library materials during class checkout times. They must respectfully use the materials and return them in good condition and on time. Any damaged or lost items will need to be paid for or replaced in consultation with the media specialist.

LOCKERS
Students in grades 1-5 are assigned a locker for their jackets and school materials. Locks will NOT be permitted on the lockers at Crossroads School.

LOST AND FOUND
A lost and found area is located under the main yellow staircase. Keys, money and jewelry that are lost are turned in and kept in the office. Identification labels on your children’s belongings will make finding them much easier.

MEDICATIONS FOR STUDENTS
Medication that must be administered during the school day in order for a student to attend school shall be administered by the school nurse or a designee of the principal whom the school nurse has trained and delegated the function of medication administration.

The school nurse must be notified IN WRITING when medication must be administered during the school day. For medication prescribed for two weeks or longer, a written order signed by the prescribing health professional and the custodial parent or guardian is required. Such orders must be reviewed annually or whenever medication, dosage or administration changes occur. For medication prescribed for less than two weeks, a written request signed by the custodial parent or guardian is required. Controlled substances must always be kept in a locked cabinet and shall never be carried by a student or self-administered.

MONEY
Students are discouraged from bringing any money to school other than the funds for school lunches and field trips. Otherwise, money in school is not necessary and should be left at home.
NEWSLETTERS
Teachers send home a monthly newsletter in the Thursday Communication Folder. The school office will be sending a newsletter periodically with important information for students and families. Please watch for this newsletter in your student’s Thursday Communication Folder.

PARENT-TEACHER CONFERENCES
In an effort to work together to provide the best education possible, we have scheduled two conference times this year in November and May. If you want additional conferences with your child’s teacher, feel free to call or write a note at any time requesting a conference.

PARKING
Please do not park in the bus lane on the north side of Front Avenue (in front of the school) or in the fire lane in the parking lot of the school at any time.

PHOTO/VIDEO RELEASE
During the year, staff of the Saint Paul Public Schools or outside media may want to interview, photograph or videotape your child for use in publications and/or public presentations. Included on the iUpdate website (spps.org/onestop) is a form that you will need to complete each year called Media Release.

RECESS
Our policy is to have children play outside unless the wind-chill or temperature is below 0 or if it is raining. Please dress children warmly during the winter months. Hats, boots, snow pants, jackets and mittens are a necessity for students to enjoy their outdoor recess time.

SCHOOL CALENDAR
School calendars are sent home the first week of school with each student in their Thursday Communication Folder. If another calendar is needed, they are available upon request in the school office or on the school website http://crossroads.spps.org.

SCHOOL CLOSINGS
If Saint Paul Public Schools are being closed because of bad weather or other difficulties, it will be announced on WCCO Radio (830 AM). Please listen to the radio to determine if school is being closed.

SCHOOL HOURS
<table>
<thead>
<tr>
<th></th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>8:00 AM</td>
</tr>
<tr>
<td>Breakfast</td>
<td>8:10 AM</td>
</tr>
<tr>
<td>AM 1/2 Day Kindergarten</td>
<td>8:30 AM</td>
</tr>
<tr>
<td>Grades K-5</td>
<td>8:30 AM</td>
</tr>
<tr>
<td>PM 1/2 Day Kindergarten</td>
<td>12:30 PM</td>
</tr>
</tbody>
</table>

SCHOOL INFORMATION
Crossroads Elementary School
543 Front Avenue
Saint Paul, Minnesota 55117
Telephone Numbers:
Office: 651-767-8540
Attendance Line: 651-744-4513
Fax: 651-312-9003
Web Site: http://crossroads.spps.org
SCHOOL SUPPLIES
Each child will receive a supply list at the end of the school year for the following year. Lists will include the supplies needed for the grade level in which the student will be in the fall. If you need an additional copy, please come to the school office or go on-line to the school website at crossroads.spps.org.

SPECIAL EDUCATION PROCESS
If a parent has a concern about their child’s academic progress, speech and language development, or behavior/emotional concerns, please contact your child’s teacher. He/she will discuss the situation with you and together you will determine if there is a need for further interventions or services.

Parents with children currently receiving Special Education services may contact their child’s special education teachers or case manager at any time. Individual Educational Plans (IEP’s) are reviewed annually, but parents may request a meeting at any time.

STUDENT TELEPHONE USE
Students are not allowed to use school telephones except in the case of an emergency and with adult permission.

STUDENT TRAVEL
While recognizing that travel can provide many educational opportunities for students, certain criteria must be met for student absences to be approved. Truancy laws outline acceptable and unlawful excuses for student absences and allow schools to develop policies to determine whether an absence is counted as excused or unexcused.

Whenever possible, travel should be completed during vacation or Intersession times to limit the number of instructional days students miss.

If students are absent from school due to travel, the following requirements must be met for the absence not to be counted as truant and to save the student’s space:

- A minimum prior notification of two weeks.
- Complete the Crossroads Guidelines for Student Travel request form and return it to your child’s teacher for approval. The teacher will then submit the form to the Crossroads administrator for approval.
- Students are responsible for completing all homework assigned during their vacation. Homework should be turned in to the teacher upon the student’s return to school.

Approval for travel may be denied if the student is significantly behind in his/her schoolwork and/or there are concerns regarding excessive tardiness or absences.

TARDY
Students are considered tardy if they are not in their classroom by 8:30 AM. Any student who is tardy must stop in the main office for a tardy slip before proceeding to the classroom. Students will not be admitted to class without a tardy slip from the office. Three unexcused tardies result in one day of absence in our mandated county reporting for school attendance.

TELEPHONE MESSAGES
Messages for teachers can be left anytime during the day. Please call 651-767-8540 and you will be transferred to the teacher’s voice mail. Teachers usually check their voice mail before school and during their scheduled prep time. Please check your teacher’s schedule for exact times. We make every attempt to not interrupt teachers while they are teaching unless there is an emergency.
TESTING
Saint Paul Public Schools gives the state-mandated Minnesota Comprehensive Reading and Math Assessments (MCA) to students in third through fifth grade. In addition, fifth grade students also take the MCA science test. Information on specific dates is located on the Saint Paul Public Schools website and Minnesota Department of Education website. Specific information on each test will be sent to parents closer to the date when the tests are given.

TRANSPORTATION
Bus
School bus rules are enforced for all students, whether they are everyday riders or are on a school field trip or event. The rules and consequences are in the pamphlet Protect Your Riding Privileges - Student Responsibilities, available at school.

Rules and Procedures
- Students are to ride only their assigned bus, entering and exiting only at their assigned bus stop.
  **STUDENTS MAY NOT RIDE ANOTHER STUDENT’S BUS -- NO EXCEPTIONS!**
- Students must follow the driver’s directions at all times.
- Students must remain in bus seats while the bus is in motion. Once seated on the bus there is no moving from seat to seat.
- Students must speak in a normal, quiet tone of voice. Shouting and profanity will not be tolerated.
- Students must keep hands, feet and objects to themselves.
- Students may not eat or drink on the bus.
- Students must wait for the driver’s directions before crossing the street in front of the bus.
- Students who stick their hands or head out the window, open an emergency exit or use pyrotechnic devices (i.e. lighters, matches, firecrackers, etc.) may be suspended immediately from all bus services for up to 120 days for grades 4 and 5, and up to 30 days for grades preK-3.

Disciplinary action will be taken for misbehavior in accordance with Board of Education and State of Minnesota Law. The legal definition of Minnesota Pupil Fair Dismissal Act, 127.26 is applied. Any student suspended from the bus may not ride to or from school or on any other class/school event, such as field trips.

Please contact the school office if you have any concerns regarding your child’s bus transportation.

Other Transportation Issues
Parents must inform the school 5 days in advance of any change in transportation. Students will not be allowed to change from riding the bus or walking unless the school has had direct communication with the parent (via a phone call or parent note). In addition, students are NOT permitted to change buses unless the change is in affect for a minimum of 10 school days. THERE IS NO EXCEPTION TO THIS RULE.

If there is any change in the way your child will be going home on a particular day, please send a note with the student to school that morning. Children will be put on the bus if we do not have a note or a parent/guardian has not contacted the school directly. **Please remember that we cannot accept dismissal changes from a student.**

UNIFORM POLICY
All students at Crossroads Elementary School are required to wear an appropriate school uniform every day. Students will not be permitted in class unless they are wearing an appropriate school uniform. If a student comes to school without a proper uniform on, he/she will be required to change into a borrowed uniform.

Please see the Crossroads Student Conduct Handbook for specific details on the Crossroads School Uniform Policy.
VISITORS
We encourage parents to visit Crossroads School classrooms, but request that you contact the school office in advance. We will confirm the appointment with the teacher. All visitors MUST FIRST SIGN IN AT THE FRONT DESK AND REPORT TO THE SCHOOL OFFICE. Visitors will also be asked to wear a “Visitor Badge.” Our teachers have been instructed to not allow visitors in the classroom without office approval and a visitor badge. This rule is for the protection of your child.

VOLUNTEERS
Volunteers are welcome in our building to help out in the classroom, lunchroom, library or office. Please contact Sylvia Perez, volunteer coordinator, at 651-744-4556 if you are interested in volunteering. If you have a special talent to share, please contact your child’s teacher.

WEAPONS
The Saint Paul Schools Student Behavior Handbook: Rights & Responsibilities states: “There will be zero tolerance of weapons of any kind. ‘Weapon’ means any firearm, whether loaded or unloaded, a knife, or any device capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intend to be used, is calculated or likely to produce death or bodily harm.”

If a weapon is brought to school, the police will be notified immediately. Consequences for weapons violations are suspension and/or expulsion.

WELLNESS POLICY
The Saint Paul Public Schools Board of Education has approved a Wellness Policy. This policy provides nutrition and physical education guidelines to help our schools become healthier places for our students. Research clearly shows that nutrition and physical activity are directly linked to academic achievement.

Crossroads asks families to follow these recommended guidelines.

Because many students have food allergies or special food needs, students are asked to not share their food or beverages with other students during meal or snack times.

Families are encouraged to pack healthy lunches and snacks and to not include foods with little or no nutritional value.

Eating food is allowed only in the lunchroom or classrooms.

Students who eat school lunches are strongly discouraged from bringing extra food into the lunchroom.

Students should NOT bring the following items to school (they will be confiscated and/or thrown away): candy, gum, pop and bags of chips or Fritos larger than one serving.