



GROVELAND PARK ELEMENTARY SCHOOL

Family Handbook 2018-2019

Groveland Park Elementary Mission Statement:

Groveland's mission is to create a supportive community that honors, inspires and challenges every child, every day.

General Contact Information

School Visitors

You are always welcome at Groveland Park Elementary School! **All visitors must first report to the main office upon entering Groveland Park Elementary** to sign in and get a visitor's badge. This includes parents arriving to visit classrooms once the school day has started. Please understand when staff members inquire about your purpose in the building it is for the safety of your children. Visitors will also need to sign out before they leave the school.

School Contact Information

Main Office.....651-293-8760
Fax Number.....651-293-8653
Website.....www.spps.org/groveland
Becky Pedersen, PrincipalRebecca.Pedersen@spps.org

All Groveland staff members have voicemail boxes for you to leave messages. Please ask for their voicemail extension when calling. **In the case of an emergency please do not leave a message on voicemail, but talk directly with office staff.**

Student Hours

Grades K-5.....9:30-4:00
PreK (AM).....9:30-12:00
PreK (PM).....1:30-4:00

Breakfast to Go is available for ALL students starting at 9:15 a.m. It is free for all students.

Office Hours

The office is open from 8:30 a.m. to 4:30 p.m.

School Emergency Information

General emergency information about what to do if an emergency occurs during the school day can be found on <http://www.spps.org/Page/5937> Every school also has their own plan.

Attendance

To report an absence:

Clerk – Michele Brinkhaus – 651-293-8760 michele.brinkhaus@spps.org

To discuss your student’s absences:

Social Worker – Christine Durocher – christitne.durocher@spps.org

Principal – Becky Pedersen – Rebecca.pedersen@spps.org

Bus Information – Who to Contact:

General Bus Concerns –

Becky Pedersen – Rebecca.pedersen@spps.org

Gilbert Hale – Gilbert.hale@spps.org

Bus Route Information –

Michele Brinkhaus, Clerk - Michele.brinkhaus@spps.org

For Transportation Emergencies after Groveland school office hours –

Call 651-690-9600

School Nurse

Teresa Eide is our school nurse and Toni Campbell is our Health Assistant. **The direct line for the nurse’s office is 651-888-7627.** Ms. Campbell is at Groveland each day and Ms. Eide is at Groveland two days a week.

Support Staff

Groveland has a School Social Worker, School Counselor, and Behavior Specialist. These staff members support students at Groveland. Families will be contacted if your child will be working with any of our support staff on a regular basis. Please call 651-203-8760 or email them at the number below.

School Social Worker: Christine Durocher Christine.durocher@spps.org

Behavior Specialist: Gilbert Hale gilbert.hale@spps.org

MySPPS App

For information instantly on buses, district calendar, nutrition services and payments, connecting with teachers, etc., download the MySPPS App. To get started go to: <http://www.spps.org/myspps>

You may access the bus app through the MySPPS App or go to: <http://www.spps.org/bus>

You may also go directly to Apple App Store and Google Play to download these free apps.

The A-B-C’s of Groveland Park Elementary: A Guide for Families

Arrival and Dismissal

Students may enter the building at 9:15 a.m. to get breakfast and go to class. Students should not arrive at school before 9:15 a.m. Instruction begins at 9:30. Dismissal is 4:00 p.m.

Drop off and Pick Up

Student drop off and pick up is on Sargent Avenue. A staff member and patrols are on Sargent from 9:15-9:25 and 4:00-4:05 daily.

Please do not pull up to drop off or pick up students on St. Clair. The entire stretch on St. Clair Ave. in front of the school is to remain open for buses. We have many buses as well as district vans needing the busing area. Please cross the street only in designated crosswalks.

Parents walking to pick up students should meet the students by the east (or small) playground by the rec center. Students need to stay with their class until the teacher and parent see each other. Please do not take students out of their class line at dismissal time. Dismissal is 4:00 p.m.

Attendance

Please call the school office (651-293-8760 and choose option one) every day your child is absent.

Parents/guardians are responsible for informing the school of the reason for any absence, tardy, or early pick-up. Your child's attendance or tardiness, as well as record of parent communication, will be entered daily into the district reporting system that the state accesses.

Under Minnesota State Law, a student who has 3 or more days of unexcused absences is considered truant. Chronic tardiness or early pick-ups may be included as truanancies. For more information, see Truancy.

According to Ramsey County, excuses fall into two categories:

Excused Absence

Illness **
Medical treatment
Religious observances
Funeral
Extreme family needs (home fire, injury)

Unexcused Absence

Truancy
Family vacation
Travel
Babysitting
Undocumented day
Overslept
Missed bus
Too cold

* The school has the right to accept or deny a parent's request for excused absences.

Bicycle Riding

Students may ride bicycles to Groveland under parent/guardian supervision or with written permission from parent/guardian. We are unable to supervise. Students must wear a helmet. It is the student's responsibility to lock bikes in our bike racks by the east (small) playground. The school will not be responsible for any lost or damaged bikes or locks.

Breakfast and Lunch

In Saint Paul Public Schools, including Groveland, breakfast is free for all students. In order to ensure that our school receives benefits related to this free breakfast program, please complete the Household Application for Educational Benefits and Free/Reduced-Price Lunch. This form will be mailed to your home and available online at ns.spps.org in August. Forms will also be available at our fall open house.

Please see our school website for breakfast and lunch menus:

<http://spps.nutrislice.com/menu/groveland-k-5/lunch/>

If you are sending a bag lunch to school with your child, we encourage a healthy lunch. Food cannot be shared with other students. **Pop, Soda, and Energy Drinks are not allowed in the cafeteria.** If you have any questions, please contact administration.

Child Abuse Reporting

Any Saint Paul Public School staff person who knows or has reason to believe a child is being neglected or physically or sexually abused is **required by law as a mandated reporter** to report the information to the appropriate authorities.

Classroom Celebrations

Based on Saint Paul Public Schools' health and wellness policy, we ask families not to bring in food treats for special celebrations. Instead of sending sweets or snacks with your child to share with classmates, you can: have your child wear a special sash or crown, have your child pick a game to play with their class, send a favorite book to school with your child, etc. Please contact your child's classroom teacher or visit www.spps.org/studentwellness for more details.

Behavioral Procedures

The classroom teacher will make a committed effort to resolve behavioral issues with the student whenever possible. When a student's behavior is interfering with teaching and learning, the following practices will occur:

- **Remind, Redirect, Reinforce** – The student will be warned to discontinue inappropriate behavior and given expectations and/or appropriate behavior choice.
- **“Take a break”** – If the student continues the inappropriate behavior he/she will be directed to “take a break” at a designated location in their classroom to calm down refocus and get ready to learn.
- **Buddy Room** – If the inappropriate behavior continues after the student has taken a break, the student will be directed to “take a break” in another room (buddy room teacher's room) to get calm, refocus and get ready to learn.
- **Parent/guardian contacted** – A staff member will notify the parent/guardian by phone, email and/or note when needed. The parent/guardian may be asked to come in for a conference with their student.

Dismissals and Suspensions: See the SPPS Rights and Responsibilities Handbook for more information <http://www.spps.org/Page/3249>

Emergency School Closings

In the event of severe weather, the listing of school closings can be found on either AM radio, the morning news programs or at www.spps.org. Either turn your radio to 830 WCCO, watch television channels 4 or 11 for their morning news programs, or check online at www.spps.org. An automated call will be made to families from SPPS. It is important to keep your phone numbers current with our main office so that you receive all important information.

Extended Day for Learning (EDL)

This after school program for grades 3-5 provides additional enrichment, instruction, and support for our students in musical instruments (grades 4-5 only), reading, writing, math, and technology. Students who are eligible receive school bus service. EDL begins at 4:00 p.m. with a snack and concludes at 5:45 p.m. Groveland will have EDL on Tuesdays and Thursdays beginning October 9. A calendar of the dates will be available.

Family Engagement Plan

A Family Engagement Plan is available for families in the office and made available at PTO and other family events. Families are invited to participate in the planning of family events through the PTO and Title I Family Events.

Family Events

Interpreters and transportation are available for family events. Please call at least 24 hours in advance of the event or meeting to request transportation or an interpreter.

Fire and Lock Down Drills

Throughout the year, drills are occasionally held to acquaint students with the proper procedures in the event of a fire, intruder or other emergency at school. While we try not to frighten students, knowledge and preparedness can go a long way toward making them feel safe in their environment and equipped to handle potential emergency situations.

iPads

Students have an iPad for a learning tool. iPads will be handed out in the fall. Students will use the iPad in school. Consult our District website for important details and the Family iPad Handbook at <http://personalizedlearning.spps.org/handbook>. For specific dates and iPad use in the school, contact your child's teacher.

Lost & Found

The lost and found is located near the west (red playground) entrance in the stairwell. Please attach name labels or mark children's clothing and other personal items. This makes it easier for lost items to be returned to their rightful owners. Lunch boxes should be clearly labeled with the child's name and grade level using a permanent marker. During conferences and at the end of the year, we display the lost and found in the main hall. Then we wash and donate the items that have been left at school. Please check lost and found regularly.

Medications

It is important that you contact the school nurse if your child needs medications or treatments during the school day. **Whenever possible, medications should be administered at home.**

Prescriptions: When a medication is prescribed for less than two weeks and must be given at school, the parent or guardian may request/authorize that administration by sending the medication in the original container with the prescription label and a signed consent. All medications should be sent directly to the school nurse. The parent must supply the medication in the original prescription bottle.

Nutrition Services

All students in Saint Paul Public Schools receive Breakfast to Go. There is no charge for breakfast for students. Students may bring a lunch from home or eat school lunch. The cost for lunch for grades PreK-5 is \$2.40. All families are asked to fill out an application for free/reduced lunch.

Parents Rights to Know Act / Pesticide Applications in School

In accordance, with MN Statute 123.B.575, Parents Right to Know Act, all parents, guardians and employees at this school are advised that an estimated schedule of applications of pesticides is available in the school's office for review and copying. In addition, any parent or guardian who wishes to be notified of any variation from this scheduled application may be so notified by providing five self-addressed, stamped envelopes to the school to be used throughout the year for mailing purposes. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by federal law. This statute also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you have questions regarding this notice, contact the school office. Please note that nothing in this law affects the duty of a parent/guardian or a student to comply with the compulsory attendance law. In other words, any student must have an excused absence if they are not present.

PBIS – Positive Behavioral Intervention System

Groveland developed a school-wide behavioral plan and used the SPPS district wide model of PBS. The plan was designed to work with Responsive Classroom. The school wide expectations revolve around Cooperation, Assertion, Responsibility, Empathy and Self-Control or C.A.R.E.S. Here's how we show our C.A.R.E.S.:

Throughout the school:

- Respect property and think of others.
- Enter and exit quietly.
- Carry a pass when not with an adult.
- Communicate any problems to an adult.
- Follow safety expectations.
- Vending machines in rec center are off limits.
- All school signal for quiet: show five.

At arrival time and breakfast:

- Walk directly to your classroom or use the west stairway only to enter and leave breakfast.

In the cafeteria:

- Enter and exit in a quiet, careful manner.
- Sit at your designated table and use quiet voices.
- Clean up your table and wait patiently to be dismissed.

In the hallways and stairways:

- Walk quietly on the right side of the hallway and stairways and avoid disrupting classrooms.
- Use handrails only for their intended purpose.

In the restrooms:

- Remain quiet and respect the privacy of others.
- Wash your hands, use one paper towel, and throw it in the garbage.

On the playground:

- Play fair, take turns, and have fun!
- Respect the space of other students and use equipment in a safe manner.
- Stop and look both ways before crossing the driveway.
- Stay in the playground space and communicate problems to an adult.

In the library:

- Use calm, quiet voices or whisper.
- Put all books and materials away.
- Sit down and quietly read before and after checkout.

At an assembly:

- Sit on your pockets so everyone can see.
- Give your full attention to the speaker.

At dismissal time:

- Stay with your class until you get on the bus or are picked up by your parents.

Phones/Electronics/Toys

Cell phones are not allowed to be used during the school day. If students have a cell phone they need to keep it in their backpacks and turned off. If seen or heard during the school day, the cell phone can be held for the student until the end of the day. If the cell phone continues to be heard and seen, the staff member will give the cell phone to the building principal and parents will need to pick it up in the main office.

Students are asked not to bring any electronic devices, toys, or anything that is not school appropriate. Students are responsible to follow the instructions. If necessary, the items may be stored in the office for the day.

Students should **not** bring the following items to school:

- Trading Cards (Pokemon, baseball...)
- Small electronic games or equipment
- Toys (unless teacher has given permission)
- Hard baseballs or other equipment that could be dangerous on the playground

- Shoes with wheels may not be worn at school
- Cell phones must be turned off during the school day. They can not be used on the bus or during the school day.

Groveland Park Elementary cannot assume responsibility for any electronic devices or toys that are broken, stolen or lost. Please encourage your child to leave these items at home.

Proper Clothing

Proper student dress and grooming are the basic responsibility of students and parents/guardians. We ask that students wear clothing that is appropriate for weather conditions, in good taste, and safe. There are some specific clothing rules and restrictions:

- Students need tennis shoes to wear in physical education classes. If possible, students may leave a pair at school in their locker.
- Bring a sweater to wear for classroom use when the weather becomes cooler.
- Hats, caps, and outdoor clothing should be removed while in the building.
- Any clothing with references to inappropriate language or pictures, drugs, gangs, or sexual innuendo is not permitted.
- For safety reasons, students are not permitted to wear shoes with wheels.
- For safety reasons, we recommend that students wear tennis shoes or other safe footwear rather than flip flops or other sandal type shoes.
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SCIP – School Continuous Improvement Plan

Groveland’s SCIP can be found at [spps.org/SCIP](https://www.spps.org/SCIP) and is the strategic plan for the school. The plan is continually updated and revised. A family friendly version can be found on [spps.org/groveland](https://www.spps.org/groveland) in the Title I section or <https://www.spps.org/Page/32874>

Title I

Groveland is a Title I Targeted Assist School. Students receive academic support in reading and/or math based on academic assessment criteria.

Truancy

Under Minnesota State Law, a student who has 3 or more days of unexcused absences is considered truant. Chronic tardiness or early pick-ups may be included as truanies. Truancy reports are turned in regularly to the Ramsey County Attorney's office. We work with the Ramsey County Family Truancy Intervention Program (FTIP) to improve student attendance. The school’s goal is to intervene with the student and family early to prevent school failure that results from poor attendance.

Our truancy steps are as follows:

Unexcused absences:

1. After 3 unexcused absences, a member of our attendance team calls home to discuss attendance concerns with the parent/guardian.
2. After 5 unexcused absences, the Attendance Alert Letter is mailed to inform parents of the school attendance laws and consequences of failing to follow the law.
3. If 2 or more unexcused absences occur (7+ total), a referral to a parent information meeting with FTIP is made.
4. If unexcused absences are still occurring (8+), the parent/guardian may be asked to come in for a meeting with the principal, counselor or social worker, and student to create and sign a School Attendance Contract.
5. If 2 or more unexcused absences occur after the parent information meeting (9+ unexcused absences total), a referral is made to SART and a Ramsey County worker may be assigned to your family.

Unexcused Tardies/Early pick-ups:

1. After 5 unexcused tardies/pick-ups, the Tardy Alert Letter is mailed to inform parents of the school attendance laws and consequences of failing to follow the laws.
2. After 10 unexcused tardies/pick-ups, a referral may be made to FTIP for a parent meeting.

Weapons

A weapon brought to school can result in immediate suspension and possible referral to the district office for expulsion. Toys that look like weapons will also result in **administrative disciplinary action** and should not be brought to school. Children should not bring any non-instructional items to school. Refer to the SPPS Student Behavior Handbook: Rights and Responsibilities <http://www.spps.org/Page/3249>