

## **CHELSEA HEIGHTS ELEMENTARY SCHOOL**

1557 Huron Street, St. Paul, MN 55108

Phone: 651.293.8790 Fax: 651.293.8793

[www.chelsea.spps.org](http://www.chelsea.spps.org)

### **ARRIVAL TIME**

School will be open for children at 8:15, which is 15 minutes before school begins. Students eating breakfast may enter directly to the cafeteria starting at 8:15 a.m. Please help to ensure that your child does not arrive at the building before that time since we do not have adult supervision available. Our school day starts at 8:30 a.m. and ends at 3:00 p.m. Children are expected to leave the building at 3:00 unless you have made prior arrangements with the teacher.

Parents driving their child to school in the morning should drop their child off outside of the designated bus unloading area. (See: PARENT DROP-OFF AND PICK-UP)

### **ATTENDANCE AND TARDINESS**

Regular attendance is essential for school success. We monitor attendance each day and follow the law. Absences are typically excused if a student is ill, for a doctor or dentist appointment, religious holidays or for an extreme family emergency. School attendance in Minnesota is mandatory. Family vacations are discouraged during the school year. Please call the school at 651-293-8790 to report your child's absence between 7:30 and 9:00.

The office staff will call parent/guardians of absent students starting at 10:00. A doctor's note may be required for excessive absences due to illness. We are required by law to report unexcused absences of five or more to the School Attendance Matters (SAM). Students who arrive after 8:30 a.m. are considered tardy and must report to the office before going to their classroom. **Parents are to communicate with the school office regarding tardiness and absences via phone, written note or email.**

### **AWARD ASSEMBLIES**

Award Assemblies will be held approximately every six weeks to recognize student achievement and citizenship. Parents are welcome to attend these afternoon events at 1:10 (grades 2 & 3); 1:45 (grades 4 & 5) and 2:15 (grades K & 1). The dates are:

- Tuesday, October 16
- Tuesday, December 11
- Tuesday, February 5
- Tuesday, March 26
- Tuesday, May 21

### **BICYCLES**

Students may ride their bikes to school, however a parent should escort younger students. Students must obey the traffic laws when riding to and from school. It is suggested that students wear helmets. Students should lock their bikes to the bike rack in the front of the building.

The school is not responsible for the loss of, theft or damage to these items. Students must walk their bikes to the corner, cross the street and then ride them home.

### **BIRTHDAY PARTIES**

Please be sensitive and discreet if making birthday arrangements. It's best if arrangements can be made outside of the school.

### **BREAKFAST**

Breakfast is available every day from 8:15 a.m. until 8:30 a.m. Breakfast is FREE to all students. (See: LUNCH AND BREAKFAST PROGRAM)

### **BUS TRANSPORTATION**

Children who reside more than a half mile from Chelsea Heights and are in our attendance area, will be assigned a bus route by SPPS Transportation. The route creation, pick-up and drop off times are determined by SPPS's Transportation Department.

**Children can only ride on their assigned bus to and from school.** A note from a parent DOES NOT change this procedure. Bus transportation is a privilege and all students must display appropriate, safe bus behavior to continue riding the school bus.

Appropriate bus behavior includes:

- Always remain in their seats
- Ride quietly and keep their hands and feet to themselves
- Follow the bus driver's directions

Students choosing to act in an unsafe manner will be disciplined accordingly. The bus driver may assign seats to students for safety or discipline reasons. The school district has established student behavior guidelines, which apply to all transported students while on the school bus and in the school bus loading or unloading areas (bus stops). **Students may lose their bus riding privileges if serious or ongoing bus problems occur.** Students who have their riding privileges suspended will not be allowed to attend field trips that require a bus ride until their riding privilege has been reinstated.

All children are instructed about safe bus riding behavior and bus rules at the beginning of the school year. Clear expectations are set to ensure a respectful and safe environment to and from school. Students are encouraged to be at the bus stop five minutes before the scheduled arrival. Download MySPPS bus app to receive up-to-date bus information.

### **CALENDAR**

The Chelsea Heights 2018-2019 calendar included in this booklet highlights some of our special events scheduled thus far. The events are subject to change; should this happen, you will be notified by email by the Chelsea Heights PTO. To stay up to date we recommend following Chelsea Heights on Facebook or check the PTO website. Students participating in our evening school events need to be supervised by a parent or guardian.

### **CHEETAH CHATTER**

The Cheetah Chatter Newsletter serves the families and staff of Chelsea Heights Elementary School by providing information about the events and news of the Chelsea Heights Community. It is published monthly by the Chelsea Heights PTO from September through June and is distributed to families via e-mail and paper copies from the classroom teachers.

### **COMMUNICATION**

We encourage regular communication between home and school. Parents may leave a message for teachers on the voicemail system 24 hours a day. Calls made during the school day will go to voicemail and will be returned as soon as possible. You may also communicate with your child's teacher via e-mail.

### **CONFERENCES**

Parent-teacher conferences are scheduled in November and March. We encourage all parents and guardians to attend. Conferences give families and teachers an important opportunity to review progress and to plan goals for the future. Conferences are the following dates:

- Tuesday, November 13
- Thursday, November 15
- Friday, November 16
- Tuesday, March 19
- Thursday, March 21
- Friday, March 22

Progress reports are distributed at conferences and mailed home after the school year is complete. Interpreters are available as needed.

## **DRESS CODE**

Please encourage your child to wear appropriate clothing to school. Appropriate clothing is clothing that is appropriate for the weather, completely covers all undergarments, does not contain inappropriate slogans, and does not cause a distraction for the wearer or their fellow students. Some examples of clothing that may be inappropriate for school include tube-tops, stomach exposing tops, or short shorts, etc. No headwear (except for religious purposes) is allowed; this includes rags, hoods, bandanas and hats.

Students need to wear appropriate clothing for daily outdoor recess especially in the cold winter months. If your child needs a hat, mittens, boots or coat, please contact the classroom teacher. Students also need to wear tennis shoes to participate in physical education classes.

## **DRUG-FREE SCHOOLS**

Tobacco, alcohol and drugs are strictly prohibited on school grounds. This policy applies to students, staff, parents and guests.

## **E-MAIL**

You may email a St. Paul School's staff member. Most emails can be found on the Chelsea SPPS website. Email addresses are in the form of: [firstname.lastname@spps.org](mailto:firstname.lastname@spps.org)

## **EMERGENCY INFORMATION**

Please keep your contact information up to date with the school at all times. If you move or change phone numbers, please notify the school secretary and make changes on iUpdate.

## **EMERGENCY SCHOOL CLOSING**

The following information outlines the emergency school closing procedures for St. Paul Public Schools. Closings can occur citywide or with individual programs, as dictated by the circumstances. When an emergency is declared and schools are closed or programs are cancelled, the school district communicates that information as

quickly and as broadly as possible. The decision to close schools is determined by the superintendent or designee. This notification may be received in the following ways:

- From a telephone call through the Connect Ed. mass notification system.
- Major TV and radio stations.
- MYSPPS app or Facebook
- By calling the district main switchboard at (651) 767-8100 where a recorded message will indicate if school is closed for the day.

## **FIELD TRIPS**

Field trips are an integral part of learning and are planned to support the learning in the classrooms. All children must have a signed permission slip to participate in field trips. Verbal approval will not be accepted. Parents will receive advance notice about all field trips.

- Type I Field Trips: completed on iUpdate at the beginning of the school year for walking field trips.
- Type II Field Trips: distributed for specific field trips requiring bus transportation.
- Type III Field Trips: all overnight field trips

## **FIRE DRILLS**

All schools are required to complete five fire drills during the school year. Students are expected to exit the building quietly and orderly.

## **FOOD**

Food brought by students to share with classmates must be store bought and packaged according to the St. Paul Public School's requirements. (See WELLNESS POLICY).

## **HARASSMENT**

We will work to create and maintain a harassment-free environment. Words or actions about race, sex or skin color that hurt or injure students or staff by embarrassing them or hurting their

feelings are considered to be harassment. This kind of behavior will not be tolerated and appropriate disciplinary action will be taken.

### **HOMEWORK**

Homework may be used for preparation, practice, extension and creativity. The amount of homework should depend upon the learning level and individual needs of the student. In many classrooms, work that is not completed during the school day is considered homework. If you have concerns about your child's homework, please contact their teacher to address these concerns. It is strongly recommended that students read at home nightly to increase reading achievement.

### **IPADS**

Every child has unique learning needs that SPPS believes can be best met through a tailored form of instruction called Personalized Learning (PL). There are many ways to personalize the learning experience for our students. PL includes providing multiple ways for students to gather and share information, making lessons more relevant to a child's race, background or experience; or integrating technology to allow new approaches to problem solving.

SPPS chose to integrate technology using the iPad. Students in grades K-5 will be using their iPads at school. Many features of the iPad do not require access to the internet. All devices connected to the SPPS networks have access to filtered internet content. Parents and students must sign an **iPad Loan Agreement**, completed on iUpdate at the beginning of the school year. Visit [personalizedlearning.spps.org](http://personalizedlearning.spps.org) to learn more.

### **INTERNET USAGE**

The Internet is used for educational purposes and the proper use of the Internet is the joint responsibility of students, staff and parents. The use of the Internet is a privilege. Inappropriate use of the Internet by a student will result in having their Internet privilege revoked. Parents and students must complete the Acceptable Use Agreement completed on iUpdate at the beginning of the year.

### **iUPDATE**

iUpdate is the online tool, housed in Campus Portal, that parents and guardians (primary households) use to twice-annually complete required "paperwork" (update your household contact information) and other tasks. iUpdate replaces almost all paper forms that previously were sent home by schools for parents to sign and students to return.

### **LEAVING SCHOOL**

If a child needs to leave school during the school day for any reason, written permission signed by the parent/guardian should be sent to school with the student. If an emergency arises and you need to pick-up your child, please come to the office and we will send for your child. Parents must sign their child out in the office.

If you change your regular after school plans, we must be notified by a parent/guardian either by phone or note. If not, we will follow your child's normal end of the day dismissal practice. If a child is to go home with a friend after school, parents must make their own arrangements.

- **Bus riders may not ride any bus other than the one they are assigned to ride. No exceptions are permitted.**
- **Walkers may not ride a bus.**

### **LIBRARY BOOKS**

Students will be given the opportunity to check out books from the school library on a regular basis. Students who do not return books on the identified due date may be denied further checkout privileges. Should a student have any unreturned library books, parents will be notified by the library staff of replacement cost or other alternatives.

### **LOCKDOWNS**

All schools are required to complete five lock-down practice drills each year. Students are expected to gather quietly in the classroom with the door locked and classroom shades pulled.

## **LOCKERS AND LOCKS**

We do not allow locks on lockers. The lockers remain school property and can be checked as needed by school administration and staff. Please leave all valuables at home.

## **LOST AND FOUND**

A large table located outside of the cafeteria is used to collect our lost and found items. It is helpful if parents label their child's belongings. Unclaimed items will be donated three times a year (winter break, Spring break and at the end of year).

## **LUNCH AND BREAKFAST PROGRAM**

Breakfast and lunch are served daily in the cafeteria. Please complete the lunch application at the start of the school year for your student. It is very important that we have every student's form, as the school receives funding based on this information.

The school breakfast is FREE to everyone. Breakfast is served daily from 8:15 a.m. to 8:25 a.m. We are excited to have the Breakfast To Go (B2G) program. Your child gets to select a delicious and nutritious breakfast in the cafeteria and bring it to their classroom to eat. A full price school lunch is \$2.30.

- Lunch money is to be prepaid for the upcoming week or more. You may send money or checks in an envelope marked with the child's name and pin #. Make checks payable to: Saint Paul Public Schools' Nutrition Services;
- You can make online meal account payments. Please visit [www.paypams.com](http://www.paypams.com) to set up an account or make a payment. You will need your child's 6-digit student ID number.
- Funds still require 2 days for processing before your child's account is credited with the money. Please take this into consideration when prepaying for meals.

## **NURSES OFFICE**

We have a registered school nurse on site one day a week and a health assistant five days a week who will provide consistent health care for our students. Families are encouraged to inform the nurse of any

existing health concerns; emotional and/or physical. Health appraisals, which include vision and hearing checks, will be done at certain grade levels or at a parent/guardian's request during the year. All medication must be kept in the nurse's office unless special arrangements are made with the school nurse.

## **ONE STOP**

Visit [spps.org/onestop](http://spps.org/onestop) the single location for all parents and guardians to access two online tools with their One Stop username and password. A One Stop account has been created for every parent or guardian of a student that attends SPPS. With this account, you can view Campus Portal, which includes student attendance, lunch balances, transcripts, over-due notices and more.

## **OFFICE HOURS**

Chelsea Heights Office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday. If you have questions or concerns, please call during this time or leave a message on our voicemail system.

## **PARENTS RIGHT TO KNOW**

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 in which proper certification is held by the teacher.

- Information about whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **PARENT DROP-OFF & PICK-UP**

If you drive your child to and from school, please be aware that there is no stopping or dropping off students on Huron Street between 8:00 and 8:25. There will be cones marking the beginning and the end of the designated bus unloading area. The cones will be removed once all the busses arrive and you may use this area to drop off. If you wish to drop off your child between 8:00 a.m. and 8:25 a.m. please do so on Huron, either north of Hoyt or outside the cones.

Please pick up students on Hoyt Avenue east of Huron or on Huron, north of Hoyt, as there is no parking or stopping on Hoyt, between Hamline and Huron. All teachers will lead their classrooms out the southeast doors, #20. Please remind your children where you will pick them up. We need to work together to keep everyone safe.

### **PARENT TEACHER ORGANIZATION (PTO)**

Chelsea Heights has an active and involved PTO. The PTO provides a great number of services for the school and publishes our monthly newsletter the Cheetah Chatter. Parents are encouraged to become actively involved in the PTO. Monthly meetings are held Tuesday evenings from 6:00-7:30. During these meetings there is open dialogue for parents to provide suggestions and participate in decisions that affect the education of their child. Parents may also participate in creating the SCIP (School Continuous Improvement Plan), Title 1 Compact and Family Engagement Plan. Free child care and a light dinner will be provided for the kids.

There are several ‘No Work’ fundraisers sponsored by the PTO. Please support these area businesses that give us a portion of their sales on the following days:

- **St. Paul Bagelry** 1702 Lexington Ave. N, Roseville on 10/11/2018, 2/7/2019 and 5/9/2019.

- One Thursday or Friday each month (Refer to the calendar for the specific days) at **Davanni’s** 1905 Perimeter Dr., Roseville.

### **PATROLS**

School Safety Patrols are stationed at designated corners. They work under the supervision of the St. Paul Police Department and are assisted by a teacher representative. Patrols will be on duty at the following crossings before and after school.

- Huron and Hoyt
- Hamline and Hoyt
- Hamline and Nebraska
- Huron and Nebraska

Please work with your child to become familiar with the route from your home to the patrol corner. All students are expected to walk on the sidewalk, and to conduct themselves in a safe, orderly and respectful manner. Should you observe misbehavior, please call.

### **PESTICIDE APPLICATION**

In accordance with Minnesota Statute 121A.30, **Parents Right to Know Act**, all parents, guardians and employees at this school are advised that an estimated schedule of applications of pesticides is available in the school's office for review and copying. In addition, any parent or guardian who wishes to be notified by providing five self-addressed, stamped envelopes to the school to be used throughout the year for mailing purposes.

### **PHONE CALLS**

If you need to communicate with your child’s teacher, please do so with a note whenever possible or via email. Teachers cannot take calls while they are teaching. We will inform your student of any emergency telephone messages you need to convey. Calling students to the phone is disruptive to learning.

## **RECESS**

Children will go outside for fresh air and exercise, weather permitting, for approximately 20 minutes daily. Please be sure your child comes to school with appropriate outdoor clothing. Children will go outside everyday unless it is raining, the temperature is below zero, or there is a severe wind chill.

## **SCHOOLWIDE BEHAVIOR PLAN**

Chelsea Heights is a community of students, teachers, support staff and parents working together to ensure that students learn. The key to successfully working together is mutual respect. Because of the importance of respect for oneself as well as others, our discipline plan is based on the following rule: **Treat others the way you want to be treated. The four sub rules are:**

- I will respect myself
- I will respect others
- I will respect property
- I will respect the learning environment

The purpose of these rules is to create uniformity and consistency in dealing with student behaviors that are unacceptable in the school environment. Each classroom will establish in-class steps to take if misbehavior occurs; if students follow the rules and participate appropriately, reinforcements for positive behavior will be given. Examples could include blue tickets, Fun Friday, etc. If students choose to behave inappropriately, the classroom teacher may give the student a 'time-out', remove a privilege, and/or require the student to 'fix' their action.

Other examples of consequences could include: conference with the teacher or principal or a phone call to the parent. Parents will be notified of behavior issues or concerns and should work with their child's teacher if there is an ongoing concern about a student's behavior. If a student endangers the safety and/or property of another person or engages in openly defiant behaviors, they could face dismissal or suspension from school.

## **TAKE HOME FOLDERS**

Take home folders are provided for every student, which are color coded by grade level. Please check your child's folder daily. The folder is divided into information to keep at home and materials to return to school. Resources and other opportunities in the community and school are distributed this way.

## **TITLE 1**

Title 1 is a United States Federal Government's largest education assistance program for schools. Title 1 is part of the Elementary and Secondary Education (ESEA). It provides financial assistance to schools with high number of low income families to ensure that all children meet challenging state academic standards. Chelsea Heights qualifies for Title 1 assistance. These funds are used for a variety of activities designed to increase children's academic achievement especially in math and reading. Title 1 supports the belief that parent and community involvement is vital to academic success. Parents can provide input in designing the Family Engagement Plan (FEP), the SCIP plan, which is the school improvement process and feedback on the School Compact.

## **UNNECESSARY ARTICLES**

Please do not allow your child to bring unnecessary articles to school such as iPods, hand-held computer games, cell phones, trading cards, and other valuable items. Also, skateboards, rollerblades, and Heely's are not permitted on school grounds to insure safety. These items disrupt student-learning time. The school will not be responsible for these items if they are damaged, lost or stolen.

## **VACATIONS**

We strongly encourage families to schedule vacation during non-school days. If your child is doing well in school and has good attendance record, the principal can allow up to three days of excused absence for family vacation. If the vacation exceeds three days during a school year, it will be recorded as 'unexcused absence' and the

parents will be referred to the Student Attendance Matters (SAM). Please email or speak with the principal in advance.

**VOLUNTEERS AND VISITORS**

Visitors and volunteers are welcome at Chelsea Heights. We welcome and appreciate any time you are willing to share with us. Various PTO committees need assistance as well as library help, classroom assistance, tutoring, and field trip chaperones. Parents wanting to volunteer or observe activities in your child’s classroom should make arrangements with the classroom teacher prior to the visit. To maintain the safety and security of everyone, all visitors and volunteers must sign in at the office when they arrive and wear a visitor’s badge while on school property. Volunteers must fill out a volunteer background check.

**WEBSITE**

Please visit our school website at [www.chelsea.spps.org](http://www.chelsea.spps.org)

**WEAPONS**

Weapons, whether real or toy, are not allowed in school. The Saint Paul Schools enforces a zero-tolerance policy regarding possession, use or distribution of any weapon. Violation of this rule will result in suspension or expulsion from the district. Please help us by being aware of what your children bring to school.

**WELLNESS POLICY**

All St. Paul Schools are working to create healthy learning environments for children. A Wellness Policy promoting physical activity and better nutrition for students is now in place at Chelsea. Please help us celebrate birthdays and special occasions without sugary foods, cupcakes or pop. Healthy snacks including fruits and vegetables, or non-food items like stickers and pencils would be greatly appreciated. When students bring lunch from home we encourage parents to send healthy and balanced meals. Students should not have pop at school and bags of chips larger than individual portion sizes are discouraged. If you have questions about the

Wellness Policy, please contact Ms. Galstad, school nurse at 651-293-8790 or visit the district website at [www.spps.org](http://www.spps.org) and search for Wellness Policy.

If you need an interpreter, one can be provided for you. Please call the office and we will schedule an interpreter.

Spanish: Si necesita un intérprete, aquí los tenemos. Por favor llame a la oficina y nosotros programaremos un intérprete para usted.

Hmong: Yog hais tias nej xav tau neeg txhais lus rau nej, peb yeej muaj cov neeg txhais lus tib si. Thov hu rau peb lub chaw ua haul lwm peb mam teem sij hawm rau tus neeg txhais lus rau nej.

Somali: Haddii aad u baahan tahay turjubaan, waan kuu haynaa. Fadlan wac xafiiska waxaan kuu balaminaynaa turjubaan.

**Karen:**

အဖို့နမူလိန်ဘဉ်ပျကတိကျိုးထံတော်န့ၣ်, ပကိအိၣ်ဒီးပျကတိကျိုးထံတော်လီၤ. ဝံသးစူၤကိးဒူးသ့ၣ်ညါပကိဝဲၤဒီးပကရဲၣ်ကျဲၤကတ်ၣ်ကတိဟ်ပျကတိကျိုးထံတော်လၢနဂီၢ်န့ၣ်လီၤ.