

Dear Phalen Lake Hmong Studies Magnet Families,

Students, staff, parents, and community members are active in making Phalen Lake Hmong Studies Magnet a great place to learn. It is important that home and school work together as a team. This handbook provides useful information about many activities at the school. We hope this information helps you to take advantage of all the opportunities at Phalen Lake Hmong Studies. The information will also 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. In addition to this handbook, please refer to the Student Behavior Handbook: Rights and Responsibilities for greater understanding of St. Paul Public School Policies. We are going to have a great year!

Sincerely,

Ms. Catherine Rich, Principal

Phalen Lake Hmong Studies Magnet

Phalen Lake Hmong Studies Magnet is a regional magnet and an official Core Knowledge school. Hmong Studies encompasses culture, language and literacy development. Through in-depth units of study, students learn about the culture, history, traditions, literature and art of the Hmong people. Students develop a framework for learning about cultures and grow in their capacity for cross-cultural understanding. Students acquire critical skills needed to become full participants in a global society. Through topics in this rigorous curriculum, students learn about the many cultures of the world and the cultural diversity represented here at Phalen Lake and within our greater St. Paul community.

Phalen Lake's Vision

Phalen Lake students are confident, creative thinkers who seek and use knowledge in a changing world.

Phalen Lake Hmong Studies Special Features

- Active Community Volunteer Program
- Art Education
- All-Day Kindergarten
- Effort Campaign

- Family Room – Parent Resources
- Hmong Culture Classes
- Hmong Literacy Classes
- Hmong Studies Curriculum
- Pre-Kindergarten Program
- Physical Education
- Positive Behavior Intervention/Support
- Science Lab
- Multicultural Classes

Phalen Lake Hmong Studies Core Virtues Character Education Program

- September: Doing One's Best
- October: Respect
- November: Compassion & Kindness
- December: Cooperation & Sharing
- January: Responsibility
- February: Tolerance & Equality
- March: Courage
- April: Caring
- May: Honesty & Trust
- June: Safety

Absences

Please call the school office at (651) 293-8935 **before 8:30 a.m.** if a student will be absent for the day. When returning to school the student should give a note to the teacher explaining the absence. When a student is absent the parent may request assignments and materials from the school office. Students will be expected to make up the work missed within a reasonable period of time as determined by the teacher and parent. **Absences will be determined as excused or unexcused based on the school district attendance policy.**

After School Opportunities

Students are eligible to attend **EDL** after school program Mondays and Wednesdays, after parents complete an application. Please look for an application soon. If you do not receive an application, or for more information, please call us at 651-293-8935 and ask for Mr. Kou Vang. EDL is a two-hour program that combines academic instruction and enrichment activities. Busing is provided for all eligible students.

Arrival Time

The school doors open at 8:00 a.m. **Children who walk to school may enter the building through the playground door or Cypress Street door. Students**

who ride the bus will enter through the Forest Street door. Students will wait at the entrances until 8:00, at which time all students will walk through the Breakfast To Go line. Students should be in their classrooms by 8:25 a.m.

Parents must make other arrangements for their child before 8:00 a.m. We have NO supervision before 8:00 a.m.

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 school social worker or counselor. All students 6-18 years of age are required by law to attend school. STATE LAW requires that we report unexcused absences after 3 days. Students absent more than 3 days will be referred to the school district's attendance program. In extreme cases of 7 or more absences parents are referred to the Ramsey County Attorney's Office Truancy Intervention Program. **Please arrange family trips and medical appointments outside of school time.**

Bikes

If a student chooses to ride their bike to school, they assume all responsibility for the bike. The bike must be locked to the perimeter fence during the school day and the student must walk the bike off the school property at dismissal time. Students are not allowed to bring in-line skates, skateboards, etc. to school. This eliminates any safety concerns for riders or walkers and theft issues.

Breakfast

Breakfast begins at 8:10 a.m. for all students. **Students are allowed in the building at 8:00 a.m. They can wait at the entrance until it time for breakfast.** Breakfast is served from 8:10-8:30 a.m. All students are expected to walk through the breakfast line. Accommodations are made if we have a late bus.

Bus Transportation

Saint Paul Public Schools provides busing for students who live over half of a mile from the school. Minnesota law states that transportation by school bus is a privilege, not a right. Please note the following bus safety guidelines:

1. 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.

2. **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 ride home with a friend or relative. **Transportation DOES NOT allow students to ride any other bus than the one assigned.**

3. **Students must ride their assigned bus home unless prior written notice has been given to their teacher stating that parent has arranged for their child to be picked up.**

4. School employees and other citizens are encouraged to report intolerable bus rider behavior to the bus driver or school directly. The bus driver is obliged to report misbehaving students in writing to the principal or their designee.

5. Elementary schools are responsible for enforcing and recording bus rider discipline.

Change of Address/Work/Phone

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.**

Collectibles

The PTO saves Box Tops from General Mills cereal boxes and other items. The box tops are redeemed for educational materials. Please turn in these items to the Family Room. Thank you!

Communication

Several options available for communication between home and school are as follows: phone contact (651) 293-8935, classroom newsletters, Family Room, email, personal visits, and our website www.spps.org/phalen

Conferences

Parent-teacher-student regular conferences are scheduled twice a year. 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. Parents are expected to attend Fall and Spring Conferences.

Curriculum

Phalen Lake Hmong Studies Magnet implements instruction using the district approved curriculum for reading and mathematics. All students receive instruction in these core subjects: Language Arts (Reading, Writing, Spelling, and Handwriting), Mathematics, Social Studies, and Science. The Enrichment Program specialists provide regular instruction in: Art, Band, Computer, Hmong and Spanish Language and Culture, Music, Physical Education, and Science, classes.

Data Privacy

Access to student's records is limited to parents, legal guardians, and professional staff. Release of student records to an outside source is strictly controlled by district policy.

Dress Code

Students should dress for school in clothing that will not distract any student or themselves from learning. Announcements will be made if there are any changes due to special school events. Please note below Phalen Lake Hmong Magnet's dress code policy. Students who do not follow the dress code policy will be asked to dress properly before attending class. Parents will be called and they may bring change of clothes from home. Otherwise, students will be asked to change into appropriate clothing available at school from the Family Room.

- Skirts, shorts, and dresses should be as long as your fingertips with both arms straight down to the sides or longer
- Pants and shorts must be held up at the waist. No sagging clothing or show of underwear.
- Clothing must cover the chest, abdomen, and underwear
- Strapless, off shoulder, see-through, or oversized clothing may not be worn (no spaghetti strap tops or undesirable pictures or profanity words).
- Bandannas, hats, caps, wheeled shoes, and jackets should not be worn during the school day
- Any other clothing that is deemed inappropriate by the principal

The Principal, when necessary, will make modifications to the dress code policy in circumstances due to medical or religious reasons and in extremely hot or cold weather situations. Thank you for your partnership and continual support in making Phalen Lake a safe place for learning.

Drop Off and Pick Up Locations

Family members driving their children to and from school should drop them off and pick them up on Cypress Street. The following plan is in effect all year long regardless of weather.

IN THE VEHICLE:

All cars drive **southbound** on **Cypress Street**. If you are one of the first few vehicles, pull up into the parking lot to allow other vehicles pull up behind you. As soon as student have loaded into your car, please pull ahead to allow other families to pick up their children.

IN PERSON:

Find a place to park you vehicle. Do not double park and Do Not park on the west side of Cypress Street in front of the building. If you are crossing Cypress, use the crosswalk where the patrols are crossing students. Remind your child to cross Cypress **ONLY AT The CROSSWALK.**

School Buses:

Forest Street is for school buses only. School busses are using this entrance to load/unload students. If you are walking to pick up a child from Forest, you must either wait for the buses to leave or walk to the end of the bus line to cross Forest. **DO NOT WALK BETWEEN THE PARKED BUSES.**

The parking lot door is not a drop-off/pick-up location for students. This door is reserved for staff members only, due to safety and supervision concerns.

Emergency Closing

In the event of severe weather listen to **WCCO-AM (830)** for the school closing announcements, or via Connect 5 phone call, text and email. You can, also check spps.org website for more details. 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, lockdown, or other emergencies are conducted on a regular basis during

the school year. Students are reminded that similar drills at home are good safety measures.

Emergency Forms

An emergency form for each student is required to be on file in the school office. *It is important that you complete the online iUpdate with the most current information. Please inform the school office of any 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.*

Gym Shoes

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

Health Services

Phalen Lake Hmong Studies Magnet has a school nurse on duty. 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.

Immunizations/Shot Records

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, mumps, and rubella, Hepatitis B, and Varicella.

Lost & Found

Lost clothing and articles are located in our Lost and Found area in the main hallway near the elevator. Small items are kept in the office (jewelry, keys, etc.). Unclaimed items are donated to charity at the end of each semester.

Please remember to:

- Clearly label your child's coats, jackets, sweaters, caps, and boots with full name.

- Try to locate the item immediately upon discovering it is lost.
- **Do not bring** articles of sentimental or monetary value, such as an expensive leather coat or jewelry.

Meals

All students should complete a free/reduced lunch form. Lactose Free Milk is available upon request from the parent for students who cannot tolerate regular milk. Monthly menus are available in online, please visit www.spps.org/nutrition.

Saint Paul Schools participates in the federal child nutrition program. All families should complete the free or reduced meals form **each** school year. 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 (651) 603-4952 or call the school at (651) 283-8935.

Medications

If it is necessary for your child 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.** Medications must be turned into the school office and not carried around school. Please call the school nurse, Michelle Mauder, at (651) 293-8935 with any questions.

Minnesota Reading Corps

MRC is a statewide initiative to help every Minnesota child become a successful reader by the end of 3rd grade. Minnesota Reading Corps members provide intensive, individualized, research-based supplemental reading practice to both preschool-aged students and K-3rd grade students.

MRC in K-3rd Grade

Members serve as one-on-one tutors and provide research-based interventions to students who are just below proficiency in reading. The members tutor students daily for 15-20 minutes to build phonics, phonemic awareness and fluency skills. The tutoring occurs outside of the student's

classroom-based core reading instruction during the school day.

Parent Sign-In

Parents/Guardians can come into the building with/for students during arrival. **After 8:30 a.m., and at all other times during the day, family members and visitors must sign in and wear a visitor badge, except during evening events.**

Parent Teacher Organization (PTO)

Phalen Lake Hmong Studies Magnet has an active PTO that plays a key role in creating outstanding learning opportunities for our students. We encourage parents/guardians to take an active role in guiding your child's school and its programs.

Pictures

This year pictures will be taken in the fall. Information and order forms will be sent home. Retakes are usually scheduled for a month after.

Positive Behavior

At Phalen Lake Hmong Studies Magnet, we believe that students have the right to learn and teachers have the right to teach in a safe learning environment. Respect for self and others are essential to creating a positive and peaceful place to learn. The School Counselor classroom lessons, Core Virtues program and 5R program teach socially appropriate behaviors and problem solving skills. All students are expected to follow the **Phalen Lake School Rules.**

- 1. Be respectful.**
- 2. Be responsible.**
- 3. Be a learner.**
- 4. Be safe.**

Any adult in the building will give ***Walk the Talk awards*** to students when they are making positive and productive choices. Some examples of earning the award include but are not limited to, consistently completing homework without reminders, helping another student in need, demonstrating leadership, and working through a very challenging task. Students who earn these awards will be recognized at an awards assembly three times during the year.

Discipline Procedures:

Begin with classroom interventions.

- Verbal re-direct
- Private talk
- Take a break in the classroom

- Time out in a cooperating classroom
- Call the parent
- Contact a counselor
- 5R Intervention

The 5R form will be sent home with the student to be signed by the parent/guardian and must be returned to school. This practice improves home/school communication.

Recess

Students are expected to go outside for lunch recess everyday unless we have inclement weather. Adult monitors are outside with the students at all times.

During winter months we recommend hats, mittens/gloves, scarves, and boots for the cold weather.

Release of Students During the Day

All students must be picked up and signed out at the office when being dismissed early for appointments such as the doctor, dentist, etc. A note signed by the parent or legal guardian should be sent to the child's teacher on the day of the appointment. Please tell the teacher the time your child will be picked up at the office. The person picking up the child is asked to wait and meet your child in the office. Allow some extra time for calling your child to the office. Request a note from the doctor or dentist. Students will be marked excused when they bring a note from their medical appointment upon their return from school. ***Any restrictions on who may pick up or contact a student at school must be indicated on the student's release form or presented in writing to the school.***

Report Cards

A report card is used at the November and March conference. Parents must attend Fall and Spring Conferences. A final report card is sent home at the end of the school year.

School Hours

The school day is 8:30 a.m. to 3:00 p.m. Breakfast is served starting at **8:10 a.m.** Students need to be in their classrooms by 8:30 a.m. **No Students are allowed in the building before 8:00 a.m.** This request complies with Saint Paul Public School's policy.

School Patrol

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

The School Patrol will provide assistance at the following corners from 7:55 to 8:10 a.m.:

Cypress/Magnolia, Cypress/Cook, Cypress/Jessamine, Earl/Magnolia, and Forest/Magnolia. Patrols return to the corners at dismissal time.

Sexual & Racial Harassment

Saint Paul Schools has a sexual and racial harassment policy and a weapon policy. The policy is available from the school office upon request. Students are routinely informed about these policies in their classroom and assemblies. The expectation at Phalen Lake Hmong Studies Magnet is that all students and staff will comply with these policies. Guns, knives, and all toy weapons are banned from the school property.

Special Education

Phalen Lake Hmong Studies Magnet offers a complete range of services for students with identified special needs. Our special education program is designed to be an integrated part of the entire school. The parents and staff design an Individualized Educational Plan (IEP) for each of these students.

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 with 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 the Student Data Management Department at (651) 632-3764.

Telephone

Students' use of the phone should be for emergencies only. Arrangements 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 1:00 p.m. to ensure they can be delivered.** Teachers can normally be reached during their

preparation period. For specific contact times, check with your child's teacher.

Textbooks & School Costs

Each student assumes responsibility for the care and proper use of books, other materials and equipment used by them at school. It is the student's responsibility to replace any lost items. Check the school supply list for materials needed. No other money should be brought to school unless specifically requested in writing by the school.

Valuables/Toys at School

Students should focus on learning during the school day. All valuables and toys should remain at home in order to prevent loss, theft and disruption of learning. Items such as Gameboys, Nintendo DS, MP3/iPod, iPads or tablets, Cell Phones, Headphones, Pokemon cards or and other "collectible" cards will be confiscated and turned in to the principal's office for safekeeping and returned only to the parents/guardians. **Cell phones must be turned off and kept out of sight during the school day.** **Cell phones disrupting the learning or used during the school day will be confiscated and returned only to a parent/guardian.** The school is not responsible for the loss or theft of any valuables. For security purposes as well as maintaining a positive learning environment, all valuables should be kept at home.

Visitors

Visitors are always welcome at Phalen Lake Hmong Studies Magnet. It is a courtesy and our expectation that you make arrangements with a teacher before visiting a classroom. **All visitors, including parents, must sign-in at the office upon entering the building during the school day. Please be aware that we may ask for identification when entering the building.** Visitors and volunteers must wear identification badges from the office. This is for the safety and security of our children.

Volunteers

Phalen Lake Hmong Studies Magnet is always looking for volunteers. Our current volunteers are comprised of parents, high school/college students, and community and business partnership members. Please consider volunteering your time and talents. Neftali Ramirez Volunteer Recruiter/Coordinator, provided through the Minnesota Literacy Council.

Persons interested in volunteering should contact Neftali Ramirez or the Family Room at (651) 293-8935.

Walkers

The school rules apply to all students walking to and from school. Students should walk safely and calmly along the city sidewalks. Patrols will be at the designated corners beginning at 7:55 a.m. Students are not allowed into the building before 8:00 a.m.

Walkers are not dismissed from the building until the buses have left. Siblings should set up a regular meeting place outside one of the exit doors to gather and then walk home.

Weapons

In accordance with the St. Paul Public Schools Board’s Zero Tolerance Policy, it is a violation to possess, use or carry any weapon in the building that can cause bodily harm and any instruments that are deemed unlawful *like toys, which look like weapons*. Students found to be in violation of the policy will be referred for disciplinary action in accordance with the policy and procedures which may result in dismissal, suspension or expulsion.

After School Programs	Kou Vang
School Clerks	Rochelle Stoffel
School Counselors	Sheryl Kuznia
Social Worker	Carlie Ross
Family Room	Thao Lor Lee Neftali Ramirez Win World
Volunteer Coordinator	Neftali Ramirez
Nurse	Michelle Mauder

Phalen Lake Hmong Studies Magnet

1089 Cypress Street, St. Paul, MN 55106

Office Hours: 7:30 a.m. - 4:00 p.m.

Telephone: (651) 293-8935 Fax: (651) 293-8978

Principal

Catherine Rich

Assistant Principal

Sue Vang