HIGHLAND PARK
Elementary School

2019-2020

FAMILY
HANDBOOK
Highland Park Elementary
1700 Saunders Avenue
St. Paul, MN 55116
651-293-8770 (Office phone)
651-293-8983 (Office fax)
651-696-9600 (Transportation after 4:30 PM)
highlandel.spps.org

School Hours: 9:30 AM – 4:00 PM
Office Hours: 8:30 AM – 4:30 PM

Terri O’Brien, Head Clerk
Nancy Flynn, Principal
Kara Kipfmueller, Parent & Family Liaison

This document is available in other languages upon request.

Este documento está disponible en otros idiomas bajo petición.

_betet’eyek’e gizë yihi senedi belêlochi k’wanik’wawochi yigenyali._

Qoraalkan waxa lagu heli karaa luqado kale la codsado.
A

APP for MOBILE DEVICES
You can download the MySPPS App right from our homepage. This app will allow you to see bus information and other sites related to Saint Paul schools and HPE. You can find it on our homepage at highlandel.spps.org.

ARRIVAL & DISMISSAL TIMES
School hours are 9:30 AM to 4:00 PM. Students will not be allowed to enter the building before 9:15 AM unless they are enrolled in Discovery Club. Because there is no supervision either inside or outside the building prior to 9:15, students should not be on school grounds unsupervised before the bell rings at 9:15. All students must be picked up no later than 4:15 on Saunders Avenue.

ATTENDANCE
School attendance is a proven factor of academic success. Saint Paul Public Schools has an attendance policy that will be strictly adhered to by Highland Park. A student who is not in his/her classroom by 9:30 is tardy. Any student who arrives at school after the 9:30 bell must report to the office for an admit pass. If your child is tardy or absent, you must call the school or send a note with your child regarding the reason for tardiness or absence. If we do not receive a call or a note prior to the absence, your child will be marked unexcused.

After 3 unexcused absences, an alert letter will be sent home. Then after 2 more unexcused absences, you will receive a phone call from the school. If there is more than one additional unexcused absence, the family will be referred to the Family Truancy Intervention Program (FTIP) and then it is turned over to Ramsey County. To avoid these consequences, please call the attendance line at 651-744-2583 and report the reason for the absence every time your child is absent from school.

<table>
<thead>
<tr>
<th>Excused Absences</th>
<th>Unexcused Absences</th>
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<tbody>
<tr>
<td>Illness</td>
<td>Truancy</td>
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<td>Medical treatment</td>
<td>Family vacation</td>
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<td>Religious observances</td>
<td>Babysitting</td>
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<td>Extreme family emergency (home fire, injury)</td>
<td>Overslept</td>
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<tr>
<td>Funeral</td>
<td>Missed the bus or suspended from the bus</td>
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<td>Weather</td>
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B

BEHAVIOR EXPECTATIONS & CONSEQUENCES
HPE teachers and principal have set expectations for student conduct that are in accordance with Saint Paul Public Schools rights and responsibilities. All students have a right to a safe learning environment, and we will strictly enforce safe behavior on the part of all students. All classrooms have Essential Agreements to which students collaboratively agree to adhere. Our goal is to have all students in class learning, and we will give students every opportunity to stay in class and return to class after a short break. However, when a behavior incident results in a visit to the principal, we will take additional steps that may include an out-of-school dismissal or even suspension. Students who do not respect Essential Agreements will be subjected to consequences that are outlined below.

Classroom steps to get student back on track:
1. Student is given a verbal redirection
2. Student is given an opportunity to take a “mindful minute” break in the classroom
3. Student is given an opportunity to take a break in another classroom to work on either a fix-it plan or unfinished work
4. Student will take a behavior intervention break with our behavior intervention specialist
If, after those four opportunities, the student is still not back on track, it will result in a visit to the principal’s office. If the behavior continues, the consequences become more severe. To view the district’s Rights and Responsibilities Handbook, go to: www.spps.org/rights_and_responsibilities

BREAKFAST PROGRAM
All students at Highland Park are entitled to a free breakfast. Breakfast is served from 9:15 to 9:30 AM every day. Students arriving late may get breakfast until 10:30 AM.

BUS BEHAVIOR EXPECTATIONS & CONSEQUENCES
We are happy to provide the privilege of bus transportation for you child. This privilege comes with expectations that every child ride the bus safely and respectfully. Below is an outline of bus behavior expectations for riding the bus safely and respectfully.

BUS BEHAVIOR EXPECTATIONS
• Sit in your assigned seat, face forward with your back against the seat and feet directly in front of you
• Do not move or get out of your seat until the bus stops at school or at your stop
• Use a level 1 (quiet) voice
• Keep your hands/feet/body to yourself
• Don’t eat on the bus
• Respect the driver

CONSEQUENCES
When a student is not riding safely and/or respectfully, the driver sends a behavior report directly to the principal. Each time the principal receives a behavior report there is a consequence. The consequences are outlined in the district’s Rights and Responsibilities Handbook, on page 22, which is attached to this sheet for your reference. For the first two bus referrals, students will have a cold lunch with Ms Latasha in her classroom for re-teaching bus expectations. After two referrals, students will begin having their bus privileges suspended.

Parents will be mailed a copy of all bus reports. Please reinforce with your children the importance of being safe and respectful on the bus. Please sign and date the bus contract that was sent home and return it to school.

Please read the expectations and Bus Safety Guidelines on the following page.
Guidelines for Bus Safety in Saint Paul Public Schools

Students who are involved in serious or repeated incidents of unacceptable student conduct on the school bus or at the school bus stop may have their riding privileges suspended or revoked, including bus transportation for field trips. For more information, visit spps.org/Page/24212.

Bus drivers and school staff are responsible for teaching, modeling and reinforcing positive behavior expectations to all students.

Bus Safety class is an alternative to school bus suspensions when applicable or included with the suspension. The Bus Safety class is an in-depth educational class on the safety rules of riding the school bus. The class requires both student and parent/guardian to attend. The maximum number of times a school can assign bus safety class for a student is twice in a school year.

The chart below depicts behavior violations and progressive disciplinary responses that are specific to school buses. All other offenses are to be compliant to in-school disciplinary procedures.

Transportation service is a privilege that is granted to the student contingent upon the exhibition of proper behavior according to District behavioral standards. Minnesota Statute 121A.59 provides that transportation is a privilege not a right for an eligible student. A student’s eligibility to ride the school bus may be suspended or revoked for a violation of any law or policy governing student conduct on a school bus. Revocation of a student’s bus riding privileges is not an exclusion, expulsion, or suspension under the Fair Pupil Dismissal Act of 1974.

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<th>Violations</th>
<th>Progressive Disciplinary Responses</th>
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| Standing                           | 5-9 Referrals  
  - Re-teaching expectations  
  - 1-3 Day suspension  
  - School Bus Safety Class as alternative to bus suspension | 10 or More Referrals  
  - 5-10 day bus suspension |
| Body Part Out of Window Hand, Arm, or Head | Hand or Arm Out Window  
  1st Offense = 5 days bus suspension & Bus Safety Class included with bus suspension  
  2nd Offense = 10 days bus suspension  
  3rd Offense = 30 days bus suspension  
  4th Offense = Loss of riding privileges for the remainder of the year or 120 days, whichever is longer. | Head Out Window (Bus in Motion)  
  1st Offense = 10 days bus suspension & Bus Safety Class included with bus suspension  
  2nd Offense = 30 days bus suspension  
  3rd Offense = Loss of riding privileges for the remainder of the year or 120 days, whichever is longer. |
| Exiting from Emergency Door        | 1st Offense = 30 days bus suspension & Bus Safety Class included with bus suspension  
  2nd Offense = Loss of riding privileges for the remainder of the year or 120 days, whichever is longer. | 2nd Offense = Loss of riding privileges for the remainder of the year or 120 days, whichever is longer. |
| Fighting                           | The consequences for these behaviors are subject to the level of severity, and the history of a student's previous bus or school behaviors.  
  1st Offense = 3-5 days bus suspension and Bus Safety Class  
  2nd Offense = 6-10 days bus suspension  
  3rd Offense = 15-30 days bus suspension  
  4th Offense = Loss of riding privileges for the remainder of the year or 120 days, whichever is longer. |
CALENDAR OF EVENTS
A calendar of all school events, PTA meetings, and NO SCHOOL days is at the end of this handbook as well as on our website at: highlandel.spps.org

CELL PHONES
Students may not use cell phones during school hours. If a student needs to have a cell phone at school, it must be turned off and kept in the student's backpack. Students bring cell phones to school at their own risk. HPE staff will not be responsible for items that are lost, broken, stolen, loaned, or traded.

CLOTHING & DRESS
It is important to the learning environment that students come dressed appropriately for school. Keep in mind that students have recess every day. Clothing should be comfortable and students should wear shoes in which they can easily walk and run. Students will go out for recess unless the weather is very wet or severely cold. Warm coats, snow pants, gloves/mittens, hats and boots are a must in the winter. On days when students have physical education, tennis/court shoes are required. Clothing that is gang-related, or associated with guns, weapons, drugs, or alcohol is prohibited. Hats, baseball caps, and hoods are not to be worn inside the school.

COMMUNICATION
Communication between school and families is crucial. We have several modes of communication that should help you keep on top of everything related to HPE, including: Our website (highlandel.spps.org), email, monthly building newsletter, classroom newsletters, automated phone announcements, planners, Thursday communication folders, and phone calls. Be sure to update your contact information with the teacher and the school clerk with any changes during the year.

DISMISSAL PROCEDURES
Students are dismissed at 4:00 PM. Students who are assigned to ride a bus are expected to ride their assigned bus on a daily basis. Unless there is WRITTEN NOTICE, students who ride the bus will be put on the bus at the end of the day. Students who walk will be assigned a patrol line and will meet the patrols at 4:00 everyday unless there is WRITTEN NOTICE. The office will not be accepting phone calls for dismissal changes. Students and staff need to know in the morning via written notice if there are any changes in dismissal for that day. Students need to be picked up by 4:15 PM on Saunders Avenue. Parents who are picking up and dropping off on a regular basis should have an information form on file in the office. Forms are available in the office.

DROP-OFF & PICK-UP SITES
Drop-off and pick-up is on the south side of Saunders Avenue only. Do not drop off or pick up students on Rome Avenue, in the parking lots, or on the north side of Saunders. Rome Avenue is for buses only. All drop-off and pick-u traffic should drive up Saunders, heading east.

DISCOVERY CLUB (DC)
Discovery Club provides child care before and after school, from 6:30-9:15 AM, and 4:00-6:00 PM on site at HPE. DC is a fee-based program that offers students academic, recreational, and cultural activities to support learning and social development before and after school. To enroll in DC, apply at discoveryclub.spps.org or call 651-632-3793.
EXTENDED DAY LEARNING (EDL)
EDL provides enrichment opportunities for students in grades 3, 4 and 5 after school from 4:00-5:45 on Mondays and Wednesdays. To sign up for EDL, enter it in iUPDATE or pick up a form in the office. Return the band form to the office with the instrument your child is interested in playing.

EMERGENCY INFORMATION
It is very important that the school clerk has the most current information for how to contact families in an emergency. Please inform the secretary of any changes in phone numbers or addresses during the year.

ENTRANCES TO SCHOOL
The main entrance on Saunders is the only one entrance to HPE. Families and students must be buzzed in during school hours. During major school events, the doors on Rome will be open.

FAMILY ENGAGEMENT PLAN
Our Family Engagement Plan outlines our commitment to families during the year. It serves as a guide to help families navigate family involvement at HPE. A link to our Family Engagement Plan is on our website at highlandel.spps.org.

FOOD SERVICE
All families should fill out a form for educational benefits (free lunch) even if you don't believe you qualify. School lunch costs $2.50 for students who do not qualify for educational benefits. Additional milk is 50 cents. At any time during the year, families can apply for free lunch.

FIELD TRIPS
We love parent chaperones and parents are always welcome to accompany their child and the class on a field trip. However, you must contact the teacher at least two days in advance to let him/her know that you plan on joining the class, so that the teacher can plan accordingly. All students must have field trip permission included in iUPDATE.

GADGETS & ELECTRONICS
Gadgets and toys are a major distraction to learning and should not be brought to school. Toys and gadgets include such things as fidget spinners, stuffed animals, cars, electronic games, audio equipment, cell phones, pagers, trading cards, etc. HPE staff will not be responsible for items that are lost, broken, stolen, loaned, or traded.

GOODIES & TREATS
All birthday and holiday treats must be store bought and in the original packaging. Individually wrapped food works best. Avoid bringing cakes and other foods that need to be cut and served. Students are not allowed to have soda pop at school. Inform the teacher in advance to let him/her know when you will be bringing treats. Bring all treats to the office and they will be delivered to the classroom.
HEALTH SERVICES & MEDICATION
Parents of students who need to have medication administered during the school day must speak with the nurse and fill out the appropriate forms. Students may not take prescription or over-the-counter medications on their own, and may not carry them or store them in a desk or locker. All medications must be labeled and be kept in the nurse’s office. The nurse’s direct phone number is 651-888-7632.

HOMEWORK POLICY
Teachers will communicate their homework policies to parents, and homework assignments for students in grades 1-5 are written in the student’s planner or in homework folders. We always suggest a minimum of 20 minutes of reading, either independently or with a parent, per night regardless of grade.

ILLNESS
Let’s help everyone stay healthy! Please keep your child home with the following conditions:

- Temperature over 99 degrees
- Vomiting/diarrhea
- Strep throat
- Contagious diseases (chicken pox, whooping cough)

Students must be free of symptoms or be on antibiotics for at least 24 hours before returning to school.

INTERPRETERS
If you need an interpreter for family conferences or any other reason related to your child’s education, please let us know and we will arrange for one.

iUpdate
iUpdate is the district’s new online family and student information database. All families must fill out the information in iUpdate for each child in the family. iUpdate can be found online at spps.org/onestop. If you do not know your username or password, please call Terri in the office at 651-293-8770.

LEAVING SCHOOL EARLY
If a student needs to leave school early for any reason, a parent or guardian must notify the school of the need to leave early. Upon arrival, the parent or guardian must come directly to the office to notify the clerk and sign the student out. The clerk will call the student’s classroom and ask that the student be sent to the office. Do not go directly to the classroom to pick up a child. For the safety of all students, we ask for your full cooperation with this policy.

LIBRARY BOOKS
The library has a great selection of books for students in all grades. Kindergarten students are able to check out one book at a time for a week. Students in grades one through five can check out two books for a period of two weeks. Students will receive reminders about overdue books. Please help keep books clean and dry - no food or liquids near books. If a book is beyond repair or lost, the student and family are responsible for paying for the book. LibraryGO is an excellent option for checking out books this year. All students have LibraryGO accounts. You can sign up for LibraryGO in the iUpdate.
LOST AND FOUND
The lost and found is located by the Rome Avenue bus doors near the gym. Please check the lost and found periodically for items that might belong to your child(ren). All items left in the lost and found are donated to Goodwill several times during the year. Please put your child’s name on all outerwear, including sweatshirts and lunch boxes.

LUNCH TIMES (all lunches are 30 minutes for each class)
Pre-K: 12:10-12:40
Kindergarten: 11:29-12:03
Grade 1: 1:04-1:38
Grade 2: 12:21-12:51
Grade 3: 11:25-11:57
Grade 4: 12:15-12:49
Grade 5: 1:00-1:32

M, N, O
MEDIA RELEASE FORMS
Media releases are included in iUpdate. If you prefer that your child not be photographed, please inform your child of that decision so that s/he will understand we cannot include him/her in photos randomly taken at school. This does not include picture day.

MINNESOTA REPORT CARD
The Minnesota Report Card gives you easy access to understandable district and school data. This tool is designed to provide parents, educators, schools, districts, and citizens with easy access to district and school information, test results, demographic information and other critical data in a centralized location. Choose from several reports to learn more about the state of education in a specific school, your local district, or the state as a whole. The link to see Highland Park Elementary’s report card is: http://rc.education.state.mn.us. At that site, select Highland Park Elementary School in Saint Paul.

NO SCHOOL DATES
All no school dates are listed on the calendar. We do not send home additional notices of no school during the year.

OFFICE HOURS & NUMBERS
Office hours at HPE are 8:30-4:30 Monday through Friday
Office phone number: 651-293-8770
Attendance line (available 24 hours a day): 651-744-2583
Fax number: 651-293-8983

P, Q, & R
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.

**PTA**
The PTA sponsors and supports events and activities throughout the year that enrich our students’ lives, provide them with learning opportunities, artists-in-residence experiences, evening events, and fundraising. The PTA meets monthly and is open to all parents. Free child care is provided. The exact dates are listed on the school calendar. For more information, email to: highlandparkel.pta@gmail.com.

**PYP**
Highland Park Elementary is an accredited IB International Baccalaureate Primary Years Programme (IB PYP) world school. Our Primary Years Programme focuses on the development of the whole child, in the classroom and in the world outside, and through other environments where children learn. It offers a framework that meets children’s academic, social, physical, emotional, and cultural needs. It does so through the development and reinforcement of a set of student profiles and attitudes.

**Learner Profiles** – The following profiles or attributes are fostered in student learners at HPE. Students are encouraged to be: Balanced, Caring, Communicators, Inquirers, Knowledgeable, Open-Minded, Principled, Reflective, Risk-takers, and Thinkers.

**Attitudes** – The PYP curriculum seeks to develop the following attitudes: Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance.

**QUESTIONS**
If you have questions regarding any aspect of your child’s education at HPE, do not hesitate to contact your child’s teacher. The best way to reach a teacher is by email. All HPE staff are listed on the website, or you can directly email at firstname.lastname@spps.org. (Example: nancy.flynn@spps.org).

**S**

**SAFETY AND SECURITY**
For the safety of everyone in the school, all doors are locked during school hours. To gain entrance, use the main entrance on Saunders Avenue and push the button marked OFFICE during school hours, and DC during Discovery Club hours. When you hear the click, pull the door open. During major school events, the main doors will be open. During school hours, all visitors, including parents, must come directly to the office to sign in and get a visitor’s badge. All visitors must sign out and return the badge when leaving.

**SCIP**
There is a link to the SCIP (School Continuous Improvement Plan) on our website at highlandel.spps.org. Our SCIP goals always involve strategies for improving achievement for all students in reading and math.

**SCHOOL DIRECTORY**
The HPE PTA publishes a school directory with contact information for students by grade level. To be included in the directory, you must turn in a directory form by October 15. Forms are sent home in Thursday folders and are available in the office. Families should provide only the information they want published in the directory. If you do not want to have your information published in the directory, please note that on the form.
SCHOOL EVENTS
All families are encouraged to attend school events. The calendar of events is included in this handbook as well as on our website. If you need transportation to any of the events, please call the school at 293-8770 to arrange for cab service.

SCHOOL CLOSING & PROCEDURES
School will never have a delayed opening or close early due to weather. If school is going to be closed for the day due to weather, you will receive an automated call, email, and/or text from the district. Closings are also broadcast on the major local television stations and radio stations. If you do not see or hear that Saint Paul Public Schools are closed, then HPE will be in session.

SCHOOL PATROL
The school patrol walks students within one mile of HPE along three different routes. Please let the principal know if your child will be walking to and from school. The patrol walks every day as long as the temperature is above zero. If the temperature is below zero, the school patrol will not be responsible for walking students to and from school. The school patrol will begin their routes on the Monday, September 23, 2019.

SCOTTIE SCHOLAR AWARDS
Students are able to earn Scottie Scholar tickets every day for exhibiting PYP learner profile attributes (see attributes under PYP above). These tickets are put in a grade level box in the office. Every Monday morning, one student from each grade will be drawn from the grade level box to become a Scottie Scholar for the week. Scottie Scholars receive a dog tag and have his/her picture taken with the group of winners. The photo is then displayed that week in the main hall, just past the office.

T, U, & V
TESTING
The dates students will be taking the state-wide standardized tests will be published on our website as well as in the monthly newsletter. Please do not schedule vacations, doctor’s appointments or anything that can be scheduled on alternate dates on testing dates. It is very important that all students complete the tests.

TEACHER REQUESTS
All of our teachers are highly qualified, experienced, dedicated educators. Class lists are very deliberately created based on meticulously balancing academics, learning styles, special needs, race/ethnicity and gender. The teachers and principal will consider a parent’s request for a particular teaching style based on the child’s particular learning styles. Parent requests for a particular teacher will not necessarily be honored. To request a particular teaching style, send a request citing the child’s needs and learning styles to the principal no later than May 20 and we will do our best to match those needs and learning styles to one of our teachers.

TECHNOLOGY RELEASE
Technology release is included in iUPDATE. Please make sure your information in iUPDATE is current.

TRANSPORTATION
Bus Transportation
The transportation department does its best to have buses running on time, but on any given day, buses can be running late both in the morning and in the afternoon. Students should be at the bus stop 5 minutes before the bus is scheduled to arrive in the morning. The transportation department requests that you wait 10 minutes after the normal pick-up time to call transportation. If the bus does not show up,
call transportation at 651-696-9600 and they can tell you when the bus is due to arrive. Similarly, in the afternoon, if the bus does not show up at your stop at the scheduled time, and you have waited an additional 10 minutes, you can call transportation and get an update on when the bus will arrive at the stop. The MySPPS app also gives you bus alerts and an estimated time of arrival. If the bus does not arrive at the stop on time in the evening, do not leave the stop, because as soon as you do, the bus may arrive and drop off your child. Call transportation at 651-696-9600 and ask them for the time the bus will arrive at your stop.

**Transportation to Family Events**
Families who need transportation to attend family events and/or conferences at Highland Park can receive transportation by calling the school at 293-8770. The clerk or parent liaison will schedule taxi service for conferences or school events upon request.

**VALUABLES & MONEY**
There is no reason for students to bring large sums of money or wear expensive jewelry to school. The only reasons for bringing money to school are for picture day and lunch, which is in a clearly marked envelope, field trips, or small amounts to be spent on fundraisers or raffle tickets. HPE staff will not be responsible for money or valuables that are lost, broken, stolen, traded, loaned, or spent.

**VOLUNTEER OPPORTUNITIES**
Volunteers are always welcome at HPE. There are numerous opportunities to be involved in various aspects of school life. There are opportunities to provide tutoring, help teachers in the classrooms, chaperone field trips, and help with PTA events and fundraisers. If you would like to volunteer, please email Kara Kipfmueller, our parent liaison, at kara.kipfmueller@spps.org.

**VISITORS**
We welcome visitors during the school day. All visitors must sign in and get a badge upon entering the school. Visitors must also sign out and return the badge when leaving. If you are planning to visit your child’s classroom, arrange your visit in advance with the teacher to make sure it is an appropriate time (e.g., not testing, not on a field trip, etc.). We ask that you keep classroom visits to 30 minutes or less, unless arranged differently in advance. The purpose of classroom visits is to observe teaching and learning, and is not a time for conferencing with the teacher.

**W, X, Y, & Z**

**ZERO TOLERANCE**
HPE, along with Saint Paul Public Schools, has a zero tolerance policy for weapons of any kind, whether they are real or replicas. “Weapon” means any firearm, whether loaded or unloaded, toy gun, or replica of a gun, pictures of guns, bullets, a knife of any kind, firecrackers and poppers, or any device designed as a weapon and capable of producing death or bodily harm, or any other device or instrument which, in the manner it is used or intended to be used, is likely to cause bodily harm.
### AUGUST 2019

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- **29** Back to School Night (5:30-6:30 PM)

### SEPTEMBER 2019

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- **3** First Day of School (Grades 1-5)
- **3-4** Pre-K & Kindergarten Conferences
- **5** First Day of School (Grades Pre-K & Kindergarten)
- **5** Pre-K & Kindergarten Parent Coffee Social (9:30-10:00AM)
- **12** PTA Meeting (6:00-7:30PM)
- **17** Coffee Connection (9:15-10:15AM)
- **25** PTA Fall Fundraiser Begins

### OCTOBER 2019

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- **7** Awards Assembly (10:00AM)
- **9** PTA Fall Fundraiser Ends & Orders Due
- **10** Fall Picture Day
- **14** PTA Meeting (6:00-7:30PM)
- **17-18** No School (All Grades) – State Teacher Meetings
- **23** Bring Your Parent to Pre-K Day (9:30AM-12:00PM for Pre-K Morning & Full Day Classes & 1:30-4:00PM for Pre-K Afternoon Class)
- **24** PTA Fall Festival & Flu Shot Clinic (6:00-8:00PM)
- **25** No School (All Grades) – Conference Prep

### NOVEMBER 2019

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- **4** Awards Assembly (10:00 AM)
- **7** Title I Meeting (5:30-6:00PM)
- **7** PTA Meeting (6:00-7:30PM)
- **7** Picture Retake Day
- **11-15** PTA Scholastic Book Fair
- **12** Parent Teacher Conferences (4:45:7:45PM for Grades Pre-K – 5)
- **14** No-School (Grade Pre-K Only)
- **14** Give to the Max Day
- **14** PTA Fall Fundraiser Order Pick Up (4:00-7:30PM)
- **14** Parent Teacher Conferences (9:30AM-3:30PM for Pre-K Only & 4:45-7:45PM for Grades Pre-K – 5)
- **15** No School (All Grades) – Conferences
- **15** Parent Teacher Conferences (7:30-11:30AM for Grades Pre-K – 5)
- **22** PTA Fall Fundraiser Limo Ride (for students with required level of sales)
- **28-29** No School (All Grades) – Thanksgiving Break

### DECEMBER 2019

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- **2** Awards Assembly (10:00 AM)
- **9** PTA Meeting (6:00-7:30 PM)
- **23-31** No School (All Grades) – Winter Break

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**Highland Park Elementary**
1700 Saunders Avenue
Saint Paul, MN 55116

**Phone:** 651-293-8770
**Fax:** 651-293-8983

**Attendance Line:** 651-744-2583
**SPPS Transportation:** 651-699-9600

[highlandel.spps.org](http://highlandel.spps.org)