

Frost Lake Family Handbook

Revised August 2021

Frost Lake's Mission Statement

We exist to nurture independent lifelong learners by creating relationships that meet the needs of the whole child while providing an equitable and high quality education.

We strive to create an authentic, culturally sustaining community.

We commit to:

- Racial Equity
- Collaboration
- Trust
- Relationships
- Critical Thinkers
- Independent Learners

Keeping Us Connected

Welcome to Frost Lake Elementary School! We are honored to have our students at our school, and we value your commitment to their academic success.

At Frost Lake, we encourage all of our families to be involved in the school community. Research has shown that students perform better in school when family members are involved in their education. You can support student learning by:

- Attending conferences, family events & evening programs
- Ensuring that your students reads and completes homework regularly
- Keeping lines of communication open with your student's teacher

This handbook is to communicate to you about our school community and to clarify the rules and expectations to ensure ALL students succeed at Frost Lake.

Please read this handbook as a family. Together we thrive as a community working collaboratively to support student achievement.

Thank you for being part of our wonderful school.

Sincerely,



Melissa Kalinowski

Principal

General Information

Visitors

Visitors are welcome at Frost Lake Elementary School. For the safety of our students, all visitors – including parents, guardians, and volunteers – must sign in at the office and pick up a visitor's badge and wear it visibly at all times while in the building.

iUpdate Forms and Campus

It is important to fill out the emergency forms each year. It is your responsibility to call or send a note to school immediately if your phone numbers or address changes. In case of emergencies, the school uses the Emergency information on the forms and campus to contact families. If we are not able to reach an emergency contact, we are required to call the police for assistance.

Additionally, only persons listed in Campus will be able to access your student's information or student. Only people listed in Campus will be allowed to pick up students with a valid ID.

Parents 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. The "Parents Right to Know" information can be found at: <https://www.spps.org/Page/21495>

School Closing

Saint Paul Public School District will announce school closings due to severe weather on major television and radio stations. The district will also communicate with families by call, text and email. School Closing information can also be found at www.spps.org/weather.

School Photographs

Students have individual and class photos taken in the fall and the spring. Those photos are available for purchase. Information regarding photos will be sent home during fall and spring. Only those students purchasing photos in the spring will have their photo taken. Payment for pictures can be made online, by check or exact cash.

Communication

- Please check your students' backpack and homework folder or planner daily for homework, announcements of upcoming events and important papers.
- Look for our orange Home-School Communication folder.
- The Frost Lake website, www.frost.spps.org gives important information about the

school.

- The Saint Paul Public School District website, www.spps.org is another great source of information.
- Students are permitted to use the telephone during school hours for emergencies only. • Students are not allowed to use their cell phones to communicate during school hours.

Clothing Policy

Students are expected to dress appropriately for school. A student may be required to change any item of clothing that is distracting to the student or those around him/her as determined by school staff. This includes clothing with inappropriate pictures or language (including alcohol or tobacco labels, references to drugs or sex.)

Special Occasions

- Birthdays - All student birthdays are acknowledged and celebrated in the classroom. It is not necessary to bring or send birthday treats with your student. However, if you wish to, please work closely with the classroom teacher to determine what would be appropriate for a treat. We have increasing numbers of students with food allergies and if a treat is sent that includes an ingredient a student is allergic to, the treats will not be distributed.
- Halloween - We do not celebrate Halloween at Frost Lake. Please do not send your student in a costume or with candy on the date of Halloween or the days following Halloween. Any candy students bring will be confiscated.
- Valentine's Day - Classrooms will celebrate Valentine's Day in a way specific to that classroom. Treats/candy will not be exchanged.

Changes in Dismissal Routines

It is important for students to have a consistent dismissal routine each day. Parents must designate their student as a walker, parent pickup or a busser. Any changes to a student's dismissal routine for the day must be requested by sending a note with a student or calling the office by 3:00pm to ensure that the information reaches the staff and student in a timely manner. An adult must communicate this change, we will not go by what a student reports. If a change has not been received, students will dismiss in their designated routine. Students will not be removed from the bus once bus dismissal has begun if someone shows up in parent pick-up without calling first.

Attendance

SPPS Attendance Policy

*Once enrolled in a public school, a child 5 years old to 18 years old (unless already graduated from High School), must attend school every day, every class, **on time**, unless lawfully excused.*

Lawfully Excused Absences:

- **Sickness** – too sick to be in school (3 consecutive absences require a doctor's note) •

Medical Appointments – (excused half day only and clinic note required) • **Religious Holidays**

• **Extreme Family Emergencies** – house fire, death, etc.

Examples of UNEXCUSED Absences

- Overslept
- Missed school bus
- Suspended from school bus
- Staying home to babysit
- Weather too hot/cold
- Family vacation

Parents/Guardians MUST communicate with the school office every time a child is absent. Please note that not all absences will be excused. Call in or send a note to the main office, state the reason for absence and be specific.

All unknown absences are automatically marked as UNEXCUSED.

Absence Concern Referral Process

- After 3 unexcused absences, an “Attendance Alert” letter will be sent to parent/guardian.
- After 5 unexcused absences, parent/guardian will be referred to the Assistant Ramsey County Attorney for a “Parent Meeting”.
- After 10 unexcused absences, parent/guardian will be referred for a SART hearing. • After 15 unexcused absences, parent/guardian will be referred for a petition to court for educational neglect.

Please note: 15 unexcused tardies equals one unexcused absence. If students come in 3 hours or later after the bell rings, then it is counted as a whole day unexcused absence.

Tardy

An elementary school student who is not in his/her designated area at the designated time is **TARDY**. Students arriving after 9:30AM are considered tardy and will need to check into the office for a late pass to class.

Early Release

An **EARLY RELEASE** is when an elementary student leaves the school building before the school day has ended. Parent/Guardians must come inside to sign the student out to be released early. Please note that students will not be called to come down to the office until the parent/guardian arrives to sign the student out. Please plan accordingly for time.

For more information, please see Ramsey County School Attendance Matters (SAM) website www.ramseycounty.us/sam

Academic Expectations

School Day

We are achieving high academic standards at Frost Lake. Working with an understanding of clear expectations for student performance, we are able to celebrate our achievements and hard work every day.

Our students are expected to:

- Be at school on time everyday
- Be ready to learn everyday
- Complete school and homework in a timely manner.
- Have a positive attitude about learning
- Work collaboratively with others
- Ask for help when needed
- Do their best

Homework

All students are expected to read at home every day for 20 minutes. Classroom teachers will let parents know if there are expectations for students to complete additional assignments at home. Please check your student's communication folder each night to find out if there are additional assignments to complete.

Behavior Expectations

Positive Behavior Interventions and Support (PBIS)

Frost Lake is strengthening the social behavior climate and supporting our academic instruction with PBIS in order to increase achievement for all students.

Frost Lake 4 Be's

Frost Lake has adopted 4 key expectations to help our students find success throughout their day.

- Be Respectful
- Be Responsible
- Be Safe
- Be a Learner

Student Conduct

Frost Lake is first and foremost a community. Success in our technology centered, inclusive, challenging academic program depends on all of us fulfilling our responsibilities, both to ourselves and to our community.

Students will be recognized as meeting behavior expectations through positive communication, classroom privileges and other means. When students struggle to meet behavior expectations, interventions may include:

- Staff redirecting student toward expected behavior
- Student choosing to “take a break” in class
- Staff directing student to “take a break” in class
- Staff conferring with student about expected behavior
- Staff contacting student’s parent/guardian
- Staff requesting support from building Green Team to assist in problem-solving with the student in order to reset and get back to being a learner.

Students who don’t respond positively to the behavior interventions listed above will receive a discipline referral to the office. They will meet with the administrator to determine appropriate consequences for the behavior. The focus in these meetings is on honesty and taking responsibilities for one’s own actions. The student must complete any schoolwork they miss while they are in the office. Depending upon the behavior, consequences may include:

- Phone calls to parent/guardian
- Remediation to fix the problem
- Time out of the classroom
- In School Suspension (ISS)
- Dismissal or suspension from school

All school district policies and procedures apply to Frost Lake Elementary School, student and families. Severe disruption and behavior that endangers anyone will result in immediate referral to the principal and may result in dismissal, suspension, notification of police and/or expulsion from school. Please refer to the *Student Behavior Handbook: Rights and Responsibilities for students and Staff* for additional information.

https://www.spps.org/rights_and_responsibilities

Outdoor Recess

Students must wear clothing appropriate for the weather daily, as they will be expected to go outside in all types of weather. *Outdoor recess will be canceled if the temperature/windchill is below -10 degrees.* Only those students with a valid, written doctor’s order to remain inside due a health issue will be accommodated.

<https://www.spps.org/Domain/14408>

Weapons

Possession of any weapon or look alike weapon (including toys) in school is an offense that can result in immediate suspension and/or recommendation for expulsion.

Electronics

Electronics such as cell phones, hand-held video games, iPods, personal iPads, etc. should not

be brought to school. Frost Lake will not be responsible for replacement of these items in the event they become lost, stolen or damaged. Investigations into the loss of these items will not occur.

If a student must have a cell phone at school for safety concerns on the way to or from school, students will be expected to turn in their cell phones to their teacher at the beginning of the day and the teacher will secure the phones in a locked space until dismissal. Students who do not follow this expectation will be required to turn their phone into an administrator, who will contact the parent to pick up the phone.

Toys

Toys, trading cards and games should not be brought to school. Investigations into the loss of these items will not occur. Confiscated items will be given to the principal, who will return them to parents/guardians.

Other Prohibited Items

Students should not bring prohibited items such as lighters, tobacco products (cigarettes, nicotine gum), etc. to school. Additionally, students should not bring or self-carry any type of medication, over the counter or prescription. All medication must be stored and disturbed through the school nurse.

Students who bring prohibited items will be referred to the office and consequences per the Rights and Responsibility Handbook will be applied.

Transportation

Walking

Students who live within ½ mile of the school are considered walkers. The school coordinates student school patrols who will assist students in crossing streets.

Busing

Busing is provided for students whose addresses are within the school's transportation area and more than ½ mile from the school.

Bus riding is a privilege that can be suspended for inappropriate behavior as determined by the St. Paul Transportation Guidelines, which include:

- Students may only ride their assigned bus and get on and off at their assigned stop. • Students may not ride another bus, under any circumstances.
- Parents/Guardians may not board the school bus for any reason.
- If your family moves during the course of the school year, call the school office to arrange a new bus stop.

Questions and problems should be addressed to the school office and will be referred to the St. Paul Transportation Department as necessary. A notice of 3-4 days is required for a

transportation change to be made.

If an issue arises after the school office is closed for the day that needs immediate attention (i.e. student has not arrived home yet), please call transportation directly at 651-696-9600. Be prepared to tell them your student's name, school and route number.

www.transporation.spps.org

Car Drop Off & Pick Up

- Starting in August 2021, this will occur in the horseshoe off of Hoyt Avenue.
- Do not drop off students before 9:15 am. There is no adult supervision until 9:15 and students will not be allowed into the building until 9:15 am.
- Please observe the NO PARKING signs. Vehicles parked in NO PARKING zones will be fined and towed by St. Paul Police Department.
- For your safety and the safety of our students, cross the street at the crosswalk and do not walk between parked cars or through the parking lot if dropping students off. Please use the designated sidewalks.
- During parent pick-up, please stay in your vehicle and have your family number visible for the most efficient process.

Safety Patrol

The Frost Lake Safety Patrol Program is under the supervision of the St. Paul Police Department and is assisted by Frost Lake Staff. Safety Patrol enlists students to ensure a safe and pleasant walk to and from school.

School Patrols will:

1. Follow all school rules
2. Set a good example for other students
3. Emphasize walking
4. Assist students a designated crosswalks
5. Report unusual incidents to the supervisor
6. Report student behavior infractions to the supervisor

NOTE: Student patrols are the only students allowed to go on the streets to check the roadway and stop traffic with flags.

Good conduct is the first rule of safety.

In patrol lines, students will:

1. Follow all directions from the Safety Patrol
2. Walk
3. Stay on sidewalks and off of private property
4. Treat others with respect and kindness
5. Speak in a respectful manner

Nutrition Services

www.ns.spps.org

Breakfast and lunch is prepared by the district's Nutrition Services.

Breakfast to Go offers free breakfast to all students everyday. Students go through the breakfast line to fill a bag with nutritious breakfast items and then take it to eat in their classroom with their classmates.

Frost Lake also offers free lunch to all students. A monthly menu is provided to families at www.ns.spps.org/menu

Students choosing to bring their own lunch must bring healthy choices in their lunches. Soda, big bags of chips and candy will not be allowed and will be confiscated by staff. Students bringing a lunch from home are not allowed to share food with other students.

If you choose to order lunch for your student from an outside vendor to be delivered, the delivery must arrive **prior** to your student's designated lunch time. Students will not miss instructional time to eat food arriving outside of their designated lunchtime. The person ordering delivery assumes the risk for loss of money due to late delivery after student's designated lunch period.

All families, regardless of income, are asked to fill out a Free & Reduced Lunch Form each year regardless of income. This information is used in part to determine school funding, not just free lunches, so it is essential that each family turn one in or complete it online.

www.ns.spps.org/free_reduced_application

Medical/Nurse

Frost Lake has a full-time nurse on staff.

Medication Administered at School

All students needing to take medication during the school day must:

- Provide a signed consent from (available in the nurse's office) authorizing the school to administer medication.
- Provide medication and current medication order from a physician to the school. • Provide a physician's order at the time there is any change in the medication, dosage or frequency.

Students are not allowed to self-carry any medication of any kind at any time. Please note that cough drops are considered a medication.

Illness: When to keep your child at home

- Student is running a fever of 100 degrees Fahrenheit or higher. Student must be fever free for 24 hours before returning to school.
- Student has been vomiting or has diarrhea. Student must be vomit or diarrhea free for 24 hours before returning to school.
- Student beginning an antibiotic must remain home for a full 24 hours before they are considered non-contagious.
- *Please notify the school if your student has been diagnosed by a physician with a communicable disease (such as strep throat or influenza), so classmates' families can be informed.*

Emergency Contact

If a student needs to go home during the school day due to illness or injury, parents need to be reached. It is critical that we have current and correct information in our student information system. In the case of an extreme emergency, an ambulance will be called first and families second.

Resources

Frost Lake offers our students and families a variety of services and programs to ensure that our students are successful while in our care. One of our goals is also to connect our families to the resources available to them from Saint Paul Public Schools and the community.

School Resources

- Bilingual Paraprofessionals
- English Language Learner Teachers
- Special Education Teachers
- Special Education Paraprofessionals
- Media Center
- Specialist Teachers in Phy Ed, Music, Science and Computers
- Social Workers
- Counselor
- Cultural Specialist
- Intervention Specialist
- Extended Day Learning (EDL)
- iPads for all students
- Racial and Cultural Affinity Groups for Students
- Literacy Coach
- Math Coach
- Learning Lead focused on Culture and Climate
- Family Innovations In School Therapy

District Resources

- Office of Family Engagement and Community Partnerships
<https://www.spps.org/engagement>
- Student Placement Center (651) 632-3760 <https://apply.spps.org/> •
One-Stop (set up multiple accounts at the start of each year)
<https://www.spps.org/onestop>
- Extended Day Learning - <https://www.spps.org/edl>
- Discovery Club Before and After Childcare <https://www.spps.org/discoveryclub> •
Early Childhood Screening <https://www.spps.org/Domain/10336> • Ombudsman
<https://www.spps.org/Page/3207>
- Rights and Responsibilities - <https://www.spps.org/Page/3249> •
Schoolology <https://www.spps.org/schoolology>

Community Resources

- African American Family Services (612) 871-7878
- American Indian Family Services (651) 223-8526
- Child Care Assistance Program (Ramsey County Human Services) (651) 266-4019 •
Children's Dental Services (612) 746-1530
- CLUES (Chicano Latinos Unidos en Servicio) (651) 379-4200
- Discovery Club (SPPS School Age Child Care) (651)632-3793
- Duluth and Case Recreation Center (651) 298-5709
- Eastside Boys and Girls Club (651) 774-5654
- Hayden Heights Recreation Center (651) 298-5716
- Hazel Park Recreation Center (651) 501-6350
- Hmong American Partnership (651) 495-9160
- Joseph's Coat (651) 291-2472
- Karen Organization of MN (651) 788-7593 ext 301
- Medical Assistance (651) 266-4444
- Metro Transit (612) 373-3333
- Minnesota Care (651) 297-3862
- Oromo Community of MN (651) 757-3040
- Phalen Recreation Center (651) 793-6600
- Saint Paul Public Housing Rental Assistance (651) 298-5158 •
Saint Paul Public Libraries (651) 266-7000 www.sppl.org •
Salvation Army Social Services (651) 746-3400 • Somali
Community of MN (612) 871-4268
- United Way 2-1-1 (651) 291-0211
- Vietnamese Social Services of MN (651) 641-2310 •
Wilder Foundation Family Services (651) 280-2310