



Benjamin E. Mays IB World School

AN INTERNATIONAL BACCALAUREATE
PRIMARY YEARS PROGRAMME SCHOOL

2016-2017 Family Handbook

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.

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.

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.

COMMUNICATION IS KEY!

We prefer **WRITTEN** communication, but phone calls as needed are okay.

Main Office 651-325-2400
Fax 651-325-2401
Report Absence/Sick. . . 651-325-2499
Nurse 651-325-2786
Cafeteria 651-325-2679

<http://www.benmays.spps.org>

For the most current info & schedule check your weekly newsletter in your Child's Wednesday Packet.

Nyob zoo xyoo 2015-2016 tsev kawm ntawv cov niamtxiv phau ntawv qhia hnuv thiab kev qhia kawm ntaub ntawv!

Peb vam hais tias phau ntawv no yuav qhia rau koj paub txog tsev kawm ntawv lub luag hauj lwm thiab tsis tas li ntawd yuav yooj yim rau koj nyeem. Nyob rau tom qab koj yuav pom xwm txheej txog tsev kawm ntawv cov kev cai.

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.

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.

In case of an emergency please do not leave a message in voice mail, but talk directly with office staff. That way the message can be relayed to the teacher and/or student.

Bienvenido a el 2015-2016 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.

SCHOOL HOURS

8:30 a.m. – 3:00 p.m.

OFFICE HOURS

8:00 a.m. – 3:30 p.m.

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.

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**.

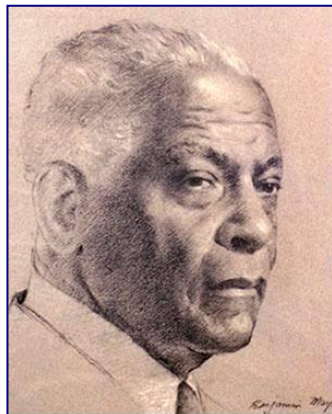
We strive to be responsible **risk-takers**
Who believe that *"It is not a disgrace not to reach the stars,
But it is a disgrace to have no stars to reach for."*

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.*



Benjamin E. Mays
1894-1984



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
Reflective	Balanced	Risk-takers	Caring
Principled	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

Uniform Policy

Benjamin E. Mays IB World School is a uniform school. Because academics are our primary concern, we want to make sure our students are able to focus on school and are not distracted by what they wear or by what other classmates wear. **THE UNIFORM POLICY WILL BE STRICTLY ENFORCED.**

The accepted uniform is:

Shirts –

- Navy or white, short or long sleeve, polo style
- Shirts should be the correct size, neither too tight nor more than one size larger than child
- Shirts must be tucked in

Pants/shorts/capri's/skirt/skort/jumper –

- Dark or light khaki, navy blue
- Any style of plain white shirt may be worn under a jumper
- No sweatpants, stretch pants, jeggings
- Students should wear a belt if pants sag

Sweaters

- Navy hooded, zip-up, sweatshirts (with or without school logo); navy crew neck sweatshirts with collared uniform shirt worn beneath; or navy cardigan sweaters. No words, print or emblem.

Shoes

- Closed toe, flat bottom. **NO** flip-flops, clogs or shoes with rollers

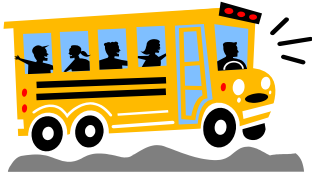
What will happen if a student comes to school out of uniform?

Students are expected to arrive at school every day in full uniform. Do not send a student to school out of uniform. Students who do not abide by the standards of the uniform policy will:

- The first time a student arrives to school out of uniform, the student must call home for a uniform. The student will receive a reminder letter for their parent/guardian, which should be signed and returned the next school day.
- The second time a student arrives to school out of uniform, the student will be given a cold lunch and not be allowed to eat lunch with their class that day.
- The third time a scholar arrives to school out of uniform, the student will serve a one-day in school suspension.

Navy and white polo shirts and khaki bottoms may be purchased at any retailer.

GENERAL POLICIES



ARRIVAL

The school day for students is 8:30 a.m. – 3:00 p.m. Students are not allowed in the school before 8:15 a.m. and should not be dropped off before that time. Before 8:15am 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>

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 8:31 a.m. and 11:44 p.m. will be tardy.
- Students who enter the building after 8:31 a.m. need to report to the main office.
- Students arriving after 11:45 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 3:00.
- 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)

STUDENT DISMISSAL



- The school day ends for students at 3:00 p.m.
- Any student leaving before 3:00 p.m. needs to bring in a WRITTEN note the morning of the request to their teacher by 10:30 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 2:30***).
- 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 the yellow parking lot, walk to the yellow doors, and properly sign them out. For student's safety they must be signed out, then escorted across the driveway.
- There is no supervision for students who remain after school beyond 3:30pm.
- If your child is not collected by 3:45 p.m., your child may be picked-up by a St. Paul police officer.

BUS EXPECTATIONS

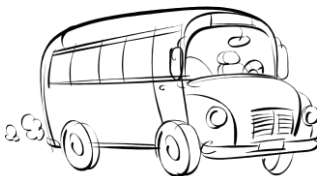
Bus transportation is a privilege, not a right for Minnesota students.

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!***

Before & After School

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

CLASSROOM VISIT GUIDELINES

- ❑ All visitors must first report to the school office, sign in, and put on a visitor's pass before going to a classroom.
- ❑ Be respectful of student instructional and work time by limiting your time in the classroom (i.e. 30 minutes per classroom), unless you make other arrangements in advance with the classroom teacher.
- ❑ If you have a question or want to engage in dialogue with the classroom teacher, please contact them (call the office at 651-325-2400, e-mail, or send a note with your student) to set a meeting time. It is important for our students that are teachers are able to give them their undivided attention during the school day.

SCHOOL NURSE & EMERGENCY PROCEDURES

The school nurse is located on the upper floor just beyond the main office (651-325-2786). 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.

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.

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.

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.



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*

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).

Recess is cancelled when conditions are too wet or any combination of air and wind chill totals are lower than -10°.

EMERGENCY SCHOOL CLOSING

In the event of severe weather, the listing of school closings can be found on the school website <http://www.benmays.spps.org> 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.

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.)
- Parent Academy (courses on how to get the most from your child's education)

For more information call the office and ask for the Family Engagement Staff.

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 St. Paul Public Schools web site at www.scip.spps.org.

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 every other month. Check the family calendar and weekly newsletters for meeting dates and times.

Can I join?

YES! We need you!

Saint Paul Public Schools Board of Education

Jon Schumacher
Chair

Zuki Ellis
Vice-Chair

Steve Marchese
Treasurer

Chue Vue
Director

John Brodrick
Director

Mary Vanderwert
Director



Administration

Dr. John Thein
Superintendent

Lisa Sayles-Adams
Assistant Superintendent

Kirk Morris
Principal

Hatti Moeller
Assistant Principal