

Dear Hamline Families:

Welcome to the 2023-24 school year! All of us at Hamline look forward to seeing students in grades 1-5 on Tuesday, September 5th, and Pre-K and kindergarten students on Thursday, September 7th.

This new school year promises to be a great one as we welcome your children and you, both new and old, back to Hamline. Simply put, YOU are the reason we are here! There is nothing more exciting and hopeful than the beginning of a new school year and seeing the faces of the children as they walk through the doors. We are committed to partnering with you to provide a safe, caring and rigorous learning environment for every child.

At Saint Paul Public Schools, our mission is to inspire students to think critically, pursue their dreams and change the world. This means providing challenging and engaging instruction in welcoming classroom environments that represent and respect the diverse backgrounds of our students. This way, every student can feel seen, empowered and ready to find joy in learning.

The first day of school is exciting for students, families and staff alike. It can also be overwhelming with lots to take in. I still remember the excitement I felt as I sent my daughters off for the first time as well as all the new information I needed to learn. Here are a few things to know so you can help your students be ready for the first day.

Open House

Please join us at our Open House to welcome students and families to a new year on Thursday, August 31st from 4:30-7:00. You can meet the teacher, visit classrooms and gather resources. We will also have support for filling out iUpdate forms.

Class Lists: Teachers will be reaching out to families during the week of August 28th to introduce themselves. Class lists will also be posted at Open House.

School Hours

School begins at 9:15am and our dismissal process begins at 4:00pm.

Transportation

You will receive a postcard in the mail with transportation information at the end of August. The postcard lists details about where and when to get on and off the bus. Please arrive at the bus stop **five minutes before** the bus is scheduled to pick up your child. Track the status of your child's bus on our school's website spps.org/Hamline or the Bus Status app.

If you believe your student is taking the bus but did not receive a postcard, please call Transportation at 651-696-9600 as soon as possible.

School Drop-off and Pick-up

As much as we love seeing students come through our doors each day, no student should arrive at school before 9:15 unless signed up for the ACES Morning Program. We simply do not have the staff to monitor students prior to the start of the day at 9:15.

Morning Drop Off: 9:15-9:35

If you are dropping off in the morning, please pull into the **Hubbard** parking lot car line between 9:15-9:35. Ms. T and Mrs. Weiss will be waiting at the doors, often dancing, to welcome students and help them out of the car. No student should be dropped off on the Englewood side of the building as buses are dropping off and it is a safety issue.

Dismissal:

Dismissal begins at 4:00. Students who are picked up are dismissed to the gym and remain there until the caregiver pulls up in the car line on the **Hubbard side** of the building.

Caregivers pull in to the car line and students are called over the radio when staff sees you pull up. Typically everyone is called out by 4:15. If you prefer to not go through the car line you are also able to park on Hubbard, walk up to the door and staff will call your child out.

Early Pick Up:

If a student is to be picked up from school at any time during the day, or if a change in dismissal routine is needed please email the teacher, send a note with your child or call the office before 2:30. After 2:30 it can become challenging to get word to the teacher to change the dismissal routine so we appreciate as early notice as possible.

All caregivers who are picking up early must come directly to the office, sign the student out and the clerk will call your child's classroom. Please note that once we have hit 3:40 it becomes very difficult to connect with classrooms as the dismissal process has started. You may be asked to wait in the lobby to collect your student as classes are called down for dismissal.

Please Note:

- Only those you have listed on Campus can pick up your child. Legally, we can not release any student to anyone who is not on Campus. If you need to add trusted people to Campus please work with our clerk to do this. If there is an occasion in which you need to have someone, other than those listed on Campus, pick up your child you must speak directly to your child's teacher or the clerk to confirm approval.
- There is no staff available to watch children past 4:15. If there is an emergency please let us know prior to 4:00.
- Students are not allowed to ride a bus other than the bus that is assigned to them. If a child is to go home with a friend after school, parents and caregivers must make their own arrangements for transportation.

Meal Information

All students are eligible to receive free breakfast and lunch under the Minnesota Free School Meal program. As students arrive at school, they can grab their breakfast and eat in class. Hot and cold breakfast options are available.

Single Item Purchases and Second Meals

Second meals, incomplete meals and single items, such as milk only, must be purchased. The 2023-24 meal and milk prices are:

- Student Second Breakfast: \$2.85
- Student Second Lunch: \$5
- Milk Only: \$0.50
- For a complete list of prices, visit spps.org/ns.

Application for Educational Benefits

While all in-person students will receive free breakfast and lunch under Minnesota's Free School Meals program, **it remains critical that all families complete an Application for Educational Benefits each school year.** These applications determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits. The application can be completed online at schoolcafe.com/spps. Paper applications are available at school. We are happy to support you in filling out the application at our Open House on August 31st.

Immunizations

Please check in with your health care provider to make sure your child's immunizations are up to date before school starts in the fall. Visit spps.org/immunizations or call our school nurse for more information.

Child Care Before and After School

ACES Morning Program is a new program here at Hamline and offers **free** morning programming for families in need of before school care. This is for students in grades K-5. The ACES (Athletes Committed to Educating Students) Morning Program runs from 7:30-9:15 AM each day.

Transportation is not provided so if interested, children will have to be dropped off by a parent or caregiver. Space is somewhat limited so please click on the link below if you are interested, as soon as possible.

ACES brings math and social-emotional learning to life for Minnesota students. Their hands-on curriculum, individual mentorship, and once-in-a-lifetime field trip opportunities help students develop crucial academic and life skills – all through the exciting lens of sports.

The program is targeted to fourth and fifth grade students, but we are also able to offer care for students in grades K-3 as well. Please click this link to be added to this list and we will reach out to you.

https://docs.google.com/forms/d/e/1FAIpQLSc3o7hBYrkNGcHM2vORWW4O_QTx2I4-LD-IJRHF7uNTAN5STQ/viewform

Discovery Club is another fun and nurturing child care program for students in grades PreK-5 that supports learning and development before school, after school, on non-school days and during the summer. Discovery Club is located in the Rondo building and students are dropped off at that location and bused to Hamline by 9:15. Space is limited. For a list of fees, locations, and to register or join the waitlist, visit spps.org/discoveryclub or call 651-632-3793.

HANCOCK RECREATION CENTER connected to our building, offers Rec Check after school hours from 4:15-6:00. Rec Check is a free program and serves students from grades 1-5. If you are interested in signing your child up for Rec Check, you can go online at [Rec Check](#) to apply or call 651-298-4393.

The Hancock Recreation Center, though connected to us, is independent from St. Paul Schools. Hamline Elementary School does not have any responsibility for children who attend Rec. Center programs with the exception of getting them there after school.

Extracurriculars

Extended Day Learning(EDL) is offered after school on Mondays and Wednesdays from 4:15-5:45 and starts on October 23rd. Extended Day for Learning (EDL) offers students fun, engaging activities to strengthen academic and social emotional skills. Licensed teachers and community partners provide a variety of experiences such as Instrumental Music(for older grades), Lego League, Arts, STEM and Math/Literacy experiences to get students excited about learning while making new friends and improving their skills. More information on how to register for EDL will be coming in September.

Student Rights & Responsibilities

SPPS strives to create welcoming schools where each and every student is seen, known and valued. There are rights students are guaranteed when they are at school as well as responsibilities that accompany those rights. Families are strongly encouraged to review the [Rights & Responsibilities Handbook](#).

Attendance is an important part of student success. We realize there are many reasons that a student may be absent from school. If your child will be absent from school, please notify the school. If we are not notified the absence will be marked unexcused. Communication between home and school is a vital component to a positive school experience.

School Safety

Safety is a top priority at our schools. Hamline has an Emergency Operations Plan that is created specifically for our school and regularly reviewed. Families receive communication home when an incident directly impacts their students, such as a lockdown. Exterior doors are always locked and all visitors must sign in at the office when visiting school.

Families, students and staff can use the MySPPS app to [“Send a Tip”](#) and confidentially report unsafe behaviors to SPPS Security and Emergency Management (SEM). Every tip is taken seriously and acted on right away. Learn more at spps.org/safety.

Contact Information

Please check our school website regularly, [Hamline Website](#), for information and updates. If you have questions the website doesn't answer, please call the front office at 651-293-8715.

Below you'll find helpful links for your review. Please make sure to click on the iUpdate link to update family information, emergency contacts, and other important information. It is very important that we have updated information as this is how you will stay informed through emails, phone calls and texts. If you do not have or have forgotten your One Stop username (the letter 'g' followed by six numbers, gXXXXXX) and password you can call 651-603-4348. We will also be available to support you at the Open House.

- [School Supply List](#)
- [School Calendar](#)
- [iUpdate Forms](#)

I'm looking forward to welcoming you and your child/children to a new school year. I'm so proud to be part of this wonderful school community. Thank you for choosing Hamline to educate your children. If questions arise please call the office at 651-293-8715. You may also email our clerk at Rozlon.thomas@spps.org or me at Kristin.reilly@spps.org.

In Partnership,

Kristin Reilly, Principal
Hamline Elementary