

Maxfield Elementary Collaborative Learning School Family Handbook



As a Collaborative Learning School, Maxfield will partner with the University of St. Thomas to train teachers, develop and apply best practices for teaching and learning, and provide professional development to create incredible student-centered learning environments. This innovative model will enhance our students' ability to think critically, pursue their dreams and change the world.

<p>Dr. Leslie Hitchens Principal leslie.hitchens@spps.org</p>	<p>2023-2024</p>	<p>Mr. Nick Revak Assistant Principal nick.revak@spps.org</p>
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School Hours: 7:30 AM - 2:00 PM
School Phone: 651-293-8680
Address: 380 Victoria St. N. St. Paul, MN 55104

OUR CORE BELIEFS AT MAXFIELD:

- We believe in the transformative power of relationships.
- We believe every child can and will learn - no exceptions.
- We believe in the inherent innocence and good of each child.
- We believe in restoration of the mind and body.

A MESSAGE FROM YOUR PRINCIPAL



Welcome to Maxfield! I hope you are excited for a wonderful new year. At Maxfield, we provide a restorative and nurturing learning community committed to achieving academic excellence. I am delighted to be part of a warm and collaborative learning environment that embraces authenticity and inclusion. We love the positive energy and dedication to your scholar's education.

Please read through our Family Handbook for more information about Maxfield Elementary. If you have any questions, please check the website or call our main office at 651-293-8680.

Respectfully,
Dr. Leslie Hitchens

Important Dates to Remember: SPPS Family Calendar

August 31 - Open House and Family BBQ 3:00-5:00 PM
September 25 - No School: Professional Development Day
October 19-20 - No School: State Teacher Meetings
October 27 - No School: Conference Prep Day
November 10 - No School Parent/Teacher Conferences
November 23-24 - No School: Thanksgiving Break
December 25 - January 5 - No School: Winter Break
January 15 - No School: Martin Luther King Jr. Day
January 26 - No School: Professional Development Day
February 19 - No School: Presidents' Day
March 8 - No School: Conference Prep Day
March 29 - No School: Parent/Teacher Conferences
April 8 - 12 - No School: Spring Break
May 27 - No School: Memorial Day
June 10 - Last Day of School for Students



School Supply Lists

Pre-K:

- Blanket for naps
- Change of clothes to be left at school
- Velcro tennis shoes (if your child can't tie own shoes yet)
- 2 boxes of Kleenex
- 1 box of 24 crayons
- 2 boxes of washable markers
- 1 box of colored pencils
- Gallon sized Zip-Loc bags
- 1 Pack of dry erase markers
- 1 watercolor paint set
- Donate healthy, peanut-free snacks

Kindergarten:

- Change of clothes to be left at school
- Velcro tennis shoes (if your child can't tie own shoes yet)
- 2 boxes of Kleenex
- 1 box of 24 crayons
- 1 box of washable markers
- 1 box of colored pencils
- 1 box of either quart or gallon Zip-Lock bags
- 1 pack of dry erase markers
- 1 pair of headphones (over the head with cord for iPad)
- 1 re-usable, washable water bottle (no glass)
- 6-8 purple glue sticks

1st Grade:

- Velcro tennis shoes (if your child can't tie own shoes yet)
- 2 boxes of Kleenex
- 1 box of 24 crayons
- 1 box of washable markers
- 1 box of colored pencils
- 1 box of Gallon Zip-Loc bags
- 1 pack of dry erase markers
- 1 pair of headphones (over the head with cord for iPad)
- 1 re-usable, washable water bottle (no glass)
- 2 glue sticks - unscented
- 1 Box of 24 #2 pencils
- 3 3-prong folders

2nd Grade:

- Tennis shoes
- 4 boxes of Kleenex
- 2 box of 24 crayons
- 2 boxes of washable markers
- 1 box of colored pencils
- 1 box of Gallon Zip-Loc bags
- 1 box of sandwich Zip-Loc bags
- 1 pack of dry erase markers
- 1 pair of headphones (over the head with cord for iPad), or earbuds (with cord for iPad)
- 1 re-usable, washable water bottle (no glass)
- 3 glue sticks
- 1 Box of 24 #2 pencils
- 2 2-pocket folders 1 Green, 1 Blue
- 1 primary composition notebook
- 2 wide-ruled spiral notebooks (no designs)
- 4 large pink erasers

3rd Grade:

- Tennis shoes
- 4 boxes of Kleenex
- 1 box of 24 crayons
- 1 boxes of washable markers
- 1 box of colored pencils
- 1 box of Gallon Zip-Loc bags
- 1 box of sandwich Zip-Loc bags
- 1 pack of dry erase markers
- 1 pair of headphones (over the head with cord for iPad)
- 1 re-usable, washable water bottle (no glass)
- 1 pack of glue sticks
- Box of 24 #2 pencils
- 5 2-pocket folders: green, red, yellow, purple, blue
- 4 Wide-ruled spiral notebooks: red, green, purple, blue
- Plastic pencil storage box

4th Grade:

- Tennis shoes
- 2 boxes of Kleenex
- 1 boxes of washable markers
- 1 box of colored pencils
- 1 pack of dry erase markers
- 1 pair of headphones (over the head with cord for iPad)
- 1 re-usable, washable water bottle (no glass)
- Box of 24 #2 pencils
- 4 2-pocket folders: green, red, yellow, blue
- 4 Wide-ruled spiral notebooks: red, green, yellow, blue
- 1 Composition notebook

5th Grade:

- Tennis shoes
- 4 boxes of Kleenex
- 1 box of washable markers
- 2 boxes of colored pencils
- 1 pack of dry erase markers
- 1 pair of headphones (over the head with cord for iPad)
- 1 re-usable, washable water bottle (no glass)
- Box of 24 #2 pencils
- 4 2-pocket folders: green, red, yellow, blue
- 4 Wide-ruled spiral notebooks: red, green, yellow, blue
- 1 Composition notebook
- 1 whiteboard eraser
- 1 container of cleaning wipes

Uniform Policy

Each scholar receives two uniforms every year from the MN Women's Assistance League.

- Dark Blue, khaki slacks, walking shorts, "skorts" or jumpers
- Navy, Royal Blue, Light Blue, White, oxford shirt, polo shirt, or pullover turtleneck (must have a collar)
- Navy Blue sweater, pullover, cardigan, button down sweater, or vest
- Black or Brown belt with pants
- Shoes are family choice - For safety reasons no slippers or open toes.



Maxfield Elementary Family-School Compact

School's Role:	Student's Role	Family's Role
<p>Maxfield staff will work with students and their families to support students' success in literacy and mathematics. Some of our key connections with families will be:</p> <p>Provide families with materials for at home learning in both literacy and mathematics.</p> <p>Partner with the University of St. Thomas as a collaborative school.</p> <p>Partner with St. Paul Promise Neighborhood, Cultural Wellness Center, Women's Assistance League, Nettie and Friends as well as other community organizations to help support our students and families.</p> <p>Share grade level expectations for literacy, math, and science with families so they know what their child is learning.</p> <p>Offer multiple Family Nights each year that engage families in mathematics, literacy, and science activities</p>	<p>Maxfield Elementary students identified ways they can succeed in school and ways to make their hopes and dreams come true. Students thought of the following ideas to make connections between learning at home and school:</p> <ul style="list-style-type: none"> • Do homework and turn it in to the teacher on time. • Talk with my family about what I am learning in school. • Read at home every night. Help others by reading to my little brother, sister or cousin. • Play games to practice my math. • Bring home our class newsletter and the Principal's Newsletter. • Learn about my family history and culture. 	<p>Maxfield Elementary parents joined staff to share ideas about how families can support students' success in reading and math. Families may have other ideas to add to this list.</p> <p>Have fun with math. Look for the many ways that you use math every day around the house. Play the math games that are sent home and think up new games to play.</p> <p>Try to attend Family Nights or get information from the Center for Culture, Families, and Learning or my child's teacher if we can't attend.</p> <p>Play word games with the new vocabulary words and find ways to use these words in family conversations.</p> <p>Look for the class newsletters and check out the school website and Facebook page. Increase academic growth in reading and math for all students</p> <p>Prepare all graduates for college, career, and life.</p>

Bus Riders:

- Please arrive at the bus stop 5 minutes before the bus is scheduled to drop off and meet your scholar. Also please remember there are delays the first week to make sure all scholars arrive to school and home safely we appreciate your patience and understanding.
- All PreKindergarten scholars must be met by an adult at the bus stop.
- Track the status of your scholar's bus on the Bus Status app at spps.busstatus.ca

Scholar Pick Up

- Scholars will receive their pick up numbers the first week of school. Please be patient as we get all the information together. We ask that you display your number in your windshield so our staff are able to bring your scholar(s) to you quickly.
- Scholars will continue to be dismissed on St. Anthony. Please remain in your cars and we will bring your scholar to your vehicle.

iUpdate

- Please go to spps.org/onestop to update all your emergency contact information as well as media permissions.
- Nutrition services forms can also be completed online at the end of the iUpdate information.

Student, Family and Staff Expectations

Families will be called when a student comes out of uniform to verify the reason student is out of uniform and encouraged to bring a uniform to school for the scholar.

Uniforms are required for field trips unless formal attire is required.

The principal will allow exceptions to uniform policy on special occasions (students and families will be notified in advance).



Nutrition Services

Every SPPS family should complete an application for Educational Benefits/Free or Reduced Price meals. Scholars will receive one free breakfast and one free lunch each school day under Minnesota's Free School Meals Program. **However, it is critical that all families complete an Application for Educational Benefits each school year.**

How to Apply: Applications can be completed online at <https://www.schoolcafe.com/>

If you have additional questions, please contact Nutrition Services at 651-603-4950 or email ns@spps.org

Education Benefits Discounts for Families

- [Amazon](#) - 50% off Amazon Prime Membership
- [Xcel Energy's Income-Qualified Home Energy Saving Program](#) - Free advice and energy-saving improvements, including weatherization and replacement of your older appliances for newer models.
- [Minnesota Children's Museum](#) - Discounted tickets and membership
- [Science Museum of Minnesota](#) - \$15/yr membership for two adults and all dependents under 21. Includes free admission, Omnitheater movies, and parking. Discounts on summer camps and the Explore Store gift shop.
- [Metro Transit's Transit Assistance Program](#) (TAP) - \$1 rides for all household members
- [Xfinity Internet Essentials](#) - \$10/mo high speed internet
- [Affordable Connectivity Program](#) - Up to \$30/month towards broadband service and a one time reimbursement of up to \$100 for a device (i.e tablet, laptop). Through approved providers only.
- [The Works Museum](#) - Discounted admission, memberships and camp scholarships.
- [Guthrie Theater Gateway Program](#) - Up to four tickets per production for \$5 each
- [Bell Museum Curiosity Membership](#) - \$15/yr membership for two adults and all dependents under 21 within one household. Unlimited free gallery admission, \$2 planetarium tickets, early access to summer camp programs, and pre-qualification to apply for camp scholarship lottery.
- Many summer camps and programs, child care providers and athletic programs offer scholarships or discounts to families who qualify for free or reduced eligibility.

***Links to all these programs can be found on our school website: maxfield.spps.org**



YMCA Beacon School Success (Afterschool EDL)

The YMCA collaborates with SPPS and Maxfield to offer the School Success program during the school year. This program includes after school tutoring, one-on-one mentoring, higher learning preparation and youth activities.

The YMCA Beacon Schools Success Program provides free and high-quality educational, recreational and leadership development activities after school and in the summer. Programs designed to narrow the achievement gap and provide students with opportunities to achieve school success.

On any given day in the Beacons program, young people might enjoy a healthy meal, academic groups with licensed teachers, and enrichment groups like sports, music, cooking, arts and crafts, STEM, etc. At the end of the day, young people participate in a closing reflection and then dismiss for home - busses are provided to young people that qualify for school day transportation.



Saint Paul Promise Neighborhood (SPPN)

SPPS is an education partnership that puts children in the Frogtown, Rondo and Summit-University neighborhoods of St. Paul on the pathway to college and career success. Housed at the Amherst H. Wilder Foundation, SPPN takes a proactive and preventive approach to the education opportunity gap by partnering with four elementary schools including Maxfield Elementary School, parents, caregivers, and a wealth of community-based organizations to deliver programming and reach families. To learn more please contact us at promiseneighborhood@wilder.org. Or visit <https://saintpaulpromiseneighborhood.com/>

Todos los documentos pueden ser traducidos o interpretados oralmente si usted lo solicita

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