SAINT ANTHONY PARK POLICIES & PROCEDURES
(Updated for 2012-2013 school year)

A

ABSENCE

Please call the school office at 293-8735 every time your child is absent. If a child has been absent from school for any reason, it is expected that the student bring a written excuse upon returning to class. Your child's attendance or tardiness will be entered daily into the district reporting system that the state accesses.

Both the teacher and the office keep a record of attendance with all parent communication. The law requires mandatory reporting of frequent (more than 3 days) or consecutive abnormal absences. Truancy reports are turned in regularly to the Ramsey County Attorney's office. Every late child is expected to sign in at the office before going to the classroom. Each student must have a tardy pass for entry to the classroom. Classroom staff will send your child to the office if you or they show up at the classroom door without a pass.

According to Ramsey County, excuses fall into two categories:

Excused Absence	**Unexcused Absence**
Illness	Truancy
Medical treatment	Family vacation
Religious observances	Travel babysitting
Extreme family needs (home fire, injury)	Undocumented day
Funeral	Overslept
	Missed bus
	Too cold

ARRIVAL & DEPARTURE PROCEDURES

Non-Attendance Area Families
These are the students do not live within walking distance or take the bus. Many parents with older students make arrangements for the child to be a 'walker' and meet them at a more convenient spot away from the school. Please send a note stating this intention. Parents must only use the Scudder side of the building for car drop-off and pick-up. The Knapp side of our school is for bus drop-off only. This is a no parking zone. No parent in a car is permitted to block busses or wait for a student in the little back door parking lot by the gym area door.

Attendance Area-Walking Families
These are the students who live within the designated school patrol area. All such students will leave the building at 3:00 p.m. School patrol will escort the children to specific designated corners. Parents may choose to meet their student(s) at any point OUTSIDE the building. Please make arrangements with your child. (See Section on School Patrol)

Attendance Area- Bus Students
These are all students who have been approved by the school district Transportation Department as living within our bus zones. Such students are expected to get on the bus and leave at 3:00 p.m. **Unless a student has a note in their hand regarding a specific change in the daily plan, he/she will be dismissed according to that daily plan. Students are not allowed to ride any bus other than the one they are assigned to.**

ARRIVAL & DEPARTURE TIMES

The school hours are 8:30 a.m. to 3:00 p.m. Students may enter the school as early as 8:15 a.m. and are expected in their classrooms at 8:30 a.m.

If a student is involved in before/after school activities, those who supervise the activities are responsible for the students in their programs. If parents need to pick up their children during the day, they must sign-in at the office. The child will be called to meet the parent at the office.

B

BICYCLES

Only students in grades 4, 5 and 6 are permitted to ride bicycles to and from school.
Students who ride their bikes must lock them in the appropriate location, and the bicycles must remain locked throughout the school day. No bicycle riding is permitted during recess. For the safety of all the students, bicyclists are asked to walk their bikes when on the school grounds, both before and after school. It is strongly suggested that students wear safety helmets when biking. **St. Anthony Park Elementary School takes no responsibility for lost or stolen bicycles.**

BREAKFAST & LUNCH PROGRAM

The Breakfast program is open at 8:15 a.m. and is free to all students.
Children may participate in the school's hot lunch program or carry a sack lunch. Lunchroom safety is monitored by an adult. The cost for school lunch is $ 1.90 per meal and includes milk. Separate milk may be purchased for $0.50 per carton. Checks should be made payable to 'Nutrition Services' or you may also pay on-line at http://www.spps.org. Lunch menus are published for the St. Paul Public Schools at: www.spps.org. Refer to the www.spps.org District website for details or contact the school cafeteria for more information.

BROWN ENVELOPE

Important information/communication about various school functions is sent home in a brown envelope each month with your youngest child. (check the school calendar for specific dates). Please read through this information and note the dates of specific events on your calendar. There will be one envelope per family. We ask that you send the envelope back to school with your youngest child the day after you receive it. Thank you in advance for your cooperation.

C

CELL PHONES

Many families want their child to have a cell phone at school. The teacher would like a note if your child is carrying one daily. All phones must be turned off during the day. Any ringing phone will be confiscated by the teacher for the day. The school shall not be responsible for damaged, lost, stolen or misused personal cell phones.

CLASS ASSIGNMENTS

Class lists are finalized and mailed to homes in August. Staff will contact their new students before school starts. The Administration is not able to honor requests for a teacher, and changing classrooms during the year is not an option.

COMMUNITY EDUCATION

Community Education offers a variety of enrichment programs for all ages. The Community Education office for Area 1 (St. Anthony Park / Merriam Park) is located at the Washington/Arlington school building. For information on any of the Community Education programs call 651-325-2672. **Please do not call the school office.**

D

DISCIPLINE

The School Discipline Committee has developed school rules which include: conduct expectations for hall, lunchrooms and playgrounds; articles prohibited in school; care and use of school property; assembly program conduct; bus and walker conduct; and classroom conduct. The six school rules are:

1. Teachers have a right to teach and students have a right to learn.
2. Keep hands, feet and objects to yourself.
3. Be where you are supposed to be.
4. Obey the person in charge.
5. Walk quietly and safely.
6. Use respectful language.

These rules will be reviewed with the students and posted in each classroom. The Student Conduct Committee recommended a school-wide behavior plan based on positive, rather than negative teacher/student interactions. We follow the district Student Rights and Responsibilities Guidelines

If a "conduct" problem arises, the student is sent for a "time out" to another classroom in the building. Students are sent to "time out" for behavior that is interfering with their learning or the learning of their classmates. It is hoped that this "break" will help the student to evaluate their behavior and return to the classroom with a fresh start. After three (3) visits to the "time out" place, a parent-teacher conference may be necessary.

Sometimes certain types of unacceptable behavior or repeated infractions of school rules warrant exclusion from school. If a student is dismissed or suspended from school, parents/guardians will be notified immediately. If they cannot be reached by telephone, a letter will be sent home. In the case of a dismissal or suspension, the parent/guardian will be requested to pick the child up immediately. A conference with the parent/guardian, student, and principal will be held following the dismissal or suspension. Please review these student conduct expectations with your child.

DISCOVERY CLUB

The Discovery Club at St. Anthony Park Elementary School provides high quality child care for children Kindergarten through Sixth grade. The program provides a variety of creative play activities which promote social, physical, emotional, and intellectual growth. This is done through the use of formal learning activities such as sports, games, art, books, cooking, field trips, music and movement. Special enrichment opportunities are integrated into the program. The Discovery Club staff has training in elementary education or a related field.

Discovery Club is open school release days, conference, compensatory, and in-service days, but not holidays. The center is also open during winter and spring breaks as well as most of summer vacation. Additional information on the program can be obtained by stopping by our DC room at SAP or by calling the Discovery Club office directly at 293-5332. **Please do not call the school.**

DRESS CODE

District #625 allows each school to set a dress code which is flexible to meet a changing society. A dress code is set to include those things that impede learning or safety. A dress code may be revisited yearly.

Any item of apparel that may be gang related is prohibited. At S.A.P., these are the use of bandanas and very low riding waistbands on pants by boys or girls. Some clothing is unacceptable. This includes T-shirts with inappropriate writing, short shorts or skirts, a bare midriff or low top, and or other issues of attire staff stipulate. A teacher or the Principal may send a student home to change clothes. If the student cannot get home, the school will find an alternate piece of clothing for the day. The general rule is that if any undergarments or a bare chest show, the clothing does not belong in an elementary school. A K-5 school does not include cosmetics for intermediate learners. Make-up will be sent home with the student at the end of the day or kept until a parent comes to retrieve it.

E

EARLY DISMISSAL

Students who need to be excused early must bring a note from their parent/guardian stating the reason for early dismissal. (If an adult other than the parent will be taking the child from school, the school must be informed.) The classroom teacher and office personnel will initial the note. Parents/guardians **MUST** sign out and pick up their child in the office before leaving the building. Students who are leaving early will not be allowed to walk home.

ELECTRONICS

RADIOS, TAPE PLAYERS, GAMEBOYS

Students are **not** permitted to bring any electronic games or equipment to school. S.A.P. will not be held responsible for the replacement of these items in the event they become lost and/or damaged. The teacher will confiscate inappropriate items until an adult comes to retrieve them. Items not claimed by the parent/guardian by the last day of school will be disposed of.

EMERGENCY INFORMATION

At the beginning of each school year, all students are given an emergency sheet to be completed by parents/guardians. Current and accurate information pertaining to names, addresses, and telephone numbers is necessary so that the proper people can be notified in case of an emergency regarding your child. Change of information is the responsibility of the parent/guardian to give to the school.

F

FIELD TRIPS

The St. Paul School District uses a special procedure for "Walking Field Trips". These trips are usually one mile or less from the school site and may include trips to the public library, park, store, etc. Parents/guardians will receive a **Type 1/Type II** permission slip that will allow their child to participate in these activities. Only one form is needed for the entire school year. All slips must **be signed** by the parent/guardian and returned to the student's teacher. Any child not returning permission in a written form will not be allowed to participate in the field trip. Parental permission, via the telephone, cannot be accepted.

Type III field trips are defined as at least one overnight stay. SAP takes grade 5 students on this type of overnight experience. Teachers will send home reminder slips with all students when planning activities that take them beyond school boundaries.

FOOD

Gum, candy, and pop are not part of our school supplies and should not be brought to school unless it is part of a classroom special activity. No pop is allowed in the cafeteria for lunch.

GH

HOMEWORK POLICY

Homework is a necessary and integral part of the learning process. The district promotion policy is tied to this. The benefits of homework include the reinforcement of academic skills, as well as the development of student responsibility, self-discipline, and intellectual independence. The student is the major respondent and benefactor in the total homework experience.

Homework may be used for preparation, practice, extension, and creativity. The amount of homework should depend on the learning level and individual needs of the student.

I

IDENTIFICATION LABELING

Students should label any personal items brought to school, including clothing, jackets, shoes, boots, backpacks, and lunch boxes. This benefits the student by preventing mix-ups of similar items with other students, and facilitates the return of lost items.

JKL

LIBRARY

Each student will spend time in the school library each week. Students are encouraged to sign out books to read in school, or at home. Students are also encouraged to use the school library for research and pleasure.

Besides using the school library, students take field trips to the local branch of the St. Paul Public Library. Students may apply for their free Public Library card and will be financially responsible for any items signed out of either library.

Students may donate books, in their name, to the school library. "Donate a Book" sponsored by SAPSA, occurs at conference time. Recommended books are on display for purchase and donation to the library at that time.

LOST AND FOUND

Personal articles such as keys, rings, glasses that are found in the school or on school grounds are brought to the school office. Please inquire there for such items.

All found clothing is stored by the front upper stairwell. Please attach name labels or mark children's clothing, lunch boxes, and other belongings. This makes it possible for the children to identify their lost articles. All un-retrieved clothing is sent to the Goodwill or thrown out at the end of each month.

M

MEDICATIONS

Families are encouraged, whenever possible, to administer medications at home. If it is necessary for meds to be administered during the school day, the following guidelines must be followed:

1. The school nurse must be notified in writing by both the health care provider and the parent/guardian for all long term (2 weeks or longer) prescribed medications. The written instructions must state the type of medication, dosage, purpose of the medication, and must be in the original, labeled, pharmacy container.
2. The school nurse must be notified in writing by the parent/guardian when the prescribed medication will be administered at school for less than two weeks. The prescribed medication must be in a labeled, pharmacy container stating the type of medication and the dosage.
3. The school Nurse can advise parents of changes in the law with regard to Epi-Pens.

N

NURSE

The school nurse is at St. Anthony Park designated days each week. The nurse or the office will advise parents of any outbreaks of communicable diseases, etc., as they occur.

OP

PARENT AND COMMUNITY VOLUNTEERS

We welcome and appreciate the time that parent/guardians and community members are able to share with us. SAPSA offers a full list of volunteer opportunities. Look for these to be listed in the Brown Envelope. Please ask your child's teacher or the office how you can become involved.

All volunteers without school identification badges **must sign in for a name tag in the office.** All volunteers must wear identification when in the building.

PERMITS

Any party or group wishing to use the S.A.P. site must request a permit. All permits must be filled out and turned in at the school office. At least two week's notice should be given. All permits are coordinated with school activities and/or Community Ed classes. Permits are given on first come, first serve basis and may be denied when there are multiple activities going on.

District policy requires that any group using a site kitchen for food preparation hold a permit to do so. A district cafeteria employee must be present.

Permit applicants are responsible for the behavior in their group and must remain in the assigned room only. Any group holding a permit is expected to thoroughly clean up the space used. All furniture must be returned to its place.

PHOTO RELEASE/TECHNOLOGY USE RELEASE

Throughout the year, photos of students engaged in learning activities or TV shots may be taken and submitted to local newspapers or TV channels. Please sign the Parent Release form stating your wishes.

A Technology Release form explaining District policy will also be sent home. It specifically asks permission for Internet use.

PHYSICAL EDUCATION

All students must wear tennis shoes in the gymnasium to participate in gym class. Find out your child's weekly gym class dates and mark them on your calendar.

Please help your child be responsible for having tennis shoes (no Wheelys) at school. Please decide with your child if he/she should wear his/her glasses during physical education class. Girls should have tights, shorts or slacks available to wear on days that they may wear a dress or skirt.

All students are required to participate in physical education classes unless they have a medical excuse.

QR

RECESS

Students have a minimum 15 minute period of time outside for games and free play with teacher supervision immediately before their lunch.

- Recess is staggered by grade level to facilitate more space in the lunchroom and the playground areas.
- The area directly in front of the school is designated as the playground/recess area.
- No student is permitted to leave the area without teacher permission.
- The Langford Park playground is not included in this recess area.
- Students are outside for noon recess even in cold weather and should be dressed accordingly. Students go outside all winter. Students do not go out when it is 10 degrees below 0 or there is a strong wind-chill.

Grade levels decide if and when they provide additional recess time.

S

SAFETY AND SECURITY

Children have always practiced fire and tornado drills. They now will practice lockdown drills as required by Minnesota state law. Staff and administration have procedures in place for bomb scares and intruders. The plan includes lock-down procedures, and an evacuation site.

We have tighter security expectations in place for adult visitors and volunteers. The front office door will be the only door open during the day. ALL VISTORS must sign in at the office. This includes adults who come every day. ALL VISITORS must wear a label. This process will help insure your child's safety during the school day. Please observe the locked door and sign-in policies. They are for the safety of our children.

In the case of a catastrophic emergency, parents should go to: http://safety.spps.org/ in order to get updates about the event. The Incident Commander on site will work with police, fire, and others to set a staging area for parents. No parent will be allowed in the building during a lock-down event. Specific procedures are available on the District website or by contacting the Office of Security and Emergency Management at 651-767-8370

SAINT ANTHONY PARK SCHOOL ASSOCIATION (SAPSA)

SAPSA is a non-profit organization for parents, teachers and staff. SAPSA's purpose is to support, encourage and enhance the learning at St. Anthony Park School by providing funds and volunteers for the enrichment activities that are so valuable to the children.

SCHOOL CLOSING PROCEDURES

Parents/guardians/staff are asked to inform their children of an emergency plan in the event of an early dismissal due to weather conditions, celebrations/special events, heating and/or plumbing problems, etc. Students need to know where they are to go to for supervision and shelter when there is no one home during the day. Special arrangements should be made with a neighbor, babysitter, relative, or friend to care for your child if there is an early dismissal. We also need to know this information.

There is often advance notice when closing schools due to inclement weather conditions. In these situations parents should watch local TV channels or listen to local radio stations for information. Announcements for school closures begin at 6:00a.m.and are repeated throughout the morning. We use St. Anthony United Methodist Church at Hillside and Como if students need to seek shelter at another site. A gas leak would be an example of our need to move to safety.

SCHOOL PATROL

Fifth grade students act as Safety Patrols and are stationed at designated school crossings before and after school. The patrols are under the supervision of designated school staff. Any questions or concerns you may have should be directed the school office at 293.8735.

Kindergartners are assigned a patrol crossing on their registration day in the fall. All crossings are along Como Avenue and directly around the school building. Kindergartners will be escorted to their crossing street by their crossing guard in the beginning of the school year. At 3:00 p.m., kindergartners will be picked up at their classroom doors. They will be escorted until such time as they feel comfortable and familiar with their crossing assignment. Kindergartners are escorted from their classrooms by the patrols to their Como Avenue cross streets.

General school crossings are listed below:

Como & Carter .
Como & Scudder
Como & Doswell .
Knapp & Hillside .
Knapp St & Knapp .
Como & Commonwealth .
Scudder & Gordon .
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SCHOOL SOCIAL WORKER

Our Social Worker is here on designated days and is involved with small groups or individual students who have a fully assessed IEP that includes behavioral needs within the Special Education setting.

The school Social Worker is a member of the Child Study Team and may be asked to complete a Home Community Assessment which involves gathering background information on a student so that the Child Study Team may get a better understanding of a student's special needs. The school Social Worker may also be asked to assist the Child Study Team by conducting classroom observations. The school Social Worker's primary responsibility is to provide service to specific Special Education students.

SITE BASED COUNCIL

The Site Council is an advisory board with the Principal. A council comprised of staff members, parents, and community members advise and collaborate on issues concerning school governance. Please call the office at 293-8735 if you would like to join. Or you may contact any Site Council member that is listed at www.stanthony.spps.org for more information.

T

TARDINESS TO SCHOOL

Students who are tardy to school must report directly to the office. They are to be brought directly to the office by an adult or they are required to bring a written note from the parent/guardian verifying the reason for the tardiness. The student will be admitted by the office staff and then sent to the classroom.

TRANSPORTATION OF STUDENTS

Minnesota Statute 123.801 states that transportation is a privilege not a right. A student's eligibility to ride a school bus may be suspended or revoked for violations of safety or conduct policies. Each St. Paul student is trained every year with regard to specific bus safety expectations. Parents are also responsible for helping to ensure the safety of their children by doing the following:

Bus Loading

- Have child at the bus stop at least five minutes before the scheduled stop and pick-up time.
- Have child properly clothed.
- Properly package and label all supplies and materials to be carried on to the bus.
- Know the route number of the bus which appears in the first window of the right hand side of the bus.
- Instruct child to look both ways when crossing streets.
- Instruct the child to wait on the curb at the bus stop.
- Instruct the child to stand back 4 - 6 feet from the bus and wait for the bus to stop and the door to open before approaching the bus.

Bus Riding

- Instruct child bus safety rules, especially the need to **Remain Seated and Quiet.**
- Teach child to recognize and understand his/her responsibilities for acceptable behavior.
- Work with the principal, bus driver and teacher when child experiences safety problems.

Return Trip Home

- Instruct child to come directly home and report to you before he/she goes out to play.
- If no one is to be home, be sure child knows where to go for supervision.
- The bus driver is only allowed to let children off the school bus at their designated stop
- Busses will transport only children whole names are on their list.

UVW

WELLNESS POLICY

The Federal government in connection to No Child Left Behind has required all districts in the nation to develop and implement a health plan. The policy incorporates physical activity, nutrition and other health supports. To view the plan in its entirety go to S.A.P. now has a healthy snack list that each classroom sends home at the beginning of the school year.

XYZ