



Family Handbook

Global Arts Plus Mission Statement:

The mission of Global Arts Plus is to provide a quality, comprehensive, arts-infused education.

School Visitors

You are welcome at Global Arts Plus School! **All visitors must first report to the main office upon entering Global Arts Plus School.** This includes parents arriving to visit classrooms once the school day has started. We do require that parents and visitors check in at the main office to get and wear a visitor’s badge. Please understand when staff members inquire about your purpose in the building this is for the safety of your children. Visitors will also need to sign out before they leave the school and return the visitor’s badge. This ensures student safety and instructional efficiency. **Please note:** School visiting guidelines are subject to change should COVID-19/Community levels increase.

Telephone Directory

	Lower Campus	Upper Campus
Main Office.....	651-293-6606	651-293-8690
Fax Number.....	651-293-6605	651-293-8699
Attendance Line.....	651-744-2803	651-744-7643

All Global Arts Plus 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 PreK-8 9:30 am - 4:00 pm

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

Office Hours

The office is open from 8:00 am to 4:30 pm.

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 staff will attempt to reach the parent/guardian(s) at home or at work. The parent/guardian will need to pick up their child. If guardians cannot be reached, the emergency number(s) listed on your registration 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 form or to Regions Hospital by the paramedics. Parents are billed for 911 calls. It is essential that an emergency number be on record with our office. Please keep the office updated.

Lost and Found

To avoid losses, please put names on all clothing, shoes and school supplies. Items most seen in the lost and found are hats, mittens/gloves and jackets. We will periodically clean and donate all items in the lost and found.

Cold Weather Guidelines



Our students have daily recess except in extreme weather conditions such as rain or severe cold/wind chill. Our cold weather policy is:

- Students (PreK-5) will have indoor recess on any day with a wind chill or actual temperature that is below -10 degrees.

Please consider these factors related to weather as you and your child make decisions for winter clothing. Students must have a WARM coat, hat, and mittens/gloves for outdoor recess. Boots, snow pants and scarves are highly recommended. Please see [Cold Weather Clothing Guidelines](#)

Parent Drop-Off & Pick-Up



Safety is very important for your child as well as all the students and staff at Global Arts Plus School. Due to the lack of parking and increased traffic, all parents should follow traffic patterns for drop-off and pick-up.

ARRIVAL/DISMISSAL

If you believe your student is taking the bus but did not receive a postcard, please call our lead clerks: Lily at our Lower Campus, 651-293-6606 or the clerk at our Upper Campus, 651-293-8690 **as soon as possible**.

- **School Drop-off and Pick-up**

For Lower Campus

Parent drop-off in the morning begins at 9:15am. Cars should face east on Fairmount for the drop off line. Families may also find street parking that is not in the bus drop off zones (east side of Oxford Avenue and north side of Osceola Avenue.) Scholars should use the sidewalk between the soccer field and the playground to walk to the cafeteria door entrance. Pick up will be at 4:00 pm, and parents should line up in their cars on Fairmount facing east. Staff will send students out. Our staff workday ends at 4:15 pm, so there will not be anyone available to supervise past this time.

For Upper Campus

Parent drop-off in the morning on Palace Avenue at 9:15am and pick up on Fulton Avenue. Scholars are considered tardy if they arrive after 9:30 a.m.

Riding the School Bus

Riding the school bus is a privilege; therefore, the Transportation Department policy mandates that students follow all bus safety rules. Failure to do so could result in disciplinary action up to and including bus suspensions. Policy further mandates that students may not ride to school or go home on another bus that is not assigned to them, even with parental request.

Early Departure / Early Pick Up

Parents who plan to pick up children early are asked to please send a note and/or call ahead of time (before 1:00 p.m.). You must report to the main office and sign your child out. Please do not go directly to classrooms or the bus to pick up your child.

- Students may only be released through the main office when the parent/guardian arrives.

- Students picked up by anyone other than their custodial parent/guardian must make arrangements ahead of time and notify the office.
- Staff will not release a student to anyone that is not listed on the emergency card.
- The school staff reserves the right to ask for proper identification before releasing any student.
- Early pick-ups are considered the same as tardy due to missed instructional time.

Attendance

Please help your child to arrive at school at the proper time. Remember you are helping to teach them responsibility. Regular attendance and punctuality are essential to your child's educational program. Make-up work cannot replace participation in class discussions and projects. Please work with school personnel to address any attendance issues. Attendance is carefully monitored by both the school district and the State Department of Education. Please call 651-744-2803 at Lower or 651-744-7643 at Upper if your child will be absent for the day and to give the reason for the absence.

Tardiness

School begins at 9:30 a.m. Students arriving after this time, with the exception of those on a late bus, will be considered tardy and must report to the main office for an admission slip. Parents should send an excuse note explaining the reason for tardiness.

Absences

Attendance due to illness:

1. If absence is due to communicable condition contact the school nurse or designee immediately.
2. After 5 total, or 3 absences in a row due to illness, the health office will send Nurse Letter #1.
3. After 7 excused absences Nurse Letter #2, signed by the principal, is mailed to the parent stating the student must either have a doctor's note or come to school to be evaluated by office staff to be considered excused. If this is not followed the absence will be considered unexcused.

Unexcused Absences:

1. After 3 unexcused absences the Attendance Alert Letter is mailed to inform parents of the school attendance laws and consequences of failing to follow the laws.
2. After 5 unexcused absences a referral to FTIP is made.

3. After 6 unexcused absences a meeting is set with parents, student, administrator or designee, teacher and counselor/social worker to sign a School Contract.
4. After 7 unexcused absences a referral is made to SART.

Unexcused Tardies/Early Pick-Ups:

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

After 15 unexcused out of the building tardies or pick-ups the Attendance Team will discuss whether the tardies/pick-ups are impacting the child's academic achievement.

Acceptable reasons for being absent include: illness, doctor's visit/mental health included, religious holidays and extreme family emergencies (death in the family, house fire, etc.)

For illnesses, please keep your child home if he or she has:

- A fever (100 degrees or higher) – fever must be gone for 24 hours (without the help of medication) before your child can return to school.
- Vomiting or diarrhea during the night or in the morning.
- A rash that may be caused by a disease or if the cause is unknown, check with your doctor before sending the student to school.

Unacceptable reasons for being absent include; overslept, missed bus, staying home to babysit, needed at home, too cold, work, etc. We consider an absence unexcused when it is considered an unacceptable reason, and/or if we receive neither a phone call nor a note of explanation.

When a child is picked up early from school this will count as a tardy. Please contact the office at 651/293-8815 if you have any questions, comments or concerns about an absence.

Family Vacations

Principal approval is required prior to any family vacation. Parents/Guardians are responsible for completing the "Student Travel Form" which is located in our main office. Parents are responsible for working with the classroom teacher to get make-up assignments and helping their child to complete that work in a timely manner.

In accordance with the Truancy Intervention Program, vacations during the school year are not considered an excused absence by the Ramsey County Attorney's Office. Vacations, while important, should be scheduled during those times that school is not in session. Families that choose to take their children out of school for vacations may be referred to the Ramsey County Attorney's Office.

Student Cell Phones/Electronics/Toys

Cell phones are not allowed during the school day. Students with permission to have a cell phone need to keep it in their lockers and turned off. If seen or heard during the school day, a staff member will take the cell phone and return it to the student at 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 not allowed to bring any personal electronic devices, toys, sports equipment, or anything that is not school appropriate. This includes Fidget Spinners and sports equipment. These items will be confiscated and turned into the office. Students are then responsible to tell their parents they brought it to school. The parent then can pick it up in the office.

Global Arts Plus will not assume responsibility for any electronic devices that are broken, stolen or lost. Administration will not take time to investigate the theft of cell phones or electronic devices that are not allowed in school. Please encourage your child to leave these items at home.

Student Dress Code Guidelines

- Students' shirts and bottoms have to cover all private parts. Articles of clothing such as skirts, dresses, v-necks, t-shirts, tank tops and crop tops are all allowed within this rule. Also allowed are spaghetti straps.
- No underwear/boxers visible
- No night time attire (robes/bonnets/durag/blankets)
- The top must be a shirt, not just a bra
- Not hate speech, obscene words, or inappropriate themes/images/content
- Hats and hoods are allowed
- **Secure shoes** are required on lab days and for phy ed
- IF Masks are required, they must cover the mouth and nose

Field Trip Permissions

Permission slips for all level 1 field trips (walking field trips) will be sent home at the start of the school year. This permission slip covers all level 1 field trips for the year. Level 2 field trips (requiring a bus ride) will have a permission slip required for each trip. These permission slips will be sent home prior to the level 2 field trip. Students that do not turn in a permission slip will not be able to attend the field trip. Telephone permission is not legally acceptable. **The cost for each field trip is \$5.00 unless noted on the Level 2 field trip permission form. We only accept cash with field trip permission forms. Checks are no longer accepted.** Students who are suspended from the school bus at the time of a level 2 field trip are not permitted to ride the bus for the field trip. Field Trip chaperones are required to have an approved background check completed before attending any field trip. Background checks are good for 1 year at a cost of \$15 cash only. Please allow 2 weeks for processing.

Bicycles, Rollerblades, Skateboards and Heelys

It is the policy of Global Arts Plus that students are permitted to ride bicycles to school. However, locking up bicycles is the student's responsibility. No rollerblades or skateboards will be allowed. *Students are not allowed to wear the wheels in Heelys while at school.*



Playground

Grades PreK-5 go outside for fresh air and exercise each day depending on the weather. It is imperative that your child comes to school dressed for the weather. Recess is cancelled when conditions are too wet or if the wind chill or temperature is below zero. In order to ensure the safety of all children while out at recess, students are expected to follow these rules:

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

Discipline Procedures

The classroom teacher will make a committed effort to resolve discipline 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** – The teacher or student will notify the parent/guardian by phone, email and/or note when a student's behavior continually and repeatedly interferes with teaching and learning or if the student is sent to the office.

Dismissals and Suspensions

See the [SPPS Rights and Responsibilities Handbook](#) for information.

Dismissals are issued for one day or less and Suspensions are issued for more than one day. A parent conference with an administrator or designee upon the student's return to school following a dismissal or suspension is always required. Parent/Guardian participation as a partner in addressing behavior issues is frequently the difference between a positive change in student behavior and the need for further disciplinary action.



Breakfast and Lunch

NO Food Deliveries: Global Arts Plus does NOT allow or accept food deliveries from paid delivery services such as Doordash, GrubHub, Uber Eats or any other vendor delivery service during normal school hours. All deliveries will be denied. Global Arts Plus is not responsible for any loss of cost or food. St. Paul Public Schools offers a FREE breakfast to all students and lunch is available in the cafeteria during scheduled lunches. At Global Arts Plus, **breakfast is free** for all students in Pre-K – Grade 8. School lunch will no longer be free for all SPPS students. Lunch prices are as follows:

Grades PreK-5: \$2.70

Grades 6-8: \$2.90

Second Meal: \$5.00

All students will be charged for single item purchases, such as milk and second meals. The prices for single item purchases can be found at spps.org/ns.

Please visit ns.spps.org to view the monthly lunch menu. We do serve peanut products at Global Arts Plus. Please review the menu for items that your child(ren) maybe allergic to. Please contact the health office regarding any food allergies.

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

If a student is eating a hot lunch, NO outside food can be brought into school. Any outside food not a part of a bag lunch brought from home will be confiscated and returned to the student at the end of the day.

Parents that wish to bring an outside lunch (such as Subway, McDonalds, etc.) to eat with their child will be moved to a location away from the cafeteria.

Snacks

Students in grades PreK-4 will be receiving a healthy snack from Nutrition Services 3 days a week. Please look for communication from our main office and your child's classroom teacher for which days the healthy snack will be served.

Medications



It is important that you contact the school nurse /health assistant if your child needs medications or treatments during the school day.

Children need a written physician's order to receive any medication at school including Tylenol, aspirin, etc.

Prescriptions: District policy allows the school nurse or trained designee to administer short-term prescription medications without an order from a prescribing health professional. 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. Whenever possible medications should be administered at home.

School Supplies

School supply lists, for those items to be brought to school by each student, are provided at the beginning of the school year and can also be found on our school website: www.spps.org/globalartsplus. If a family is not able to purchase school supplies, please contact the school office.

Library Books

Though all student have access to books online, students will be given the opportunity to check out books from our school library. Students who do not return books on the identified due date may be denied further checkout privileges. Should a student have any unreturned library books, parents will be notified by the Media Center staff of the replacement cost or other alternatives.

Internet Use

Computer and Internet instruction is used to integrated with curriculum and teaching at Global Arts Plus. The Internet is used for educational purposes and the proper use of the Internet is the joint responsibility of students, staff and parents. Each parent/guardian must either give or deny permission for their child to use the Internet.

Please note that inappropriate use of the Internet by a student may result in having their Internet privilege revoked.

Weapons

A weapon brought to school will 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.

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.

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

We are promoting food-free classroom celebrations. Due to food allergies and dietary food restrictions we will not be allowing cupcakes or sweet treats to be shared with classmates in ALL classrooms at Global Arts Plus. Please contact your child's teacher for suggestions for celebrating your child's special day. Thank you for your cooperation with this school district policy. For more healthy classroom tips, you can visit www.spps.org/studentwellness

Home and School Connection

Communication between home and school is vital. We encourage you to call your child's teacher whenever you have a question or concern. All phone calls will go into voicemail during instructional time. You can also send your child's teacher an email. Please follow these basic steps to resolve a concern about a specific incident or issue:

1. Communicate with your child's teacher or the teacher involved in the incident or issue.
2. Problem solve together with the teacher.
3. If this approach does not solve your concern, call the main office and you will be connected with an administrator.

Conferences

Parent-teacher conferences are scheduled twice per year (typically fall and spring). We encourage all parents and guardians to attend. Interpreters are available as needed. Transportation to and from conferences is extremely limited, please contact Ericka Dennis as soon as possible. Conferences give families and teachers an important opportunity to review progress and to plan goals for the future.

PTA

A Parent/Teacher Association (PTA) is active at Global Arts Plus. Please contact the parent liaison, check the school calendar or website (spps.org/globalartsplus) for more information.



Family Nights

Through the course of the year, Global Arts Plus provides many opportunities for parents, students and staff to come together over food, activities and conversation. Please check the school calendar or website (spps.org/globalartsplus) for information regarding these events.