



# Benjamin E. Mays IB World School

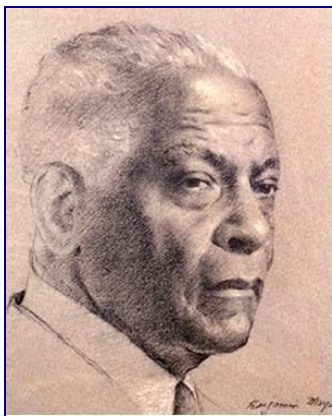
AN INTERNATIONAL BACCALAUREATE  
PRIMARY YEARS PROGRAMME SCHOOL

## 2020-2021 Family Handbook

<p>We welcome you and your family to one of the finest schools in the city of St. Paul. Our staff understands that families are our students' first and most important teachers.</p> <p>We need the partnership of all of our families to make schooling a positive and successful experience for all our students. We encourage families to take part in school activities and to visit the school often.</p> <p>We hope that this format provides you with the information you need in a way that is easy to read. Along with the calendar pages, you will find school information, school policies, and district policies.</p>	<p style="text-align: center;"><b>COMMUNICATION IS KEY!</b></p> <p style="text-align: center;"><b>We prefer WRITTEN communication, but phone calls as needed are okay.</b></p> <p><b>Main Office. . . . . 651-325-2400</b>  <b>Fax . . . . . 651-325-2401</b>  <b>Report Absence/Sick. . 651-325-2499</b>  <b>Nurse . . . . . 651-888-7606</b>  <b>Cafeteria . . . . . 651-325-2679</b></p> <p style="text-align: center;"><a href="http://www.spps.org/mays">http://www.spps.org/mays</a></p> <p style="text-align: center;"><i>Benjamin E. Mays IB World School Weekly Highlights</i> email sent to families mid-week.          To receive the email, include your email address when completing iUpdate or contact the office.</p>
<p>Bienvenido a el 2020-21 calendario y un manual para las familias. Esperamos que con este nuevo formato dara usted la información que necessita en un manera mas fácil para leer. Las páginas siguiente del calendario, usted descubrirá información de la escuela y el distrito; los politicas y policias. Por favor leer estas páginas porque contiene información importante. Si usted tiene prequntas llamar a este número 651-325-2400. Si necesita, llama el distrito ELL y podemos buscar un interprete hispano.</p>	<p>All staff members have a voicemail box for you to leave messages. Please ask for their voicemail extension when calling. Calls will not be transferred into the classroom when class is in session; the only exception is if it is a teacher's preparation time.</p> <p><u>In case of an emergency please do not leave a message in voice mail, but talk directly with office staff.</u> That way the message can be relayed to the teacher and/or student.</p>
<p>Nyob zoo xyoo 2020-21 tsev kawm ntawv cov niamtxiv phau ntawv qhia txoj kevcai kawm ntawv hauv tsev kawm nroog St Paul!</p> <p>Peb vam hais tias phau ntawv no yuav qhia rau koj paub txog tsev kawm ntawv lub luag hauj lwm thiab yuav yooj yim rau koj nyeem. Nyob rau nram qab koj yuav pom xwm txheej txog tsev kawm ntawv cov kev cai.</p> <p>Thov nyeem cov ntawv no vim tseem ceeb heev rau nej cov ua niam ua txiv yuav tsum tau paub txog. Yog koj muaj lub noog hu rau 651-325-2400. Ua tsaug.</p>	<p style="text-align: center;"><b>SCHOOL HOURS</b>  <b>7:30 a.m. – 2:00 p.m.</b></p> <p style="text-align: center;"><b>OFFICE HOURS</b>  <b>7:15 a.m. – 2:15 p.m.</b></p>

## *Benjamin E. Mays IB World School Mission*

Through rigorous intercultural and interdisciplinary studies, students will be empowered with communication and leadership skills necessary to become productive global citizens who are inquiring, knowledgeable, and caring.



Benjamin E. Mays  
1894-1984

### **School Challenge**

The world belongs to us,  
And we will accept the challenge  
To represent the global community in a **caring** way.

We are the ultimate students.  
We renew our quest for excellence everyday  
By being **inquirers** and **critical thinkers**.

We pledge to be **open-minded, well-balanced,**  
And to live by high ideals and **principles**.

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

**Knowledge** will be our goal.  
**Reflection** and **communication** will be our means  
For making this world a better place.

We are the ultimate students.  
The world belongs to us,  
The future belongs to us and

TODAY BEGINS WITH US!

*The quote in italics is from our school's namesake, Dr. Benjamin E. Mays.  
The words in **bold** represent the Learner Profile of the International Baccalaureate Organization.*



# WHAT IS THE IB/PYP PROGRAMME?

The **International Baccalaureate Primary Years Programme (PYP)** focuses on the total growth of the child, touching hearts as well as minds and encompassing social, physical, emotional, academic and cultural development.

## **INTERNATIONALISM**

The IB/PYP promotes international-mindedness through the **Learner Profile, which defines the type of learner IB hopes to develop worldwide**. The Learner Profile attributes are:

Knowledgeable	Open-Minded	Communicators	Inquirers	Principled
Reflective	Balanced	Risk-takers	Caring	Thinkers

## **THE CURRICULUM FRAMEWORK**

The curriculum framework consists of five essential elements: concepts, knowledge, skills, attitudes, and action. The knowledge component is developed through inquiries into six trans-disciplinary themes of global significance, supported and balanced by six subject areas. The curriculum framework is further structured around three interrelated questions:

### **1) *What do we want to learn?* = (The Written Curriculum)**

Trans-disciplinary Themes:

- |                                   |                              |
|-----------------------------------|------------------------------|
| 1. Who We Are                     | 4. How We Organize Ourselves |
| 2. Where We are in Place and Time | 5. How the World Works       |
| 3. How We Express Ourselves       | 6. How We Share the Planet   |

### **2) *How best will we learn?* = (The Taught Curriculum)**

All IB World Schools utilize the Inquiry Process, this consists of in-depth investigations into important ideas and concepts that require a high level of involvement from our students. These ideas and concepts are related to the world beyond our school and provide a connection to the world that is engaging and challenging.

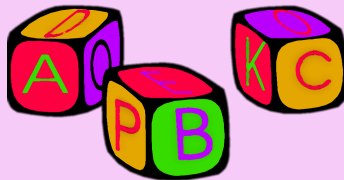
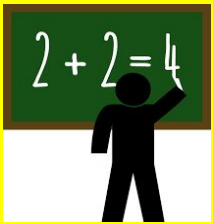


### **3) *How will we know what we have learned?* = (The Learned Curriculum)**

The prime objective of assessing students' learning and performance is to give feedback to:

- |                 |  |
|-----------------|--|
| <i>Students</i> | - to encourage the start of lifelong learning                      |
| <i>Teachers</i> | - to support their reflection on what to teach and how to teach it |
| <i>Parents</i>  | - to highlight their child's learning and development              |

# Benjamin E. Mays IB World School 2020-21 Family Friendly SCIP

Our SCIP (School Continuous Improvement Plan) is formed by staff and parents working together to review data, set goals, and create a plan for the year. The 2020-2021 school year will focus on Student Voice. Our school-wide approach to Student Voice includes a commitment to Restorative Practices, inquiry-based learning (IB), opportunities for students to explain & justify their thinking, and culturally responsive instruction grounded in relevance, relationships, and rigor.

 <p><b>Literacy</b> Daily learning tasks in literacy include:</p> <ul style="list-style-type: none"><li>• Reading and Writing lessons</li><li>• Word Study, including Phonics (grades k-2) or Words Their Way (grades 3-5)</li><li>• Independent Reading</li></ul>	<p><b>This year, our SCIP focuses on implementing Guided Reading groups for all k-5 students. What is Guided Reading?</b></p> <ul style="list-style-type: none"><li>• Small groups of students (usually 4-5) who are reading at a similar level, meet with their teacher twice/week.</li><li>• Each week, the group will focus on one book, chosen and presented by the teacher.</li><li>• Students learn and practice reading strategies, discuss what they read, complete word work, and practice writing.</li></ul>
 <p><b>Math</b> Daily learning tasks in math include:</p> <ul style="list-style-type: none"><li>• Math Review or a Number Talk</li><li>• Math lesson</li><li>• Independent Practice</li><li>• Using the ST Math App</li></ul>	<p><b>This year, our SCIP focuses on implementing Math Review or Number Talks daily. What is Math Review/Number Talks?</b></p> <ul style="list-style-type: none"><li>• This block of time is used to support learning through building number sense, reviewing previously taught concepts, and supporting students in talking about math.</li><li>• In a Number Talk, we emphasize student voice through encouraging students to explain and justify their thinking.</li></ul>
 <p><b>Restorative Practices</b></p> <ul style="list-style-type: none"><li>• Classroom teachers will lead community-building circles twice a day.</li></ul>	<p><b>This year, our SCIP focuses on implementing Restorative Circles daily. What are Restorative Circles?</b></p> <ul style="list-style-type: none"><li>• Opening and closing circles provide ways of bringing classes together in which everyone is respected, heard and equal - no person is more important than anyone else. Circles open the possibility for connection, collaboration, and mutual understanding. Derived from aboriginal and native traditions, circles are built on caring relationships, positive expectation messages, and opportunities for meaningful participation.</li></ul>
 <p><b>IB/PYP</b></p> <ul style="list-style-type: none"><li>• Students learn through inquiry - asking questions to help them make sense of the world around them.</li><li>• Concepts are connected across subject areas.</li><li>• Students learn they are global citizens making changes in their world.</li></ul>	<p><b>As an IB School, every year we focus on implementing the PYP (Primary Years Program) into our curriculum and teachings with your student. Our focus for this year is new, enhanced IB Planners used by teachers. What will the enhanced IB Planners provide?</b></p> <ul style="list-style-type: none"><li>• This will help create better delivery of the IB curriculum with a focus on inquiry. Inquiry is culturally responsive, nurturing interest and critical thinking by encouraging questions and exploration.</li></ul>

A complete version of our SCIP can be found at [spps.org/mays](https://spps.org/mays). Translations are available upon request.

## Parent Right to Know

School districts must notify parents of children attending Title I schools that they can request information regarding their children's teachers, including, at a minimum, information on (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the child and, if so, the paraprofessionals' qualifications.

[ENGLISH]

### **PARENT'S RIGHT TO KNOW TEACHER AND PARAPROFESSIONAL QUALIFICATIONS**

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 (subjects or content) in which proper certification is held by the teacher.
- Information about whether the child is provided services by paraprofessionals and, if so, their qualifications.

[HMONG]

### **NIAM TXIV MUAJ CAI PAUB TXOG COV XIB FWB QHIA NTAWV**

Raws li txoj cai *Every Student Succeeds Act*, cov niam txiv muaj cai nug kom paub txog cov xib fwb qhia ntawv uas qhia ntawv rau lawv tus me nyuam thiab cov neeg uas pab tus xib fwb qhia ntawv seb lawv txawj thiab kawm ntawv siab npaum li cas. Cov niam txiv uas xav paub txog tej li hais no muaj peev xwm sau tau ntawv mus rau Human Resource department, Attn: ESSA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. Nej muaj cai nug txog cov nram qab no ntsig txog nej tus me nyuam tus xib fwb qhia ntawv.

- Kev qhia seb tus xib fwb txawj npaum li cas thiab puas muaj lai xee qhia ntawv raws li lub xeev txoj cai los qhia qib ntawv ntawd thiab qhia yam uas nws qhia.
- Kev qhia seb puas yog tus xib fwb ntawd los qhia rau lub caij maj ceev es thiaj li tsis tag txawj txawj thiab muaj lai xee raws li lub xeev txoj cai los tau.
- Kev qhia seb tus xib fwb puas qhia yam uas nws muaj ntawv pov thawj los qhia.
- Kev qhia seb tus me nyuam puas tau txais kev pab los ntawm cov pab tus xib fwb (paraprofessional). Yog tau no lawv txawj thiab kawm ntawv siab li cas.

[SOMALI]

### **Xuquuqda ay Waalidku u leeyihiin inay Ogaadaan Macluumaadka Macallimiinta iyo Shaqaalaha Kale**

Sida uu qabo qaanuunka loo yaqaanno "Every Student Succeeds Act" oo micne ahaan ah "Qaanuunka Guusha Arday Walba", waalidiintu waxay xaq u leeyihiin inay codsan karaan macluumaad ku saabsan xirfadda macallimiinta iyo shaqaalaha kale ee carruurtooda wax bara. Waalidiinta raba inay helaan macluumaadkan, qoraal ha u soo diraan qaybta shaqaalaynta mas'uulka ka ah oo la dhaho Human Resource Department. Codsigaaga halkan ku soo hagaaji: Attn: ESSA Teacehr Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. Waxaad xaq u leedahay inaad codsato macluumaadkan hoose ee ku saabsan macallimiinta ilmahaaga wax bara:

- In macallinka ama macallimaddu buuxiyeen shuruudaha maadada iyo fasalka ay dhigayaan la xiriira ee uu gobolku ka rabo islamrkaana khihrad u leeyihiin maadada ay barayaan.
- In macallinka ama macallimaddu haystaan oggolaansho ku meel gaar ah inta ay soo buuxinayaan shuruudihii laga rabay ee dhinaca wax barista iyo in laga qaaday ama laga fasaxay shuruudahaas hadda.
- In macallinka ama macallimaddu ay barayaan maaddooyinka ay u haystaan shatiga islamarkaana takhasuska u leeyihiin.
- In uu ilmahaagu helo kaalmada macallin-kalkaaliye, iyo weliba nooca waxbarashada kalkaaliyahaas.



## **GENERAL POLICIES (in-person)**



The school day for students is 7:30 a.m. – 2:00 p.m. Students are not allowed in the school before 7:15 a.m. and should not be dropped off before that time. Before 7:15 a.m. there will be no adult supervision for your children. Remind your student that once they enter the school doors the 3Bs are in effect; Be Respectful, Be Responsible and Be Safe. They should wait patiently, then enter in a calm manner and head to B2G or their classroom.

### **BREAKFAST TO GO (B2G)**

Breakfast is free to all students. Upon arriving, students will select their “Breakfast-To-Go” and bring it back to their classroom. Breakfast-To-Go is a great way for students to start their day! B2G allows students to select a school breakfast to eat in the classroom while teachers take attendance, collect homework, and perform their morning meeting with their students.

For more information contact SPPS Nutritional Services at (651) 603-4950 or <http://ns.spps.org>

### **CLASSROOM VISIT GUIDELINES**

At Mays we have an open door visiting policy. The partnership between home and school is a fundamental building block to the education of our students. We invite you to visit our classrooms at any time. Because our mission is to teach, and we need to operate in a safe environment, the following guidelines are in place.

- All visitors first report to the school office, sign in, and put on a visitor’s pass before going to a classroom.
- Be respectful of student instruction and work time by limiting your time in the classroom (i.e. 30 minutes per classroom), unless you have made arrangements in advance with the classroom teacher.
- Please do not start a conversation with a teacher while students are present. When students are present, our teachers’ job is to teach. They need to be able to direct their full attention to their students. Please do contact a teacher (call the office at 651-325-2400, email, or send a note with your child) with any questions or concerns you have. Teachers should respond within 24 working hours. Communication between home and school is important!

### **Before & After School**

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

## EMERGENCY PROCEDURES...

**Any changes in phone number or address should be given to the office immediately.**

If a child is injured or becomes ill during school hours, the school nurse or other school personnel will attempt to reach the parents at home or work. A parent will be requested to pick up their child. If the guardians cannot be reached, the emergency number listed on your emergency card will be called. If no help is found and the child appears seriously injured, he/she will be taken to the hospital listed on your emergency card or to an appropriate St. Paul hospital. IT IS ESSENTIAL THAT A CURRENT EMERGENCY NUMBER BE RECORDED IN THE OFFICE RECORDS. Please keep the office updated of changes.

## EMERGENCY SCHOOL CLOSING

In the event of severe weather, the listing of school closings can be found on the school website <http://spps.org/mays> or either AM radio or the local morning TV news program. **IT IS ESSENTIAL THAT FAMILIES DISCUSS WITH THEIR CHILDREN WHERE THEY ARE TO GO IN THE EVENT THAT SCHOOL IS CLOSED DURING THE DAY AND NO ONE IS AT HOME TO RECEIVE THEM.**

## DISCIPLINE

### SAINT PAUL PUBLIC SCHOOLS

- Classroom and school violations will be handled in accordance with the school's Discipline Plan, the Saint Paul Public Schools' Rights & Responsibilities Handbook, and Saint Paul Public Schools' District Board policies.

### WEAPONS

- Weapons or toys that resemble weapons, such as squirt guns, knives, etc., are strictly prohibited.
- Possession of these items could mean suspension and possible referral to the district for expulsion.

## ELECTRONIC DEVICES & OTHER ITEMS



- ❑ Students must not bring pagers, Game Boys, electronic games, MP3 Players, personal iPads, or iPods.
- ❑ Cell phones...
- ❑ Game cards and large sums of money should also not be brought to school.
- ❑ If any of these items are discovered, they will be given to Administration.
- ❑ The items will only be returned to the student's parent/ legal guardian.
- ❑ *The school will not assume responsibility for any electronic devices that are lost or stolen. Administration will not take time to investigate the theft of electronic devices that are not allowed in school.*



## ABSENCES AND TARDINESS

- To report an absence/tardy call 651-325-2499
- To request an excused absence for an extended period of time, fill in a “Vacation Approval Form” which you can pick up in the office.
- When students return to school from an absence, they must bring a written note from their parent/legal guardian explaining the reason for the absence.
- Students who arrive between 7:31 a.m. and 10:44 p.m. will be tardy.
- Students who enter the building after 7:31 a.m. need to report to the main office.
- Students arriving after 10:45 p.m. receive a full-day absence in accordance with the Ramsey County Attendance Policy.
- Students must receive authorization from the office to leave the building before regular dismissal time. Students leaving school early must have a valid excuse. Students are dismissed at 2:00.
- Authorized adults must sign the visitor’s log in the office stating the time and date for early dismissal.

## TRUANCY

- A student will be counted as truant when the student is expected to be at school and he/she is not.
- A student will be counted as truant when the child leaves the school grounds without permission.
- Truancy is a violation of Minnesota State Law that requires compulsory attendance for youth between the ages of seven and sixteen (MN State 120 110, Subd. 1).



## Attendance During Distance Learning

During distance learning, students and families should work together to mark their attendance every day on the Campus app. Attendance must be entered by 11:59 p.m. each day. For more information, visit [spps.org/dlattendance](https://spps.org/dlattendance).

- **Español**
- Durante el aprendizaje a distancia, los estudiantes y familias deben trabajar juntos para marcar su asistencia a diario en la aplicación de Campus. La asistencia debe ser ingresada a diario antes de las 11:59 p.m. Para más información, visite [spps.org/dlattendance](https://spps.org/dlattendance).
- **Hmoob**
- Thaum kawm ntawv hauv tsev, cov tub ntxhais kawm ntawv thiab tsev neeg yuav tsum mus txheeb npe hauv qhov Campus app txhua hnuv qhia tias cov tub ntxhais kawm ntawv mus koom kev kawm txhua hnuv. Yuav tsum mus txheeb npe ua ntej 11:59 p.m. txhua txhia hnuv. Yog xav paub ntxiv, mus saib hauv [spps.org/dlattendance](https://spps.org/dlattendance).
- **Soomaali**
- Inta lagu jiro waxbarashada durugsan, ardayda iyo qoysasku waa inay ka wada shaqeeyaan in maalin walba ay ardaydu iska xaadiriso Campus app. Isxaadirinta waa in la sameeyaa ugu dambeyn 11:59 p.m. maalin walba. Wixii xog dheeraad ah, booqo [spps.org/dlattendance](https://spps.org/dlattendance).
- **Karen**

## **SCHOOL NURSE & EMERGENCY PROCEDURES**

The school nurse is located on the upper floor just beyond the main office (651-888-7606). Please contact the school nurse if your child has a health concern that might make it hard for them to concentrate or learn at school. You are encouraged to share health concerns with your child's teacher(s) directly. Together, you and the nurse can decide what is important for your child's teacher(s) to know to help your child be successful in school.

### **Signs of Illness**

Students and families may not be sure if a child is too sick to attend school. Ordinarily we ask that children be sent to school even if they seem a little tired or irritable in the morning as long as they do not have any of the signs or symptoms listed below.

#### **Keep your child home if he or she:**

- Has a fever of 100 degrees or more during the previous evening or night or in the morning.
- Has vomited or had diarrhea during the night or in the morning.
- Has a rash that may be caused by a disease or if the cause is unknown, check with your family physician before sending the student to school.

#### **Missing School for Illness:**

- Please call the school attendance line daily to report the reason for absence.
- If a student will be absent for more than one day, parents can contact the school for homework.
- If a student will be out of school for three weeks or longer due to an illness, injury or surgery the student may qualify for Homebound Services. Contact the Health Office at the school to obtain information about this service.

## **MEDICATIONS**

- It's important that you contact the school nurse if your child needs medication or treatments during the school day. Children need a written physician's order to receive any medicine at school, including Tylenol.
- 
- All medication should be sent directly to the school nurse. The parent must supply the medication in the original prescription bottle. Whenever possible, medications should be administered at home.



## PLAYGROUND

Please be sure your child comes to school with appropriate outdoor clothing; gloves or mittens, hats, ear muffs, sweaters, jackets, coats, boots, sneakers, etc. as needed per changing weather conditions.

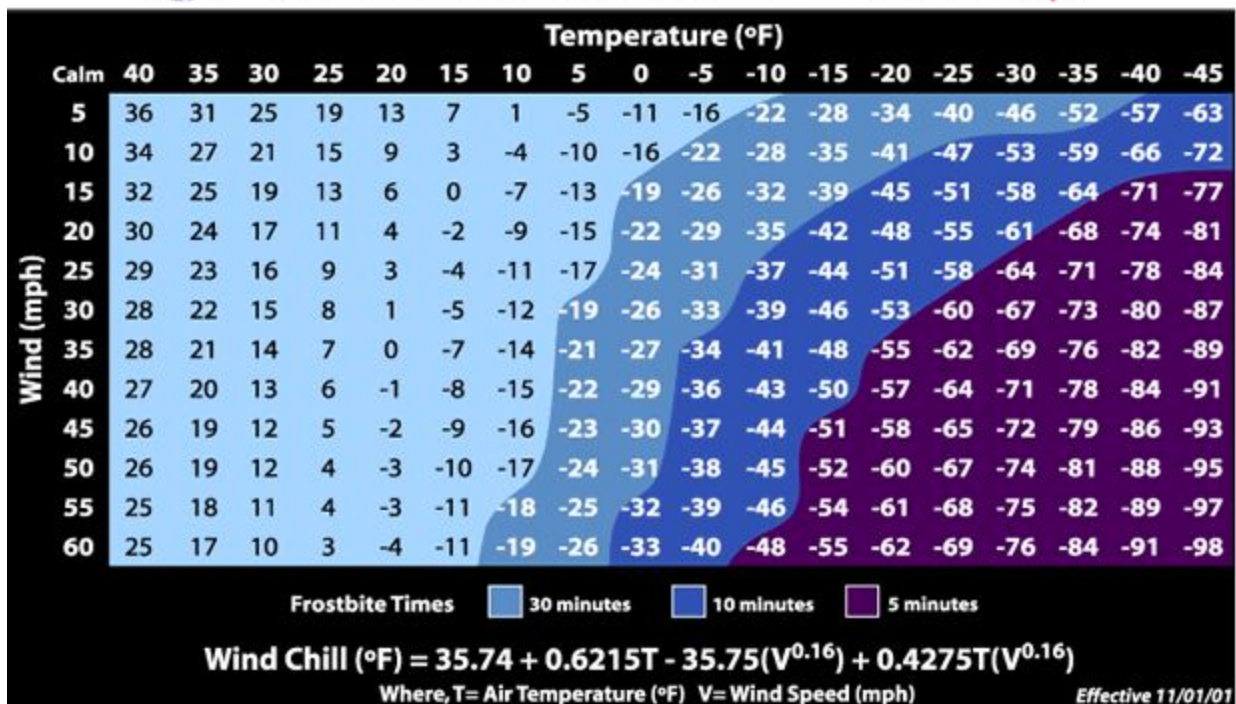
All students are expected to adhere to the following rules:

1. **Be safe and use all equipment safely.**
2. **Be in control of yourself at all times** (Fighting or rough play such as play fighting, tackling, kicking, wrestling, throwing of sand, snow, rocks, etc. will NOT be tolerated).
3. **Remain in the play area** unless given permission by a teacher to leave.
4. **Be friendly and treat everyone with respect** (no put-downs, obscene language, or threats).

Students will be kept inside if the wind chill is expected to be colder than -10 degrees below zero. Refer to the chart below.



## NWS Windchill Chart



## STUDENT DEPARTURE



- The school day ends for students at 2:00 p.m.
- **Any student leaving before 2:00 p.m. needs to bring in a WRITTEN note the morning of the request to their teacher by 9:30 a.m.** so staff can coordinate accordingly. By Law a student is expected to attend a full day of school and receive all instructional time. Medical/dental appointments are excused, but please limit the amount of time away from school.
- In the event of an emergency/special circumstances, parents need to check in with the office. If we do not get proper notification, we have to follow the last information provided.
- Office staff may not be able to respond to last minute requests for changes in regular modes of transportation (***make all changes before 1:00***).
- Students are dismissed to their bus, walker, pick-up or program designation based on information provided by parents.
- If you *PICK-UP* your child, you must park in a legal parking spot, walk to the yellow doors, and properly sign them out. For student's safety they must be signed out, then escorted across the driveway. When picking up your child from school, please arrive by 2:00.
- There is no supervision for students who remain after school beyond 2:15 pm.
- If your child is not collected by 2:45 p.m., your child may be picked-up by a St. Paul police officer.
- If a parent arrives at school to pick-up a student at dismissal time, and the student is already on the bus, the parent will be asked to meet the student at their bus stop. It is a safety policy that while buses are on school grounds, only an identified staff member may take a student off the bus.

## BUS EXPECTATIONS

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

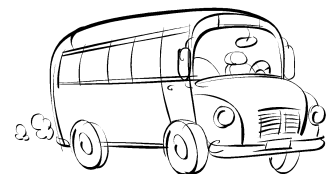
When students are suspended from bus privileges, they are still required to attend school on a regular basis. Also, the loss of bus privileges transfers to any St. Paul school and the record of any bus suspensions are maintained at the district office.

Parents please supervise your children at the bus stop before they get on the bus and have someone meet them in the afternoons when they get off the school bus. Parents are not allowed on the school bus. This is a state law and must be followed.

Students may only ride the bus they are assigned to.

## **ALWAYS FOLLOW AN IMPORTANT SAFETY RULE:**

***Students must NEVER  
Put their heads, arms, or legs out of the bus window!***



## **POSITIVE SCHOOL-WIDE BEHAVIOR MODEL (PBIS)**

At Benjamin E. Mays IB World School, we expect that everyone will conduct themselves with courtesy and respect.

***Every student and employee at school is entitled to learn and work in a safe school environment.*** To ensure this, the school has established a clear student discipline policy, consequences appropriate with the behavior, and practices to consistently apply the policies.

At school we have adopted a proactive approach to creating a positive learning climate called PBIS. PBIS (Positive Behavior Interventions and Supports) is a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviors to create positive school environments. PBIS is designed to infuse behavior models currently in place such as Restitution, Responsive Classroom, etc. Refer to our Matrix fact sheet of expectations for more details.

PBIS at school fosters respectful, supportive relationships among students and staff; reinforces positive academic and social behavior; and provides an opportunity for positive student-teacher interactions. A continuum of positive behavior support for all students within our school is implemented in all areas of the school including the classroom and non-classroom settings (i.e., hallways, lunchroom, bus). Attention is focused on creating and sustaining systems of support that improve teaching and learning for all students by making problem behavior less, while making desired behavior more effective, efficient and functional. ([www.pbis.org](http://www.pbis.org))

**School-wide 3Bs are:**

**BE Respectful**  
**BE Responsible**  
**BE Safe**



## LEADERSHIP & INVOLVEMENT OPPORTUNITIES

Our **Family Engagement Team** works to strengthen family/school relationships and student achievement. The Family Engagement Team works with stakeholders on such things as

- Mays CAFE (conversations that create change)
- Parent/Teacher Compacts (creating partnership over academics)
- Family Engagement Plan (a roadmap for engagement at Mays which is revised yearly)
- Academic Events (Take Your Parent to School Days focusing on Math, Reading, and IB)
- Family Events (Meet & Greet, Fall Festival, etc.)

We offer opportunities for parents and families to meet, to formulate suggestions and to participate in the education of their children. For more information, call the office and ask for the Family Liaison.

## TRANSLATION & INTERPRETATION

We embrace our diversity. All school documents can be translated or interpreters made available upon request

**Spanish** - Todos los documentos pueden ser traducidos o interpretados oralmente si usted lo solicita.

**Hmong** - Tej ntaub ntawv tom tsev kawm ntawv uas xa los rau nej, peb yuav pab txhais thiab nrhiav neeg txhais lus rau nej yog nej hais qhia peb.

**Somali** - Dhammaan dukumiintiyada iskuulka waa la turjumi karaa ama waxaa la heli karaa turjumaan haddii la codsado.

**Karen**

“ကိုလံလါခဲလက်တံသုကွဲးကျိဝ်အီ၊ မုတမုာ် ပျကတိကျိဝ်ထံတံသုဂ်တဖၣ်ကအိၣ်ဝဲလၢနယုထီၣ်တံအဖီခိၣ်န့ၣ်လီ။”

## SCHOOL STRATEGIC PLAN – “School Comprehensive Improvement Plan” (SCIP)

All St. Paul Public Schools are required to have a *School Continuous Improvement Plan* (SCIP). This plan for our school is comprised of initiatives that focus on increasing student achievement and creating a positive and caring learning community for all stakeholders: students, staff, parents, and community members. You can find more specific information about our SCIP by visiting the school website at

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

# 2020-2021 Benjamin E. Mays IB World School Family Engagement Plan (PreK-5 Grade)

**SCHOOL VISION:**

DEVELOP CONFIDENT, LITERATE, AND RESPONSIBLE STUDENTS WHO WILL BE ABLE TO THINK CRITICALLY, MAKE GREAT DECISIONS, AND BECOME INTERNATIONALLY MINDED STUDENTS WHO PURSUE POST-SECONDARY EDUCATIONAL OPTIONS.

**SCHOOL MISSION:**

THROUGH RIGOROUS INTERCULTURAL AND INTERDISCIPLINARY STUDIES, STUDENTS WILL BE EMPOWERED WITH THE COMMUNICATION AND LEADERSHIP SKILLS NECESSARY TO BECOME PRODUCTIVE GLOBAL CITIZENS WHO ARE INQUIRING, KNOWLEDGEABLE, AND CARING.

The Family Engagement Plan (FEP) is organized into four impact areas. we will be working together this year to build positive and goal-oriented relationships in each area. families and staff at school developed this plan together.

WELCOMING ENVIRONMENT	
Our school has a staff member available for families to discuss this plan and ask questions	<ul style="list-style-type: none"> <li>• Family Liaison: Karen Shanahan (651) 325-2492 karen.shanahan@spps.org</li> </ul>
Our school communicates with families in many ways.	<ul style="list-style-type: none"> <li>• The best way to keep informed about all school information is through our weekly emails, Mays Weekly Highlights. These emails arrive on Sunday each week and include a calendar of events and links to further information. To receive these emails, contact the office at (651) 325-2400 or keep your information current through the district electronic iUpdate system at <a href="http://spps.org/onestop">spps.org/onestop</a>.</li> <li>• We update our website regularly. Watch our school website for important information and upcoming events: <a href="http://spps.org/mays">spps.org/mays</a></li> <li>• Teachers send bi-weekly or weekly classroom newsletters home. Additionally, many teachers use apps to communicate with families.</li> <li>• When families call, email, text, or send a note, we do our best to respond within 24 hours during the work week.</li> </ul>

The achievement gap, or rather the “opportunity gap,” between students of color and white students in Saint Paul Public Schools is unacceptable. Our school is working to change practices and systems by identifying the barriers that make it harder for students of color to succeed and for their families to support their learning.	<ul style="list-style-type: none"> <li>• For more about our work on racial equity, contact: Kirk Morris, Principal (651) 325-2400.</li> <li>• Mays staff has participated in Beyond Diversity Training and Innocent Classrooms. Staff uses the Courageous Conversations About Race Protocol (CCAR) to guide work in instruction, meetings, and other school events. Staff will further explore Critical Race Theory tenets with E3 (Education, Excellence and Equity) work.</li> <li>• Parents, families and community members voice their concerns and provide counter-narratives through our Mays CAFÉ gatherings and Year in Review. These gatherings take place in fall and spring.</li> </ul>
---	--

<p>Transitions between schools can be challenging, and we work to help families as their children start and leave our school.</p>	<p>For new students and families, we support the transition by:</p> <ul style="list-style-type: none"> <li>• Pre-K and K families can attend a Registration &amp; Orientation event in May preceding their entry into school. This event introduces families to staff and the building, and helps prepare students for school at Mays.</li> <li>• Benjamin E. Mays IB World School hosts a Meet &amp; Greet the week before the new school year starts which orients families and students to the school and provides an opportunity for families to meet staff.</li> <li>• For our Pre-K and Kindergarten families we have Transition Conferences during the first week of September. At these conferences, families meet the teacher, complete paper work, go through a brief assessment, ask questions, and share concerns about their student’s education.</li> <li>• Families who start during the school year receive an orientation packet and a school tour.</li> <li>• Mays CAFEs and Year in Review held twice a year (fall and spring) give new families an opportunity to engage with administration, staff, and teachers as well as with other parents.</li> <li>• Mays hosts Take Your Parent to School Days for Pre-K, K, 1<sup>st</sup>, and 2<sup>nd</sup> Grade students which familiarize families with curriculum, standards, and daily routines.</li> <li>• Open House for Prospective Families in January 2021, introduces families to Mays and the IB Primary Years Programme.</li> <li>• School tours are available upon request.</li> <li>• Mays publicizes and encourages families to attend the district’s Blast-Off to Kindergarten event.</li> </ul>
<p>Transitions (continued)</p>	<p>We support transitions within school by:</p> <ul style="list-style-type: none"> <li>• We host a school-wide Transition Day in May during which time students visit the next grade to learn expectations and ask questions.</li> <li>• Parents are invited to a Pre-K to K Transition Day in spring.</li> <li>• PBIS Committee develops clear school-wide expectations. They support staff in the teaching of these expectations across all grades.</li> <li>• The IB framework supports transitions within the school.</li> </ul> <p>Students study the same six transdisciplinary themes throughout grades 1-5 (because of time limitations, Kindergarten and Pre-K participate in fewer transdisciplinary themes). Students aspire to, and are taught, the same Learner Profile.</p> <p>For students and families moving to the next school in their pathway, we support the transition by:</p> <ul style="list-style-type: none"> <li>• Benjamin E. Mays IB World School hopes to increase articulation for our IB program (Ramsey, Hazel Park, and Highland) by increasing parent awareness of the IB PYP through: school bulletin boards, increased parent education during IB Showcase events, and an IB section in the Mays Weekly Highlights email.</li> <li>• 5<sup>th</sup> grade IB Exhibition at the end of May, the culminating IB event for the PYP Programme, encourages families and students to continue their IB education.</li> <li>• Mays hosts a Middle School Transition Day during which 5<sup>th</sup> Grade students participate in a mock day at middle school.</li> <li>• Mays 5<sup>th</sup> Grade students articulating to Ramsey Middle School will have the opportunity to visit Ramsey in the spring with our school counselor.</li> </ul>



## Family Partnerships

<p>Our school-parent compact establishes the shared responsibility for student success between the school, families, and students. Families and teachers work together to develop the compact.</p>	<ul style="list-style-type: none"> <li>• Copies of the compact are available: Benjamin E. Mays IB World School partners with families to develop the grade-level compacts around academic goals. Compacts are available during our Meet &amp; Greet in August, during Parent/Teacher Conferences in November and during Title I Night in fall. They are also posted on our website (spps.org/mays) and available in our main office.</li> <li>• The compact will be updated: Every year in the spring all families will be invited to participate in compact revision at our Year in Review event.</li> </ul>
<p>There are many opportunities for families to build connections to the school and to each other.</p>	<ul style="list-style-type: none"> <li>• Title I Annual Meeting where we will share information about school programs and participation in Title I.</li> <li>• A student IB Showcase occurs for grades K-4 during the year.</li> <li>• 5<sup>th</sup> Grade Exhibition is the culmination of the students IB PYP education at the end of the school year and highlights 5<sup>th</sup> grade work.</li> <li>• Mays CAFE is a framework in which the greater community provides Mays input in a conversational format. Mays CAFE occurs in fall.</li> <li>• During spring Year in Review families, community, and school staff meet in an informal atmosphere where we review past events and plan for future events.</li> <li>• National African American Parent Involvement Day (NAAPID) will be on February 8, 2021.</li> <li>• Pre-K, Kindergarten, 1st grade, and 2nd grade Take Your Parent To School Days introduce families to what is happening in the classroom and prepare families for important transitions.</li> <li>• Our school participates in the Parent Teacher Home Visit Project.</li> <li>• Our PTA hosts community building events such as: Fall Festival, and Mays Moves. PTA hosts regular meetings throughout the year inviting all community members to attend.</li> </ul>
<p>We work to make these meetings and events available for every family in the school.</p>	<ul style="list-style-type: none"> <li>· Translation and interpretation are available upon request. Please contact the office for translation and interpretation needs.</li> <li>· Mays holds events at multiple times to assist in family participation (morning, afternoon, evening).</li> <li>· We provide childcare for our Mays CAFES.</li> <li>· To promote family attendance at events: we provide a light meal at all IB events and at Mays CAFE.</li> <li>· Transportation is available upon request to events and meetings at school.</li> <li>· During IB event evenings, teachers may arrange for students to stay afterschool to accommodate families' schedules and allow for full participation.</li> <li>· Bilingual staff assist in reaching families who speak Spanish, Hmong, Oromo, and Somali.</li> <li>· Our MLL (Multi Lingual Learners) staff provides language support to our families.</li> <li>· Mays circulates the event flyers in Spanish, Hmong, Karen, and Somali provided by the district.</li> <li>· Some of our multi-lingual families offer their assistance in promoting and hosting events.</li> <li>· Interpreters are provided for Parent/Teacher conferences.</li> </ul>

<p>Our school supports families as advocates and provides opportunities for parent leadership</p>	<ul style="list-style-type: none"> <li>· If parents have concerns about their child’s learning the process at Benjamin E. Mays IB World School is to start discussion with classroom teacher (involving MLL staff or Special Education staff as needed). Then to approach an administrator. If the concern has been referred to the Principal and a resolution has not been gained, next involve the district Ombudsperson.</li> <li>· The district has an Ombudsperson available to help resolve conflict between families and schools. The Ombudsperson is a person who listens to and investigates complaints against Saint Paul Public Schools, its programs, offices and staff. The Ombudsperson does not take sides. She works with parents, community members and the school district to clarify and resolve questions, concerns and complaints in a fair and timely manner. The services of the Ombudsperson are free. Our Ombudsperson is Dana Abrams, at (651) 767-8394 or <a href="mailto:dana.abrams@spps.org">dana.abrams@spps.org</a>.</li> <li>· Our staff has ongoing Racial Equity training which encourages conversations with families.</li> <li>· Our staff will receive professional development around parent engagement.</li> <li>· Prior to our Mays CAFE event, we have team meetings between staff and parent stakeholders to frame the questions used to guide conversations.</li> <li>· Mays CAFE provides a framework in which the greater community supplies input in a conversational format.</li> <li>· PTA meets regularly. Times will be posted in The Weekly Highlights e-mail and on our website <a href="http://spps.org/mays">spps.org/mays</a></li> <li>· Parents and families provide feedback through surveys and meetings (particularly CAFEs and the Year in Review) to review, improve, and revise the Grade Level Compacts and Family Engagement Plan.</li> </ul>
---	--

Teaching and Learning	
<p>Our school shares information about state standards, assessment and student achievement with families in multiple ways</p>	<ul style="list-style-type: none"> <li>· Report cards will be distributed in person during Parent/Teacher Conferences. If a family is unable to attend conferences, teachers will use phone conferences or home visits to reach out to parents. Mays sends the report card home if families cannot meet for conferences.</li> <li>· Progress Reports distributed bi-weekly.</li> <li>· Parent-Teacher conferences are held twice a year in fall and spring November 17, 3:00-6:00; November 19, 3:00-6:00; November 20, 8:30-2:00; March 23, 3:00-6:00; March 25, 3:00-6:00; March 26, 8:30-2:00.</li> <li>· Mays has developed a Parent/Teacher Plan to facilitate ongoing conversations with families around academic success.</li> <li>· Mays will provide specific information on students’ reading level during conferences. If a K-3 grade student is not at grade level during our fall and spring conferences, the teacher and parent will goal set together using the Parent Teacher Plan. Teachers will provide tools, such as letter sound cards or sight word games, to facilitate learning at home.</li> <li>· First and Second Grade students below grade level in reading will work with our Reading Corps Scholar Coaches and will have a regular Read at Home activity to engage and support families around reading.</li> </ul>

	<p>Mays supports additional activities preparing our students for success:</p> <ul style="list-style-type: none"> <li>· NAAPID hosting speakers/discussion addressing academic development.</li> <li>· IB Showcase Nights will involve parents and families with the IB curriculum and the transdisciplinary units and action cycle of a particular unit. Grades K-4 will each hold an IB Showcase.</li> <li>· 5<sup>th</sup> Grade will hold an Exhibition. Exhibition is the cumulative project of the IB PYP years. The Exhibition will show families what their student has learned in the IB Programme.</li> <li>· Take Your Parent to School Day for Pre-k through 2<sup>nd</sup> grades will provide parents with information on curriculum, grade level standards, and tools to support this learning at home.</li> <li>· Mays website <a href="http://spps.org/mays">spps.org/mays</a> has information regarding assessments and curriculum. The website also provides links to support learning at home.</li> </ul>
	<p>Specific ways families partner with Mays to build reading skills in K-3 (particularly for students not reading at grade level):</p> <ul style="list-style-type: none"> <li>• Reading Calendars (to encourage daily reading at home);</li> <li>• Partnership with PTA to provide students free books at events;</li> <li>• Sight Word Games for families created to support the Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade Compacts;</li> <li>· Mays website (<a href="http://benmays.spps.org">benmays.spps.org</a>) has a section devoted to reading and reading resources including booklists, leveled reading charts, and questions to ask your student for fiction and non-fiction reading;</li> <li>• Minnesota Reading Corps Scholar Coaches embedded in first and second grade classrooms use data driven interventions to tutor students in reading. Tutors work with students daily, one-on-one or in small groups, for 20 minutes. Parents are notified of their student’s involvement in this program.</li> </ul>
<p>Our school will engage families in personalized learning as a key strategy to accelerate student achievement. Parents can get more information using many tools</p>	<ul style="list-style-type: none"> <li>· Parent log in information accessed at <a href="http://spps.org/onestop">spps.org/onestop</a> or by asking the school clerk.</li> <li>· Mays students use iPads in the classroom. Teachers are required to attend courses to explore personalized learning through technology.</li> <li>· The IB curriculum is inquiry-based and encourages personalized learning through its process. Teacher Professional Development and regular staff meetings encourage depth in our IB planning.</li> <li>· Staff use Seesaw (PreK-2) and Schoology (3-5) to inform parents of student progress and share student work samples.</li> </ul>

<p>Many before- and after-school enrichment and support opportunities are available for students</p>	<ul style="list-style-type: none"> <li>· EDL</li> <li>· Freedom School Express</li> <li>· Community Education Classes</li> <li>· Partnership with the Rondo Community Outreach Library (a key partner in our Year in Review spring event) provides homework and reading support to families.</li> <li>· Partnership with MLK rec check which provides homework help to students from 2:00-6:00.</li> <li>· Partnership with Boys and Girls Club provides enriching afterschool activities to students.</li> </ul>
--	---

## Community Partnerships

Our school develops community partnerships to provide additional support for students and their families

- Saint Paul Promise Neighborhood (SPPN)
- Wilder Ujima group
- Minnesota Reading Corps
- Phillips Eye Institute
- Family Tree Clinic
- Fuel Up to Play 60
- Science Museum of Minnesota
- Frogtown Farm
- Anywhere Farm Project (supported by the Minnesota Horticultural Society)
- Kohl's Project Immunization Clinic
- Children's Dental Services
- Hallie Q. Brown Community Center
- MLK Recreation Center
- Rondo ECFE
- Minneapolis Institute of Arts (MIA)
- KOFI
- Thad Wilderson and Associates
- Hubbs Center
- Rondo Outreach Community Library
- Redeemer Lutheran Church

## MAYS PTA

### PARENT TEACHER ASSOCIATION

The overall mission of our PTA is (1) to support and enhance the education of our students and (2) to open communication, develop relationships, and increase parent involvement. To uphold this mission; PTA plans, organizes, and executes fundraising events each school year.

#### ***When does the PTA meet?***

We have PTA meetings and events throughout the year. Check the family calendar and newsletters for meeting dates and times.

#### ***Can I join?***

YES! We need you!

All parents and staff can attend PTA meetings and events. You do not need to be a PTA member to attend.

# **Saint Paul Public Schools Board of Education**

**Jeanelle Foster**  
*Interim Chair/Vice Chair*

**Zuki Ellis**  
*Clerk*

**John Brodrick**  
*Treasurer*

**Steve Marchese**  
*Director*

**Chauntyll Allen**  
*Director*

**Jessica Koop**  
*Director*

**Jim Vue**  
*Director*



## **Administration**

**Joe Gothard**  
*Superintendent*

**Dr. Efe Agbamu**  
*Assistant Superintendent*

**Dr. Kenneth Turner**  
*Principal*

**Brett Asleson**  
*Assistant Principal*