

American Indian Magnet School

Student & Family Handbook 2014-15



Dear American Indian Magnet Families,

Students, staff, parents, and community members are active in making the American Indian Magnet School a great place to learn and teach. It is important we work together as a team. This handbook provides useful information about many activities at the school. I hope this information helps you to take advantage of all the opportunities at the American Indian Magnet School. The information will help insure that the safety and well being of students and staff are maintained. Please read this handbook and keep it handy for future reference. Best wishes for an excellent school year.

Sincerely,

Dr. Steve Couture, Principal

American Indian Magnet School

1075 East Third St., St. Paul, MN 55106

Office Hours: 8:30 a.m. - 4:30 p.m.	Telephone: 651-778-3100	Fax: 651-778-3101
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2014-15 Staffing Assignments

Principal	Dr. Steven Couture	Middle School Counselor	Jullonne Glad
Assistant Principal	Lois Vosika-Weir	American Indian Studies (AIS) Coordinator	Jason Bresette
Administrative Intern	Susan Mondry	Nurse	TBD
Dean of Students	Brooke Magill	Family Liaison	Donna Stein
Lead Secretary	Theresa Fries	Cultural Specialist	Angie Thornhill
Social Worker	Sue Bobolink	Attendance Clerk	Marge Ross

Please visit www.aims.spps.org for a full list of all American Indian Magnet School staff.

American Indian Magnet School Mission Statement:

We are a school emphasizing an American Indian cultural perspective to provide a high quality education for all.

The American Indian Magnet School builds an active community of learners through a focus on core values including respect, wisdom, love and environmental responsibility.

We believe that students' ability to master high-level skills is the gateway to their future success. The school's rigorous academic program is based on national and statewide standards of what students should learn in reading, writing, speaking, listening, math and science.

Teachers work together to use the best educational methods to help all students achieve and perform at high levels. Students have the unique opportunity for in-depth study of the rich culture and history of American Indian Tribes. The students have the opportunity to learn Ojibwe and Dakota/Lakota. American Indian culture, values, and history are blended into classroom learning through the use of quality literature in our Book of the Month program.

AMERICAN INDIAN STUDIES

American Indian Studies (AIS) at American Indian Magnet School is a Native academic and cultural experience for students who are dedicated to being active participants in their own education.

Students that opt to enroll at the American Indian Magnet School (AIMS) as part of the Saint Paul Public Schools District-wide magnet will need to commit to the school by first, following the Ojibwe Teachings and the Lakota Virtues, which are: Wisdom, Love, Respect, Courage, Compassion, Honesty, Patience, Resiliency, Generosity and Truth. Students must also commit to meeting **ACADEMIC** requirements and **CULTURAL INVOLVEMENT** components. Students failing to satisfy these requirements will be referred to administration for review of student placement. Administration will consult with the Assistant Superintendent and Placement to determine future enrollment.

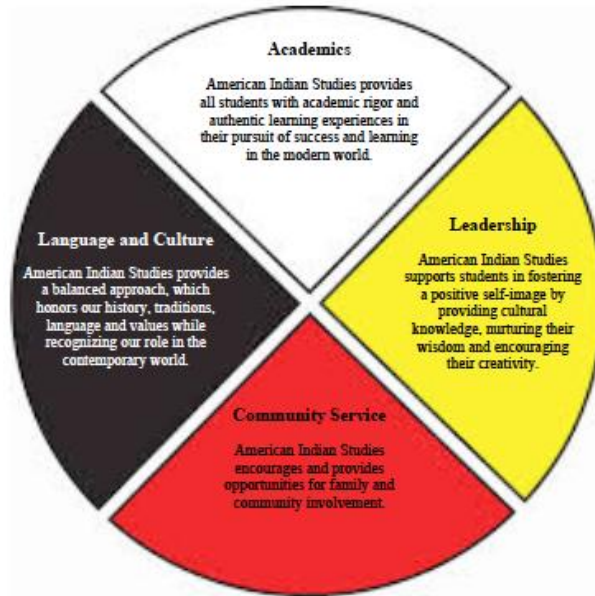
ACADEMIC	Must be enrolled in, and earn credits in, AIS courses each term while attending the American Indian Magnet School.	Choose from the following: <ul style="list-style-type: none"> • Lakota Language and Culture • Ojibwe Language and Culture • American Indian History or Art • American Indian AVID
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To meet the AIS **CULTURAL INVOLVEMENT** component, students must select at least one of the following options:

LEADERSHIP	Participate in AIS Leadership opportunities.	Choose any of the following: <ul style="list-style-type: none"> • AIMS Ambassador • Drum Group • Ojibwe Quiz Bowl Team • Drum & Dance Competition • AVID opportunities • WEB Leadership
COMMUNITY SERVICE	Become actively involved in the Saint Paul Native Community and the AIMS community, engaging in culture-based service learning projects.	Volunteer each school year in the Native Community: <ul style="list-style-type: none"> • SPPS Indian Ed Powwows • Community Powwows • SPPS Indian Ed or AIS Events • WEB Leadership • Powwow for Hope
LANGUAGE & CULTURE	Reflect on AIS learning experiences, showcasing educational achievements and exploring personal growth.	<ul style="list-style-type: none"> • Lakota Language and Culture • Ojibwe Language and Culture • American Indian History or Art • American Indian AVID

AIMS provides the opportunity for ALL students and cultures to learn American Indian history, literature, art, and language from a Native perspective. However, AIMS students who attend AIMS choose to do so to participate in the AIMS school community. Both Ojibwe and Lakota languages are offered at AIMS. All AIMS classes meet district and state content standards, and have been developed as rigorous, yet culturally competent courses.

Through collaboration with the Saint Paul Indian Education Program, we offer additional support for American Indian students, including attendance and grade monitoring, college and career exploration and social services.



AMERICAN INDIAN STUDIES PHILOSOPHY

Absences

Please call the school office at 651-778-3100 before 9:00 a.m. if a student will be absent for the day. Upon returning to school the student should present a note to the office staff explaining the absence. When a student is absent three or more days and is able to do school work, the parent may request assignments and materials from the school office. Students will be expected to make up the work missed within 7 days of being assigned. Please communicate planned absences of 3 or more days at least one week in advance of the absence when possible.

Arrival & Dismissal Times

The school doors open at 9:15 a.m. for car riders or walkers wishing to eat breakfast. Walkers and car riders must be dropped off at the Earl Street entrance and cross at the crosswalks. Students arriving on buses are immediately allowed in the building to eat breakfast. The students are released to their classrooms at 9:15 a.m. each morning. The school day officially begins at 9:30 a.m.

Parents must make childcare arrangements for their child before 9:15 a.m. We have NO supervision before 9:15 a.m. or after 4:00 pm.

Athletics Grades 6-8

Winter sports are boys' and girls' basketball. Spring sports are co-ed track and girls' badminton. Before playing a school sport a health/sport physical is required and the form is available from the athletic directors.

All student spectators must be accompanied by a parent/guardian and adhere to the MN State High School League Code of Conduct concerning Sportsmanship.

Attendance

Daily attendance is very important to the academic progress of each student. If there is a problem interfering with your child's attendance please contact the main office. Your son or daughter may be referred to the school social worker or the nurse for further consultation. All students upon registering for school are required by law to attend school. After 3 unexcused absences an alert letter is sent to the family. St. Paul Public Schools is a partner with Ramsey County Attorney Office's Truancy Intervention Program (FTIP) and is required to report unexcused absences after 5 days to the County Attorney. Additional unexcused absences will be addressed through established policies. 3 unexcused days of tardiness will constitute ½ day unexcused absence. After 10 unexcused days of tardiness, the family will be referred to FTIP.

Please try to arrange family trips and medical appointments outside of school day. Family vacations and babysitting are considered unexcused absences.

Breakfast to Go

American Indian Magnet participates in a free breakfast program. All students are welcome each morning to enjoy a nutritional breakfast to "get them going" for the morning. Breakfast begins at 9:15 a.m. **Students are not allowed in the building until 9:15.** Breakfast is served from 9:15 to 9:35 am. Accommodations are made if we have a late bus. This request complies with St. Paul Public School's policy.

Bullying & Harassment

Students exhibiting bullying & harassment behavior during school will be disciplined according to the Saint Paul Public Schools Rights and Responsibilities Handbook. Online social networking (i.e., Facebook, Twitter, other social media sites) have age requirements that prohibit students from having accounts.

Bus Transportation

Saint Paul Public Schools provides busing for students who live over 1/2 mile from the school. Minnesota law states that **transportation by school bus is a privilege, not a right** (see Bus Safety Regulations at SPPS Transportation). The following guidelines are designed to help accomplish this goal.

- The Saint Paul Public School District will not tolerate disruptions, abusive language, aggressive or dangerous behavior, vandalism, and chemical usage including smoking on

school buses.

- **Children may only ride their assigned bus. They may not ride any other bus home. Parents: do not send a note to the school or teacher requesting that your child is to ride home with a friend or relative. Transportation DOES NOT allow students to ride any other bus than the one assigned.**
- **Students must ride their assigned bus home unless prior written notice has been given to their teacher stating that parent has arranged alternative transportation. Please do not call the office for a change in transportation.**
- **Principals are responsible for enforcing bus safety rules and students will be suspended from the bus if necessary. If students are suspended, parents are responsible for student attendance at school. An absence is unexcused if students are unable to arrive at school due to bus suspension.**

Cell Phones & Electronics

Students are not to have cell phones or other electronic devices (i.e., ipods, cameras, etc.) during school hours. The device will be confiscated and held until the end of the day. Students refusing to surrender phone, will be directed to administration and a parent/guardian will need to come in to retrieve the phone.

Please note: We request students leave their electronics at home. AIMS staff and administration are not responsible for lost or stolen electronics (including cell phones). Thus, we will not search for them.

Change of Address/Work/Phone etc.

Please notify the school office promptly of any change in address or phone number at home, work, or emergency contact. This is very important in the event of an emergency with your child.

Communication

Several options available for communication between home and school are as follows; phone contact 651-778-3100, Email, Home Folders, personal visits, phone message from the school and our website: www.aims.spps.org

Middle school parents, you keep track of your student's attendance, lunch balance, assignments and current grades by regularly checking Parent Portal. Infinite Campus Parent Portal is available online or by using an app on your smart phone. Talk to Marge or Kathy in the main office to get an account set up for all your students enrolled in Saint Paul Public Schools.

Conferences

This is an important opportunity to discuss your child's progress with his/her teacher. Our goal for both conferences is that we have 100% attendance. Please contact your child's classroom

teacher if you are unable to attend the regularly scheduled time. Additional conference time can be scheduled by contacting your child's teacher.

Conferences - Elementary

Fall Conferences	Times		Spring Conferences	Times
November 19, 2014	5:00 - 8:00 PM		March 18, 2015	5:00 - 8:00 PM
November 20, 2014	5:00 - 8:00 PM		March 19, 2015	5:00 - 8:00 PM
November 21, 2014	8:30 AM – 3:30 PM		March 20, 2015	8:30 AM – 3:30 PM

Conferences - Middle School

Thursday, Oct. 2, 2014 5 - 8 PM	Thursday, Dec. 4, 2014 5 - 8 PM	Thursday, Mar. 5, 2015 5 - 8 PM	Thursday, May 7, 2015 5 - 8 PM
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Curriculum 6-8 (Secondary)

All students receive instruction in these core subjects: English Language Arts, Mathematics, Science and Social Studies. In addition, specialists provide regular instruction in: American Indian Culture and Language (Ojibwe & Lakota). Other non-core courses include math and reading support classes. District Curriculum adheres to state standards and national guidelines.

Curriculum K-5 (Elementary)

All students receive instruction in these core subjects: Language Arts (Reading, Writing, Word skills), Mathematics. In addition, specialists provide regular instruction in: Science, Physical Education, and American Indian Culture and Language (Ojibwe & Lakota). District Curriculum adheres to state standards and national guidelines.

Data Privacy

Access to student's records is limited to parents and legal guardians designated in our district database (CAMPUS) and professional staff. Release of student records to an outside source is strictly controlled by district policy. Limited personal information about students may be released or made public without the consent of parent/guardian if it is designated as student directory information. Anyone not listed as a legal guardian in our database will not be given information.

Dismissal Changes

Parents needing to make alternative dismissal arrangements for their child(ren) should notify the school office before 2:00 p.m. to allow messages to be delivered to the classroom. If you do not

contact us before 2:00 p.m. we cannot guarantee a change in dismissal can be made.

Dress Code Guidelines

According to the Saint Paul Public Schools Rights and Responsibilities handbook, *“Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, students’ dress cannot be a health and/or safety hazard, obscene, sexually explicit, or discriminatory. Clothing that displays references to alcohol, chemicals, tobacco, or other products that are illegal for use by minors is not permitted. **Students are responsible for abiding by the school principal’s mandated minimum standards** of cleanliness and neatness. Students who attend schools that have adopted a school uniform requirement must follow the school’s uniform requirement.”* For more detail see Board Policy 501.03 and Board Policy 501.04. In addition, *“Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student’s health or safety causes an interference with work or creates classroom or school disorder.”*

American Indian Magnet School has standards for students’ dress. Students are expected to wear appropriate attire while at school. Clothing should not pose a distraction to the learning environment. Students will be expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle which is considered contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. Clothing advertising alcoholic beverages, smoking, weapons, or those with obscene, gang-related or questionable printing on them will not be permitted. Bandannas, short shorts, sagging pants, rags, pajamas, exposed underclothing, shirts with spaghetti straps, slippers, bare midriffs and clothes that expose too much are not allowed. Coats, jackets, hats, purses, bags and backpacks must be left in your locker during the school day.

As always, students should arrive at school prepared and ready to learn. Teachers and administration thank you and ask for your support. If there is a disagreement between students and/or parents and the staff regarding the appropriateness of clothing, administration will make the final determination. Students will be required to put on other clothes, call a parent for other clothes or go home.

Early Childhood Screening

Children who are three years old by September 1 must be screened before they can enter kindergarten. The purpose of the screening is to alert parents to any health or developmental concerns a full year and a half before the child enters Kindergarten. Given early attention, many health and developmental problems can be resolved before a child starts school. At the screening, a professional guides each child through activities designed to determine physical coordination, speech, and learning development. Parents complete a survey and discuss the results of the screening with a professional.

Extended Day Learning (EDL) After School

Students are eligible to attend the Extended Day Learning after school program, two afternoons per week, after parents complete an application. Please look for an application during September and January. If you do not receive an application, or for more information, please call us at 651-778-3100 and ask for an “EDL After School Program application.” EDL is an academic program for students who are willing to work on skills for an additional 90 minutes. Busing is provided.

Emergency Closing

In the event of severe weather listen to **WCCO-AM (830)** or refer to the district home page (spps.org) for the school closing announcements. It is essential that families discuss emergency plans with their children in the event that school is closed and parents are already at work.

Emergency Drills

Drills for fire, severe weather, or other emergencies (such as lockdowns) are conducted on a regular basis during the school year. Students are reminded that similar drills at home are good safety measures.

Emergency Forms

Each student is required to have on file in the school office an emergency form containing information to be used in case of an emergency with child or the school. Please be sure to return these forms to school promptly with the correct information when you receive them. Please inform the school office if information on the form changes during the school year. **It is extremely important for your child’s safety and well being that these forms remain current all school year.**

Extra Curricular Programs

Saint Paul Schools Community Education and St. Paul Parks & Recreation Department sponsor extracurricular offerings throughout the year. Information is regularly mailed out, or call the Community Education Department at 651-767-8179 for current programs.

Field Trips

Field trips are an excellent source of learning for students. All classes try to participate in field trips during the course of the year. A generic permission slip will be sent home which covers both walking and bus field trips and must be signed by a parent and returned in order for a child to participate in these activities for the entire year. In addition, classroom teachers will send home specific field trip slips informing you of a particular field trip. Students will be held back from field trips if we do not have a signed permission slip. We will not take verbal permission in place of the signed field trip form.

Fragrances

Wherever possible, all products will be fragrance free. All employees, students and visitors are

asked to abstain from wearing fragranced products while attending school or any school function. We assume that it will be possible, in most cases, to abstain from wearing and/or using fragranced products. In the event of an issue related to the use of a fragrance, it will be the responsibility of the offending staff or student, employee or visitor to establish why this policy should not apply in his/her case.

The ingredients in many fragrances and scents are known to irritate the respiratory tract, nervous system, and eyes; lower immunity to disease; and trigger allergies and other severe health reactions. In the case of asthma and epilepsy, reactions triggered by exposure to scented products can be life-threatening. We value our students' and staff's well being; please refrain from using scented personal care, laundry, and cleaning products.

=> Students, please do NOT bring cologne, perfume, scented lotions, body sprays or nail polish to school, they will be confiscated.

Gym Shoes

Students are required to wear gym shoes for physical education classes. It is recommended that students bring a pair to keep at school in their locker.

Health Services

American Indian Magnet has a school nurse on duty each day of the school week. First aid equipment is available in the health office and each classroom. Vision and hearing screening are conducted annually for specific grade levels. Health records are maintained at school. When an emergency or significant illness occurs at school, procedure is to contact a parent or guardian at home or work. If a parent or guardian is unreachable, a relative or neighbor whose name appears on the emergency form is contacted. However, in instances where immediate medical attention is needed, the school will call 911 for emergency personnel and ambulance service. The parents or guardian will be called immediately after the emergency personnel have been contacted. If necessary or requested, the family physician will be consulted.

Immunizations

State law requires that all children K-12 have immunization dates (month and year) on their school health records. This is for diphtheria, pertussis, tetanus, polio, measles, and rubella.

Kindergarten/Pre- Kindergarten Orientation

Parents and children who are eligible for the next year's kindergarten/Pre-K class are invited to school in the spring for Kindergarten/Pre-K Orientation. Orientation offers parents an opportunity to meet teachers learn about district services, ask questions, and get all the forms needed for the start of school. We must see each student's birth certificate (not hospital certificate) and immunization records to register him/her for school. Families who cannot attend orientation or who move into the school's attendance area during the summer can register by contacting the placement office at 651-632-3700. It's important to register a new child before

the first day of school.

Lockers (Elementary)

All students in grades K-5 are assigned a locker in the hallway outside of their classroom to hold coats, books, etc. Students are not provided locks. Please do not bring valuables to school. Elementary lockers do not lock.

Lockers (Secondary)

Middle school students will receive a lock at the beginning of the year; a \$5 refundable deposit will be required. The locks are school property and must be returned at the end of the year, at which the \$5 deposit will be refunded. Admittance at end of the year celebration will be contingent upon returning the lock.

Lost & Found

Lost clothing and articles are located in our Lost and Found area outside the office. Small items are kept in the office (jewelry, keys, etc.). Unclaimed items are donated to charity four to six times a year. Please check regularly at open house, conferences and events.

Please remember to:

- Clearly, label your student's coats, jackets, sweaters, caps, and boots with full name and grade.
- Try to locate the item immediately upon discovering it is lost. Don't let too much time lapse.
- Do NOT bring articles of sentimental or monetary value to school.

Meals

Students may buy a complete hot lunch each day at school. Monthly menus are sent home and are available online. Milk is available for 50 cents for students who prefer to bring a lunch from home. Lunch and milk for elementary students (K-5) is \$2.05 and free/reduced lunches are free. Middle school lunch and milk is \$2.20. Saint Paul has a computerized billing system. Each student has an assigned meal account and pin number. Please put your child's name on the check and send it to school in a sealed envelope. Print your child's name, pin number, teacher's name and room number on the outside of envelope. Please send payments weekly or monthly NOT daily. Or, parents may go online to: www.paypams.com to make payments, check account balances and sign up for reoccurring payments. Saint Paul Schools participates in the federal child nutrition program. Families who qualify may apply for free or reduced meals through the school office or call 603-4950. If you are not certain if you qualify for the federal food program or you have any questions, please call the District Food Service Office at 603-4952 or school. Lactose Free Milk is available upon request from the parent for student's who cannot tolerate lactose milk. A written request from the parent of the lactose intolerant pupil must be on file in the cafeteria office in order to receive special milk. Milk orders will be taken only for the students that have written requests from home.

Meals brought from home: Saint Paul Public Schools has a wellness policy that encourages

students to eat a healthy lunch. We encourage parents to send a well-balanced meal to school. Students do not have access to a microwave at school. Foods from home are not to be shared with other students.

Medications

If it is necessary for your student to take medication in school, please contact the school nurse and obtain a form, which gives authorization to administer medication by school personnel.

Both you and your physician must fill out this form. Medication will not be administered without this authorization. This includes non-prescription drugs like aspirin or Tylenol. All medications must be in their original prescription container, not in an envelope, plastic bag, etc. Medications must be turned into the school office and not carried around school. Please call the school nurse at 651-778-3100 regarding any questions.

Parental Transporting of Students

If you transport your child by car to school please drop them off outside the west door on Earl Street until 9:15 a.m. The main parking lot is closed to all vehicles except buses from 9:05-9:30 a.m. **At the end of the day the front parking lot is for loading buses only.** You may pick your child up outside the west door on Earl Street. Students are released at 4:00. All parents and visitors should only park in designated parking areas.

Pictures

Our school contracts annually to have pictures taken of each child early in the school year. Information regarding prices and date is distributed by a bulletin from the school and sent home in your child's homework folder. Class pictures are also taken in the spring on an optional basis.

Recess

Pre-K - 5th grade students go outside for recess with their classroom teacher. On days when the temperature is extremely cold or when it is raining students remain inside. Adult monitors are outside with the students at all times. **It is extremely important that the students are dressed for the weather.** We recommend hats, gloves, snow pants, scarves, and boots for the winter snow activities.

Release of Student During the Day

In the interest of student safety, students will only be released to the parent from the office area. When you find it necessary to take your child out of school early, **please report to the office.** Any restrictions on who may pick up or contact a student at school must be indicated on the student's emergency form.

Report Cards

At the elementary level, there will be three formal reporting periods during the school year with conferences ending the first and second trimesters (November and March) and a final report card stating the students' progress.

2014 - 15 Elementary Grading Schedule

Term	Conferences	
Trimester 1: Fall 2014	Nov. 19	5:00 - 8:00 PM
	Nov. 20	5:00 - 8:00 PM
	Nov. 21	8:30 AM – 3:30 PM
Trimester 2: Spring 2015	Mar. 18	5:00 - 8:00 PM
	Mar. 19	5:00 - 8:00 PM
	Mar. 20	8:30 AM – 3:30 PM
Trimester 3: Year End 2015	None	

Middle school students will be graded quarterly (four times per year). Student will also receive mid-quarter progress reports to alert parents and students before the final quarter grades are given. Conferences will also occur four times in the year, but please check Parent Portal regularly and contact your student’s teachers if you have any concerns. The transition to Middle School is a big one and we want to work with you in supporting your student.

2014-15 Middle School Grading Schedule

Term & Report	Grades Due	Conferences
Mid-term Progress Report	Wed., Sept. 24, 2014	5 - 8 PM on Thurs., Oct. 2, 2014
Quarter 1 Final Grades	Fri., Oct. 31, 2014	
Mid-term Progress Report	Wed., Nov. 26, 2014	5 - 8 PM on Thurs., Dec. 4, 2014
Quarter 2 Final Grades	Thurs., Jan. 22, 2015	
Mid-term Progress Report	Wed., Feb. 25, 2015	5 - 8 PM on Thurs., Mar. 5, 2015
Quarter 3 Final Grades	Fri., Mar. 27, 2015	
Mid-term Progress Report	Wed., Apr. 29, 2015	5 - 8 PM on Thurs., May 7, 2015
Quarter 4 Final Grades	Tues., June 9, 2015	

School Climate

We strive to ensure all students are able to learn in a safe and positive environment. A School-wide behavior plan is used and high expectations for appropriate student behavior are maintained. The behavior plan includes many positive incentives for students who manage their

behavior. AIMS has adopted both PBIS (Positive Behavior Interventions and Supports) and the Responsive Classroom Model, which focus on building a strong and positive community of learners in each class and the school as a whole. Communication with parents is key to our positive behavior plan. The St. Paul Public *School Student Behavior Handbook Rights and Responsibilities* guides the administration in matters of student discipline. Please take time to read through the Students Behavior Handbook with your student (back of student planner).

School Hours

School day is 9:30 a.m. to 4:00 p.m. Breakfast is served starting at **9:15** a.m. No students will be served breakfast after 9:35 a.m. Students need to be in their classrooms by 9:30 a.m. **or they will be considered tardy. No Students are allowed in the building before 9:15 a.m.** This request complies with Saint Paul Public School’s policy. Unless the student is in an after-school program, all students must be picked up by 4:00 p.m. We do not provide daycare for students left after 4:00 pm. If parents cannot be reached and the students are left after 4:15 the police will be contacted for assistance. Parents arriving late three times must meet with the principal.

School Patrol

The School Patrol boys and girls work under the supervision of the St. Paul Police Department.

The School Patrol will provide assistance at the following corners during the times listed:

● Third and Earl	Morning patrol begins at 9:10 a.m.
● Fremont and Earl	Afternoon patrol begins at 3:55 p.m.

** Please be advised that if your child crosses these corners prior to the assigned time patrols will not be present. Review safe crossings with your child.

Sexual & Racial Harassment

Saint Paul Schools has a sexual and racial harassment policy: Harassment includes physical or verbal conduct, or communication directed at an individual that is based on an individual’s race, creed, sex, marital status, national origin, age, color, religion, ancestry, status with respect to public assistance, sexual or affectional orientation, or disability; and has the purpose or effect of creating an environment that is intimidating, hostile, or offensive with respect to that individual; or otherwise adversely affects the individual’s employment, educational opportunities, or access to a benefit from the school district. http://www.spps.org/uploads/2012-13_r_rhandbook_2.pdf

Standardized Testing

Students in grades 3-8 take multiple assessments throughout the year. These tests include MAP (Measure of Academic Progress), OLPA (Optional Local Purpose Assessment), and the MCA III (MN Comprehensive Assessment) test in April/May. Results are shared with parents as the results become available. Please discuss these results with your students teachers at conferences.

Student Placement Elementary

Classroom teachers in consultation with administration make decisions regarding student placement. All parent requests will be considered. These requests need to be submitted in writing and received by May 5th. Please consult with your classroom teacher regarding any unique needs of your son or daughter that should be considered regarding placement.

Student Records

State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records or those of their children upon proper identification. The law requires release of all student information to a non-custodial parent unless prohibited by court order. Exceptional circumstances should be referred to Student Data Management Department, 651-632-3764.

Telephone

Students' use of the phone should be for emergencies only. Students needing to make calls home, must do so in the presence either counselor, social worker, nurse or administrator. Arrangement for after school activities and visiting friends should be made outside of school time. **If an emergency arises, messages to students should be made before 2:00 p.m. to allow messages to be delivered to the classroom.** Teachers can normally be reached in the morning and during their prep, for specific times check with your child's teacher.

Textbooks & School Costs

Each student assumes responsibility for the care and proper use of books and other materials and equipment used by them at school. It is the student's responsibility to replace any lost items.

All students will need to purchase such working materials as pens, pencils, rulers, crayons, paper, and other basic school supplies. A supply list is sent home in the spring of each school year describing what items a student will need. A reminder is also posted on the website.

www.aims.spps.org

Tobacco/Alcohol & Drug Free

Saint Paul School buildings, grounds, and vehicles are tobacco, alcohol & drug free. The use of tobacco products, alcohol or drugs is not allowed by anyone using the facilities.

Treats

While principals and teachers will be responsible for most of the *Wellness Policy*, specifically the policy asks the following of parents and guardians:

Celebrate Treat Free. Celebrations, including birthday parties that involve food during the school day are limited to no more than one party per class per month. Please visit the district website at <http://studentwellness.spps.org/> if you have more questions.

If you send a treat for the students in your child's classroom, the treat must be commercially

prepared and packaged. Treats should be provided for all students in the classroom and given to the teacher. Treats are a nice way of showing your child and his/her classmates your care and concern for their school success. Treats should be in compliance with the District Health and Wellness http://boe.spps.org/uploads/533_00_wellness_policy_-_final_approved_3-19-13.pdf

Visitors

Visitors are always welcome at American Indian Magnet. It is a courtesy and our expectation that you make arrangements with a teacher before visiting a classroom. **All visitors must sign-in at the office upon entering the building. Please be aware that we may ask for identification when entering the building.** Visitors and volunteers must wear identification buttons from the office. This is for safety and security of our children.

Volunteers

American Indian Magnet is always looking for volunteers. Our current volunteers are comprised of parents, community and business partnership members. Please consider volunteering your time and talents. Contact Donna Stein, Family Liaison, 651-778-3100 if you would like to offer your talents and skills with our students.

Walkers

Students walking to school should walk safely and calmly along the city sidewalks. Patrols will be at the intersection of Third and Earl at 9:10 a.m. to assist students in crossing the street. Please do not send your child to school before this time because the patrols are not at the corners and students are not allowed into the building before 9:15a.m. Walkers will be dismissed out of the Earl Street door at 4:00 after the patrols have been dismissed. If you have siblings walking together they can meet each other at the Earl Street door. Please let your children know this is where they can meet.

** Families picking up their children from school will pick up at the Earl Street door as well.